

Summary of Proceedings
Meeting of the Board of Trustees
Thursday, June 14, 2022
5:00 p.m., via Zoom

Trustees Present: Joseph Doria; Karen Fahrenholz (Secretary/Treasurer); Pamela Gardner; Bakari Lee (Vice Chair); William Netchert (Chair); Jasmine Ngin (Student Alumni Representative); Jeannette Peña; and Christopher Reber.

Trustees Absent: Frank Gargiulo; Roberta Kenny; Silvia Rodriguez; and Harold Stahl.

Comments from the Public: There were no comments from the public.

Report:

1. *President's Report*

President Reber offered the following remarks.

Good evening, Trustees and colleagues. It's so nice to see you this evening!

Trustees, thank you for your support of the College's recent, spectacular, and truly inspirational Commencement Ceremony held at Red Bull Arena in Harrison. We thank Trustees Netchert, Fahrenholz, Gardner, and Stahl for participating in the ceremony on the Commencement stage. We thank Chairman Netchert for offering remarks on behalf of the Board. And we thank Trustee Stahl and Trustee Emeritus and Harrison Mayor James Fife for their help and support with Commencement plans and needs.

This was an historic celebration of our students, their family members and loved ones, our faculty, staff, trustees, friends, and community. More than 7,000 people attended to see and congratulate the nearly 800 participating graduates from the classes of 2020, 2021, and 2022.

Commencement is the culmination of – and reason for – all we do in the life of this great College. We look forward to many future Commencement ceremonies at Red Bull Arena, which has proven to be an ideal venue for Commencement located right here in Hudson County. Trustee Lee, thank you again for advocating Red Bull Arena as our new Commencement site!

Today, I have invited the College's Chief Information Officer, Patricia Clay, to speak about the significant investments in technology you have approved over the past several years. With your strong support, Hudson County Community College's increasingly state-of-the-art technology is being leveraged to promote student success, access, efficiency, security, and other positive and best practice outcomes. Trisha, we thank you and your skilled and dedicated team for all you do to support the HCCC Family and our transformational mission.

Thank you for joining us and speaking this evening.

Patricia Clay offered remarks and presented [Technology Serving Student Success at HCCC](#)

Good evening, Trustees. Thank you, Dr. Reber, for giving me a few minutes to discuss how technology is serving our students at Hudson County Community College. I'm Trisha Clay, and I am the Chief Information Officer leading Information Technology Services. We have a wonderful ITS team dedicated to the College and our students. I'm proud to work with them every day.

The security of our systems and our information is critical. Criminals have access to free tools and systems to profit from whatever access they can get. There is no one silver bullet to security. As I've learned over the years working with EDUCAUSE and the Higher Education Information Security Council, we need layers of protection to reduce our risk. We are using new technologies, such as Beyond Identity, Fischer Identity, Cohesity, KnowBe4, Mimecast, and Nutanix, as well as other mitigations, to make it as simple as possible for our employees and students to work and study securely.

Security is critical, but underlying all of our technology is infrastructure. The network allows us to communicate between our buildings on this campus, to North Hudson and Secaucus, and to the world via the Internet. Recently, we have upgraded network hardware across campus, updated cabling in 870 Bergen, full network updates of North Hudson campus, and wifi upgrades across the College to keep our network as fast and reliable as possible.

Our students' success is our most prominent goal, and we consistently add technology for our faculty and students to improve learning outcomes. Lately, we've added several entirely new options, such as a Video Studio to record lectures, presentations, and demonstrations, and several new technologies in the Center for Teaching, Learning, and Innovation (CTLI) to help faculty reach new levels of excellence. We promote access to HCCC desktops with all the software students need, both on campus and remotely, and from any device with Virtual Desktop Infrastructure (VDI). VDI helps us help students by powering our laptop loan Chromebooks to run most any software students need. We've added eGlass, a truly new platform that allows faculty to whiteboard over video conferencing while interacting with their students through the glass board. This is a very promising technology for STEM and other faculty who write equations and the like on a whiteboard.

Technology is not limited to the classroom at HCCC. We use technology for administrative and business functions and are always working to streamline this technology. Tonight, you will be approving HCCC's new Student Success and Advising Platform that will be used by advisors, faculty, staff, and students to empower students throughout their academic careers and allow advisors and faculty to intervene with students as needed. The platform puts all on the same footing and will allow analytics to show where and what interventions are needed. We've modernized grading and finance with new Self Service offerings.

We are managing our documents and their workflow with the Laserfiche platform. For example, this allowed us to gather proof of vaccination for all employees in a short time and keep that information stored securely. We've taken Faculty Contracts and Online Learning agreements to a new level with electronic signatures and document routing with Adobe Sign. We have updated our phone system, adding options for using an app to answer our phone extensions, receive our voicemail by email, and use updated technology to save the college money over time.

We continue to add to our Immersive Telepresence Video (ITV) spaces across the campus. The College has leveraged Coronavirus funding, OSHA grant funding, and a Federal Earmark grant to

increase the availability of different programs across the Journal Square and North Hudson campuses. The Culinary building's 14 kitchens and classrooms are complete, and I will share a video highlighting them in a moment. Over the summer, we will be completing 20 labs in the STEM Building, allowing class interaction and views of demonstrations and experiments to be captured on video. We've added ITV technology for CTLI, Center for Online Learning (COL), L518, and, coming soon, L514 and N306 for Computer Art students. We will be adding seven more ITV classrooms at North Hudson in the coming months, as well as the EOF offices in J Building and room 206 in STEM. We want this technology to be available for all programs across the college as it provides superior remote connections for students and faculty.

All of this technology is great but isn't very helpful without training. ITS and our colleagues in the COL and CTLI provide a robust training schedule. Our Academic Computer Labs team, led capably by Diana Perez, runs bi-weekly ITV training in the summer and weekly training in the fall and spring. With COVID funding, we've increased professional development opportunities, such as the Online Learning Consortium conference for faculty and staff. Internally, we talk to deans and faculty on a regular basis to determine additional training that is needed. We also provide guides and training videos on the College website for access by faculty, staff, and students at any time.

I thank you for your time this evening. We in ITS truly appreciate the support of the Board and the administration. Hudson is Home, and we are glad to be a part of it! Please let me know if you have any questions.

President Reber resumed his remarks.

Thanks so much, Trisha!

Trustees, this concludes my report.

As always, Trisha and I would be happy to entertain any questions or comments you might have.

Trustee Lee offered the following remarks.

There are rumors about outside forces coming in and taking over colleges through IT platforms or databases. What exactly are we doing to protect ourselves from perpetrators stealing our information and using it for ransom?

Patricia Clay responded with the following remarks.

The way of preventing that is through layered mitigation strategies. We're training everyone about phishing in order to spread awareness of what those attempts look like. Phishing often can come in the form of an email. The next step is Mimecast, which strips URLs out of the email before bad emails are received. Then comes multifactor authentication, in which you need something in addition to your passwords like a code or text that is delivered exclusively to you. Finally, we have backups in case all other security measures fail.

The reason why other organizations pay a ransom or are down for weeks, even months, is because they do not have adequate backups. These are the layers that we are developing and implementing. We continue to add more security as we keep abreast of developments and new vulnerabilities arise.

Trustee Lee made closing remarks.

Thank you for answering my question. Please continue to be ever vigilant.

Regular Monthly Reports and Recommendations

1. **The Minutes of the Regular Meeting of May 17, 2022, were approved.**
2. **Gifts, Grants, and Contracts Report – No report.**

The following actions were taken concerning **Fiscal, Administrative, Lease, and Capital Recommendations** brought forward by the Administration and endorsed by the Finance Committee.

1. Resolution Authorizing Gabert Library and North Hudson Campus Glass Barriers, to be funded by the American Rescue Plan (ARP) Grant at a cost not to exceed \$645,000, was approved.
2. Resolution Authorizing Real Estate Counsel Services, to be funded from the operating budget at a cost not to exceed \$150 per hour, was approved.
3. Resolution Authorizing Purchase of Furniture for New Professional Association Office, to be funded from Chapter 12 funds at a cost not to exceed \$28,279, was approved.
4. Resolution Authorizing IT and Data Installation in the STEM Building, to be funded by the American Rescue Plan (ARP) Grant at a cost not to exceed \$220,713, was approved.
5. Resolution Authorizing Purchase of Title V Evaluator to be Funded by the Golden Door/La Puerta Dorada Grant for a term not to exceed three years and an estimated three hundred hours, was approved.
6. Resolution Authorizing Purchase of Student Services and Advising Platform, to be funded from the operating budget at a cost not to exceed \$180,000, was approved.
7. Resolution Authorizing Purchase of Online Proctoring Program, to be funded from the operating budget at a cost not to exceed \$46,000, was approved.
8. Resolution Authorizing Purchase of Anti-Virus Software, to be funded from the operating budget at a cost not to exceed \$23,323, was approved.
9. Resolution Authorizing Renewal of Video/Podcast Services for the Office of Communications, to be funded from the operating budget at a cost not to exceed \$70,000, was approved.
10. Resolution Authorizing Renewal of Digital Advertisement Services, to be funded from the operating budget at a cost not to exceed \$49,980, was approved.
11. Resolution Authorizing Renewal of Altice Media Services Contract for Cable Advertisements, to be funded from the operating budget at a cost not to exceed \$61,184, was approved.
12. Resolution Authorizing Renewal of News 12 Media Services Contract for Cable Advertisements, to be funded from the operating budget at a cost not to exceed \$28,860, was approved.
13. Resolution Authorizing Renewal of Effectv Media Services for Cable Advertisements, to be funded from the operating budget at a cost not to exceed \$50,097, was approved.
14. Resolution Authorizing Renewal of College-Wide Telephone System Services, to be funded from the operating budget for the anticipated term of one year, was approved.
15. Resolution Authorizing Renewal of Maintenance and Repair Services for Fire Alarms, to be funded from the operating budget at a cost not to exceed \$48,800, was approved.

16. Resolution Authorizing Renewal of Liability and Casualty Insurance, to be funded from the operating budget at an annual cost not to exceed \$568,907, was approved.
17. Resolution Authorizing Collection Services, for the anticipated term of two years at the same cost as the prior year's contracts with no fee increases, was approved.
18. Resolution Approving Fourth Amended and Restated Employment Agreement of Christopher M. Reber, HCCC President, for a rolling term of three years, was approved.

The following actions were taken regarding **Personnel Recommendations** brought forward by the Administration and endorsed by the Personnel Committee.

1. The resignations of a Recruiter and Associate Director, Honors Program were accepted.
2. Staff appointment to the following full-time position was approved: Administrative Assistant, Continuing Education and Workforce Development.
3. Appointments of Temporary Full-time Staff were approved.
4. Appointments of Full-time Faculty were approved.
5. Reappointments of Full-time Tenure-Track Faculty, Academic Year 2022-23 were approved.
6. Reappointments of Full-time Lecturers, Academic Year 2022-23 were approved.
7. Authorizations of Part-time Staff through June 2023, as needed, were approved.
8. Appointment of New Hire Adjunct Instructor was approved.
9. The following Modification to the Staffing Table was approved:

<i>Current Approved Title</i>	<i>New Title/ Deleted Title (if applicable)</i>	<i>Incumbent (if applicable)</i>	<i>Salary Adjustment (If applicable)</i>	<i>Effective Date</i>
New Title	Administrative Support Specialist, STEM	Ronny Canales (Interim)	\$35,000.00	June 15, 2022

The following actions were taken regarding **Academic and Student Affairs** as brought forward by the Administration and endorsed by the Academic and Student Affairs Committee.

1. Resolution Authorizing Memorandum of Agreement Between Hudson County Community College and New Jersey Health Care Employers District 1199J was approved.
2. Resolution Authorizing Renewal of Agreement Between Hudson County Community College and Jersey City Board of Education was approved.
3. Resolution Authorizing Renewal of Agreement Between Hudson County Community College and Marion P. Thomas Charter School was approved.
4. Resolution Authorizing Renewal of Agreement Between Hudson County Community College and West New York Board of Education was approved.
5. Resolution Authorizing Affiliation Agreement Between Hudson County Community College and New Era Hemonc, LLC for Clinical Experiences in Medical Assisting was approved.
6. Resolution Authorizing Memorandum of Understanding Between Hudson County Community College and Alliance Community Healthcare, Inc./ Horizon Health Center was approved.

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The **meeting was adjourned** at 5:27 p.m.

The minutes of the Board of Trustees Meeting, upon approval, are available in the College Library, the President's Office, and on the College website.