

**Summary of Proceedings at the Meeting of the  
Board of Trustees  
September 13, 2011  
5:00 p.m.  
Mary T. Norton Room, 70 Sip Avenue  
Jersey City, New Jersey**

**Trustees present were:** Karen A. Fahrenholz; James Fife; Dr. Glen Gabert (ex officio); Joanne Kosakowski; Aja Moore (Student Alumni Representative); William Netchert (Chairman); Adrienne Sires, (Vice Chair); Katia Stack and Alfred Zampella.

**Trustees not present were:** Bakari Gerald Lee (Secretary/Treasurer) and Roberta Kenny.

**Call to order:** The meeting was called to order by Chairman Netchert at 5:00 p.m.

**Awards, Recognitions and Special Reports:**

Dr. Gabert noted on the following:

- Update on enrollment: The final headcount figure would represent an increase of about 2%. While this apparently is one of the few increases among county colleges this fall, it is a lower increase than in past years.
- The West Hudson Pioneers Club Scholarship Meeting will take place on Thursday, September 15<sup>th</sup>.
- A reception is planned for full-time regular staff that have joined the College since August, 2010. It will be held on Friday, October 14<sup>th</sup>.

Dr. Paula Pando, Vice President for the North Hudson Higher Education Center and Student Affairs, commented on the program for the grand opening of the new facility scheduled for Wednesday, September 28<sup>th</sup>.

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The trustees **approved the minutes** of their meeting of August 16, 2011.

The following actions were taken concerning **fiscal, administrative, lease and capital recommendations** brought forward by the Administration:

- The award to provide web site services for FY 2012 was awarded to Jones & Associates Communications, Inc. of Jersey City, New Jersey in the amount of \$12,500.00.
- Approval was granted for Hudson County Community College to become a sponsor at \$20,000.00 for the HCCC Foundation Annual Holiday Extravaganza to be held December 2011.
- The award of a sprinkler system/monitoring /inspection service vendor for all campus locations for FY 2012 was awarded to Simplexgrinnell LP., of Rockaway, New Jersey in the amount of \$24,500.00.
- The award of annual computer electronic and software parts for FY 2012 was awarded to GOVCONNECTION Inc. of Merrickmack, New Hampshire in the amount of \$310,500.00.
- The award of a lab equipment and lab supplies vendor for FY 2012 was awarded to Fisher Scientific of Pittsburgh, Pennsylvania in the amount of \$50,100.00.
- The award of a lab equipment and lab supplies vendor for FY 2012 was awarded to a second vendor, VWR Education, LLC d/b/a Ward's Natural Science Est of Rochester, New York for FY 2012 in the amount of \$26,817.21.
- The award of annual computer electronic and software parts for FY 2012 was awarded to CDW Government LLC of Veron Hills, Illinois in the amount of \$162,500.00.
- The award of a locksmith and door vendor for FY 2012 was awarded to NJ Locksmith & Door Service of North Bergen, New Jersey in the amount of \$21,000.00.
- The award of a library automation system for the Library/LRC for FY 2012 was awarded to Sirsi/Dynix Corporation of Provo, Utah in the amount of \$27,000.00.
- The award of annual software maintenance agreement for FY 2012 was awarded to Allister Business Solution of Freehold, New Jersey in the amount of \$17,500.00.
- The College adopted a supplemental retirement plan pursuant to Section 457(b) of the Internal Revenue Code.

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The following actions were taken concerning **personnel recommendations** brought forward by the Administration:

- The retirement of an Enrollment Support Assistant was accepted.
- The resignation of a Director of Admissions was accepted.
- The appointment of a Director of Conference Center was approved.
- Staff was appointed to the following temporary job title: Instructor, Mathematics.
- A temporary ITS consultant assignment was approved.
- Persons were approved for inclusion on the list of those authorized for part-time employment.

The **meeting was adjourned** at 5:20 p.m.

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