HUDSON COUNTY COMMUNITY COLLEGE

Summary of Proceedings
Meeting of the Board of Trustees
Tuesday, October 11, 2022
5:00 p.m., In-person and via Zoom

Trustees Present: Joseph Doria; Karen Fahrenholz (Secretary/Treasurer); Frank Gargiulo; Bakari Lee (Vice Chair); William Netchert (Chair); Jeanette Peña; Christopher Reber; Silvia Rodriguez; and Harold Stahl.

Trustees Absent: Pamela Gardner; Roberta Kenny; Jasmine Ngin (Student Alumni Representative).

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

Report:

1. ***Student Government Association President's Report***

   Student Government Association President, Sally Elwir, offered the following report.

   Thank you, President Reber, and Hello, Trustees.

   It is a pleasure speaking to you again.

   Last month, the Student Government Association (SGA) met every Friday to work on goals and events while supporting the clubs and student life of HCCC.

   Since my last report, we hosted our first SGA Town Hall meeting, Inter-Club Council Meeting, and Outdoor Movie Night. At Town Hall, we shared updates about upcoming events, projects, and the different committees we serve on. We streamed it live on Instagram and had a great turnout, including questions and feedback from the students. We hosted the Inter-Club Council meeting to discuss planned events, budgets, and membership recruitment.

   SGA members have been consistently present in the All College Council committee meetings and other campus-wide groups, such as the Enrollment Management Council, providing important student feedback and involvement.

   To connect students to our staff and faculty leaders, we have created social media content by recording interviews during "Pizza with the President," where students have provided positive feedback. We also started a new series called "Tea with the Faculty and Staff," which was kicked off with Vice President Lisa Dougherty.

   Here are reports on our various clubs and honor societies:

- The Business and Accounting Club hosted a Meet and Greet Pizza Party for both campuses and recently took a trip to Wall Street. Future plans include hosting a Business Expo, taking a tour of Rutgers Business School, and visiting Bloomberg.

- The French Club will teach about French culture and their foods, such as croissants.

- The Latin Society, the club that originated from the North Hudson Campus, hosted a Meet and Greet event with all departments showcasing and providing services to the students. They will also host a Latin Heritage Fashion Show on October 18 at the North Hudson Campus.

- Model UN is preparing for its conference in Boston and plans on taking a tour of United Nations Headquarters in New York.

- The Criminal Justice Club will host a self-defense training and panel on October 25. At a later date, they plan to take a tour of the Eastern State Penitentiary.

- PACDEI Student Action Group hosted a mixer with the new ESL Club and plans to collaborate for the International Fashion Show.

- Phi Theta Kappa is working on their College Project and Honors in Action Project. They have connected with Dean Fessler and plan to visit high schools and host seminars to help students in the transfer process. They are inviting alumni and collaborating with Financial Aid, Transfer Pathways, and Career Services.

- Lastly, other clubs, including the Computer Science Club, Psychology Club, Gen Z, and Music Club have been meeting and working on events to further engage the student population.

We are happy to see that all the clubs are active and doing a great job.

As for SGA's upcoming events:

- On October 12, we will host our second Town Hall meeting. Guest speakers include President Reber, Dean Clark, and VP Dougherty, who will answer student questions and address concerns. On that same day, our Inter-Club Council will meet for a second time.

- On October 28, we will host a Halloween Dance at the Culinary Conference Center from 6:00 p.m. - 9:00 p.m. There will be music, food, games, and a costume contest.

- On November 4, the International Fashion Show will be held from 4:00 p.m. - 6:00 p.m. in the Sixth Floor Atrium of Gabert Library. We will showcase outfits from various countries such as India, Italy, Egypt, Jamaica, Mexico, Philippines, and many more.

- Lastly, we will continue to attend our committee meetings and All College Council meetings to represent students and be the students' voice.

I look forward to answering any questions you may have, and thank you for your time.

Trustee Lee offered the following remarks.

This is a fantastic report and extremely comprehensive. I am curious to know more about the visit to the Eastern State Penitentiary.

SGA President Sally Elwir responded with the following remarks.

The Criminal Justice Club is planning a visit to a museum that was once a prison in Pennsylvania. No date has been set, but they are in the beginning stages of organizing this trip.

Trustee Lee commented.

I am glad Pizza with the President events have continued to carry on and that they are offered at various locations.

Great report and fantastic job, Sally.

2. ***All College Council Chair's Report***

All College Council Vice Chair, Sharon Daughtry, offered the following report.

Good evening, Trustees, President Reber, and the HCCC community,

I am Sharon Daughtry, Vice-Chair of the All College Council (ACC), reporting on behalf of Dr. Cronrath, who is currently at the New York Yankees playoff game.

At the last ACC General Meeting, following another successful Convocation, three presentations were highlighted. The first was a presentation by VP Chiaravalloti discussing potential parking solutions for the future of HCCC. This included the trial of 50 spots at the Harrison PATH parking garage, in which parkers would need to take the PATH train seven minutes (one stop) to Journal Square.

The second presentation was provided by VP Jones regarding changing the names of college "Divisions" to "Schools," better aligning the names with the mission of the College.

The third presentation was given by VP Dougherty and Director Scanlon regarding data collected on students' performance, focusing on the students who registered late for classes. The data showed that performance was weaker for those students who registered late. Thus, the Enrollment Management Council recommends changes to the add/drop period. The emphasis of the changes will focus on when students can self-register for classes. Procedures and the full extent of the policy changes are still being finalized and will hopefully be presented at the next general meeting.

Committee Report Updates

Academic Senate:

Members are working in collaboration with the IT department to provide instructions for WebEx teaching modes.

Remote class etiquette guidelines are still being developed and refined, as well as the development of instructor guidelines for remote class modality.

College Life Committee:

Members will use Smartsheet to collect miles for the "Steps for Wellness" initiative.

Feedback was collected on the mentoring program that was presented during Convocation.

Preparation has started for the Holiday Gathering scheduled for December 15.

Development and Planning Committee:

Members recapped the Suicide Awareness event in collaboration with the Wellness Center.

Volunteers from committees and the HCCC community are being sought to help at Foundation sponsored events.

Space and Facilities Committee:

Updates were provided to the committee about the pilot parking program at the Harrison PATH Station.

Designated rooms at the College are still needed for students who will take remote exams in person.

Further discussion regarding gender neutral bathroom signage also occurred.

Student Affairs Committee:

Members discussed the proposed changes to the Add/Drop policy.

Phi Theta Kappa and Educational Opportunity Fund (EOF) students and staff participated in the annual "Making Strides Against Breast Cancer" on Sunday, October 9. Big Brothers and Big Sisters will hold an Information Session for students on October 13 at 2:00 p.m. There will be an open forum for students' parents; the first monthly meeting will be held on October 27, 1:00 p.m. – 2:00 p.m. The committee is creating a list of community organizations in which faculty, staff, and students can volunteer.

Technology Committee:

Members are working with Space and Facilities Committee to find technology and space for students to take online proctored exams. Several spaces have been identified. The library is setting up a room reservation system for students to book a room in advance. A space list will be completed and shared with the community.

This ends my report. I am happy to answer any questions. Thank you for your time and attention.

Chairman Netchert followed up with an inquiry.

Could you elaborate on students' performance with late registration?

Vice President Dougherty responded with remarks.

We presented some data that were compelling. We allow students to add classes two weeks into the semester, meaning they can miss one or even two class meetings. We were curious if this affected their performance. We had a theory that it did, and it did prove to be true. Students who register late have lower GPAs, lower pass rates, higher withdrawal rates, and lower retention rates.

Our committee made a recommendation not to allow students to register after a class has met, but instead to offer them an alternative class that hasn't met yet. Some of our sister colleges have already implemented this technique with great success in achieving improved retention and graduation rates.

However, faculty may still allow students to add their classes even if they have already met. They will have the ability to grant students special permission. We're meeting with a group of faculty and students to devise a procedure to ensure that we do not harm students with this practice. We know that, in the end, it's in the best interest of our students, but we want to have all issues covered and ensure there are plenty of classes to enroll in that start at a later date.

We will assess this change, comparing and contrasting our expectations with the outcomes.

3. **President's Report**

President Reber offered the following remarks.

Good evening, Trustees and colleagues.

As you heard, we're going to be launching a trial project to test whether parking spaces in the Harrison parking garage just next to the PATH Station will be helpful to students, faculty, and staff. In fact, there's a resolution on the agenda tonight to fund that, and I want to take this opportunity to thank Trustee Harold Stahl. This was his idea and we're starting to see interest in it. We're now promoting this campuswide. We have at least ten people that have stepped forward and we expect to receive more interest. It's a nine-minute trip from the garage with one stop to Journal Square. We greatly appreciate Trustee Stahl's suggestion.

Sally and Sharon, thank you for your reports and for all you and your members are doing to serve the College!

I just returned with an HCCC team from the annual conference of the Hispanic Association of Colleges and Universities, or HACU, held this year in San Diego.

Joining me at the conference were students Marlenne Andalia, Leandra Cancel, and Justin Mosquera, and my colleagues, Joe Caniglia, Diana Galvez, Dr. Darryl Jones, Yeurys Pujols, and Dr. Alison Wakefield. It was an inspirational convening of over 2,500 trustees, faculty, staff and students from throughout the United States.

North Hudson Campus Executive Director Joe Caniglia, Assistant Director Diana Galvez, and our students offered an outstanding and well-received presentation about our HCCC Learning Communities to a large, standing-room-only audience. We all enjoyed sharing and learning about best practices in supporting the nation's Hispanic and Latino communities and beyond.

Our Division of Science, Technology, Engineering, and Mathematics continues to grow and thrive thanks to the leadership of Dean of STEM, Dr. Burl Yearwood; our dedicated and talented faculty and staff; and our inspirational students.

This evening, I have invited Dr. Yearwood and several colleagues to discuss a variety of initiatives and best practices in STEM.

Joining Burl to share their perspectives and experiences are faculty colleagues Faisal Aljamal and Rafiq Siddiqui. It is also a pleasure to welcome back Stephen Cronin, a graduate of our Cybersecurity program. Stephen is currently pursuing his bachelor's degree at NJIT.

Burl and team, thanks so much for joining us this evening.

Burl Yearwood offered opening remarks and presented Division of STEM.

Thank you, President Reber. Good afternoon, trustees, administrators, faculty, staff, students, and members of our community.

I am Burl Yearwood, Dean of Science, Technology, Engineering, and Mathematics (STEM). The STEM Division, as the rest of the College, is focused on promoting students' success. We have developed many exciting initiatives to expand the opportunities available to our students. I thank the amazing faculty, staff, and students in the STEM Division. Without them, none of this would be possible.

We're in the process of creating a Data Science program. This program will provide high-paying jobs to our students in an area that's growing exponentially. We are fortunate also to have four new faculty join our division. They bring creativity, expertise, and passion for helping our students.

Two months ago, the STEM Division was awarded the *INSIGHT Into Diversity* "2022 Inspiring Programs in STEM" award. We were one of the few community colleges nationwide to receive this award. In July 2022, the College and the STEM Division received a $146,000 grant as part of the NJ Pathways initiative, a collaboration of NJCC and the New Jersey Business and Industry Association. Today, we will focus on two initiatives that exemplify the work being done in the STEM division.

First, I'd like to introduce Rafiq Siddiqui, who will talk about the SAIL Community College program.

Rafiq Siddiqui offered remarks.

Good evening, everyone. My name is Rafiq Siddiqui. I'm both an Assistant Professor and Coordinator of the Computer Science program.

Today, I am sharing some information about the Social and Interactive Learning at Community Colleges program, better known as the SAIL-CC. It was developed at Carnegie Mellon University's Learning Lab. SAIL is an online platform to help design and develop community colleges' Computer Science curricula through collaboration with the National Institute for Staff and Organizational Development (NISOD). All the courses developed on the SAIL platform are project-based, collaborative, and use real-time feedback.

There was a specific way we were selected to participate in this project. Last year, after developing the SAIL platform, Carnegie Mellon reached out to all 1,167 community colleges across the country to invite their interest in participating in the project. They were limited to selecting only 25 community colleges for this program. The requirement was that these community colleges offer python programming courses that must match, or at least be comparable with what they are doing at Carnegie Mellon University.

In November, we applied for this program, and in March of this year, we were notified that we are one of the 25 colleges selected to participate. In July, I was invited to attend a five-day boot camp. I learned all there is to know about the SAIL platform; how courses will be offered, the student view, how the lectures will be conducted, examples and projects—all the information needed for faculty to conduct courses successfully. At the end of the boot camp, Carnegie Mellon narrowed down to only ten colleges that would move on to the next phase. I'm happy to report that we were one of the ten colleges selected for this next phase.

How do students learn with SAIL? They learn in three parts. Unlike most programming courses, where students have simulated projects with simulated data and arrive at simulated solutions, it's quite the opposite with SAIL. Students have real-world problems and find a solution with real-world data, infrastructure, and scenarios. They submit their solution on the SAIL platform, where they receive instant feedback about which part is correct and which is incorrect. It also guides them through a step-by-step procedure to correct the solution. Students can then reflect on their feedback and resubmit their solutions.

Another advantage of this program is that it should help increase student retention. Once a python programming course is placed on the SAIL platform, we'll design additional computer

science courses in the future in partnership with Carnegie Mellon, and offer them on the cloud platform, which is proven to lead to certifications and jobs.

I want to invite my colleague, Professor Aljamal, who is also the coordinator of the Cybersecurity program, to speak next. Thank you.

Faisal Aljamal offered his remarks.

Good afternoon, everyone. I am Faisal Aljamal, Assistant Professor of Computer Science and Cybersecurity.

HCCC's Cybersecurity Program started about five years ago. Currently, we have over 100 students enrolled in the program. It's one of the most successful programs in the College. Our graduates are earning their bachelor's or master's degrees, while others are in the workforce.

Recently, we began working with the National Security Agency (NSA), an intelligence agency under the United States Department of Defense. They recognized us for the work we had done and our program's success. They honored us as the third community college and the tenth institution in New Jersey to be designated as a National Center of Academic Excellence in Cyber Defense (NCAE-CD), a form of accreditation. This title means that we are an institution dedicated to supporting students and graduates to serve the national interest in the area of cybersecurity, providing the nation with a pipeline of qualified cybersecurity professionals.

HCCC is committed to providing a high standard of cybersecurity education to meet the market demands, and serve the community and the nation. This also will increase enrollment, as cybersecurity is attracting many prospective students. We will have opportunities to reach higher levels by offering another certification in cybersecurity to help students and to help fulfill the need for these positions. We were presented with several certificates from the National Security Agency. For one of the certificates, we were designated as an NCAE-CD institution, presented by Lynne Clark, Chief of the National Security Agency, and Michael Howell, Supervisor for IT at the Department of Homeland Security.

I want to introduce one of our Cybersecurity graduates, Stephen Cronin, who is now pursuing his bachelor's degree at NJIT.

Stephen Cronin offered remarks.

Hello, everyone. Thank you for having me. It's always lovely to see familiar faces from Hudson.

I am happy to be back to talk about how the Cybersecurity Program at HCCC prepared me academically and professionally. The main advantage of HCCC's Cybersecurity Program is the hands-on keyboard experience in the lab. The environments in these labs are set up so that students can practice coding, hacking, configuring a PF Sense Firewall, and all sorts of other fun tools like a wire shark, KALI, and Linux. The tools mentioned are all part of excellent instruction that few other schools offer, which are especially uncommon at the community college level.

Regarding academic preparedness, I have felt prepared to go into a four-year institution. I am currently in my last semester at NJIT, majoring in Information Technology with a specialization in Information and Network Security. As for workforce preparedness, I felt prepared to interview for internships and other positions. I began working here at HCCC in the ITS Department as a Federal work-study student. I later became a Cybersecurity Analyst for about a year at Axis Capital, an insurance company. Most recently, I completed an internship at Schonfeld, a hedge fund in Manhattan, and will return there in January 2023, working full-time.

The vital part of this journey is that in all these jobs and positions, the tasks and assignments were similar to what I learned at HCCC. It was all things I learned here and that's what really impressed these employers. I think it's a great program that you offer, and I think you must continue to support it and watch it grow and flourish.

Thank you.

President Reber resumed his remarks.

Thank you so much, Burl, Professors Aljamal and Siddiqui, and Mr. Cronin. And we thank and congratulate our dedicated faculty, staff, and students in the School of Science, Technology, Engineering, and Mathematics. You make us all proud!

Trustees, this concludes my report.

My guests and I would be happy to entertain any questions or comments you might have.

Trustee Lee asked a question.

What is the dark web?

Stephen responded.

The dark web is a collection of websites not listed in search engines. You have to work to get to them; I do not recommend it.

Trustee Lee responded.

Great presentation!

Regular Monthly Reports and Recommendations

1. **The Minutes of the Regular Meeting of September 13, 2022, were approved.**

2. **Gifts, Grants, and Contracts Report**

   Hudson County Community College has received the following grant:

   Title: Congressionally Directed Community Project (Earmark)

   Agency: New Jersey Department of Education

   Purpose of Grant: The Congressionally Directed Community Project will fund technology upgrades in seven classrooms at the North Hudson Campus.

   College Administrator: Patricia Clay

   College Contribution: $0

   Award Amount: $980,000.00

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 Purchase of Furniture Partitions for New Continuing Education and Workforce Development Workstations, to be funded from Chapter 12 at a cost not to exceed $16,635, was approved.

2. Resolution Authorizing Purchase of Room Scheduling and Course Catalog Management Software, to be funded from the operating budget at a total cost not to exceed $270,577, was approved.

3. Resolution Authorizing Purchase of Chromebooks for the Student Laptop Loan Program, to be funded by the American Rescue Plan (ARP) Grant at a cost not to exceed $298,658, was approved.

4. Resolution Authorizing Purchase of Audio Receiver Systems, to be funded by the American Rescue Plan (ARP) Grant at a total cost of $159,864, was approved.

5. Resolution Authorizing Purchase of Desktops and Webcams, to be funded by the American Rescue Plan (ARP) Grant at a cost not to exceed $74,742, was approved.

6. Resolution Authorizing Renewal of the Association of College and University Educators (ACUE) Partnership, to be funded from the operating budget at a cost not to exceed $45,000, was approved.

7. Resolution Authorizing Renewal of Document Imaging Software, to be funded from the operating budget at a cost not to exceed $86,110, was approved.

8. Resolution Awarding Renewal of Maintenance Agreement for Sharp Multifunctional Printers/Copiers, to be funded from the operating budget at a total cost of $70,435, was approved.

9. Resolution Authorizing Agreement for Staff and Faculty Monthly Parking at Harrison Parking Center, to be funded from the operating budget at a cost not to exceed $45,000, was approved.

10. Resolution Approving OSHE Funding was approved.

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

1. Staff appointments to the following full-time positions were approved: Student Success Coach, Incarcerated Students, Academic and Workforce Pathway Program (Grant-funded); Career and Academic Advisor, Gateway to Innovation Program (Grant-funded); Senior Accountant; Financial Counselor, Gateway to Innovation Program (Grant-funded); Student Services Assistant (Grant-funded; CCOG Grant); and Financial Aid Advisor.

2. Appointment of a Temporary Full-time Faculty member was approved.

3. Authorizations of Part-time Staff through October 2023, as needed, were approved.

4. Appointments of New Hire Adjunct Instructors were approved.

5. The following Modifications to the Staffing Table were approved:

Current Approved Title	New Title/ Deleted Title (if applicable)	Incumbent (If applicable)	Salary Adjustment (If applicable)	Effective Date
N/A	Program Coordinator for Holistic Supports (Grant-funded; CCOG Grant)	N/A	N/A	October 12, 2022
Student Success Coach, Incarcerated Students	Student Success Coordinator, Incarcerated Students (Grant-funded)	Fabiola Occean	N/A	October 12, 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 Agreement Between Hudson County Community College (HCCC) and Pay It Forward NJ, LLC was approved.

2. Resolution Authorizing Suspension of Enrollment in Occupational Therapy Assistant Program Pursuant to Action of Receiving Program was approved.

3. Resolution Authorizing New Proficiency Certificate in Health Science was approved.

4. Resolution Authorizing Renewal of Affiliation Agreement Between Hudson County Community College (HCCC) and Clara Maass Medical Center (CMMC) for Clinical Experiences in HCCC's Registered Nursing (RN) Program was approved.

5. Resolution Authorizing Renewal of Affiliation Agreement Between Hudson County Community College (HCCC) and Newark Beth Israel Medical Center (NBIMC) for Clinical Experiences in HCCC's Registered Nursing (RN) Program was approved.

6. Resolution Authorizing Affiliation Agreement Between Hudson County Community College (HCCC) and Fit Foundry for Internship Experiences in HCCC's Personal Fitness Training and Exercise Science Programs was approved.

7. Resolution Authorizing Affiliation Agreement Between Hudson County Community College (HCCC) and Hudson Hospital Opco, LLC d/b/a CarePoint Health – Christ Hospital for Internship Experiences in HCCC's Human Services Pre-Social Work and Human Services Pre-Social Work Option in Addictions Counseling Programs was approved.

8. Resolution Authorizing Memorandum of Understanding (MOU) Between Hudson County Community College (HCCC) and Engage NJ was approved.

9. Resolution Authorizing Hudson County Community College's Application for the U.S. Department of Labor Employment and Training Administration's Strengthening Community Colleges Training Grant (SCC3) and Additional Strengthening Community Colleges Training Grant (SCC3) evaluation funding was approved.

The **meeting was adjourned** at 5:40 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.