

Summary of Proceedings
Meeting of the Board of Trustees
Tuesday, October 19, 2021
5:00 p.m., via Zoom

Trustees Present: Koral Booth (Student Alumni Representative); Joseph Doria; Adamarys Galvin; Pamela Gardner; Roberta Kenny; Bakari Lee (Vice Chair); William Netchert (Chair); Jeannette Peña; Christopher Reber; Silvia Rodriguez; Harold Stahl

Trustees Absent: Karen Fahrenholz (Secretary/Treasurer)

Comments from the Public:

Michael Ferlise, HCCC Professional Association President, offered the following remarks.

Good evening, Chairman Netchert, Vice Chair Lee, Trustees, and President Reber.

I am Michael Ferlise, a full-time tenured faculty member in Sociology here at Hudson County Community College. I am also the President of the Professional Association, the union of full-time faculty at our College.

Thank you for allowing me to address you publicly tonight. I would like to say a few words in support of the Coordinator Proposal that is before you and for your consideration.

The coordinator proposal was the outcome of a long, collaborative effort between several Professional Association members and members of the Administration and the President's Cabinet. It included Deans and Vice Presidents under then Executive Vice President and Provost, Dr. Eric Friedman, who formed a task force that worked to address and resolve many difficult and recurring problems that existed at our College for far too many years concerning the faculty coordinator position.

As a first attempt in addressing complex institutional problems in this collaborative way, we believe that in spite of some difficulties, frustrations and unexpected contingencies (e.g., the pandemic), the Professional Association and College Administration have not only produced an excellent proposal in this particular case, but have taken steps to create more well-crafted and intelligent proposals in the future, in a non-adversarial manner.

This means that, when we enter collective bargaining negotiations, we will already have well-formed and carefully thought-out agreements that work to the benefit of all. Lessons have been learned along the way, which are already being applied to the current drafting of proposals and up-coming negotiations.

It is my understanding that this collaborative – and non-adversarial approach – is unique among our peer institutions. I think we justifiably feel some pride that we have been one of the first to initiate this approach at HCCC with a like-minded administration that shares a larger view of, and mutual commitment to, HCCC's future and general welfare.

The coordinator position in particular is one of the most important positions in the academic branch of the College. In order to ensure high academic and pedagogical standards in each discipline and maintain goals of student success in every classroom, whether taught by full-time or part-time faculty, we must have faculty coordinators with clear job descriptions, responsibilities and appropriate compensation levels. That is, we must design and organize coordinatorships, as this proposal does, to allow coordinators to maintain the highest educational standards and robust learning environments for our students. We believe the College has for a very long time needed to give greater priority to the position of the coordinator and that the adoption of this proposal and its terms would represent a big first step in that direction.

It is our hope that the Trustees, in seeing its many-sided values and important accomplishments, approve this proposal tonight.

I would like to recognize and thank the members of the Task Force for their hard work and sustained commitment. Starting with faculty (please excuse my bias): I want to thank Tony Acevedo and Alison Wakefield, who co-chaired the task force and have continually given unparalleled service to our college and colleagues. Thanks to their team members, Katie Sweeting, Salim Bendaoud and Lester McRae. Thanks also go to Vice President Jones, Dean Paul Dillon, Dean Burl Yearwood, and Chris Wahl, the administrative members of the Coordinator Task Force. A separate and special thanks goes to Vice President Darryl Jones who really made the extra collegial effort to work with Tony and me, sometimes at the eleventh hour, to finalize the proposal and make it a reality. And, of course, many thanks to Chris - President Reber - for not only enduring bull-headed union leaders, month after month, but remaining committed to seeing this proposal through during the College's worst possible fiscal time of a pandemic.

My sincere thanks to everyone. Thank you for this time.

Reports:

1. Student Government Association President's Report

Student Government Association President Angel Beebe offered the following report.

Good afternoon, Trustees, President Reber, faculty, staff and students.

SGA has been working on some exciting projects. For starters, we are working alongside our advisor, Angela Tuzzo, to create a Leadership Academy. Our mission with this project is to increase student involvement on campus. The Academy will consist of pre-recorded webinars on skills such as what it means to be a leader, and how to run meetings, how to start a club. And even advice from current student leaders. Students will be rewarded at the end of the spring semester with a

dinner to network with one another, a badge, and a certificate of completion. We are hoping to have everything finished before the spring semester begins.

The next project is the Re-entry program. In collaboration with our Phi Theta Kappa chapter, Ashley Shaw, and Lori Margolin, we are creating videos on tips and questions that the inmates have been asking. We are hoping to have these videos play during their CSS (College Student Success) classes, so that they know Hudson County Community College is rooting for them.

This past Friday, we hosted our first Table Talk of the semester. This event was phenomenal. We shared what we have been doing so far and we even heard about what the students would like us to work on. A frequent request was to have more tips and information on transferring.

This leads me to the SGA's next project, which is Transfer Pathways. With help from the Director of Transfer Pathways, Jennifer Valcarcel, SGA will have meetings and discussions on the concerns students may have with transferring and problems that may arise after the students have transferred. Our goal would be to reach out to various institutions to see what they can do to help. Another focus of this project is to provide different scholarship opportunities for transfer students.

Thank you all for listening and I welcome any questions you may have.

2. *All College Council President's Report*

All College Council President, Dr. Peter Cronrath, offered the following report.

Good evening, Board of Trustees, Dr. Reber, and the HCCC community,

Per the Board's request from the September meeting, and further discussion and feedback with the administration, I am happy to report that all concerns from the September ACC report are being addressed. Also, because of these dialogues, President Reber and Vice President Chiaravalloti will present updates on the Academic Tower plan at next week's All College Council General Meeting.

The following are the standing committee updates:

College Life Committee

Recently a College Life Survey was distributed college-wide. I look forward to sharing the results at the November Board meeting.

Some of the College Life Committee members and the Environmental Club participated in a shoreline cleanup in Bayonne on October 16, 2021.

Space and Facilities Committee

The Committee has worked on editing the draft of an Office Space Allocation Policy after it came out of the ad hoc committee led by Karen Galli. The draft will be posted to gather community feedback from the College community at the October ACC General Meeting, with plans to present the formalized draft and potential Governance Recommendation at the November Meeting.

Development and Planning Committee

The Committee is looking into the possibility of offering semester scholarships throughout the year for students, including summer terms.

Technology Committee

A pilot program of Technology Needs for Student Success has four nominated academic programs that will participate. The pilot should start in the coming month.

A student and a faculty survey on technology were finalized and will be distributed this month as well.

Student Affairs Committee

The Committee has focused on the 3 V's - Vouchers, Volunteerism, and Veterans.

The Children on Campus procedures working group held its second meeting - reviewing the draft and preparing to post community feedback next month.

The Committee is continuing to expand on opportunities to get students involved in volunteering at the College and communitywide.

Veteran Student Coordinator, Willie Malone, was invited to attend the Committee's next meeting in November to discuss what currently exists for Veteran services versus the needs and goals of Veteran students.

Academic Senate

The Committee is looking into standardizing a syllabus statement regarding the financial aid attendance requirements, so uniformity exists campus-wide.

This concludes my report. Thank you.

3. *President's Report*

President Reber offered the following remarks.

Good evening, Trustees, colleagues, students and guests.

Angel and Peter, thank you for your remarks.

Last week, I had the distinct pleasure of attending the Association of Community College Trustees Annual Leadership Congress in San Diego with Trustees Lee and Gardner, who led a team of 12 HCCC trustees, faculty, staff and students. The conference theme, "Advancing Diversity, Equity, and Inclusion," was delivered in inspirational programs at a level I have never before experienced at a professional conference. During the conference, Hudson County Community College was introduced and celebrated several times as the winner of the ACCT Northeast Region Equity Award.

We didn't receive the national Charles Kennedy Equity Award, for which we were a candidate, and we congratulate Mt. Hood Community College in Portland, Oregon for that honor. But we were proud of the widespread recognition of our work to advance diversity, equity and inclusion. And, speaking of pride, Trustee Gardner, Vice President Yeurys Pujols, and North Hudson Campus Associate Director Amaalah Ogburn presented a workshop about our College's DEI initiatives that made all of us proud.

This evening, I am pleased to introduce the newest member of our HCCC family, Nicole Johnson. Nicole is finishing her first month as our new Vice President for Advancement and Communications, and she has really hit the ground running! Nicole brings to HCCC more than 20 years of experience in all areas of fundraising, a strong history of organizational leadership, and a passion for and commitment to enhancing diversity, equity and inclusion.

Most recently, Nicole served as National Director of Development and Communications for *A Better Chance*, a nonprofit organization that assists in opening doors to the nation's premier college preparatory schools for talented students of color. Previously, Nicole served as Director of Individual Giving for New York Academy of Medicine, Director of Development for the University of Medicine and Dentistry of New Jersey Foundation, and Director of Major Gifts and Prospect Research for Ethical Culture Fieldstone School. Nicole holds a Master of Science degree in College Student Personnel from Miami University (Ohio), and a Bachelor of Science in Consumer Economics from University of Maryland at College Park.

Welcome, Nicole. We are so happy you are on board! Would you like to say a few words?

Nicole Johnson offered the following remarks.

Good evening, Trustees and colleagues of Hudson County Community College.

Since my start, 20 business days ago, I am:

- Learning about our students and our programs;
- Meeting my colleagues, HCCC faculty, and staff; and
- Getting to know our foundation board members, my team, and now all of you today.

I am:

- Assessing our needs to grow our capacity in ways that are steeped in best practices to make a transformational, life-changing impact on the students Hudson County Community College serves!

This is what I know for sure. Hudson County Community College is a kind and truly hospitable community. My observations apply to everyone I have encountered thus far.

And I know for sure that Hudson County Community College has all the key ingredients essential for fundraising success:

1. A wonderful story to tell. Our student testimonials leave no room for doubt about

*Summary of Proceedings of the Board of Trustees Meeting
October 19, 2021*

the difference we make in their lives. In partnership with you, I aim to move from creating stories to curating them.

2. Our commitments to student success are palpable, and programs such as *Hudson Helps* and our Hudson Scholars programs (to name a few) demonstrate these commitments.
3. Our partnerships within the community are deep.
4. We have a national reputation due to our successful outcomes and impact.
5. We have a committed, steadfast community of stakeholders with a profound belief in our mission.

And while developing and expanding our infrastructure, staffing and software will lay the foundation for us to begin to ask for support at the six- and seven-figure levels. In the medium-term, several short-term priorities are underway:

1. I am collaborating with Foundation board members to create endowment, investment, and spending policies, which are a critical next step as we aim to provide perpetual funding for the future.
2. Please mark your calendars for *Hats Off to Hudson's Heroes* on Thursday, December 2 as we celebrate our partners who were instrumental in helping us successfully navigate the COVID-19 pandemic.
3. Maverick's Jose "Pepe" Garcia will be honored. Maverick is a long-time partner of the College. Pepe's personal story is a testament to the value we all place on education, determination, and perseverance.
4. Maverick committed to supporting our Gala with a gift of \$25,000 this year.
5. Additional partners considering our requests to be honored, include long-time partner, Ellucian, who managed our technology pivot from in-person to remote learning, and Allied, HCCC's security team who enforced all COVID guidelines.
6. Should these organizations accept our invitations to be honored, they, too, will make meaningful five-figure investments in the students we serve.

Alongside members of our community, I am assembling a committee of volunteers eager to play a meaningful role in the preparations for our year-long 50th Anniversary celebration in 2024!

I truly look forward to collaborating with the HCCC community in innovative ways to provide the best donor experience imaginable in an efficient manner.

We have opportunities we've never had before. And our future is bright!

Thank you all for giving me the floor this evening.

President Reber resumed his remarks.

Thank you, Nicole.

This evening marks the conclusion of Koral Booth's term as Alumni Representative to the Board of Trustees. As you all are aware, Koral is a gifted and caring person with a very bright future. She is currently pursuing dual bachelor and master's degrees at Saint Peter's University.

We regret that we are not physically together to thank Koral. We have given her a plaque expressing the great appreciation of the Board of Trustees and entire College community, and she has it with her this evening.

It reads:

Koral Booth, Student Alumni Representative.

From Your Friends at Hudson County Community College.

You Made a Difference!

November 2020 – October 2021.

Thanks so much, Koral! Would you like to say a few words?

Koral Booth offered the following remarks.

Good evening, Trustees, Dr. Reber, faculty, students and everyone else in attendance.

When Dr. Reber presented me with the plaque, I almost cried. I will place it where everyone can see it. Today marks my last day in the role as Student Alumni Representative. The past year has flown by, but it was a year of learning and experiences that I know I would not have received anywhere else. I just want to say, thank you, to everyone on this Board for everything you have taught me. It was my extreme pleasure.

President Reber resumed his remarks.

Thank you, Koral. We are so proud of you!

At next month's Board of Trustees meeting, Koral's successor, Jasmine Ngin, will be sworn in and begin her service as the 2021-22 Alumni Representative to the Board of Trustees. And Koral will be with us next month to hand over the baton.

Trustees, as you are aware, our *Achieving the Dream* Leadership and Data Coaches, Dr. Mary Fifield and Dr. Rene Garcia, visited HCCC virtually two weeks ago. This was their sixth multi-day visit with us since we joined *Achieving the Dream* over two years ago, and we work with them regularly between visits in our continuing focus on promoting and supporting student completion and student success.

I have invited Mary and Rene to share their thoughts and perspectives from their recent visit and meetings with many faculty, staff and students. They join us from their homes in Chicago and Miami, respectively. Dr. Fifield and Dr. Garcia, thank you for joining us this evening, and thank you for your strong leadership, advice and counsel as our *Achieving the Dream* coaches.

Mary Fifield offered the following remarks.

Thank you President Reber.

It has always been such a pleasure to address you and the trustees because we always have congratulatory or good news. This evening, we're going to focus on four topics. We could have selected anything from two dozen to four dozen topics, but we wanted to pay particular focus on these four.

1. *Congratulations!*

I am more convinced than ever that the first topic, "Congratulations," is exactly the one to start with. It is the right one to start with because Hudson, unlike many community colleges in this country, is a very unusual institution. Sometimes it's hard to see that when you're a part of it and in the middle of it.

I was reflecting and thinking about Hudson and wondering to myself privately, what has enabled you to accomplish so much in such a short period of time despite so many odds and so many disruptions, especially within the last eighteen months?

What is it that causes your labor management relations to be as good as we just saw?

What causes your Student Government President to be able to talk about really substantive issues like Transfer Pathways and talk about putting together a video to promote Hudson?

What is it that enables Trustee Netchert to say "we're all rowing in the same direction?"

Earlier today, I was a part of a larger conference where the President of *Achieving the Dream*, Karen Stout, was talking about what makes a strong institution. And she said some of the things you would expect. You have to have strong leadership. You have to have an enduring commitment. You have to move with a sense of urgency. But, it takes people to do that. And, what little we have seen of you as Trustees, clearly are exemplars of a Board that cares about Hudson, cares about students and is very much involved in the life of the College. That's not true of every institution, and I'm sure you know that.

Strong leadership is somewhat of a commodity. And I have to tell you that I did not share my remarks with President Reber ahead of time. It goes without saying that the many accomplishments that Hudson has enjoyed for over the last seventeen months, clearly couldn't have happened without a farsighted President. Someone who understands Hudson's culture. Someone who is equity-minded, rooted in fairness. Someone who has an uncanny ability to put the right people in the right positions based on their strengths. And someone who never forgets, even for an instant, that in the end, the only thing that matters is the students. Hudson is an unusual institution because you involve your students in so many ways, and in more ways, frankly, than I've ever coached or been involved with.

In my history, I've not only been a president of two community colleges for a total of twenty-two years, but I've also coached more than two dozen colleges in *Achieving the Dream*. I can tell you without skipping a beat that Hudson stands out as an exemplar across so many dimensions. Both Rene and I have leaned on you as an institution to share with other colleges many of the things you are doing.

You have an exemplary Strategic Plan. The fact that it is called "*Hudson is Home*" is important. The reason it is important is because that title came directly from your students who view Hudson County Community College as home. The process itself, as you know, was incredibly inclusive. Hundreds of faculty and staff and you, as trustees, were involved. The plan is also a living document. Something that simply isn't going to be put on a shelf somewhere.

You also have a strong Diversity, Equity and Inclusion Action Plan. And if that isn't enough to underscore your commitment to diversity, you received the 2021 HEED Award (Higher Education Excellence in Diversity), and you also received recognition from ACCT for Diversity, Equity and Inclusion.

You will receive major funding just announced recently, which is a Title V grant to help you work on ESL.

You received a JED Foundation Grant to assist you with your work on the mental health needs of students. And there are so many students who have won awards on their own, the Cooke Foundation Award as well as many other accomplishments.

You are an institution that is beyond high performing. You're truly exemplary. And clearly it can't come from one person only. And so, we offer our congratulations to the Trustees. We offer our congratulations to President Reber. We offer our congratulations to all the faculty and staff and the leadership at Hudson that has brought the College to this remarkable stage of growth.

I'm going to ask Rene to focus a little on English as a Second Language. This is so important because almost every student you have has something to do with ESL and you have made some really big strides. Thank you so much for enabling us to speak with you.

2. English as a Second Language (ESL)

Rene Garcia offered the following remarks.

Hello everyone.

Title V is not only a prestigious grant to receive, but, quite frankly, it comes with a fair amount of money. It can serve as an umbrella to all the ESL issues within the string of activities like Pathways Center and professional development. Those efforts include the Proficiency Certificate with its clear focus on employment and how it ties directly to one of the educational programs supported by Amazon, where they explicitly said they would support English language proficiency. The ESL Implementation team has customized the CSS course and is planning to offer it in multiple languages. The Title V Grant can help fulfill the potential of the ESL Rapid Response Team in terms of enhancing the placement process, offering classes in the summer, developing KPI, and providing a vehicle for prior learning assessment for ESL students who may have college-level or university-level courses in their past.

3. *Diversity, Equity and Inclusion (DEI)*

Mary Fifield offered the following remarks.

We wanted to highlight Diversity, Equity and Inclusion because it's more common than not for many colleges in our country to say that they have commitment to diversity, equity and inclusion. It's one thing to say it. It's another thing to act upon it. Clearly, Hudson would not have been competitive for the 2021 HEED Award or the ACCT Charles Kennedy Equity Award if it were not the case that you deliver on what you say you are going to do. The Action Plan, in and of itself, is unusual among community colleges in this country, and we are grateful and are able to use it as an example with some of our other colleges as well. In addition, the full-time staff office is not a common occurrence. Many of the things that you put in place clearly show that your feet are on the ground with diversity, equity and inclusion. That you not only believe in fairness, but that you are putting strategies and interventions in place to ensure that Hudson clearly is an institution that can be congratulated, and rightly so, for its principles of fairness.

4. *Teaching and Learning*

Rene Garcia offered the following remarks.

I get to close our presentation by talking a little about Teaching and Learning. The point of contact for community college students is in the classroom. That is where they get to spend the majority of their time, whether virtually or in person. Hudson has recognized that to move the needle in student success, it has to move the needle in course performance. It has invested in professional development to help students succeed. You especially want to focus on exemplary programs like ACUE, which is a national organization that has developed a set of courses that are quite excellent. I have conducted a number of focus groups with faculty that have gone through it. They generally have two reactions: they either rave about it, or they say it was a lot harder than they expected.

One significant thing about student participation is that Hudson has included its adjunct faculty. That's a frequently neglected group even though they teach a large proportion of the courses on the schedule. A next step is to break down and look at the performance at a course level, perhaps by having faculty volunteer to share their data on course performance and aggregate data by course.

Mary Fifield offered the following concluding remarks.

After every visit, we write a letter to President Reber and he shares it with the College community. I was looking at the last letter we sent and here is what we said, "We urge you to continue full speed ahead and accelerate actions going forward." We didn't actually mean that literally, but you've done it! And that concludes our presentation.

President Reber resumed his remarks.

Thanks so much, Mary and Rene! We are so grateful to have the opportunity to work with you. You are valued members of our HCCC family!

*Summary of Proceedings of the Board of Trustees Meeting
October 19, 2021*

Trustees, this concludes my report but I know Mary and Rene would be happy to entertain any questions or comments you might have.

Trustee Lee offered the following remarks.

I am very glad that we became a member of *Achieving the Dream*. I think that it has certainly increased our standing in the national community college sector. It also has internally elevated us in terms of who we are as an institution. I am pleased with what we have accomplished.

I also want to mention, regarding the recent ACCT Conference, that former Student Alumni Representative Warren Rigby attended as well and participated very actively as a member of the Student Trustee Advisory Committee. You may recall, that's the Committee that was started when I was Chair at ACCT. It continues to exist and it thrives. I'm very pleased that Warren had the opportunity to attend. I just wanted to recognize his participation.

Regular Monthly Reports and Recommendations

1. *The Minutes of the Regular Meeting of September 14, 2021 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 Approving Award of Sanitation Services from Allegro Sanitation of Secaucus, New Jersey, for a three (3) year term, at a total cost not to exceed \$235,604.00, was approved.
2. Resolution Authorizing Renewal of Document Imaging Software from Accelerated Information Systems of Hicksville, New York, at a cost not to exceed \$64,805.00, was approved.
3. Resolution Authorizing Renewal of Staff and Faculty Monthly Parking at 808 Pavonia Avenue from SP Plus Parking of Jersey City, New Jersey, at a cost not to exceed \$50,000.00, was approved.
4. Resolution Awarding Renewal of Maintenance Agreement for Sharp Multifunctional Printers/Copiers from Sharp Business Systems of Montvale, New Jersey, at a total cost of \$55,000.00, was approved.
5. Resolution Authorizing Renewal of Subscription Service for Gabert Library from VALE/NJEdge of Newark, New Jersey, at a cost not to exceed \$77,770.00, 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 Custodial Supervisor, Simulation Lab Coordinator, and Student Success Coach, were approved.

Summary of Proceedings of the Board of Trustees Meeting
October 19, 2021

2. Staff appointed to the following full-time positions were approved: Coordinator, Instructional Technology and Testing; Librarian; Library Associate of Technology; PC Technician; CTE Career Coach (Grant-funded).
3. Appointment of Temporary Full-time Faculty for Fall 2021 was approved.
4. Authorizations of Part-time Staff through October 2022, as needed, were approved.
5. Appointments of New Hire Adjunct Instructors were approved.
6. The following Modifications to Staffing Table were approved.

Current Approved Title	New Title/ Deleted Title (if applicable)	Incumbent (If applicable)	Salary Adjustment (If applicable)	Effective Date
PC Technician	Support Analyst	Anthony Deschamps Lawrence Louie Richwyn Nicandro Brian Ribas Willie Shirer	N/A	October 20, 2021
N/A	Senior Audio-Visual Analyst (Grant-funded)	N/A	N/A	October 20, 2021
N/A	ESL Specialist (Grant-funded)	N/A	N/A	October 20, 2021
N/A	Grant Project Director (Grant-funded)	N/A	N/A	October 20, 2021

7. Resolution to Approve Academic Affairs Policies was passed.
8. Resolution Authorizing Memorandum of Agreement Between Hudson County Community College and the Hudson County Community College Professional Association was approved.

The following actions were taken regarding **academic and student affairs** as brought forward by the Academic and Student Affairs Committee.

1. Resolution Authorizing Dual Admissions Agreement Between Hudson County Community College and New Jersey City University for the Academic Pathway in Health Sciences was approved.
2. Resolution Authorizing Articulation Agreement Between Hudson County Community College and New Jersey City University for the Academic Pathway in Health Sciences was approved.
3. Resolution Authorizing Affiliation Agreement Between Hudson County Community College and Englewood Hospital and Medical Center for Externship Experiences in Medical Assisting was approved.

The **meeting was adjourned** at 5:52 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.