

CUMBERLAND COUNTY COLLEGE

BOARD OF TRUSTEES

MEETING OF FEBRUARY 16, 2017

The Regular Meeting of the Board of Trustees was called to order by Chair Pamela Sjogren at 6:00 P.M. in the Executive Board Room located in the George P. Luciano Family Center for Public Service and Leadership on Campus.

Solicitor Robert J. Casella, Esquire, read the applicable section of the Open Public Meetings Act regarding the regular Board of Trustee meeting and the Board of Trustees meeting in executive session.

Ms. Sjogren asked everyone to stand for the Pledge of Allegiance led by Mr. Cassisi.

Roll Call: Ms. Brown, Mr. Cassisi, Mr. DeLeon, Ms. Donna Perez, Dr. Garrison, and Ms. Sjogren.

Ms. Sjogren called the Public Meeting to order and read Resolution #2126-2017, considering the approval of tuition and fee rates for 2017-2018. She then opened the floor for public comment and discussion.

A motion was made by Dr. Garrison for consideration to approval Resolution #2126-2017 approving tuition and fee rates for 2017-2018. The motion was seconded by Ms. Perez and passed by roll call vote as follows:

Dr. Garrison	Yes	Mr. Cassisi	Yes
Ms. Perez	Yes	Mr. DeLeon	Abstain
Ms. Brown	Yes	Ms. Sjogren	Yes

The Public Meeting was adjourned.

A motion was made by Ms. Perez for approval of the Minutes of the Regular Meeting held on January 19, 2017. The motion was seconded by Mr. Cassisi and passed by roll call vote as follows:

Ms. Perez	Yes	Mr. DeLeon	Yes
Mr. Cassisi	Yes	Dr. Garrison	Yes
Ms. Brown	Yes	Ms. Sjogren	Yes

A motion was made by Dr. Garrison for approval of the Minutes of the Special Meeting held on January 23, 2017. The motion was seconded by Ms. Perez and passed by roll call vote as follows:

Dr. Garrison	Yes	Mr. Cassisi	Yes
Ms. Perez	Yes	Mr. DeLeon	Abstain
Ms. Brown	Yes	Ms. Sjogren	Yes

A motion was made by Dr. Garrison for approval of the Minutes of the Executive Session of the Special Meeting held on January 23, 2017. The motion was seconded by Ms. Perez and passed by roll call vote as follows:

Dr. Garrison	Yes	Mr. Cassisi	Yes
Ms. Perez	Yes	Mr. DeLeon	Abstain
Ms. Brown	Yes	Ms. Sjogren	Yes

Correspondence – Dr. Yves Salomon-Fernandez - None

Persons wishing to address the Board with respect to the current meeting agenda - None

Freeholder Liaison Remarks – Ms. Darlene Barber and Director Joe Derella

Ms. Barber said that it was good to be at the meeting.

Mr. Derella thanked the Board for their collaboration with the County and working together to provide quality education to the County. He also thanked the Board and Dr. Salomon-

Fernandez for getting the adult education program up and running. This gives the adults in Cumberland County the resources for education and the potential for greater earnings on the job. The County has been involved with creating over 900 jobs within the county over the last few months.

Review of Consent Agenda -

A. Personnel & Affirmative Action

1. Consideration to approve the Employment of Ms. Susan Veer Nardelli as Full time Web/Graphic designer, at an annual salary of \$54,779.00, prorated and effective February 16, 2017. *Due to immediate manpower needs, the President has approved a start date of February 16, 2017, pending Board approval on February 16, 2017.*
2. Consideration to approve the Employment of Ms. Mary Ann Lore as Full time Assistant to the President for Office Administration, at an annual salary of \$49,179.00, prorated and effective February 1, 2017. *Due to immediate manpower needs, the President has approved a start date of February 1, 2017, pending Board approval on February 16, 2017.*
3. Consideration to approve the Employment of Ms. Jennifer Sweeney as Full time Assistant to the Executive Vice President, at an annual salary of \$41,696.00, prorated and effective February 1, 2017. *Due to immediate manpower needs, the President has approved a start date of February 1, 2017, pending Board approval on February 16, 2017.*
4. Consideration to approve the Employment of Mr. Jerry Gonzalez as Full time Safety and Security Specialist, at an annual salary of \$40,218.00, prorated and effective March 1, 2017.
5. Consideration to approve the attached list of non-renewals of contracts and/or elimination of positions.
6. Consideration to accept the attached list of resignations/retirements/terminations.

B. Finance & Planning

NONE

C. Academic & Student Affairs

NONE

A motion was made by Ms. Perez for consideration to adopt Resolution #2137-2017, authorizing the Board of Trustees to meet in Executive Session to discuss matters that are

deemed privileged pursuant to N.J.S.A. 10:4-12(b)(4), any collective bargaining agreement, or the terms and conditions which are proposed for inclusion in any collective bargaining agreement, including the negotiation of the terms thereof with employees or representatives of employees of the public body; and, (7), regarding any pending or anticipated litigation or contract negotiation other than in subsection (b). The motion was seconded by Ms. Brown and passed by roll call vote as follows:

Ms. Perez	Yes	Mr. DeLeon	Yes
Ms. Brown	Yes	Dr. Garrison	Yes
Mr. Cassisi	Yes	Ms. Sjogren	Yes

The Board entered Executive Session at 6:10 P.M.

The Board returned to Public Meeting at 6:17 P.M.

Reports of Standing Committees -

A. Personnel & Affirmative Action - Ms. Donna M. Perez, Chair

1. A motion was made by Dr. Garrison for consideration to approve the recommendation to grant tenure status to Dr. Marlin Gross, effective September 1, 2017. The motion was seconded by Mr. Cassisi and passed by roll call vote as follows:

Dr. Garrison	Yes	Mr. DeLeon	Yes
Mr. Cassisi	Yes	Ms. Perez	Yes
Ms. Brown	Yes	Ms. Sjogren	Yes

2. A motion was made by Dr. Garrison for consideration to approve the recommendation to grant tenure status to Ms. Melissa Young, effective September 1, 2017. The motion was seconded by Mr. Cassisi and passed by roll call vote as follows:

Dr. Garrison	Yes	Mr. DeLeon	Yes
Mr. Cassisi	Yes	Ms. Perez	Yes
Ms. Brown	Yes	Ms. Sjogren	Yes

3. A motion was made by Dr. Garrison for consideration to grant emeritus status to Ms. Iris Perez, Assistant Professor of Nursing. The motion was seconded by Mr. Cassisi and passed by roll call vote as follows:

Dr. Garrison	Yes	Mr. DeLeon	Yes
Mr. Cassisi	Yes	Ms. Perez	Yes
Ms. Brown	Yes	Ms. Sjogren	Yes

4. A motion was made by Mr. Cassisi for consideration to grant emeritus status to Mr. Paul Swierczynski, Associate Professor, Science and Mathematics. The motion was seconded by Ms. Brown and passed by roll call vote as follows:

Mr. Cassisi	Yes	Ms. Perez	Yes
Ms. Brown	Yes	Dr. Garrison	Yes
Mr. DeLeon	Yes	Ms. Sjogren	Yes

B. Finance & Planning - Dr. Christine L. Ward Garrison, Chair

1. A motion was made by Ms. Perez for consideration to adopt Resolution # 2127-2017, adopting a budget of TWENTY-FIVE MILLION, FIVE HUNDRED THIRTY THOUSAND, FIVE HUNDRED TWO DOLLARS (\$25,530,502) for the school year beginning July 1, 2017, and ending June 30, 2018, and providing the amount to be raised by the Board of Chosen Freeholders as SIX MILLION, FOUR HUNDRED SIXTY-THREE THOUSAND, THREE HUNDRED THIRTY DOLLARS (\$6,463,330) operating costs and requesting that the Board of School Estimate of Cumberland County College recommend and certify the same to the Board of Chosen Freeholders. The motion was seconded by Ms. Brown and passed by roll call vote as follows:

Ms. Perez	Yes	Mr. DeLeon	Yes
Ms. Brown	Yes	Dr. Garrison	Yes
Mr. Cassisi	Yes	Ms. Sjogren	Yes

2. A motion was made by Ms. Perez for consideration to adopt Resolution #2128-2017, approving and adopting an amendment to the College's Facilities Master Plan for the Years 2011-2018. The motion was seconded by Mr. Cassisi and passed by roll call vote as follows:

Ms. Perez	Yes	Mr. DeLeon	Yes
Mr. Cassisi	Yes	Dr. Garrison	Yes
Ms. Brown	Yes	Ms. Sjogren	Yes

3. A motion was made by Mr. Cassisi for consideration to adopt Resolution #2129-2017, authorizing the College to award a contract for science sensors and supplies to Pasco Scientific of Roseville, CA, in the amount of \$14,078.05. Funds for this purchase are available through the Carl D. Perkins Career and Technical Education Grant. The motion was seconded by Ms. Perez and passed by roll call vote as follows:

Mr. Cassisi	Yes	Mr. DeLeon	Yes
Ms. Perez	Yes	Dr. Garrison	Yes
Ms. Brown	Yes	Ms. Sjogren	Yes

4. A motion was made by Mr. Cassisi for consideration to adopt Resolution #2130-2017, authorizing the College to award an extended contract for Rosetta Stone Foundations for Higher Education Licenses to Rosetta Stone of Harrisonburg, VA, in the amount of \$5,956.50, for the contract period beginning April 7, 2016 and ending June 30, 2017. Funds for this purchase are available through the Title V Grant. The motion was seconded by Ms. Perez and passed by roll call vote as follows:

Mr. Cassisi	Yes	Mr. DeLeon	Yes
Ms. Perez	Yes	Dr. Garrison	Yes
Ms. Brown	Yes	Ms. Sjogren	Yes

5. A motion was made by Mr. Cassisi for consideration to adopt Resolution #2131-2017,

authorizing the College to award a contract for asbestos removal monitoring services to ATC Group Services of Birmingham, AL, in an amount not to exceed \$20,000.00. FY'16 Chapter 12 funds will be used to fund 100% of the project costs. The motion was seconded by Ms. Brown and passed by roll call vote as follows:

Mr. Cassisi	Yes	Ms. Perez	Yes
Ms. Brown	Yes	Dr. Garrison	Yes
Mr. DeLeon	Yes	Ms. Sjogren	Yes

6. A motion was made by Mr. Cassisi for consideration to adopt Resolution #2132-2017, authorizing the College to award a contract to upgrade the video recording system of the Nursing Labs to Applied Video Technology of Kimberton, PA, in the amount of \$35,490.00. Funds for this purchase are available through the Carl D. Perkins Career and Technical Education Grant. The motion was seconded by Ms. Perez and passed by roll call vote as follows:

Mr. Cassisi	Yes	Mr. DeLeon	Yes
Ms. Perez	Yes	Dr. Garrison	Yes
Ms. Brown	Yes	Ms. Sjogren	Yes

7. A motion was made by Mr. Cassisi for consideration to adopt Resolution #2133-2017, authorizing the College to award a contract for architectural and engineering services to Biagi, Chance, Cummins, London, Titzer, Inc. of Vineland, NJ, in an amount not to exceed \$3,400.00. This project will be funded by the HSI STEM Grant. The motion was seconded by Ms. Perez and passed by roll call vote as follows:

Mr. Cassisi	Yes	Mr. DeLeon	Yes
Ms. Perez	Yes	Dr. Garrison	Yes
Ms. Brown	Yes	Ms. Sjogren	Yes

8. A motion was made by Mr. Cassisi for consideration to adopt Resolution #2134-2017,

authorizing the College to award a contract for Master Plan Phase 3, Fine Arts Building HVAC and lighting upgrade to the firm of Gaudelli Bros., Inc., located in Millville, NJ, in the amount of \$1,792,000.00. The College's restricted reserves will be used to fund \$400,000.00 of the project costs. FY'16 Chapter 12 funds will be used to fund the remainder of the project costs.

The motion was seconded by Ms. Perez and passed by roll call vote as follows:

Mr. Cassisi	Yes	Mr. DeLeon	Yes
Ms. Perez	Yes	Dr. Garrison	Yes
Ms. Brown	Yes	Ms. Sjogren	Yes

9. A motion was made by Ms. Perez for consideration to adopt Resolution #2135-2017, authorizing purchases and disbursements in the amount of \$860,358.77 for the current period.

The motion was seconded by Mr. Cassisi and passed by roll call vote as follows:

Ms. Perez	Yes	Mr. DeLeon	Yes
Mr. Cassisi	Yes	Dr. Garrison	Yes
Ms. Brown	Yes	Ms. Sjogren	Yes

10. A motion was made by Mr. Cassisi for consideration to adopt Resolution #2136-2017, authorizing purchases and disbursements in the amount of \$817.71 to Custom Graphics, Inc. of Vineland, New Jersey, for the current period. The motion was seconded by Ms. Brown and passed by roll call vote as follows:

Ms. Cassisi	Yes	Ms. Perez	Abstain
Ms. Brown	Yes	Dr. Garrison	Yes
Mr. DeLeon	Yes	Ms. Sjogren	Yes

C. Academic & Student Affairs - Ms. Michelle D. Brown, Chair

NONE

Consideration of Old Business - NONE

Consideration of New Business - NONE

Campus Reports –

1. Official Spring Enrollment Report – Ms. Anne Daly Eimer, Executive Director, Enrollment Services

Ms. Daly Eimer reported the following:

2017 Spring Enrollment Statistics:

Total Students – 2,901 (-3.2%)
(182 new, 49 transfers, 2670 returning)
Total Credits – 30,071 (-4.2%)

(Spring of 2016 the College was down 14% in credits and students and Fall of 2016 was down 8%)

Retention:
2434 students returned from the Fall (77% of 3148)

Male – 1,030
Female- 1,870

Age – 65% are under the age of 20

Race/Ethnicity	
Caucasian	41%
Hispanic	34%
African/Am	19%
Asian	1%
Hawaiian/Pacific Islander	1%
Native American	0%
Unknown	1%
2 or more races	3%

Types of Classes Offered:

<u>Type</u>	<u>#of Classes</u>	<u>% Filled</u>
Traditional	495	(75%)
On-Line	84	(91%)
Hybrid	26	
Accelerated	8	(29%)
Late Start	15	(66%)
Off Campus	8	(39%)

Ms. Perez asked if the College has seen a dramatic jump of students taking an on-line course.

Ms. Eimer said they have seen an increase every semester.

Ms. Perez asked if it was more costly to take an on-line course and Ms. Eimer said that there is a \$10.00 technology fee for online classes.

School Counts!: 174
Freshman 110
Sophomores 64

NJ STARS: 138
Freshman 70
Sophomores 68

Las Vias: 218
EOF: 152
Disability Support Services: 142
Veterans: 51

Total Athletes:
Spring Sports – 68

Average Age: 25
Average Credit Load: 10
Students receiving Financial Aid: 77%
Students/County Residence: 86% (14% made up of Gloucester, Salem and Atlantic Counties)
304 Unique courses offered in 636 sections.
Top 5 courses: Gen Eds

The number one effectiveness measure is the graduation rate.

2. Update on Information Technology Issues – Mr. Bernie Castro, Executive Director, Information Technology Systems and Services

Mr. Castro presented some Information Technology (IT) challenges.

The College is taking the initiative to protect its financial and institutional information.

The College invested in a new firewall system. The cost was \$29,256.61 (a five year investment), with the yearly cost of \$5,851.32 (approximately \$154 per student). This system replaces the 10 year old firewall, and brought the College into 2017 codes and technology.

The new system enhances network monitoring for those using remote access, email alerts etc. It has upgraded the threat detection, monitoring of traffic control, bandwidth throttling and virtual private networks (VPNs).

Mr. Castro showed a slide of a dashboard that shows him information about the usage of technology on the campus such as cell phone, laptops and tablets. They can block specific areas of concern even from sites around the world so that access to the College's network cannot be gained. They have blocked threats and websites that are detrimental to the College. Access to specific academic cheating websites is also blocked. One site that is popular on the campus is YouTube.

Training is ongoing campus wide and with IT staff. Research is ongoing to stay current with the trends and network penetration testing is being done regularly. Expansion of security and disaster prevention is a priority. IT is constantly reviewing the College's IT infrastructure.

Mr. Castro thanked the Board for approving this amazing tool and stated that it has been extremely helpful.

Mr. Cassisi asked if the College had insurance that covered technology breaches.

Mr. Castro said that the College does maintain cyber security insurance.

CCC Foundation Liaison Report – Dr. Christine L. Ward Garrison for Mr. Patrick W. McGrory

The gifts for January were \$46,378.33, and the total giving since July 1, 2016 year is \$225,614.48.

Dr. Garrison informed the Board that the scholarship for Sue Perry has raised over

\$7,000.00 dollars and encouraged them to make a pledge if they haven't already done so. She also advised that gifts continue to come in and the Foundation is proceeding well.

NJCCC Trustee Ambassador Report- Mr. Joseph Cassisi - NONE

President's Report – Dr. Yves Salomon-Fernandez

In the last eight months, the College has undertaken a number of new initiatives to boost enrollment. Evaluation of these activities will take place and they will be prioritized as to their effectiveness.

Enrollment figures are in and the College is down 4%. The prior spring, enrollment was down 14%. Teams across the College worked tirelessly to achieve these numbers and optimism remains about our ability to pull out of the negative realm and to continue to attract and retain students.

The Millville Arts and Innovation Center has officially opened. This Friday, the College will host its first Third Friday event. The Board is invited to the Grand Opening on March 24, 2017. There will be a number of activities over the next year to promote the Center.

This past Monday, the College hosted a reunion of Leadership Cumberland County alumni. This year, this program was put on hold to seek feedback on how best to move forward. Alumni expressed interest in staying engaged with the College.

The College hosted the Pascale Sykes Foundation's Working Together for Working Families Conference. The event hosted a broad range of national experts from Presidio Institute, the Aspen Institute, the New York Times as well as local leaders which garnered a considerable amount of press coverage.

Lastly, Dr. Salomon-Fernandez sadly informed the Board that Dr. Jacqueline Galbiati has tendered her resignation to the College. She will be working on how to best deal with the transition.

Dr. Galbiati expressed that she has enjoyed working with individuals who have invested their time and talent to help students be successful at CCC. The College is leading the State in initiatives. Sometimes people don't know where Cumberland County is located, but they know the College by name.

Ms. Perez said that Dr. Galbiati has served Cumberland County College with class, dignity and integrity and she will be missed.

Persons wishing to address the Board - NONE

There being no further business to come before the Board, a motion was made by Ms. Perez to adjourn the meeting seconded by Mr. Cassisi. The meeting was adjourned at 7:12 P.M.

Respectfully submitted,

MR. JOSEPH P. CASSISI,
SECRETARY