

# CUMBERLAND COUNTY COLLEGE

## BOARD OF TRUSTEES

### MEETING OF APRIL 20, 2017

The Regular Meeting of the Board of Trustees was called to order by Chair Pamela Sjogren at 5:34 P.M. in the Executive Board Room located in the George P. Luciano Family Center for Public Service and Leadership on Campus.

Solicitor Michael L. Testa, Esquire read the applicable section of the Open Public Meetings Act regarding the regular Board of Trustee meeting.

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

Mr. Testa advised the Board that at present there was not a quorum represented to vote on issues before the Board. Therefore, he suggested they move to other items on the agenda that did not require a vote until a quorum was reached.

Ms. Sjogren called for the Title V Report from Dr. Maud Fried-Goodnight, Executive Director, University Center.

#### **Title V Report – Dr. Maud Fried Goodnight, Executive Director, University Center**

##### **“Vias Hacia la Graduación”**

This is an information report that is submitted to our evaluator and the report sent to the government. The program is a five-year program with one year complete.

The program purchased a program called “Starfish” and almost everyone on campus is using this program. It is a great tool for teachers and advisors to keep track of the students and reach out to those who indicate help is required early on so that the College can intervene and help the student to succeed.

There were “Las Vias” Scholarships awarded and the Summer ““Las Vias”Program was established.

The Summer Lead program had 23 students who participated. Out of those 23, 100% registered for the Fall 2016 semester. Also, 100% of those students are registered for the Spring 2017 semester. All the students are in college level English and 78% are in college level math.

The goal of the Summer Lead program was to complete Hybrid FS 101 course, incorporate leadership component to promote self -awareness and good communication, be better prepared as a freshman student in the Fall semester, gain exposure to resources on campus and encourage participation in leadership programs/clubs and potential positions on campus as tutors and peer coaches.

Statistically, Hispanic students showed improvement for the 2015-2016 period. However, “Las Vias” students exceed both the institution and Hispanics overall in the Gateway courses of math and English. “Las Vias” students were required to go to the math and writing centers to strengthen their skills.

The retention rate from Fall to Fall for the 54 full-time students was 91%. The part-time student retention rate was 89%.

Because students are in the first year, there are no graduates at present. However, the students are on track for graduation. “Las Vias” students achieved a greater number of credits by the end of the year over students in general who completed at least 21 college credits by the end of the year.

Future improvements include improving communication through cohort tracking with Starfish, electronic student education planning, continuing Spanish translation of materials

including admissions, scholarship opportunities, encourage leadership development for the students and professional development for the faculty.

Dr. Salomon Fernandez applauded Dr. Goodnight for the great effort put into this program.

Mr. Cassisi asked about the number of student. Dr. Goodnight said they had 23 in the summer and gained 69 more for a total of 92 for the first year.

Mr. Cassisi said that the extra support and the student tracking is key. He asked if they could replicate the progress made in these areas in the future.

Dr. Goodnight said that Starfish is a great asset for the College as well as the students for communication efforts.

Ms. Sjogren thanked Dr. Good-Night for the excellent report. Next Ms. Sjogren presented the Doctoral Tam to Dr. Kathleen Felice.

Dr. Salomon-Fernandez praised Dr. Felice as one of her favorite faculty members who brings intellectual vitality to the college with new ideas.

Dr. Felice thanked everyone and said that she appreciated being recognized. Dr. Felice explained her doctoral thesis. In synopsis it consisted of allowing students hands on experience from the beginning of their educational experience in their chosen field. This will help them to further solidify their choice of degree or realize that they are not suited for the profession before they are too far into their educational experience where it would be difficult to change their major.

Mr. DeLeon entered the room at 5:53.

At this point Mr. Testa advised the Board that they had now reached quorum and roll call was taken.

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

**The Mental Health Counseling Services Annual Report was given by Ms. Heather Bense, LCSW, DRCC, Director EOF.**

One of the goals of the Mental Health counseling services is to reduce the stigma of mental health and to provide education regarding this issue.

The Counseling department is housed under the EOF services. Immediate mental health protocols have been established.

If a Student or Faculty member contacts the office requesting the mental health counselor for an urgent but non-emergency situation, the following steps will apply:

- Communication with the counselor
- If not available, the administrative assistant will reach out to them. If they are not on campus the call will be referred to the EOF director.
- If the director is not available, there is one other counselor on campus for outreach.
- If the above is not satisfied, security will be contacted. Security will also be contacted if there is an emergency.

The scope of services provided to individual students include individual counseling sessions, case management and referral, crisis screening and intervention. Confidentiality is a must.

Training will be provided for staff and faculty by way of development days, one on one staff consultation and SIT (Student Intervention Team) participation and evaluations. The service also is required to report yearly.

Some recent events and workshops included *In Our Own Voice* – NAMI presentation, Freshman Seminars, Stand Out Against Domestic Violence in October 2016, Speak Up Against Sexual Assault in April 2017 and Madison Holleran Suicide Act webinar in March 2017.

The department only started tracking in the 2015-2016 year. The number of referrals were 68,

number of students utilizing services was 58 and the total number of encounters was 424. The top three type of problems presenting themselves was Depression at 18.8%, Stress at 15.4%, Anxiety and Panic Issues at 13.7%. The 2016-2017 number through March 31, 2017 were 59 referrals and 13 students linked with Mental Health Services.

Future steps are to continue to increase wellness initiatives to reduce the stigma of mental health needs, address student awareness of on campus resources, increase substance abuse awareness and educational resources on campus, participate in future inclusion and equity initiatives.

Future goals include one full-time Mental Health Counselor and one full-time Wellness Case Manager.

Mr. Cassisi praised Ms. Bense for her presentation the NJCCC. He asked if the College had what it needs for the department to succeed.

Ms. Bense said that as word gets out, they are going to increasingly become busier and need more help and time.

Mr. Cassisi asked when the email blasts are sent.

Ms. Bense said that they are sent once a semester.

Mr. Cassisi asked if it could be done once a month and wondered if the TV screens around campus could also be utilized for informational tools to get the word out. He also felt that the College has excellent leadership in this area and asked Ms. Bense to keep the Board informed of their needs.

Dr. Salomon-Fernandez praised the staff and said they are doing a great job, but the department continues to be understaffed and a lot of work is packed into a single position.

A motion was made by Dr. Garrison for approval of the Minutes of the Regular Meeting held on March 16, 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. Sjogren	Yes
Ms. Brown	Yes		

A motion was made by Dr. Garrison for approval of the Minutes of the Executive Session Meeting held on March 16, 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. Sjogren	Yes
Ms. Brown	Yes		

A motion was made by Mr. Cassisi for approval of the Minutes of the Special Meeting held on March 28, 2017. The motion was seconded by Ms. Brown and passed by roll call vote as follows:

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

A motion was made by Mr. Cassisi for approval of the Minutes of the Executive Session of the Special Meeting held on March 28, 2017. The motion was seconded by Ms. Brown and passed by roll call vote as follows:

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

**Correspondence – Dr. Yves Salomon-Fernandez –**

Letter from Gerard Velazquez III, Executive Director, Cumberland County Improvement

Authority to Dr. Yves Salomon-Fernandez regarding donated computer and technology equipment for the Arts & Innovation Center.

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

**Freeholder Liaison Remarks** – Director Joe Derella

Mr. DeRella thanked the Board for the excellent reports given at the beginning of the meeting. The County is working on initiatives to support mental health including their commitment to employee 30-35 recovery coaches to help those coming out of recovery. He thanked the College for their emphasis on this subject and working together they can make a change.

He said he was glad to see Spring and the beautiful campus and he knows that will help to draw others to the College.

**Review of Consent Agenda -**

A. Personnel & Affirmative Action

1. Consideration to approve Employment of Mr. Anthony Haddad as Full time Administrative Instructor, Cyber Security, HSI STEM, Career Pathways, at an annual salary of \$74,711.00, effective May 16, 2017. *(This is a Grant funded position.)*
2. Consideration to approve Employment of Mr. Albert Price as Part time Academic Technical Specialist, HSI STEM, Career Pathways, at an hourly rate of \$27.01, effective May 1, 2017. *(This is a Grant funded position.)*

B. Finance & Planning

1. Consideration to approve the Clinical Affiliation Agreements for the College's Radiography Program per the attached list.

C. Academic & Student Affairs

NONE

A motion was made by Mr. Cassisi for approval of Consent Agenda Items A and B. The motion was seconded by Mr. DeLeon and passed by roll call vote as follows:

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

### **Reports of Standing Committees**

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

NONE

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

1. A motion was made by Mr. Cassisi for consideration to adopt Resolution #2149-2017 authorizing the College to award a contract to Daley + Jalboot Architects, LLC of Philadelphia, Pennsylvania for architectural fees to support the Chapter 12 Gym Renovations and Student Center Renovations, for an amount of \$30,000.00. FY' 14 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	Dr. Garrison	Yes
Ms. Brown	Yes	Ms. Sjogren	Yes
Mr. DeLeon	Yes		

2. A motion was made by Ms. Brown for consideration to amend Resolution #2107-2016, authorizing the College to award Change Order #2 for this project for a reduction of \$20,800.00 for boiler rebates, and authorizes Change Order #3 for an increase of \$6,758.00 due to unforeseen circumstances, awarded to Falasca Mechanical, Inc., of Vineland, NJ. Total contract value after amendments is \$653,163.22. FY' 16 Chapter 12 funds will be used to fund 100% of the project costs. The motion was seconded by Mr. Cassisi and passed by roll call vote as follows:



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

3. A motion was made by Mr. Cassisi for consideration to adopt Resolution #2150-2017 authorizing the College the renewal of the concession contract with NRG Curtailment Solutions, Inc. of Buffalo, NY for the period beginning February 15, 2017 and ending February 14, 2018 in an amount not to exceed \$34,500. The motion was seconded by Mr. DeLeon and passed by roll call vote as follows:

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

4.A motion was made by Mr. Cassisi for consideration to adopt Resolution #2151-2017 authorizing the College to award a contract for software maintenance for our existing ERP system to Ellucian Company L.P. of Fairfax, Virginia for the period beginning July 1, 2017 and ending June 30, 2022 in an amount not to exceed \$1,283,800.00. The motion was seconded by Mr. DeLeon and passed by roll call vote as follows:

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

5. A motion was made by Ms. Brown for consideration to adopt Resolution #2152-2017 authorizing the College to award a contract for laptops, monitors, and computer supplies to Dell Marketing in an amount not to exceed \$61,226.38. The motion was seconded by Mr. Cassisi and passed by roll call vote as follows:

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

6. A motion was made by Mr. DeLeon for consideration to amend Resolution #2054-2016, authorizing the College an amended agreement whereas Camden County College acts as the Coordinating Host Agency and Cumberland County College continues to act as an Affiliate Agency, due to the dissolution of EIRC on March 31, 2017, for the period beginning April 1, 2017 and ending June 30, 2017. The motion was seconded by Ms. Brown and passed by roll call vote as follows:

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

7. A motion was made by Mr. DeLeon for consideration to adopt Resolution #2153-2017 authorizing the College to award a contract for expansion of the Honeywell Business Integrator System to the Gymnasium, and an emergency repair to the Science Building, to Honeywell Building Solutions of Mt. Laurel, NJ, for an amount not to exceed \$6,624.00. FY'14 Chapter 12 funds in the amount of \$4,124.00 will be used for the HBI Gymnasium expansion. The motion was seconded by Mr. Cassisi and passed by roll call vote as follows:

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

8. A motion was made by Ms. Brown for consideration to adopt Resolution #2154- 2017, authorizing the College's administration to submit to the New Jersey Office of Education a budget modification for the 2016-2017 Carl D. Perkins Career and Technical Education Improvement Act of 2006 Grant. The motion was seconded by Mr. Cassisi and passed by roll call vote as follows:

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

9. A motion was made by Mr. Cassisi for consideration to adopt Policy 6.41 - Safety and Health.

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

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

10. A motion was made by Mr. DeLeon for consideration to adopt Resolution #2155-2017 authorizing purchases and disbursements in the amount of \$1,471,376.41 for the current period.

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

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

11. A motion was made by Mr. DeLeon for consideration to adopt Resolution #2156-2017 authorizing purchases and disbursements in the amount of \$584.72 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:

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

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

NONE

**CCC Foundation Liaison Report – Dr. Garrison for Mr. Patrick W. McGrory**

The gifts for March were \$36,532.66 and the total giving since July 1, 2016 year is \$289,862.99.

Dr. Garrison reminded the Board of the upcoming Gala and encouraged everyone to attend.

## **NJCCC Trustee Ambassador Report- Mr. Joseph Cassisi - NONE**

### **President's Report – Dr. Yves Salomon-Fernandez**

Dr. Salomon-Fernandez reported to the Board a few of the student's achievements:

- The College's Baseball team is undefeated and nationally unprecedented with a record of 29 wins in a row currently ranking them 2nd in the nation.
- CCC's Criminal Justice students won 2nd place at the Annual Intercollegiate Criminal Justice Debate, superseding some of the best 4-year students in the country, under the leadership of their advisor Dr. Charlie Kocher.
- The engineering and computer science students built an "escape room" and opened it to the public. Working with the Business and Finance Club as well as others on campus, they created a rigorous escape experience for the external and internal community. It was so well done, that they were able to charge an \$8.00 per person admission fee.
- Our Journalism students won an array of awards last month from the New Jersey Press Association, which included a 1st place in Layout and Design, a 2nd place in Sports writing, and a 3rd place in Investigative reporting.

Some members of the Board expressed appreciation for not only highlighting the athletic achievements, but also the very important academic achievements.

The College has begun conversations with Rutgers at Camden and Stockton University regarding a premier partnership with a 4-year university. Dr. Salomon – Fernandez has spoken with each committee to garner the Board's input as the conversations begin. She will continue to update the Board on this matter. A side note, Rowan University has no interest in partnering with CCC.

The College's budget for the next fiscal year was been presented to the Board of Estimates earlier this month. She as well as Ms. Sjogren and Dr. Garrison attended the meeting. The FY18 budget was favorably voted upon.

As the College moves toward an optimal organizational structure for the College, it will be reintroducing the Science, Technology, Engineering, and Math (STEM) department. The temporary arrangement of putting all of the academic programs under two deans has become burdensome for those leading those areas and has placed the

College at risk of losing talented individuals. It also has limited the College's ability to significantly grow any of these divisions, especially STEM where there is significant federal and state funding. The faculty, administrators, and the associations are all in favor.

The College is moving toward its next strategic plan. This will be a broad and authentic community-driven process during which we will communicate and seek the input and feedback of internal and external community members.

The College held its first community partners breakfast helping many departments enhance their efforts to work more closely with partners from the community that will be beneficial to one another.

The Business Leaders' Summit went exceptionally well last week with the event featuring an intimate fundraising dinner, the conference itself, and an intimate breakfast with community leaders alongside Google Executive, Steve Vinter and Towerwall CEO, Michelle Drolet. A number of local entrepreneurs and leaders were also featured.

Dr. Salomon-Fernandez announced the special Foundation 5K run scheduled for April 29, 2017.

Ms. Sjogren congratulated Dr. Salomon-Fernandez on the honor she received from the National Congress of Black Women for her work around community engagement.

**Persons wishing to address the Board - NONE**

There being no further business to come before the Board, a motion was made by Ms. Brown to adjourn the meeting seconded by Mr. Cassisi. The meeting was adjourned at 6:34 P.M.

Respectfully submitted,

MR. JOSEPH P. CASSISI,  
SECRETARY