

CUMBERLAND COUNTY COLLEGE

BOARD OF TRUSTEES

MEETING OF OCTOBER 20, 2016

The 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 Michael L. Testa, 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 Ms. Chase.

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

A motion was made by Dr. Garrison for approval of Minutes of the Regular Meeting Minutes held on September 15, 2016. The motion was seconded by Ms. Chase and passed by roll call vote as follows:

Dr. Garrison	Yes	Mr. Deleon	Yes
Ms. Chase	Yes	Mr. McGrory	Yes
Ms. Brown	Yes	Ms. Perez	Yes
Mr. Cassisi	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 – None

Review of Consent Agenda -

A. Personnel & Affirmative Action

1. Consideration to approve Employment of Dr. Jacqueline Galbiati as Full-time, Executive Vice President, at an annual salary of \$159,019.00, prorated and effective November 1, 2016.
2. Consideration to approve Employment of Mr. Andrew Baird as Full-time, Director II, Marketing and Communication, at an annual salary of \$66,417.00, prorated and effective October 24, 2015.
3. Consideration to approve Employment of Ms. Sheree Pace as Full-time, Student Development Advisor, BESS, at an annual salary of \$50,579.00, prorated and effective November 1, 2016.
4. Consideration to approve Employment of Mr. Michael Doughtie as Full-time, Assistant to the Director of Student Life and Athletics, at an annual salary of \$40,878.00, prorated and effective November 1, 2016.
5. Consideration to approve Employment of Ms. Debra Iacovelli as Full-time, Administrative Assistant, Student Life and Athletics, at an annual salary of \$36,727.00, prorated and effective November 1, .
6. Consideration to approve Employment of Mr. Fernando Pagan as Part-time, Custodian I, at an hourly rate of \$11.82, effective November 1, 2016.
7. Consideration to approve Employment of Mr. Sergio Correa as Part-time, One Stop Enrollment Services Representative III, at an hourly rate of \$17.86, effective November 1, 2016.
8. Consideration to approve Employment of Ms. Evelyn Rodriguez as Full-time, Supervisor II, One Stop Enrollment Services, at an annual salary of \$40,878.00, prorated and effective November 1, 2016.
9. Consideration to approve Employment of Mr. Timothy Grussenmeyer as Full-time, Recruiter, Enrollment Services, at an annual salary of \$41,128.00, prorated and effective November I, 2016.
10. Consideration to approve Employment of Ms. Samantha Brewer as Full-time, Institutional Research Analyst, at an annual salary of \$49,179.00, prorated and effective November 16, 2016.
11. Consideration to accept the attached list of resignations/retirements/terminations.

B. Finance & Planning - NONE

C. Academic and Student Affairs - NONE

A motion was made by Ms. Perez to approve Consent Agenda Items. The motion was seconded by Mr. DeLeon and passed by roll call vote as follows:

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

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 an additional 12 weeks' leave of absence beyond FMLA, for Faik Asadov, Maintenance Mechanic, Facilities & Grounds, per Board Policy 6.5. The motion was seconded by Ms. Chase and passed by roll call vote as follows:

Dr. Garrison	Yes	Mr. Deleon	Yes
Ms. Chase	Yes	Mr. McGrory	Yes
Ms. Brown	Yes	Ms. Perez	Yes
Mr. Cassisi	Yes	Ms. Sjogren	Yes

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

1. A motion was made by Ms. Chase for consideration to adopt Resolution #2077-2016 authorizing an amendment to Resolution # 2018-2016, adopted on May 17, 2016. The amendment will authorize the College to initiate construction change orders for the gymnasium renovation project, with Arthur J. Ogren, Inc. of Vineland, NJ in an amount not to exceed \$22,000.00. This project is through Chapter 12 funds. The motion was seconded by Mr. McGrory and passed by roll call vote as follows:

Ms. Chase	Yes	Mr. Deleon	Yes
Mr. McGrory	Yes	Ms. Perez	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 #2078-2016 authorizing the College to award a contract to CDW-G of Chicago, IL for software, in the amount of \$29,257.00 under the provisions of cooperatives currently in effect, for the period of October 21, 2016 through October 30, 2017. The motion was seconded by Ms. Brown and passed by roll call vote as follows:

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

3. A motion was made by Ms. Chase for consideration to adopt Resolution #2079-2016 authorizing the College to award a contract for underground storage tank insurance, to Reeves and Melvin of Millville, NJ, in the amount of \$534.30 for the period of September 7, 2016 through September 6, 2017. The motion was seconded by Mr. McGrory and passed by roll call vote as follows:

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

4. A motion was made by Mr. McGrory for consideration to adopt Resolution #2081-2016 authorizing the College to purchase Natural Gas Supply Service from South Jersey Energy, also known as South Jersey Gas, at the rate awarded by Ocean County College on behalf of the NJCC JPC for the period November 1, 2016 through October 31, 2018. The motion was seconded by Ms. Perez and passed by roll call vote as follows:

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

5. A motion was made by Ms. Perez for consideration to adopt revisions to Policy 6.12 - Donated Leave. The motion was seconded by Mr. McGrory and passed by roll call vote as follows:

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

6. First Reading of Policy 1.5 - Access

7. First Reading of Policy 1.6 - Confidentiality

8. First Reading of Policy 6.40 - Volunteers

9. First Reading of Policy 1.26 - Information Technology Services

10. A motion was made by Ms. Perez for consideration to adopt Resolution #2082-2016 authorizing purchases and disbursements in the amount of \$462,559.95 for the current period. The motion was seconded by Ms. Brown and passed by roll call vote as follows:

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

11. A motion was made by Ms. Chase for consideration to adopt Resolution #2083-2016

authorizing purchases and disbursements in the amount of \$2,787.88 to Custom Graphics, Inc. of Vineland, NJ for the current period. The motion was seconded by Mr. McGrory and passed by roll call vote as follows:

Ms. Chase	Yes	Mr. Deleon	Yes
Mr. McGrory	Yes	Ms. Perez	Abstain
Ms. Brown	Yes	Dr. Garrison	Yes
Mr. Cassisi	Yes	Ms. Sjogren	Yes

Consideration of Old Business

1. Report of Officers' Nominating Committee - Mr. Patrick McGrory, Chair

Mr. McGrory, chairman of the Nominating Committee, reported the following nominations which will be voted upon at the regular meeting in November:

Chair – Ms. Pamela Sjogren
Vice Chair – Ms. Donna Perez
Treasurer – Dr. Christine Ward Garrison
Secretary – Mr. Joseph Cassisi

Ms. Sjogren thanked the committee for their work.

Consideration of New Business

1. Sunshine Law/Open Public Meeting Act - Michael Testa, Esquire

Mr. Testa, at the request of the chair, prepared and presented to the Board information regarding the Sunshine Law/Open Public Meeting Act. He asked the Board to review it and if there were questions, he would address them at the next meeting.

2. Dr. Salomon-Fernandez informed the Board that they are working on the audit. She said that there may be a possibility of realizing a revenue increase and that she would submit the details to the subcommittee. Dr. Salomon-Fernandez asked the Board to consider giving staff a bonus out of these monies due to the fact that they had foregone their negotiated two percent increase.

She also informed the Board of the one half million dollar signing bonus with Barnes and

Noble. She feels if the Board approves of the bonuses that it would show recognition and acknowledgement that the staff is working harder.

She is asking for two things: to put some money into reserve, and to invest in some safety equipment to bring the campus up to standards.

Campus Reports

I. Official Fall Enrollment Report - Ms. Anne Daly Eimer, Executive Director, Enrollment Services

Fall Enrollment for 2016:

Total Enrolled: 3148 (-8.83)

Full Time 1730 (55%)

Part Time 1418 (45%)

Total Credits: 33,606 (-8.59)

70% of credit generate from Full Time students

First Time Students – 27%

Returning Students – 67%

Transfer Students – 5%

Non-degree – 2%

Comparative:

Institution	Students Enrolled	Credits
Atlantic Cape	-7.4	-8.7
Burlington	-2.0	-1.6
Camden	-6.4	-6.4
Cumberland	-8.83	-8.59
Gloucester	+4.1	+4.2
Salem	-15.7	-13.4

Age Breakdown:

Under 20 46.4

21-24 19.9

25-34 20.1

35-44 7.3

45-54 4.2

55-64 1.5

65+ .7

Male/Female Ratio:

Male 36%
Female 64%

Race/Ethnicity:

Caucasian 44%
Hispanic 32%
African American 19%
Other 5%

There was an increase in students who choose not to report their ethnicity.

Programs of Study:

Biomedical Healthcare 21.8
Liberal Arts-General 8.9
 Social Services 8.2
Justice Studies 5.8
Liberal Arts Elementary 5.6
Business Management 5.3
Business Science 4.4

Special Programs:

School Counts! 129 freshmen
80 sophomores

NJ STARS 59 freshmen
92 sophomores

Chapter 33/Post 911 46

Total Students taking advantage of veterans' benefits – 60

Ms. Perez asked if this was an increase from last year. Ms. Daly-Eimer said there were 53 last year. She said they are working on initiatives to grow the program.

High School Capture:

CCC captured 24.1% of the 2016 graduating classes. Out of 1620 students who graduated, CCC enrolled 434.

Looking toward Spring 2017, they are focusing on the following:

1. Technology Advances

2. Identifying and addressing enrollment barriers
3. Strategic enrollment, retention, and engagement plans
4. Enrollment/marketing strategies

Mr. Cassisi asked how present CCC is in the local high schools. Ms. Daly-Eimer said that CCC has a strong presence, especially in the area of on-site admissions. Students can meet with an admissions representative and take the Accuplacer. CCC is also closely following and working with the *School Counts!* Program and NJ STARS eligible students.

University Report: Dr. Maud Fried Goodnight, University Center Executive Director

Enrollment in partner schools is increased by 3.3%.

Universities on campus this semester are: Fairleigh Dickinson, Montclair State, Wilmington and Seton Hall Universities.

University partners reimburse CCC 20% of tuition collected.

Goal is to increase the number of courses and partners.

There will be an open house showcasing the University Center and its partner institutions on November 17, 2016 from 5:00 P.M. to 8:00 P.M.

CCC Foundation Liaison Report - Mr. Patrick W. McGrory

The gifts for September were \$9,586.00, and the total giving to date is 2016-2017 year is \$38,350.00.

Dr. Garrison reported that the Foundation Board is energized and excited. She recommended that it might be helpful for Clearbridge to write up a script for board members to use when interacting with the community.

NJCCC Trustee Ambassador Report- Mr. Joseph Cassisi

A Trustee Ambassador meeting was held on September 19, 2016. He and Dr. Salomon-Fernandez attended. It was not exactly a robustly attended meeting. The speaker was Rev. Reggie

Jackson who spoke on racial profiling. The Reverend Jackson left the attendees with one thought: “Do whatever you can to keep political influences out of the board and do what is best for the college”.

Mr. Cassisi reported that he attended the ACCT Leadership Conference in New Orleans on October 5-7, 2016. The sessions were good, some were better than others. Legal issues and the College was a popular topic. One point that was made is to let communication flow through the President and the Chair of the Board to the community; not through its staff.

Ethics of the Community College was another topic and the suggestion is to have everyone sign and acknowledge receipt of the Code of Ethics and By-Laws. The recommendation is to hand out annually at the reorganization meeting.

What can Boards do to secure success of leadership? Suggestions were to engage with the community, use data driven research, and don't overly rely on strategic planning. The focus should not be on the student being college ready, but that the college be student ready.

They talked about the big issue of enrollment. It is like the stock market and moves in a cyclical fashion.

Mr. Cassisi reported that he was a voting delegate and thanked the Board for letting him attend the conference.

President's Report – Dr. Yves Salomon-Fernandez

Ms. Sjogren expressed that Dr. Salmon-Fernandez was the keynote speaker for the State of the County & Business Expo: “Breakfast & Business Expo” and that she did a super job representing Cumberland County College. Chairwoman Sjogren received 11 telephone calls or emails about how great it is for the College to have Dr. Salomon-Fernandez as its President.

Dr. Salomon-Fernandez reported:

On December 6, 2016, Cumberland County College will host an expungement workshop in collaboration with the Cumberland County Prosecutor's Office. The workshop will be open to the entire community. The goal is to reach populations of people who have themselves or have been affected by family who have been incarcerated at some point.

This week, CCC hosted a professional development day for all faculty and staff. Drs. Adam Bush and John Saltmarsh presented their model college they have created to respond to the needs of low income, marginalized, incarcerated and previously incarcerated adults as well as traditional age college students.

The College hosted a reunion of former Foundation Board and Board of Trustees members. It was a well-attended and many members expressed a desire to continue their association with the college.

The College is developing a range of new partnerships with universities, targeting primarily middle class students. These Institutions include Villanova, St. Joseph's, Temple, Bryn Mawr, Brandeis, and Bentley Universities, as well as Boston College,. In addition, we are exploring relationships with Rowan University, Stockton University, and the Benjamin Franklin Museum of Science in Philadelphia.

The College is working closely with Cumberland County Technical High School as well as the Cumberland Workforce and Economic Development Board, on developing a clear strategy for providing the education to fill current open positions and projected open positions in the County.

The College recently received a \$4.8 million grant to support STEM Career Pathways, due in great part to the work of Dr. Galbiati and Anne Bergamo.

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 7:32 P.M. Eastern Standard Time (EST)

Respectfully submitted,

MR. JOSEPH P. CASSISI,
SECRETARY