

CUMBERLAND COUNTY COLLEGE

BOARD OF TRUSTEES

MEETING OF NOVEMBER 16, 2017

The regular meeting of the Board of Trustees was called to order by Chair Ms. Perez at 5:45 P.M. in the Executive Board Room located in George P. Luciano Family Center for Public Service and Leadership on Campus.

Roll Call: Hon. Asselta, Ms. Brown, Mr. Cassisi, Mr. DeLeon, Dr. Figgs, Mr. Gruccio, Ms. Nicolosi, Dr. Ward Garrison, Ms. Perez.

Correspondence –

Dr. Salomon-Fernandez expounded on the letter from Robert J. Cicchino, Director, Office of Fiscal Accountability and Compliance, Department of Education, State of New Jersey to Ms. Donna Perez informing the college of the findings from the fiscal audit of the Carl D. Perkins grant.

Freeholder Liaison Remarks - NONE

Review of Consent Agenda

A. Personnel & Affirmative Action

1. Consideration to approve employment of Jennifer Ramirez as Part Time Enrollment Services Representative III, One Stop Enrollment Services at an hourly rate of \$17.86, effective December 1, 2017.
2. Consideration to approve employment of Erin Mercer as Part Time Communications/Social Media Assistant, Marketing Department at a hourly rate of \$24.11, effective December 1, 2017.
3. Consideration to approve employment of Halie Ramos as Part Time Safety and Security Officer at an hourly rate of \$15.73, effective December 1, 2017.
4. Consideration to approved employment of Joy Cole as Part Time Student Development Advisor, STEM Career Pathways Grant, at an hourly rate of \$27.60, effective December 1, 2017. *(Grant funded through HSI STEM Career Pathways)*
5. Consideration to accept the attached list of resignations/retirements/terminations

B. Finance & Planning – NONE

1. Consideration to approve the Clinical Affiliation Agreement with Atlanticare Regional Medical Center of Atlantic County, for the College’s Nursing program.

C. Academic and Student Affairs – NONE

A motion was made by Dr. Ward Garrison to approve Consent Agenda Item(s). The motion was seconded by Mr. Gruccio and passed by roll call as follows:

Dr. Ward Garrison	Yes	Mr. DeLeon	Yes
Mr. Gruccio	Yes	Dr. Figgs	Yes
Hon. Asselta	Yes	Ms. Nicolosi	Yes
Ms. Brown	Yes	Ms. Perez	Yes
Mr. Cassisi	Yes		

Reports of Standing Committees

A. Personnel & Affirmative Action – Dr. Christine Ward Garrison, Chair - NONE

B. Finance & Planning – Mr. Joseph P. Cassisi, Chair

1. A motion was made by Dr. Ward Garrison for consideration to adopt Resolution #2244-2017 authorizing the College to award a contract for professional legal services to the law firm of Testa, Heck, Testa and White, PA of Vineland, NJ for the period December 2017 through November 2018, with a one year option to renew, in accordance with the attached contract. The motion was seconded by Dr. Figgs and passed by roll call as follows:

Dr. Ward Garrison	Yes	Mr. DeLeon	Yes
Dr. Figgs	Yes	Mr. Gruccio	Yes
Hon. Asselta	Yes	Ms. Nicolosi	Yes
Ms. Brown	Yes	Ms. Perez	Yes
Mr. Cassisi	Yes		

2. A motion was made by Ms. Brown for consideration to adopt Resolution #2245-2017 authorizing the College to award a contract for architectural fees to support roofing replacements and paving projects to Lammey + Giorgio, of Haddon Township, NJ in an amount not to exceed \$121,950.00. Funds for this project are available through Chapter 12. The motion was seconded by Mr. Gruccio and was passed by roll call as follows.

Ms. Brown	Yes	Dr. Figgs	Yes
Mr. Gruccio	Yes	Ms. Nicolosi	Yes
Hon. Asselta	Yes	Dr. Ward Garrison	Yes
Mr. Cassisi	Yes	Ms. Perez	Yes
Mr. DeLeon	Yes		

3. A motion was made by Dr. Ward Garrison for to adopt Resolution #2246-2017 authorizing the College to award a contract for annual service for the Honeywell Business Integrator System to Honeywell Building Solutions of Mt. Laurel, NJ in the amount of \$17,384.00 for the contract period of October 1, 2017 through September 30, 2018. The motion was seconded by Ms. Nicolosi and was passed by roll call as follows:

Dr. Ward Garrison	Yes	Mr. DeLeon	Yes
Ms. Nicolosi	Yes	Dr. Figgs	Yes
Hon. Asselta	Yes	Mr. Gruccio	Yes
Ms. Brown	Yes	Ms. Perez	Yes
Mr. Cassisi	Yes		

4. A motion was made by Dr. Ward Garrison for consideration to adopt Resolution #2247-2017 authorizing the College to award a contract for computers, printers and toner cartridges to Southern Computer Warehouse of Marietta, GA for an approximate amount of \$34,525.00, for the period of November 17, 2017 through June 30, 2018. Funds for this purchase are available through the Perkins Grant. The motion was seconded by Ms. Nicolosi and was passed by roll call as follows:

Dr. Ward Garrison	Yes	Mr. DeLeon	Yes
Ms. Nicolosi	Yes	Dr. Figgs	Yes
Hon. Asselta	Yes	Mr. Gruccio	Yes
Ms. Brown	Yes	Ms. Perez	Yes
Mr. Cassisi	Yes		

5. A motion was made by Dr. Figgs for consideration to adopt Resolution #2248-2017 authorizing the College to award a contract for Tuition Payment Plan Processing Services to Nelnet Campus Commerce of Lincoln, NE for a one year period beginning November 17, 2017 and ending November 16, 2018, with a one year option to renew at the discretion

of the College. The motion was seconded by Ms. Nicolosi and was passed by roll call as follows:

Dr. Figgs	Yes	Mr. DeLeon	Yes
Ms. Nicolosi	Yes	Mr. Gruccio	Yes
Hon. Asselta	Yes	Dr. Ward Garrison	Yes
Ms. Brown	Yes	Ms. Perez	Yes
Mr. Cassisi	Yes		

6. A motion was made by Dr. Figgs for consideration to adopt Resolution #2249-2017 authorizing the College to enter into a joint agreement with the County of Cumberland for the purchase of electricity power supply through County Cooperative Pricing System Number 181-CCCCPS awarded to South Jersey Energy for the period December, 2017 through November, 2019. The motion was seconded by Ms. Nicolosi and was passed by roll call as follows:

Dr. Figgs	Yes	Mr. DeLeon	Yes
Ms. Nicolosi	Yes	Mr. Gruccio	Yes
Hon. Asselta	Yes	Dr. Ward Garrison	Yes
Ms. Brown	Yes	Ms. Perez	Yes
Mr. Cassisi	Yes		

7. A motion was made by Dr. Ward Garrison for consideration to adopt Resolution #2250-2017 authorizing the College to award a contract for nursing equipment to Laerdal Medical Corporation of Wappinger Falls, NY in the amount of \$102,456.46, Pocket Nurse Enterprises of Monaca, PA in the amount of \$2,999.99, and Nasco Healthcare of Ft. Atkinson, WI in the amount of \$983.25. Funds for these purchases are available through the Perkins Grant. The motion was seconded by Dr. Figgs and was passed by roll call as follows:

Dr. Ward Garrison	Yes	Mr. DeLeon	Yes
Dr. Figgs	Yes	Mr. Gruccio	Yes
Hon. Asselta	Yes	Ms. Nicolosi	Yes
Ms. Brown	Yes	Ms. Perez	Yes
Mr. Cassisi	Yes		

8. A motion was made by Dr. Figgs for consideration to adopt Resolution #2251-2017 authorizing the College to award a contract for the data closet expansion to the firm Ascend Construction Management of Ocean, NJ in the amount of \$26,341.00. Funds for this purchase are available through the STEM Career Pathways Grant. The motion was seconded by Ms. Nicolosi and was passed by roll call as follows:

Dr. Figgs	Yes	Mr. DeLeon	Yes
Ms. Nicolosi	Yes	Mr. Gruccio	Yes
Hon. Asselta	Yes	Dr. Ward Garrison	Yes
Ms. Brown	Yes	Ms. Perez	Yes
Mr. Cassisi	Yes		

9. A motion was made by Dr. Figgs for consideration to amend Resolution #1974-2015, authorizing an amended award to Hobsons Inc., for the purchase of Starfish Exporter and other software add-ons, in the amount of \$6083.33. Funds for this purchase are available through the Title V Grant. The motion was seconded by Ms. Nicolosi and was passed by roll call as follows:

Dr. Figgs	Yes	Mr. DeLeon	Yes
Ms. Nicolosi	Yes	Mr. Gruccio	Yes
Hon. Asselta	Yes	Dr. Ward Garrison	Yes
Ms. Brown	Yes	Ms. Perez	Yes
Mr. Cassisi	Yes		

10. A motion was made by Dr. Figgs for consideration to adopt Resolution #2252-2017 authorizing the College to award a contract for engineering fees to support a data expansion project in the Science Building classrooms to BCCLT Consulting Engineers of Vineland, NJ in an amount not to exceed \$6,500.00. Funds for this purchase are available through the STEM Career Pathways Grant. The motion was seconded by Ms. Nicolosi and was passed by roll call as follows:

Dr. Figgs	Yes	Mr. DeLeon	Yes
Ms. Nicolosi	Yes	Mr. Gruccio	Yes
Hon. Asselta	Yes	Dr. Ward Garrison	Yes
Ms. Brown	Yes	Ms. Perez	Yes
Mr. Cassisi	Yes		

11. A motion was made by Dr. Ward Garrison for consideration to adopt Resolution #2253-2017 authorizing the College to award a contract for the NASPO Valuepoint Computer from Dell Marketing of Pittsburgh, PA, in the amount of \$20,000.00 under the provisions of cooperative currently in effect, for the period of July 1, 2017 through June 30, 2018. The motion was seconded by Dr. Figgs and was passed by roll call as follows:

Dr. Ward Garrison	Yes	Mr. DeLeon	Yes
Dr. Figgs	Yes	Mr. Gruccio	Yes
Hon. Asselta	Yes	Ms. Nicolosi	Yes
Ms. Brown	Yes	Ms. Perez	Yes
Mr. Cassisi	Yes		

12. A motion was made by Dr. Figgs for consideration to amend Resolution #2217-2017, authorizing an amended award to NJEDge –Vale for the purchase of library video subscription services in the amount of \$2342.00. The motion was seconded by Ms. Brown and was passed by roll call as follows:

Dr. Figgs	Yes	Mr. Gruccio	Yes
Ms. Brown	Yes	Ms. Nicolosi	Yes
Hon. Asselta	Yes	Dr. Ward Garrison	Yes
Mr. Cassisi	Yes	Ms. Perez	Yes
Mr. DeLeon	Yes		

13. A motion was made by Dr. Figgs for consideration to adopt Resolution #2254-2017 authorizing the College to enter into a joint agreement with the Educational Services Commission of New Jersey for the purchase of an IT Disaster Recovery System from the vendor CDW Government in an amount of \$115,000.00, per the bid number MRESC 15/16-11. The motion was seconded by Ms. Nicolosi and was passed by roll call as follows:

Dr. Figgs	Yes	Mr. DeLeon	Yes
Ms. Nicolosi	Yes	Mr. Gruccio	Yes
Hon. Asselta	Yes	Dr. Ward Garrison	Yes
Ms. Brown	Yes	Ms. Perez	Yes
Mr. Cassisi	Yes		

14. A motion was made by Dr. Figgs for consideration to adopt Resolution #2255-2017 authorizing the College to accept the findings of the N.J. Department of Education Fiscal

Audit of the College's Carl D. Perkins Grant of FY 2016 and authorizing the return of grant funds in the amount of \$4,423.83. The motion was seconded by Ms. Brown and was passed by roll call as follows:

Dr. Figgs	Yes	Mr. Gruccio	Yes
Ms. Brown	Yes	Ms. Nicolosi	Abstain
Hon. Asselta	Yes	Dr. Ward Garrison	Yes
Mr. Cassisi	Yes	Ms. Perez	Yes
Mr. DeLeon	Yes		

15. A motion was made by Dr. Ward Garrison for consideration to approve revisions to Policy 1.26 – Information Technology Systems and Services. The motion was seconded by Dr. Figgs and was passed by roll call as follows:

Dr. Ward Garrison	Yes	Mr. DeLeon	Yes
Dr. Figgs	Yes	Mr. Gruccio	Yes
Hon. Asselta	Yes	Ms. Nicolosi	Yes
Ms. Brown	Yes	Ms. Perez	Yes
Mr. Cassisi	Yes		

16. A motion was made by Dr. Figgs for consideration to adopt Resolution #2256-2017 authorizing purchases and disbursements in the amount of \$1,457,053.72 for the current period. The motion was seconded by Ms. Nicolosi and was passed by roll call as follows:

Dr. Figgs	Yes	Mr. DeLeon	Yes
Ms. Nicolosi	Yes	Mr. Gruccio	Yes
Hon. Asselta	Yes	Dr. Ward Garrison	Yes
Ms. Brown	Yes	Ms. Perez	Yes
Mr. Cassisi	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 Fall Enrollment Report – Ms. Anne Daly Eimer, Executive Director, Enrollment Services

Ms. Anne Daly Eimer (Executive Director, Enrollment Services) and Dr. Maud Fried-Goodnight (Executive Director, University Center & Title V Project Director) gave the PowerPoint presentations on the Official Enrollment Report.

Ms. Eimer began the first part of the presentation on the College's Enrollment Report. She reported New Jersey Community Colleges have seen a low student enrollment trend throughout the southern region. She reported the College has seen an increase in younger students attending the College. She reported more female students are currently attending the college than male students. She reported this trend is consistent with past trends at the College.

Mr. Cassisi asked Ms. Eimer if there was any way to raise the number of males attending the College. Ms. Eimer reported the trend of low male enrollment at the College is consistent with nationwide trends regarding male college enrollment. Dr. Yves Salomon-Fernandez commented the College is exploring opportunities to raise male student enrollment at the College.

Ms. Eimer reported on race and ethnicity at the College. She commented the number of White students is down at the College and the number of Hispanic students attending the college is increasing. She commented a large number of students are reporting two or more races or choosing not to answer the demographic survey question at all.

Ms. Eimer reported on scholarship programs offered at the college. She commented the School Counts scholarship program served 203 students, the New Jersey Stars scholarship program served 140 students, and the Veterans scholarship program served 66 students. Ms. Eimer reported on student support programs offered at the college. She commented the EOF program served 145 students, the TRIO program served 207 students, the Las Vias program served 277 students, the STEM program served 81 students, the LWD served 35 students, and the Disability Support Services program served 183 students. Ms. Eimer reported 53% of students are full time and the College is exploring ways to increase the number of full time students to increase the opportunities for funding for the College.

Dr. Ward Garrison asked Ms. Eimer what are the top major for students attending the College. Ms. Eimer responded Biomedical, Education, Business, Nursing, and Criminal Justice studies are the top five majors for students attending the College.

Dr. Figgs asked Ms. Eimer are we losing African American students at the College due to academic or financial reasons. Ms. Eimer reported the Campus lost 48 African American students last year and she would have to look into the data being compiled to explore the reasons why the campus is losing African American students. Dr. Yves Salomon-Fernandez commented she joined the College a year and a half ago and has continued to raise enrollment. She reported on the new initiatives that have been utilized to increase enrollment at the College. She reported the College has seen an increase in dual enrollment programs offered to local high school students.

Dr. Fried-Goodnight began the second part of the presentation on the College's University Center Enrollment Report. She reported students are encouraged to "degree up" to a bachelor's or master's degree offered at the college through the University Center. She reported overall credit enrollment is down 12% with University Partners.

Dr. Fried-Goodnight reported Wilmington University is a major University Partner with the College. Wilmington University anticipated a 25% drop in student enrollment and they reported it was the first time they ever had a drop in enrollment. She reported at the College it is the first time in several years student enrollment has dropped 20%. Dr. Fried-Goodnight reported that both Fairleigh Dickinson University and Montclair State University student enrollment has dropped 22%. She reported Montclair State University's TOSD program is popular. It currently has 96 credits enrolled and the program is expected to continue to grow on campus.

Dr. Fried-Goodnight reported Georgian Court University is a University Partner that offers a new Bachelor in Social Work program at the College. She reported the target enrollment of the new program was fourteen students and this year there were twenty-eight students enrolled in the program.

Dr. Figgs asked Dr. Fried-Goodnight if the University Center offers financial support for students enrolled in University Partner programs. Dr. Fried-Goodnight responded the University does offer grant and loan options to students enrolled in University Partner programs.

Dr. Yves Salomon-Fernandez commented students enrolled in University Partner programs receive significant discounts because they remained on the College campus after graduating with an associate's degree. As we bring on University Partners, Dr. Yves Salomon-Fernandez commented, our Campus attends recruitment events. Weekend and evening events are offered to accommodate nontraditional and working students.

CCC Foundation Liaison Report – Mr. Patrick W. McGrory

Dr. Ward Garrison reported in Mr. McGrory's absence. She announced a fundraiser would be held at Andrea Trattoria in Millville, NJ on Monday December 4, 2017.

NJCCC Trustee Ambassador Report – Mr. Joseph Cassisi

Mr. Cassisi reported he participated in a conference call on Monday November 13, 2017 at 4:00 P.M. He reported during the conference call, Dr. Lawrence Nespoli discussed an email he sent to all New Jersey Council of County College members about the free community college tuition movement.

Mr. Cassisi reported the movement for free tuition to attend community college has picked up momentum. He commented it is a terrific idea because the cost of college and the possibility of extensive debt has been a barrier for students in New Jersey to attend community college. He stated the possibility of free tuition at community colleges is feasible sooner than later if the economy continues to grow. Mr. Cassisi reported four year college institutions are concerned free tuition for community college students would cause a drop in enrollment for their freshmen and sophomore level students.

President's Report – Dr. Yves Salomon-Fernandez

1. Two weeks ago, we inducted 30 students into the Phi Theta Kappa international honor society. The event was preceded by a commitment ceremony where students pledged to complete their degrees as part of the national NJC4 initiative. Here is a link to a video that

the New Jersey Community College Council created that prominently features our students:https://www.youtube.com/watch?v=5axLplYS5R4&list=PL6VbOjRPiqKF_Lkp6qpKFj_f64ll2G1g&index=1

2. Two weeks ago, we hosted Kathleen Grissom, author of *The Kitchen House*, our One Book One College text that we read this year. Following an intimate engagement with students, a small group had dinner with her. Her book reading and question and answer session were well received by the audience.
3. We recently shared the most recent draft of the strategic planning with some key stakeholders as we continue to solicit feedback. We held one additional day session with students with an evening session scheduled for students enrolled in the evening this month. An additional evening session has been scheduled with adjunct faculty to solicit their input on the vision and strategic direction for the College.
4. As we look to build upon the strategic foundation and successes achieved in the last year and half, our Executive Leadership Team has identified a few key disruptive innovation strategies to help us build upon the current momentum. They include marketing Year Round Pell, establishing and increasing honors program enrollment, and making the best of existing programs that are underutilized like Prior Learning Assessment to name a few.
5. Earlier this year, we invested in Recruit, an Ellucian tool to improve student recruitment, automation, tracking, management, and efficiency. We are now able to offer fully automated online application in English and Spanish and are able to coordinate targeted communications with prospects and applicants. We also invested in a recruiter last year. We held 40% more admissions recruitment events this year compared to last year.
6. Our Advising team and faculty have also achieved similar successes in significantly increasing the number of students advised during the designated Advising Days this year compared to last year. With the availability of Starfish, we are able to collect measurable data on participation and success. Our objective is to increase student retention and time-to-degree completion through effective advising.
7. Our Finance department and I recently met with each of the local chambers of commerce leadership to share information about the process for businesses to bid for contracts at the College and solicit information on how we can improve our internal processes.
8. Bernie and Shirlee Brown, benefactors of the University Center and owners of NFI, recently sold their business and have offered to gift the College their Metamorphosis sculpture. This would add a nice artistic touch to the campus' landscape.

Persons wishing to address the board –

Solicitor Robert Casella, Esquire addressed the Board regarding the contract awarded for professional legal services to the law firm of Testa, Heck, Testa and White, PA of Vineland, NJ.

He commented he was proud the Board expressed their confidence in his firm by choosing his firm for legal services. His firm is looking forward to working with the College in the future.

A motion was made by Dr. Ward Garrison for consideration to adopt Resolution #2257-2017 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 (8), regarding personnel. The motion was seconded by Ms. Nicolosi and was passed by roll call as follows:

Dr. Ward Garrison	Yes	Mr. DeLeon	Yes
Ms. Nicolosi	Yes	Dr. Figgs	Yes
Hon. Asselta	Yes	Mr. Gruccio	Yes
Ms. Brown	Yes	Ms. Perez	Yes
Mr. Cassisi	Yes		

There being no further business to come before the Board, a motion was made by Dr. Figgs to adjourn the meeting seconded by Ms. Brown. The meeting was adjourned at 6:48 P.M.

Respectfully Submitted,

MS. MICHELLE BROWN,
SECRETARY