

CUMBERLAND COUNTY COLLEGE

BOARD OF TRUSTEES

MEETING OF JANUARY 21, 2016

A 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.

Ms. Sjogren asked everyone to stand for the Pledge of Allegiance led by Dr. Garrison.

Roll call was taken: Ms. Brown, Mr. Cassisi, Ms. Chase, Mr. McGrory, Dr. Garrison, Ms. Sjogren.

A motion was made by Ms. Chase for approval of Minutes of the Regular Meeting Minutes held on December 17, 2015. The motion was seconded by Mr. McGrory and passed by roll call vote as follows:

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

Correspondence - 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 Ms. Stella Barber as Full-time, Director of Nursing, at an annual salary of \$72,000.00, prorated and effective February 1, 2016.

2. Consideration to approve Employment of Ms. Trinee Parson as Full-time, Administrative Specialist, Advisement, at an annual salary of \$35,388.00, prorated and effective April 1, 2016.
3. Consideration to approve Employment of Ms. Amanda Sorshek as Full-time, Student Development Advisor (Bilingual), Student Support Services, at an annual salary of \$51,279.00, prorated and effective February 1, 2016. This is a Student Support Services Grant Funded Position.
4. Consideration to approve Employment of Mr. Randall Kates as Full-time, Student Development Advisor, Student Support Services, at an annual salary of \$49,179.00, prorated and effective February 1, 2016. This is a Student Support Services Grant Funded Position.
5. Consideration to approve Employment of Ms. Ashley Jaquez as Full-time, Project Director, Student Support Services, at an annual salary of \$50,229.00 prorated and effective February 1, 2016. This is a Student Support Services Grant Funded Position.
6. Consideration to approve Employment of Ms. Jennifer Schwarz as Part-time, Administrative Specialist, Student Support Services, at an hourly rate of \$17.86, effective February 1, 2016. This is a Student Support Services Grant Funded Position.
7. Consideration to approve Employment of Ms. Nicole Carozza as Part-time, Research Administrative Specialist, Title V, at an hourly rate of \$17.51, effective February 1, 2016. This is a Title V Grant Funded Position.
8. Consideration to approve Employment of Ms. Karen Henry as Full time, Technical Assistant II, Financial Aid, at an annual salary of \$36,727.00, prorated and effective February 1, 2016.
9. Consideration to approve Employment of Ms. Melanie Martinez as Full time, Administrative Specialist, Financial Aid, at an annual salary of \$32,514.00, prorated and effective February 1, 2016.
10. Approval of the appointment of Dr. Lynn Lichtenberger as Full time, Dean of Business, Education, Social Science, Science, Technology, and Engineering at an annual salary of \$95,000.00, prorated and effective January 1, 2016. This new title accurately describes Dr. Lichtenberger's additional responsibilities.
11. Approval of the appointment of Dr. James Piccone as Full time, Dean of Arts, Humanities, Developmental Studies, Health Science and Mathematics at an annual salary of \$100,000.00, prorated and effective January 1, 2016. This new title accurately describes Dr. Piccone's additional responsibilities.
12. Approval of the appointment of Mr. Bernie Castro as Full time, Executive Director, Information Technology Services at an annual salary of \$85,000.00, prorated and effective January 1, 2016, to reflect additional responsibilities.
13. 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 Dr. Garrison for approval of Consent Agenda Items A. The motion

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

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

Reports of Standing Committees

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

NONE

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

Robert Nehila from Bowman and Company highlighted the 2014-2015 Audit Report . There is a new pronouncement that all colleges have to adhere to called GASB 68 which impacts accounting and financial reporting for pensions. Due to this new reporting procedure, the audit shows an 8.5 million deficit. Mr. Nehila directed the Board to page 44 of the audit report to see the outline of the pension liability. The aspects of this item were fully explained to the Board in the committee meeting.

Mr. Nehila advised regarding the rest of the audit report that there were no weaknesses, no non-compliances and that everything was corrected from last year regarding financial aid.

Dr. Garrison expressed appreciation on behalf of the Finance Committee for Bowman and Company's willingness to answer all of their questions.

1. A motion was made by Mr. McGrory for consideration to approve and accept the audit report for fiscal year 2014-2015 as submitted by Bowman & Company of Voorhees, New Jersey. The motion was seconded by Ms. Brown and passed by roll call vote as follows:

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

2. A motion was made by Ms. Chase for consideration to adopt Resolution # 1979-20 16 authorizing the College to award a contract to Pennoni Associates of Haddon Heights, New Jersey, in the amount not to exceed \$25,000.00 for the required testing services on the Student Enrollment

Service Building. The motion was seconded by Ms. Brown and passed by roll call vote as follows:

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

3. A motion was made by Mr. McGrory for consideration to approve and accept the Facilities Deferred Maintenance Plan. The motion was seconded by Mr. Cassisi and passed by roll call vote as follows:

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

4. First reading of Policy 6.36 - Weapons Prohibition on Campus.

5. A motion was made by Ms. Chase for consideration to adopt Resolution # 1980-20 16 authorizing purchases and disbursements in the amount of \$733,814.22 for the current period. The motion was seconded by Mr. McGrory and passed by roll call vote as follows:

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

C. Academic & Student Affairs - Ms. Ginger Chase, Chair NONE

Consideration of Old Business NONE

Consideration of New Business NONE

Campus Reports

1. Institutional Effectiveness Committee (IEC) Report - Dr. Jacqueline Galbiati

Dr. Galbiati shared some statistics regarding enrollment credits:

	Projected	Actual
Summer 3	1281	1298
Summer 4	1574	1273
Fall	42241	36766

This represents a 12.8% decrease.

For budget purposes, the credits were adjusted from 85996 to 75710 for the year to date credits and the College is strategically reorganizing to provide services to account for this adjustment. They are also looking into some of the College's practices regarding deletions for suspension and non-payment.

The College is down 9.6% in credits for the spring.

Some statistics from around the State with regard to spring enrollment:

Mercer	-1.9%
Gloucester	-1.2%
Brookdale	-4.6%
Bergan	-2.6%
Middlesex	-2.4%
Atlantic Cape	-8.6%

Some strategies for planning –

To focus on the students, the College will use data based decisions (real time data) regarding the economic and workforce outlook and recruitment and retention. Guided Pathways will be utilized to help in this effort. The College will collaborate and align with K-12 institutions, universities and colleges, workforce development and employers.

Data based decisions will also be utilized to look at the economic overview and analyze the job market in the surrounding county. Based upon the findings the College will assess their programs and bring them into alignment with the present job outlook.

Some of the trends that are coming to the forefront are healthcare, government, retail trade industry, sales related occupations and business. Cumberland County College has the opportunity to expand into some up and coming job markets such as air traffic control, mechanical drafting and electronics.

The College has a timeline:

- Year 1 – To engage in planning
- Year 2 – Plan and begin initial implementation
- Year 3 – Initial scale implementation
- Year 4 – Improved implementation
- Year 5 – Full scale implementation

The College is helping students to move along this path. Next year there will be full implementation and it will take five years to see results.

There will be advisory boards created for each program. Research will be done as to what type of jobs entice residents to leave Cumberland County. The College is looking into the avenues of bringing business to Cumberland County. All these ideas and steps are being placed on the staff portal for them to view. Also, the College will share information with Work Force Development and with the school

systems.

With the help of Kellie Slade, the Guided Pathways will look into electives that do not transfer to a four year college and will help to tailor Cumberland County College's programs for transfer and eventual employment.

The College will also be looking at the students' benchmarks to make sure they are meeting their goals.

Dr. Galbiati said that even though enrollment is down, she believes that the College is stabilizing and that it is ready to move forward.

Dr. Schneider commended Dr. Galbiati for all of the hard work that she put into this presentation.

CCC Foundation Liaison Report- Mr. Patrick W. McGrory

Mr. McGrory reported that Century Savings Bank donated \$5,000.00 to sponsor an Entrepreneur Summit on Thursday, April 14, 2016 to support Direction #3 of the College's strategic plan.

The gifts for December 2015 were \$57,631 with a giving total of \$218,207 since July 1, 2015.

Mr. McGrory advised that the Board will meet again on February 2, 2016.

NJCCC Trustee Ambassador Report - Mr. Joseph Cassisi

Mr. Cassisi had nothing to report.

Ms. Sjogren said that the NJ Council of County Colleges has been sending out numerous emails regarding legislation and that she would look into having those emails reach the Board members so that they can keep abreast of the Council's issues and activities.

President's Report – Dr. Shelly Schneider

Dr. Schneider reported that discussions continue with CCTEC. They have been positive and exciting regarding the subject of dual enrollment between the facilities. More information will follow.

Dr. Schneider said she was happy to report that over 125 students and staff participated in the Dr. Martin Luther King, Jr. Days of Service amounting to over 300 hours in volunteer service.

The College also raised \$6,784.00 for this year's United Way Community Campaign.

Persons wishing to address the Board - None

There being no further business to come before the Board, the meeting was adjourned at 6:38 P.M.

Respectfully submitted,

MR. JOSEPH P. CASSISI, SECRETARY