

CUMBERLAND COUNTY COLLEGE

BOARD OF TRUSTEES

MEETING OF JUNE 15, 2017

The Regular Meeting of the Board of Trustees was called to order by Chair Donna Perez at 5:30 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. Perez asked everyone to stand for the Pledge of Allegiance led by Ms. Brown.

Roll Call: Ms. Brown, Mr. Cassisi, Mr. McGrory, Mr. Riley, Dr. Ward Garrison, Ms. Perez.

Ms. Perez introduced Dr. Figgs and advised that he would be sworn in as a member of the Board of Trustees.

Michael L. Testa, Esquire swore in new Board of Trustee member, Dr. Keith C. Figgs.

Ms. Perez spoke about Ms. Bergamo's service to the College and to the Board of Trustees commemorating her retirement. She read Resolution #2172-2017 honoring Ms. Bergamo.

Mr. DeLeon entered the room at 5:35 P.M.

Dr. Salomon-Fernandez said that Anne is greatly appreciated for all that she has done and that she will be missed.

Ms. Bergamo said that there was one person present this evening that was on the search committee when she was hired, Dr. Steven Stolar. He asked her the specific question as to whether she would use her power to prevent people from getting in to see the President and she said absolutely. Previous to her employment at the College she was an elementary school

teacher and an educational coordinator for JTPA. Now 25 ½ years later she is retiring from the most wonderful professional experience of her life. She thanked the Board for the opportunity to serve this wonderful institution. She expressed her love to all and said that the one thing she will miss most is the interaction with everyone.

A motion was made by Dr. Figgs for consideration to adopt Resolution #2171-2017 honoring Ms. Pamela Ann Sjogren for her service as a Board of Trustee. The motion was seconded by Mr. McGrory and passed by roll call vote as follows:

Dr. Figgs	Yes	Mr. DeLeon	Yes
Mr. McGrory	Yes	Mr. Riley	Yes
Ms. Brown	Yes	Dr. Ward Garrison	Yes
Mr. Cassisi	Yes	Ms. Perez	Yes

A motion was made by Mr. McGrory for consideration to adopt Resolution #2172-2017 honoring Ms. Anne M. Bergamo for her service as the Trustee Liaison. The motion was seconded by Dr. Ward Garrison and passed by roll call vote as follows:

Mr. McGrory	Yes	Mr. DeLeon	Yes
Dr. Ward Garrison	Yes	Dr. Figgs	Yes
Ms. Brown	Yes	Mr. Riley	Yes
Mr. Cassisi	Yes	Ms. Perez	Yes

A was motion was made by Dr. Ward Garrison to approve the Minutes of the Regular Meeting held on May 16, 2017. The motion was seconded by Ms. Brown and passed by roll call vote as follows:

Dr. Ward Garrison	Yes	Dr. Figgs	Abstain
Ms. Brown	Yes	Mr. McGrory	Yes
Mr. Cassisi	Yes	Mr. Riley	Yes
Mr. DeLeon	Yes	Ms. Perez	Yes

A was motion was made by Dr. Ward Garrison to approve the Minutes of the Executive Session Meeting held on May 16, 2017. The motion was seconded by Mr. Cassisi and passed by roll call vote as follows:

Dr. Ward Garrison	Yes	Dr. Figgs	Abstain
Mr. Cassisi	Yes	Mr. McGrory	Yes
Ms. Brown	Yes	Mr. Riley	Yes
Mr. DeLeon	Yes	Ms. Perez	Yes

Correspondence –

Memorandum from Keith Gorman, Director, Student Life & Athletics, informing Dr. Yves Salomon-Fernandez that the Alumni Trustee for 2017-18 is Mr. Donald Carter, Jr.

Freeholder Liaison Remarks –

NONE

Review of Consent Agenda:

A. Personnel & Affirmative Action

1. Consideration to approve Employment of Ms. Reta Rios as Full-time, Director I, Career Services, at an annual salary of \$55,188.00, effective July 1, 2017.
2. Consideration to approve Employment of Ms. Samantha Cocove as Part-time, Administrative Specialist, STEAMWorks, at an hourly rate of \$17.86, effective June 26, 2017.
3. Consideration to approve Employment of Ms. Maira Cortazar as Part-time, Administrative Specialist, Workforce Training, at an hourly rate of \$18.20, effective June 27, 2017.
4. Consideration to approve Employment of Ms. Beverly Stubbs as Part-time, Administrative Specialist, Workforce Training, at an hourly rate of \$18.52, effective June 26, 2017.
5. Consideration to approve employment of Ms. Dana DeLeon as Part-time, Marketing Assistant, at an hourly rate of \$15.84, effective July 1, 2017.
6. Consideration to approve employment of Ms. Pamela Carty as Full-time, Assistant to the President, Board of Trustee Liaison, at an annual salary of \$44,965, effective July 1, 2017.
7. Consideration to approve the salary increase for Ms. Jennifer Sweeney as Full time Assistant to the Vice President, at an annual salary of \$44,965, effective July 1, 2017. *(This budget neutral increase is based on the greatly expanded responsibilities pertaining to the BOT material and process. Please see attached memo).*

8. Consideration to approve the re-employment of the attached list of employees, hired between the months of March 2017 and June 2017, under the terms of the appropriate collective bargaining agreement between the Board of Trustees and the Association Contract in accordance with the attached list.

9. Consideration to accept the attached list of resignations/retirements/terminations.

B. Finance & Planning

1. Consideration to approve the Clinical Affiliation Agreement with Memorial Hospital of Salem County, for the College's Nursing program.

C. Academic and Student Affairs

NONE

A motion was made by Dr. Ward Garrison for to approve Consent Agenda Items A & B.

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

Dr. Ward Garrison	Yes	Mr. DeLeon	Yes
Mr. McGrory	Yes	Dr. Figgs	Yes
Ms. Brown	Yes	Mr. Riley	Yes
Mr. Cassisi	Yes	Ms. Perez	Yes

Mr. Riley left the meeting – 5:45 P.M.

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 Mr. McGrory for consideration to adopt Resolution #2173-2017 authorizing the College to enter into an agreement for on-call architectural services, for a one-year period, beginning June 16, 2017 and ending June 15, 2018 per attached exhibit. The motion was seconded by Ms. Brown and passed by roll call vote as follows:

Mr. McGrory	Yes	Dr. Figgs	Yes
Ms. Brown	Yes	Dr. Ward Garrison	Yes
Mr. Cassisi	Yes	Ms. Perez	Yes
Mr. DeLeon	Yes		

2. A motion was made by Dr. Ward Garrison for consideration to adopt Resolution #2174-2017 authorizing the College to enter into an agreement for on-call engineering services, for a one-year period, beginning June 16, 2017 and ending June 15, 2018 per attached exhibit. The motion was seconded by Dr. Figgs and passed by roll call vote as follows:

Dr. Ward Garrison	Yes	Mr. DeLeon	Yes
Dr. Figgs	Yes	Mr. McGrory	Yes
Ms. Brown	Yes	Ms. Perez	Yes
Mr. Cassisi	Yes		

3. A motion was made by Mr. McGrory for consideration to adopt Resolution #2175-2017 authorizing the College to enter into a joint agreement with New Jersey County Colleges' Joint Purchasing Consortium, with Camden County College as the lead agency, for the purchase of Laboratory and Medical Supplies for the period May 1, 2017 through April 30, 2018. The motion was seconded by Dr. Ward Garrison and passed by roll call vote as follows:

Mr. McGrory	Yes	Mr. DeLeon	Yes
Dr. Ward Garrison	Yes	Dr. Figgs	Yes
Ms. Brown	Yes	Ms. Perez	Yes
Mr. Cassisi	Yes		

4. A motion was made by Dr. Ward Garrison for consideration to adopt Resolution #2176-2017 authorizing the College to award contracts for the purchase of athletic supplies for the period of July 1, 2017 through June 30, 2018 per attached exhibit. The motion was seconded by Mr. McGrory and passed by roll call vote as follows:

Dr. Ward Garrison	Yes	Mr. DeLeon	Yes
Mr. McGrory	Yes	Dr. Figgs	Yes
Ms. Brown	Yes	Ms. Perez	Yes
Mr. Cassisi	Yes		

5. A motion was made by Dr. Figgs for consideration to adopt Resolution #2177-2017 authorizing the College to award contracts for the purchase of promotional items, apparel, and t-shirts for the period of June 20, 2017 through June 19, 2018 per attached exhibit. The motion was seconded by Ms. Brown and passed by roll call vote as follows:

Dr. Figgs	Yes	Mr. McGrory	Yes
Ms. Brown	Yes	Dr. Ward Garrison	Yes
Mr. Cassisi	Yes	Ms. Perez	Yes
Mr. DeLeon	Yes		

6. A motion was made by Mr. DeLeon for consideration to adopt Resolution #2178-2017 authorizing the College to award a contract for promotional items as needed to Inkwell Global Marketing of Manalapan, NJ, for an anticipated amount of \$21,000.00 for the period July 1, 2016 through June 20, 2017. The motion was seconded by Dr. Ward Garrison and passed by roll call vote as follows:

Mr. DeLeon	Yes	Dr. Figgs	Yes
Dr. Ward Garrison	Yes	Mr. McGrory	Yes
Ms. Brown	Yes	Ms. Perez	Yes
Mr. Cassisi	Yes		

7. A motion was made by Dr. Figgs for consideration to adopt Resolution #2179-2017 authorizing the College to award contracts for the purchase of print services for the period beginning July 1, 2017 through June 30, 2018, per attached exhibit. The motion was seconded by Mr. McGrory and passed by roll call vote as follows:

Dr. Figgs	Yes	Mr. DeLeon	Yes
Mr. McGrory	Yes	Dr. Ward Garrison	Yes
Ms. Brown	Yes	Ms. Perez	Yes
Mr. Cassisi	Yes		

8. A motion was made by Ms. Brown for consideration to adopt Resolution #2180-2017 authorizing the College to award a contract for Insurance Services, including internet liability, package policy, umbrella policy, excess liability, educator's liability, athletic accident and athletic catastrophic accident, to Borden Perlman Insurance Agency, of Lawrenceville, NJ in the amount of \$214,263.00 for the period of July 1, 2017 through June 30, 2018 for the internet liability, package policy, environmental policy, umbrella policy, excess liability, and educator's liability, and August 1, 2017 through July 31, 2018 for the athletic accident and athletic catastrophic accident policies. The award of a contract for Insurance Services for a travel

accident policy in the amount of \$750.00 to William R. Mints Agency, Inc. of Millville, NJ for the period beginning June 1, 2017 and ending June 1, 2018. The motion was seconded by Dr. Figgs and passed by roll call vote as follows:

Ms. Brown	Yes	Mr. McGrory	Yes
Dr. Figgs	Yes	Dr. Ward Garrison	Yes
Mr. Cassisi	Yes	Ms. Perez	Yes
Mr. DeLeon	Yes		

9. A motion was made by Mr. McGrory for consideration to adopt Resolution #2182-2017 authorizing the College to award a contract for computers, monitors and computer supplies per the attached list under the State of New Jersey Cooperative Purchasing Services currently in effect for the period June 16, 2017 through August 30, 2017. Funding for this purchase will come from the HSI STEM Grant. The motion was seconded by Dr. Figgs and passed by roll call vote as follows:

Mr. McGrory	Yes	Mr. DeLeon	Yes
Dr. Figgs	Yes	Dr. Ward Garrison	Yes
Ms. Brown	Yes	Ms. Perez	Yes
Mr. Cassisi	Yes		

10. A motion was made by Ms. Brown for consideration to adopt Resolution #2183-2017 authorizing the College to award a contract to purchase Under Armor uniforms and shoes on an as needed basis, from Kelly's Sports of Westchester, PA per the bid number MRESC 14/15-61 awarded by ESCNJ through the period ending May 8, 2018. The motion was seconded by Dr. Figgs and passed by roll call vote as follows:

Ms. Brown	Yes	Mr. McGrory	Yes
Dr. Figgs	Yes	Dr. Ward Garrison	Yes
Mr. Cassisi	Yes	Ms. Perez	Yes
Mr. DeLeon	Yes		

11. A motion was made by Dr. Figgs for consideration to adopt Resolution #2184-2017 authorizing the College to award contracts for the purchase of custodial supplies through June 30, 2018 per attached exhibit. The motion was seconded by Mr. McGrory and passed by roll call

vote as follows:

Dr. Figgs	Yes	Mr. DeLeon	Yes
Mr. McGrory	Yes	Dr. Ward Garrison	Yes
Ms. Brown	Yes	Ms. Perez	Yes
Mr. Cassisi	Yes		

12. A motion was made by Dr. Figgs for consideration to adopt Resolution #2185-2017 authorizing the College to award a contract for the purchase of additional custodial supplies on an as needed basis using vendors awarded per Bid Number MRESC 14/15-34 awarded by ESCNJ for the period beginning July 1, 2017 and ending January 21, 2018. The motion was seconded by Ms. Brown and passed by roll call vote as follows:

Dr. Figgs	Yes	Mr. McGrory	Yes
Ms. Brown	Yes	Dr. Ward Garrison	Yes
Mr. Cassisi	Yes	Ms. Perez	Yes
Mr. DeLeon	Yes		

13. A motion was made by Ms. Brown for consideration to adopt Resolution #2186-2017 authorizing the College to award a contract for Collection Services to the firm of Penn Credit Corporation of Harrisburg, PA from July 1, 2017 through June 30, 2019. The motion was seconded by Dr. Figgs and passed by roll call vote as follows:

Ms. Brown	Yes	Mr. McGrory	Yes
Dr. Figgs	Yes	Dr. Ward Garrison	Yes
Mr. Cassisi	Yes	Ms. Perez	Yes
Mr. DeLeon	Yes		

14. A motion was made by Dr. Figgs for consideration to adopt Resolution #2187-2017 authorizing the College's administration to apply for funds in the amount of \$348,692.00, under the Carl D. Perkins Career and Technical Education Act of 2006, starting on July 1, 2017, and ending on June 30, 2018. The motion was seconded by Mr. McGrory and passed by roll call vote as follows:

Dr. Figgs	Yes	Mr. DeLeon	Yes
Mr. McGrory	Yes	Dr. Ward Garrison	Yes
Ms. Brown	Yes	Ms. Perez	Yes
Mr. Cassisi	Yes		

15. A motion was made by Dr. Figgs for consideration to amend Resolution #2142-2017, adopted March 16, 2017 authorizing an additional award to Dell Marketing using NJ State Contract #89967 in an anticipated amount of \$2,000.00. Funding in the amount of \$962.77 will come from the GEAR UP Grant. The motion was seconded by Mr. McGrory and passed by roll call vote as follows:

Dr. Figgs	Yes	Mr. DeLeon	Yes
Mr. McGrory	Yes	Dr. Ward Garrison	Yes
Ms. Brown	Yes	Ms. Perez	Yes
Mr. Cassisi	Yes		

16. A motion was made by Mr. McGrory for consideration to adopt Resolution #2188-2017 authorizing the College to reimburse Cumberland County Technical Education Center \$47,130.00 for adult programming services provided in Fiscal Year 2017 as a result of the shared services agreement signed on May 16, 2016. The motion was seconded by Dr. Figgs and passed by roll call vote as follows:

Mr. McGrory	Yes	Mr. DeLeon	Yes
Dr. Figgs	Yes	Dr. Ward Garrison	Yes
Ms. Brown	Yes	Ms. Perez	Yes
Mr. Cassisi	Yes		

17. A motion was made by Dr. Ward Garrison for consideration to adopt Resolution #2189-2017 authorizing purchases and disbursements in the amount of \$710,415.66 for the current period. The motion was seconded by Ms. Brown and passed by roll call vote as follows:

Dr. Ward Garrison	Yes	Dr. Figgs	Yes
Ms. Brown	Yes	Mr. McGrory	Yes
Mr. Cassisi	Yes	Ms. Perez	Yes
Mr. DeLeon	Yes		

18. A motion was made by Dr. Figgs for consideration to adopt Resolution #2190-2017 authorizing purchases and disbursements in the amount of \$325.24 to Custom Graphics, Inc. of Vineland, New Jersey for the current period. The motion was seconded by Mr. McGrory and passed by roll call vote as follows:

Dr. Figgs	Yes	Mr. DeLeon	Yes
Mr. McGrory	Yes	Dr. Ward Garrison	Yes
Ms. Brown	Yes	Ms. Perez	Abstain
Mr. Cassisi	Yes		

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

1. A motion was made by Dr. Ward Garrison for consideration to adopt Resolution #2191-2017 approving a Career Certificate in Beverage Tourism/Tasting Room Management. The motion was seconded by Mr. McGrory and passed by roll call vote as follows:

Dr. Ward Garrison	Yes	Mr. DeLeon	Yes
Mr. McGrory	Yes	Dr. Figgs	Yes
Ms. Brown	Yes	Ms. Perez	Yes
Mr. Cassisi	Yes		

2. A motion was made by Dr. Ward Garrison for consideration to adopt Resolution #2192-2017 approving an Academic Certificate in Beverage Tourism/Tasting Room Management. The motion was seconded by Dr. Figgs and passed by roll call vote as follows:

Dr. Ward Garrison	Yes	Mr. DeLeon	Yes
Dr. Figgs	Yes	Mr. McGrory	Yes
Ms. Brown	Yes	Ms. Perez	Yes
Mr. Cassisi	Yes		

3. A motion was made by Mr. Cassisi for consideration to adopt Resolution #2193-2017 approving an A.S. in Beverage Tourism/Tasting Room Management. The motion was seconded by Mr. McGrory and passed by roll call vote as follows:

Mr. Cassisi	Yes	Dr. Figgs	Yes
Mr. McGrory	Yes	Dr. Ward Garrison	Yes
Ms. Brown	Yes	Ms. Perez	Yes
Mr. DeLeon	Yes		

4. A motion was made by Mr. Cassisi for consideration to adopt Resolution #2194-2017 approving an A.A.S. in Insurance Claims and Risk Management. The motion was seconded by Dr. Figgs and passed by roll call vote as follows:

Mr. Cassisi	Yes	Mr. McGrory	Yes
Dr. Figgs	Yes	Dr. Ward Garrison	Yes
Ms. Brown	Yes	Ms. Perez	Yes
Mr. DeLeon	Yes		

5. A motion was made by Dr. Ward Garrison for consideration to adopt Resolution #2195-2017 approving a Career Certificate in Healthcare Risk Management. The motion was seconded by Mr. McGrory and passed by roll call vote as follows:

Dr. Ward Garrison	Yes	Mr. DeLeon	Yes
Mr. McGrory	Yes	Dr. Figgs	Yes
Ms. Brown	Yes	Ms. Perez	Yes
Mr. Cassisi	Yes		

Consideration of Old Business - NONE

Consideration of New Business - NONE

Campus Reports

- I. Strategic Plan Update - Dr. Robert Clark, Special Assistant to the President for Planning, Research & Institutional Effectiveness and Anne Bergamo, Executive Director, Grant Development & Trustee Relations

Dr. Robert Clark gave the presentation on the Strategic Plan Update.

Before Dr. Clark started, Dr. Salomon-Fernandez said that it was crucial for the College to engage in this Strategic Plan Update. Middle States has had significant changes and the will be visiting more frequently and there will be more reporting. The Plan will also help the College to be more community-minded and include and draw from external resources.

Dr. Clark informed the Board that Ms. Bergamo has been involved in every Strategic Plan process that has taken place and that he has been involved in two of the last three plans.

Strategic planning is a transforming process that is not easy but worth the effort inasmuch as it provides a forum for creating and implementing organizational vision that promotes energy and empowerment. Some institutions get the strategic element of the plan wrong. The strategy should be about setting priorities for addressing matters of critical importance to the institution.

Strategic planning issues are those that define the institution's relationship to its environment which generally involves the whole institution for analysis and depends on a variety of input provided from across the institution.

Some of the components of strategic planning are its mission statement, values, institutional goals, vision, goals and objectives and the plan of implementation.

Ms. Perez asked if the plan and the mission do not agree, which one do you change. Dr. Clark said that the mission statement is defined at the beginning of the process and that statement is what is utilized to construct the strategic plan.

Strategic objectives and goals can often be a source of confusion. Objectives set the course by giving general direction, not specifics, and goals are specific targets to be accomplished and checked off the list. These strategic objectives and goals are product driven and are measured against benchmarks that are set in place.

There are ten key elements of strategic planning. Committed leadership is essential. Each facet of the institution must be involved in the process. The Board of Trustees also must play a role in the planning process by having a member on the committee. Solicit feedback across the institution and don't utilize your own thoughts too much. Make efforts to communicate with the stakeholders throughout the process because trust is the most important factor. Avoid too much thinking and very little doing. Change will occur and there will be adjustment. The goals need to be measurable and not overwhelming. Remember, this is a marathon and not a sprint.

In getting started, the President will seat and be a member of the steering committee which is made up of internal and external stakeholders. Usually 5 to 7 people, but may become a little bigger. A timeline will be determined, charges will be issued and lines of communication will be established.

Dr. Clark shared a proposed timeline, although he said that it is an overly optimistic one. In early summer a steering committee will be established where charges will be given and a theme discussed. During the summer a full committee will be established and the theme solidified. They will begin to draft objectives and consider Mission and other related statements. At the Fall Orientation, engagement of the campus will take place and they will consider the Mission and related statements as well as discussing objectives. On Development Day campus participation will continue, endorsement of the Mission will occur, objectives will be presented and developing goals will begin.

On Strategic Planning Day, external stakeholders will be included and presentation of the work to date will take place. Validation of the theme and objectives will occur and refining of the goals will begin. In the Spring, the formal presentation plan will be rolled out.

Mr. Cassisi thanked Dr. Clark and Anne Bergamo for the crisp and detailed plan.

Dr. Clark said that he is looking forward to working on this process.

Mr. McGrory asked if they had done an assessment of previous processes, and if so, what went well and what didn't work. Dr. Clark said that it is an ongoing assessment.

Mr. McGrory asked if the previous plan will play a part in the new process. Dr. Clark said that they are somewhat reluctant to utilize previous strategic points in developing the new plan. This will be a new and different process than last time. The economic environment is different and higher education has evolved. Therefore, they are reluctant to spend too much time on the old plan. Dr. Clark said the College needs a fresh approach.

Ms. Bergamo said that if you participated in the last several processes, the geography has drastically changed with the County Technical High School and the County Workforce & Economic Development Building located on the same piece of real estate. Plans based on student centered goals have evolved over the years. We can celebrate the past, but not focus too much on it.

Ms. Perez thanked them for their presentation.

CCC Foundation Liaison Report - Mr. Patrick W. McGrory

The gifts received for May 2017 total \$36,440.72. The total gifts received year since July 1, 2016 are \$499,912.51

The Golf Classic was a success. Winner of the tournament were the Mints Agency. Mr. McGrory asked each one to express their individual thanks to the foundation staff.

Dr. Ward Garrison said that the tree planting in honor of Sue Perry was a memorable occasion. The Foundation raised over \$20,000.00 for the scholarship in her honor.

NJCCC Trustee Ambassador Report - Mr. Joseph Cassisi

There will be a business meeting and awards given in Trenton on Monday. Mr. Cassisi is unable to attend, but Dr. Salomon-Fernandez will be calling in.

President's Report – Dr. Yves Salomon-Fernandez

Dr. Salomon-Fernandez advised the Board that one of last year's athletes has been drafted by the St. Louis Cardinals.

She advised the Board that the Agricultural department in conjunction with F & S Produce held a Farmer's Market. The thousand pounds of food was gone quickly. It was a successful day.

Persons wishing to address the Board – None

There being no further business to come before the Board, a motion was made by Mr. McGrory to adjourn the meeting seconded by Mr. DeLeon. The meeting was adjourned at 6:37 P.M.

Respectfully submitted,

MS. MICHELLE BROWN,
SECRETARY