

CUMBERLAND COUNTY COLLEGE

BOARD OF TRUSTEES

MEETING OF SEPTEMBER 21, 2017

The regular meeting of the Board of Trustees was called to order by Vice Chair Christine Ward Garrison at 5:30 P.M. in the Executive Board Room located in 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.

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

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

A motion was made by Mr. McGrory to approve the Minutes of the Regular Meeting held on July 20, 2017. The motion was seconded by Dr. Figgs and passed by roll call vote as follows:

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

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

Correspondence

- Letter from Dr. Gary L. Wirt, Chair, Executive Committee for Substantive Change from the Middle State Commission on Higher Education to Dr. Yves Salomon-Fernandez with a provisional approval of the Substantive Change to include the Millville Arts & Innovation Center.
- Letter from Christopher Curry, Team Leader, School Participation Team, NE, United States Department of Education to Dr. Yves Salomon-Fernandez with the College's application to participate in the Title IV, HEA programs.
- New Jersey Presidents' Council Resolution #060517-16 approving the College's Child Advocacy A.A. Program.

- New Jersey's Community Colleges Providing Opportunities for Our Citizens Creating A Stronger Workforce Building a Better New Jersey, a public policy agenda for 2018-2022 from NJCCC.
- Thank you card from Anne Bergamo.

Freeholder Liaison Remarks

Freeholder Director, Joe Derella, was present. He reported The State of Cumberland County Breakfast and Business Expo event would take place at Cumberland County College at 8 A.M. on October 17, 2017. Mr. Derella also praised Dr. Yves Salomon-Fernandez for her open communication with the Freeholders as well as her collaboration with all of the county agencies.

Review of Consent Agenda

A. Personnel & Affirmative Action

1. Consideration to approve Employment of Ms. Gayle Gates as Full time Director II, Finance and Budget, at an annual salary of \$57,417, effective October 1, 2017.
2. Consideration to approve Employment of Mr. Michael Yunk as Full time Accountant II, Finance & Budget, at an annual salary of \$40,878, effective October 1, 2017.
3. Consideration to approve Employment of Dr. Earl Benjamin III as Full time Assistant Professor II, Biology, Chemistry, and/or Environmental Science, at an annual salary of \$53,801, prorated and effective September 1, 2017. *(This is a grant funded position of the HSI STEM Career Pathways Grant. Due to immediate manpower needs, the President has approved a start date of September 1, 2017, pending Board approval on September 21, 2017)*
4. Consideration to approve Employment of Dr. Cheryl Gooch as Full time Dean, Arts, Humanities & Developmental Studies at an annual salary of \$85,000, prorated and effective September 1, 2017. *(Due to immediate manpower needs, the President has approved a start date of September 1, 2017, pending Board approval on September 21, 2017)*
5. Consideration to approve Employment of Dr. Earle Bruce Myers as Full time Assistant Professor II, Biology/Anatomy, and Physiology at an annual salary of \$53,801, effective September 1, 2017. *(Due to immediate manpower needs, the President has approved a start date of September 1, 2017, pending Board approval on September 21, 2017)*
6. Consideration to approve Employment of Ms. Katherine Givens as Part time Librarian at an hourly rate of \$32.37, effective August 21, 2017. *(Due to immediate manpower needs, the President has approved a start date of August 21, 2017, pending Board approval on September 21, 2017)*
7. Consideration to approve Employment of Ms. Andrea Enders as Part time One Stop Enrollment Services Representative III at an hourly rate of \$17.86, effective August 16, 2017. *(Due to*

immediate manpower needs, the President has approved a start date of August 16, 2017, pending Board approval on September 21, 2017)

8. Consideration to approve Employment of Ms. Kelly Grennon as Part time Events Scheduler, Conference & Events Center at an hourly rate of \$18.02, effective October 1, 2017.
9. Consideration to approve Employment of Ms. Jennifer Ramirez as Part Time Administrative Specialist, Workforce, Community, and Technical Education department at an hourly rate of \$17.86, effective August 31, 2017. *(Due to immediate manpower needs, the President has approved a start date of August 31, 2017, pending Board approval on September 21, 2017)*
10. Consideration to approve Employment of Ms. Courtney Myers as Part time Purchasing Assistant, Finance & Budget, at an hourly rate of \$17.86, effective September 5, 2017. *(Due to immediate manpower needs, the President has approved a start date of September 5, 2017, pending Board approval on September 21, 2017)*
11. Consideration to approve Employment of Mr. Adefolarin Adeleke as Full Time Research Associate, Planning, Research & Institutional Effectiveness, at an annual salary of \$40,878, effective September 18, 2017. *(Due to immediate manpower needs, the President has approved a start date of September 18, 2017, pending Board approval on September 21, 2017)*
12. Consideration to approve Employment of Mr. Ronald Snowman as Part time Safety and Security Officer at an hourly rate of \$15.95 effective October 1, 2017.
13. Consideration to approve Employment of Ms. Crystal Durham as Part Time Administrative Specialist, Student Support Services, at an hourly rate of \$18.52, effective October 1, 2017. *(This is a grant funded position of the Student Support Services Grant)*
14. Consideration to approve Employment of Ms. Alexandra Saltar as Full Time Accountant I, Finance & Budget, at an annual salary of \$38,727, effective October 1, 2017.
15. Consideration to approve the attached revised list of Program Coordinators.
16. 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 Mr. McGrory to approve Consent Agenda Item(s). The motion was seconded by Ms. Nicolosi and passed by roll call as follows:

Mr. McGrory	Yes	Mr. DeLeon	Yes
Ms. Nicolosi	Yes	Dr. Figgs	Yes
Ms. Brown	Yes	Mr. Riley	Yes
Mr. Cassisi	Yes	Dr. Ward Garrison	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. Figgs for consideration to adopt Resolution #2216-2017 authorizing the College to enter into a joint agreement on behalf of participating New Jersey’s community colleges for the purchase of Turnitin Plagiarism Prevention Technology from Turnitin, LLC, based in Oakland, CA, for flat campus fee of \$400.00 per institution, and an amount not to exceed \$3.00 per FTE, for the period October 1, 2017 through September 30, 2018, with a one year optional renewal term at the discretion of the College. The motion was seconded by Ms. Nicolosi and passed by roll call as follows:

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

2. A motion was made by Mr. McGrory for consideration to adopt Resolution #2217-2017 authorizing the College to award a contract to NJEDGE – VALE of Newark, NJ for library database services in the amount of \$26,399.80 for the period of July 1, 2017 through June 30, 2018. The motion was seconded by Ms. Nicolosi and was passed by roll call as follows.

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

3. A motion was made by Dr. Figgs for consideration to adopt Resolution #2218-2017 authorizing the College to enter into a contract for the purchase of marketing and communications services with ClearBridge Media of Millville, NJ for an amount not to exceed \$130,000.00 for the period of October 1, 2017 through September 30, 2018. The motion was seconded by Ms. Brown and was passed by roll call as follows:

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

4. A motion was made by Dr. Figgs for consideration to amend Resolution #2073-2016, authorizing the College to award an increase of \$30,000.00, using the same hourly rates as provided in the original proposal, awarded to ClearBridge Media of Millville, NJ, for additional marketing and communications services needed through September 30, 2017. The motion was seconded by Mr. McGrory and was passed by roll call as follows:

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

5. A motion was made by Mr. McGrory for consideration to adopt Resolution #2219-2017 authorizing the College to award a contract for underground storage tank insurance, to Reeves and Melvin of Millville, NJ, in the amount of \$553.20 for the period of September 7, 2017 through September 6, 2018. The motion was seconded by Ms. Nicolosi and was passed by roll call as follows:

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

6. A motion was made by Mr. Riley for consideration to amend Resolution #2099-2016, authorizing a conversion to the NJCC JPC award terms and extended contract term, for credit card processing services awarded to TD Bank of Wilmington, DE through the period of July 31, 2018. The motion was seconded by Ms. Nicolosi and was passed by roll call as follows:

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

7. A motion was made by Mr. McGrory for consideration to amend Resolution #2163-2017, authorizing the College to initiate construction change orders for the lighting upgrade project for unforeseen changes awarded to Ronald Janney Electrical Contractor Inc. of Estell Manor, NJ, in the amount of \$1,511.50. Chapter 12 funds will be used to fund the project. The motion was seconded by Ms. Brown and was passed by roll call as follows:

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

8. A motion was made by Mr. Riley for consideration to amend Resolution #2134-2017, authorizing the College to initiate construction change orders for the HVAC upgrade project for unforeseen changes awarded to Gaudelli Bros., Inc, of Millville, NJ, in the amount of \$11,540.30. Chapter 12 funds will be used to fund the project. The motion was seconded by Ms. Nicolosi and was passed by roll call as follows:

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

9. A motion was made by Mr. McGrory for consideration to adopt Resolution #2220-2017 authorizing the College to adhere by the updates to the College's Emergency Operations Plan pursuant to NJSA 18A:3B-69. The motion was seconded by Ms. Nicolosi and was passed by roll call as follows:

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

10. A motion was made by Mr. Riley for consideration to adopt Resolution #2221-2017 authorizing the College's administration to reaffirm this university center partnership with Wilmington University, in order to provide Baccalaureate and Master educational opportunities on campus, for the period of July 1, 2017 to June 30, 2018. The motion was seconded by Mr. McGrory and was passed by roll call as follows:

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

11. A motion was made by Mr. McGrory for consideration to authorize the College's administration to enter into an Adult Programming Shared Services Agreement between Cumberland County Board of Vocational Education and Cumberland County College, per the attached agreement. The motion was seconded by Dr. Figgs and was passed by roll call as follows:

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

12. A motion was made by Mr. Riley for consideration to authorize the College's administration to enter into an Educational Facility Shared Services Agreement between Cumberland County Board of Vocational Education and Cumberland County College, per the attached agreement. The motion was seconded by Mr. McGrory and was passed by roll call as follows:

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

13. First Reading – Revision to Policy 6.33 – Participatory Process for Employee Involvement in College Governance.

14. A motion was made by Dr. Figgs for consideration to adopt Resolution #2222-2017 authorizing purchases and disbursements in the amount of \$2,675,287.25 for the current period. The motion was seconded by Mr. McGrory and was passed by roll call as follows:

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

15. A motion was made by Dr. Figgs for consideration to adopt Resolution #2223-2017 authorizing purchases and disbursements in the amount of \$3,011.35 to Custom Graphics, Inc. of Vineland, New Jersey for the current period. The motion was seconded by Mr. McGrory and was passed by roll call as follows:

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

C. Academic & Student Affairs – Ms. Michelle Brown, Chair - NONE

Consideration of Old Business - NONE

Consideration of New Business

1. Appointment of Officers’ Nominating Committee

Dr. Figgs reported he would agree to chair the Appointment of Officers’ Nominating Committee.

Campus Reports - NONE

CCC Foundation Liaison Report – Mr. Patrick W. McGrory

Mr. McGrory reported the foundation continues to be vibrant in planning for upcoming events. He stated the staff did a great job during the busiest time of year for the spring/summer fundraising events, the annual golf tournament, and graduation.

NJCCC Trustee Ambassador Report – Mr. Joseph Cassisi

Mr. Cassisi reported he attended the NJ Council of Community Colleges Meeting on Monday September 18, 2017. He reported Dr. Lawrence Nespoli will retire as president after twenty-seven years of service. President, Dr. Yves Salomon-Fernandez, reported she would be part of a five member search committee for Dr. Lawrence Nespoli’s replacement.

President’s Report – Dr. Yves Salomon-Fernandez

1. As you know, as part of our Achieving the Dream (AtD) efforts, the College invested in Starfish as a tool to retain students through completion and transfer. This fall, we endeavor to reach 100% participation rate for using Starfish to track student attendance. Not only is this good for our students, but it will also allow the College to determine exact date that a student stopped attending classes for the purpose of financial aid and to avoid federal penalties, suspension, and probation.

2. This fall semester, we launched a new collaboration with the YMCA to provide “child watch” for our evening students, free of charge for most, and those who pay are charged only \$2.50 an hour. The YMCA provides “child watch” for children ages 6 to 13 years old from 4:30 to 9:30 PM. This extends our efforts to be more student-centered.
3. Through partnerships with the YMCA and Inspira Fitness Center, our students, faculty, and staff will now be able to take advantage of discounted individual and family (Y only) memberships beginning in September.
4. The Strategic Planning Steering Committee held its first meeting at the end of August, which went very well. Our Fall Convocation was dedicated to strategic planning with our faculty and staff, which also generated many ideas for shaping the plan. We have undertaken working on our new mission and vision statements, as well our strategic directions for the next five years. On September 22, the full committee will meet with a comprehensive report to be provided at each of the Board committees in October.
5. On September 5, the Trump administration announced that, in six months, it will be ending the Deferred Action on Childhood Arrival program. Enrollment at the college stands and across New Jersey is likely to be negatively impacted, though most institutions—ours included—cannot reliably estimate by how much.
6. With the departure of Chris Totoro, our Assistant Director for the Fine and Performing Arts Center, we have placed programming for the Fine and Performing Arts Center on hiatus. We will use this time to explore collaborations and devise a business model that keeps us financially viable while honoring our mission as it relates to students and the community.
7. This fall, we welcome several new academic leaders to provide direction for our departments. This will enable us to continue to enhance the intellectual vitality of the campus and develop interdisciplinary academic programs with market currency for our students. In addition, some new faculty members also joined us.
8. This month, following Board approval, we will be submitting to the state our Emergency Operations Plan to demonstrate the College’s readiness to deal with any type of disaster. We conducted an information session for the leadership team recently. Campus-wide trainings will be next.
9. Our New Jersey Council of County College’s president, Dr. Larry Nespoli, has announced that he will be retiring in early 2018. A small search committee of seven people has been formed; I have been asked and accepted to serve on it.
10. After a one-year hiatus, Leadership Cumberland County resumed this year once again with Dr. Kim Ayres leading the county-wide professional development program.

Persons wishing to address the board - NONE

A motion was made by Mr. McGrory for consideration to adopt Resolution #2224-2017 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:

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

There being no further business to come before the Board, a motion was made by Mr. Riley to adjourn the meeting seconded by Mr. Cassisi. The meeting was adjourned at 6:30 P.M.

Respectfully Submitted,

MS. MICHELLE BROWN,
SECRETARY