

CUMBERLAND COUNTY COLLEGE

BOARD OF TRUSTEES

ORGANIZATIONAL MEETING OF NOVEMBER 17, 2016

The Organizational Meeting of the Board of Trustees was called to order by Chair Pamela Sjogren at 6:06 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. 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. Nicolosi , Ms. Perez, Dr. Ward Garrison, and Ms. Sjogren.

A motion was made by Ms. Chase for approval of Minutes of the Regular Meeting Minutes held on October 20, 2016. The motion was seconded by Ms. Perez and passed by roll call vote as follows:

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

Solicitor Michael L. Testa swore in new trustee, Mr. Bruce Riley.

Ms. Sjogren welcomed Mr. Riley to the Board.

A motion was made by Dr. Ward Garrison for consideration to adopt Resolution #2085-2016 honoring Ms. Ginger Chase for her service as a Board of Trustee. The motion was seconded by Ms. Perez and passed by roll call vote as follows:

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

Ms. Sjogren read the Resolution and thanked Ms. Chase for her extensive service to the Board of Trustees and to Cumberland County College. She also congratulated her on her appointment to the Foundation Board of CCC.

Ms. Chase congratulated Mr. Riley on his appointment and expressed that it would be a rewarding experience. Ms. Chase said that outside of her family, serving on the Board of Trustees has been a highlight of her life. She has made true and lasting friendships and that she was proud and that it has been a pleasure to be part of Cumberland County College.

Members of the Board expressed their thanks to Ms. Chase for her service.

A motion was made by Dr. Ward Garrison for consideration to adopt Resolutions #2086-2016 through #2095-2016 designating the College's depositories for funds for 2016-17, in accordance with the attached list. The motion was seconded by Ms. Nicolosi and passed by roll call vote as follows:

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

Mr. McGrory, on behalf of the nominating committee, presented the slate of nominations for the Board of Trustees for the coming year.

Chair – Ms. Pamela Sjogren

Vice Chair – Ms. Donna Perez

Treasurer – Dr. Christine Ward Garrison

Secretary – Mr. Joseph Cassisi

A motion was made by Mr. McGrory to accept the slate of officers as presented. 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	Ms. Nicolosi	Yes
Ms. Brown	Yes	Ms. Perez	Yes
Mr. Cassisi	Yes	Mr. Riley	Yes
		Ms. Sjogren	Yes

Mr. McGrory left the meeting 6:12 P.M.

Mr. Testa advised the Board that because the officers remained the same, they did not need to be sworn in again.

Ms. Sjogren presented Ms. Chase with her chair.

A motion was made by Ms. Perez to adjourn the organizational meeting. The motion was seconded by Ms. Nicolosi and passed by roll call vote as follows:

Ms. Perez	Yes	Mr. DeLeon	Yes
Ms. Nicolosi	Yes	Mr. Riley	Yes
Ms. Brown	Yes	Dr. Ward Garrison	Yes
Mr. Cassisi	Yes	Ms. Sjogren	Yes

Meeting Adjourned at 6:19 P.M.

Respectfully submitted,

MR. JOSEPH P. CASSISI,
SECRETARY

CUMBERLAND COUNTY COLLEGE

BOARD OF TRUSTEES

MEETING OF NOVEMBER 17, 2016

The Regular Meeting of the Board of Trustees was called to order by Chair Pamela Sjogren at 6:20 P.M. in the Executive Board Room located in the George P. Luciano Family Center for Public Service and Leadership on Campus.

Roll Call: Ms. Brown, Mr. Cassisi, Mr. DeLeon, Ms. Nicolosi, Ms. Perez, Mr. Riley, Dr. Ward Garrison, and Ms. Sjogren.

Ms. Sjogren expressed her thanks

Ms. Sjogren thanked the Board for their continued confidence and their support, advice and wisdom. She told the Board that they had faced many challenges together but felt they had excelled in keeping the best interests of Cumberland County College in the forefront.

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 Alice Woods as Full-time, Director I, Foundation/Alumni, at an annual salary of \$60,530.00, prorated and effective November 21, 2016.
2. Consideration to approve Employment of Terrence Hardee as Full-time, Director II, Workforce, Community and Technical Education, at an annual salary of \$66,417.00, prorated and effective December 1, 2016.

3. Consideration to approve Employment of Christopher Hambleton as Full-time, General Mechanic - Millville Satellite Campus, at an annual salary of \$37,149.00 prorated and effective December 1, 2016.
4. Consideration to approve Employment of Nicole Carozza as Full-time, One Stop Enrollment Services, Admissions Assistant, at an annual salary of \$36,727.00, prorated and effective December 1, 2016.
5. Consideration to approve Employment of Jenise Rosa as Full-time, One Stop Enrollment Services Representative III, at an annual salary of \$32,514.00, prorated and effective December 1, 2016.
6. Consideration to approve Employment of Brandon Pugh, as Part-time, Instructional Technology Support Specialist, at an hourly rate of \$17.86 effective December 1, 2016.
7. Consideration to approve Employment of David Brecht, as Part-time, Help Desk Support Specialist, at an hourly rate of \$18.52, effective December 1, 2016.
8. Consideration to approve Employment of Lisa Garrison as Part-time, Grant Writer, at an hourly rate of \$24.11, effective December 1, 2016.
9. Consideration to approve Employment Claudia Carozza as Part-time, Grant Writer, at an hourly rate of \$22.46, effective November 16, 2016. *Due to immediate manpower needs, the college requests that Ms. Carozza begin working November 16, 2016 pending BOT approval on November 17, 2016.*
10. Consideration to approve Employment of Rimma Asadov as Part-time, Student Life and Athletics Attendant, at an hourly rate of \$13.57, effective December 1, 2016.
11. Consideration to approve Employment of Albert Genz Jr. as Part-time, Student Life and Athletics Attendant, at an hourly rate of \$13.50, effective December 1, 2016.
12. 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. Ward Garrison to approve Consent Agenda Items A. The motion was seconded by Ms. Perez and passed by roll call vote as follows:

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

1. A motion was made by Mr. DeLeon for consideration to adopt resolution #2096-2016, authorizing the award of a one-time bonus for a job well done to individuals who were permanent Board approved full and part time employees on June 30, 2016. The motion was seconded by Ms. Nicolosi and passed by roll call vote as follows:

Mr. DeLeon	Yes	Ms. Perez	Yes
Ms. Nicolosi	Yes	Mr. Riley	Yes
Ms. Brown	Yes	Dr. Ward Garrison	Yes
Mr. Cassisi	Yes	Ms. Sjogren	Yes

Mr. DeLeon left the room at 6:24 P.M.

Dr. Salomon-Fernandez wished to make clear that the monies being given to the employees did not represent the 2%, only a bonus for work well done. Full time workers will receive \$1,000.00 and part time workers will receive \$500.00. Dr. Salomon-Fernandez said that this was a way to show commitment to the employees on behalf the College.

Ms. Perez said that she was pleased with the allotment and felt it was a testament to the employees who forewent their 2% increase that they care about one another.

Dr. Ward Garrison said that it should serve as an incentive to the employees and reiterate the confidence the College has in them.

Mr. DeLeon re-entered the room at 6:27 P.M.

2. A motion was made by Mr. DeLeon for consideration to adopt Resolution #2097-2016

authorizing the confirming order for the agreement between Cumberland County College and Bradway Trucking of Vineland, NJ for the administering of the CDL Trucking Program in the amount of \$66,540.55, for five course sections held between June 20, 2016 and November 18,2016. The motion was seconded by Ms. Nicolosi and passed by roll call vote as follows:

Mr. DeLeon	Yes	Ms. Perez	Yes
Ms. Nicolosi	Yes	Mr. Riley	Yes
Ms. Brown	Yes	Dr. Ward Garrison	Yes
Mr. Cassisi	Yes	Ms. Sjogren	Yes

Mr. Cassisi inquired about the quality of assurance of the training from Bradway. He requested some information and statistics regarding the program.

Ms. Perez asked how long CCC has offered this program and is it viable. Dr. Galbiati stated that it has been around a long time. The College doesn't lose money on it, nor is it a great money maker.

Dr. Salomon-Fernandez stated that they are completely re-evaluating the program.

Mr. Riley asked if the program was held on campus or at Bradway. Dr. Galbiati said it was held at Bradway.

3. A motion was made by Ms. Nicolosi for consideration to adopt Resolution #2098-2016 authorizing the College to award a contract for VOIP phone service to Broadview Networks of Uniondale, NY, for an anticipated of \$34,500.00, for the period of July 1, 2016 through December 15, 2016. The motion was seconded by Mr. DeLeon and passed

by roll call vote as follows:

Ms. Nicolosi	Yes	Ms. Perez	Yes
Mr. DeLeon	Yes	Mr. Riley	Yes
Ms. Brown	Yes	Dr. Ward Garrison	Yes
Mr. Cassisi	Yes	Ms. Sjogren	Yes

4. A motion was made by Ms. Perez for consideration to adopt Resolution #2099-2016 authorizing the College to enter into an agreement with TD Bank of Wilmington, DE for the provision credit card processing services for an anticipated amount between \$0 and \$48,500.00 for the period of December 1, 2016 through November 30, 2017.

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

Ms. Perez	Yes	Ms. Nicolosi	Yes
Mr. Cassisi	Yes	Mr. Riley	Yes
Ms. Brown	Yes	Dr. Ward Garrison	Yes
Mr. DeLeon	Yes	Ms. Sjogren	Yes

5. A motion was made by Ms. Perez for consideration to adopt Resolution #2100-2016 authorizing the College to award a contract to Lewis Brisbois Bisgaard & Smith, LLP of Wayne, PA for specialized professional legal services, for an amount not to exceed \$21,000.00 through December 31, 2016. The motion was seconded by Mr. Cassisi and passed by roll call vote as follows:

Ms. Perez	Yes	Ms. Nicolosi	Yes
Mr. Cassisi	Yes	Mr. Riley	Yes
Ms. Brown	Yes	Dr. Ward Garrison	Yes
Mr. DeLeon	Yes	Ms. Sjogren	Yes

6. A motion was made by Ms. Nicolosi for consideration to adopt Resolution #2101- 2016 authorizing the award of a contract for library services to vendors on the attached list in an anticipated amount of \$41,490.00, for the period July 1, 2016 through June 30, 2017. The motion was seconded by Ms. Perez and passed by roll call vote as follows:

Ms. Nicolosi	Yes	Mr. DeLeon	Yes
Ms. Perez	Yes	Mr. Riley	Yes
Ms. Brown	Yes	Dr. Ward Garrison	Yes
Mr. Cassisi	Yes	Ms. Sjogren	Yes

7. A motion was made by Ms. Nicolosi for consideration to adopt Resolution #2102-2016 authorizing the College to enter into a joint agreement with the County of Cumberland and the State of NJ for the purchase of office supplies through County Cooperative Pricing System Number 181-CCCCPS, and State of NJ Contract # 88839 awarded to W.B. Mason of Boston, MA for an anticipated amount between \$0 and \$73,085.00 for the period July 1, 2016 through December 31, 2017. The motion was seconded by Mr. DeLeon and passed by roll call vote as follows:

Ms. Nicolosi	Yes	Ms. Perez	Yes
Mr. DeLeon	Yes	Mr. Riley	Yes
Ms. Brown	Yes	Dr. Ward Garrison	Yes
Mr. Cassisi	Yes	Ms. Sjogren	Yes

8. A motion was made by Ms. Perez for consideration to adopt Resolution #2103-2016 authorizing the College to award a contract for simulation mannequin and technical

training gear to Laerdal Medical Corporation of Wappingers Falls, NY in the amount of \$95,944.82. Funds for this purchase are available through the Perkins Grant. The motion was seconded by Ms. Nicolosi and passed by roll call vote as follows:

Ms. Perez	Yes	Mr. DeLeon	Yes
Ms. Nicolosi	Yes	Mr. Riley	Yes
Ms. Brown	Yes	Dr. Ward Garrison	Yes
Mr. Cassisi	Yes	Ms. Sjogren	Yes

9. A motion was made by Ms. Perez for consideration to adopt Policy 1.5-Access. The motion was seconded by Ms. Nicolosi and passed by roll call vote as follows:

Ms. Perez	Yes	Mr. DeLeon	Yes
Ms. Nicolosi	Yes	Mr. Riley	Yes
Ms. Brown	Yes	Dr. Ward Garrison	Yes
Mr. Cassisi	Yes	Ms. Sjogren	Yes

10. A motion was made by Ms. Perez for consideration to adopt Policy 1.6 – Confidentiality. The motion was seconded by Mr. Cassisi and passed by roll call vote as follows:

Ms. Perez	Yes	Ms. Nicolosi	Yes
Mr. Cassisi	Yes	Mr. Riley	Yes
Ms. Brown	Yes	Dr. Ward Garrison	Yes
Mr. DeLeon	Yes	Ms. Sjogren	Yes

11. A motion was made by Ms. Perez for consideration to adopt Policy 6.40 - Volunteer Policy. The motion was seconded by Mr. Cassisi and passed by roll call vote as follows:

Ms. Perez	Yes	Ms. Nicolosi	Yes
Mr. Cassisi	Yes	Mr. Riley	Yes
Ms. Brown	Yes	Dr. Ward Garrison	Yes
Mr. DeLeon	Yes	Ms. Sjogren	Yes

12. A motion was made by Ms. Perez for consideration to adopt Policy 1.26 - Information Technology Systems and Services. The motion was seconded by Mr. Cassisi and passed by roll call vote as follows:

Ms. Perez	Yes	Ms. Nicolosi	Yes
Mr. Cassisi	Yes	Mr. Riley	Yes
Ms. Brown	Yes	Dr. Ward Garrison	Yes
Mr. DeLeon	Yes	Ms. Sjogren	Yes

13. First Reading - Policy 6.37 - Internal Hires/Transfers

14. First Reading - Policy 6.39 - Compensation for Internal Advancement to a Higher Level Position

15. A motion was made by Ms. Perez for consideration to adopt Resolution #2104-2016 authorizing purchases and disbursements in the amount of \$1,360,618.64 for the current period. The motion was seconded by Mr. Cassisi and passed by roll call vote as follows:

Ms. Perez	Yes	Ms. Nicolosi	Yes
Mr. Cassisi	Yes	Mr. Riley	Yes
Ms. Brown	Yes	Dr. Ward Garrison	Yes
Mr. DeLeon	Yes	Ms. Sjogren	Yes

16. A motion was made by Mr. Cassisi for consideration to adopt Resolution #2105-2016 authorizing purchases and disbursements in the amount of \$1,085.19 to Custom Graphics, Inc. of Vineland, NJ for the current period. The motion was seconded by Mr. DeLeon and

passed by roll call vote as follows:

Mr. Cassisi	Yes	Ms. Perez	Abstain
Mr. DeLeon	Yes	Mr. Riley	Yes
Ms. Brown	Yes	Dr. Ward Garrison	Yes
Ms. Nicolosi	Yes	Ms. Sjogren	Yes

C. Academic and Student Affairs –

None

Consideration of Old Business

Follow up discussion of materials on the Open Public Meetings Act – Michael L. Testa, Esquire

Mr. Cassisi stated that he felt the biggest issue is regarding emails between the board members. He understands it to read that information can be sent out, but no discussion take place through on-line emails.

Ms. Sjogren clarified with Mr. Testa that items may be discussed under new business that does not appear on the agenda, but they cannot be voted upon.

Mr. Testa verified that statement saying that new items can be discussed but would have to be put on the agenda for the next meeting when a vote is required.

Consideration of New Business

None

Campus Reports

None

CCC Foundation Liaison Report – Mr. Patrick W. McGrory

Dr. Ward Garrison reported in Mr. McGrory's absence. She announced the Spring Gala commemorating the College's 50th Anniversary has been set for May 6, 2016. She encouraged everyone to mark their calendars for this event. The presidential inauguration will be held the day before.

She encouraged everyone to RSVP to the Foundation/Board Christmas Party to be held on December 14, 2016.

Total gifts received for October 2016 were \$8,331 and total gifts received since July 1, 2016 are \$46,681.

Ms. Sjogren congratulated Ms. Chase on her appointment to the Foundation Board.

NJCCC Trustee Ambassador Report- Mr. Joseph P. Cassisi and Mr. Michael DeLeon

There will be a conference call on Monday. There is no agenda as yet or contact number. Ms. Bergamo will forward email to the Board members.

There is no ACCT news.

President's Report – Dr. Yves Salomon-Fernandez

Dr. Salomon-Fernandez reported that she is continuing to network in the community and that this has been helpful in determining how to move forward. She is looking into volunteers and ambassadors to represent the College.

Mr. Andrew Baird has joined the College staff as Marketing Director and they have established a 30-60-90 day plan to help focus marketing efforts. Clearbridge will play a part in this plan.

A Strategic Enrollment Management Plan is complete giving direction and goals for the next three years. Now, they are working on the operational plans to put it into action.

On December 8, 2016 there will be an Open House to introduce the College to the

community.

This past week a grand opening was held of the Veterans Resource Center and Dr. Galbiati attended.

Dr. Salomon-Fernandez is confident that they are moving forward in the right direction and she will soon have a six month report ready for the Board.

Persons wishing to address the Board – NONE

Ms. Sjogren reminded the Board of the Fall Board Retreat on November 19, 2016 from 8:45 – 12:00 noon.

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 7:07 P.M.

Respectfully submitted,

MR. JOSEPH P. CASSISI,
SECRETARY