

**CUMBERLAND COUNTY COLLEGE**

**BOARD OF TRUSTEES**

**MEETING OF MAY 17, 2016**

The Meeting of the Board of Trustees was called to order by Chair Pamela Sjogren at 6:02 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. Schneider.

Roll Call: Ms. Brown, Mr. Cassisi, Ms. Chase, Mr. DeLeon, Mr. McGrory, Ms. Perez, Dr. Garrison, and Ms. Sjogren.

1. A motion was made by Dr. Garrison for consideration to adopt Resolution #2016-2016 honoring Shelly O. Schneider, Ed.D., for her service as Interim President. The motion was seconded by Mr. McGrory and passed by roll call vote as follows:

|              |     |             |     |
|--------------|-----|-------------|-----|
| Dr. Garrison | Yes | Ms. Chase   | Yes |
| Mr. McGrory  | Yes | Mr. DeLeon  | Yes |
| Ms. Brown    | Yes | Ms. Perez   | Yes |
| Mr. Cassisi  | Yes | Ms. Sjogren | Yes |

Ms. Sjogren read the resolution for the Board and each board member offered their parting comments. Ms. Sjogren thanked Dr. Schneider for making a difficult year better and said that she did a wonderful job.

A motion was made by Ms. Chase for Approval of Minutes of the Regular Meeting Minutes held on April 21, 2016. The motion was seconded by Mr. McGrory and passed by roll call vote as follows:

|             |     |              |     |
|-------------|-----|--------------|-----|
| Ms. Chase   | Yes | Mr. DeLeon   | Yes |
| Mr. McGrory | Yes | Ms. Perez    | Yes |
| Ms. Brown   | Yes | Dr. Garrison | Yes |
| Mr. Cassisi | Yes | Ms. Sjogren  | Yes |

## Correspondence

- Letter from Dr. Lawrence Nespoli, President and Ms. Helen Albright, Chair, NJCCC informing Dr. Jacqueline Galbiati that she will be honored with the Community College Spirit Award during the NJ Council of County College's meeting on Monday, June 20.

## 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. Nancy Ewan as Full time Events Scheduler, Conference and Events Center, at an annual salary of \$34,388.00, effective July 1, 2016.
2. Consideration to approve Employment of Mr. Richard Taylor as Full time Learning Assistant, Science Lab Manager/Chemical Hygiene Officer, at an annual salary of \$45,976.00, effective June 1, 2016.
3. Consideration to approve Employment of Mr. Gabriel Garcia as Part time Technical Assistant III, Intervention Specialist, Gear Up, at an hourly rate of \$22.46, effective June 1, 2016. *(This is a grant funded position)*
4. Consideration to approve Employment of Mr. Joseph Rooney as Full time Director of Admissions and Recruitment, at an annual salary of \$58,130.00, effective June 16, 2016.
5. Consideration to approve the attached list of Faculty promotions, effective September 1, 2016.
6. Consideration to approve the attached list of Librarian promotions, effective July 1, 2016.
7. Consideration to approve the attached list of Administrator promotions, effective July 1, 2016.
8. Consideration to approve the attached list of Management Team promotions, effective July 1, 2016.
9. Consideration to approve the attached list of Management Team and Non Aligned Reclassifications, effective July 1, 2016.
10. Consideration to approve the attached list of a change in employment status from Lecturer to tenure track Assistant Professor II, per Policy 6.21.2.3.1 – Lecturer, effective September 1, 2016.
11. Consideration to approve the salary increase for Ms. Linda Scully as Full time, Senior Administrative Assistant with an increase of \$1,500.00 to base salary, prorated and effective May 1, 2016.
12. Consideration to approve the salary increase for Ms. Jacqueline Whilden as Full time, Administrative Assistant with an increase of \$1,500.00 to base salary effective TBD.

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 consideration to approve the Consent Agenda Item A. The motion was seconded by Mr. McGrory and passed by roll call vote as follows:

|              |     |             |     |
|--------------|-----|-------------|-----|
| Dr. Garrison | Yes | Ms. Chase   | Yes |
| Mr. McGrory  | Yes | Mr. DeLeon  | Yes |
| Ms. Brown    | Yes | Ms. Perez   | Yes |
| Mr. Cassisi  | Yes | Ms. Sjogren | Yes |

### **Reports of Standing Committees**

#### **A. Personnel & Affirmative Action – Ms. Donna M. Perez, Chair**

1. A motion was made by Ms. Chase for consideration to approve the attached job description for Benefits Manager, Human Resources. The motion was seconded by Mr. McGrory and passed by roll call vote as follows:

|             |     |              |     |
|-------------|-----|--------------|-----|
| Ms. Chase   | Yes | Mr. DeLeon   | Yes |
| Mr. McGrory | Yes | Ms. Perez    | Yes |
| Ms. Brown   | Yes | Dr. Garrison | Yes |
| Mr. Cassisi | Yes | Ms. Sjogren  | Yes |

#### **B. Finance & Planning – Dr. Christine L. Ward Garrison, Ph.D., Chair**

1. A motion was made by Ms. Perez for consideration to adopt Resolution #2017-2016 authorizing the College to award a contract for campus security services to RST Security & Investigations of Vineland, NJ for a one year term not to exceed \$152,766.00 with the option to renew for an additional one two year term, per the attached three year rate calculation. The motion was seconded by Ms. Brown and passed by roll call vote as follows:

|             |     |              |     |
|-------------|-----|--------------|-----|
| Ms. Perez   | Yes | Mr. DeLeon   | Yes |
| Ms. Brown   | Yes | Mr. McGrory  | Yes |
| Mr. Cassisi | Yes | Dr. Garrison | Yes |
| Ms. Chase   | Yes | Ms. Sjogren  | Yes |

2. A motion was made by Mr. McGrory for consideration to adopt Resolution #2018-2016 authorizing the College to award a contract for gymnasium renovation to Arthur J. Ogren of Vineland, NJ in an amount not to exceed \$812,675.00. This project will be funded using Chapter 12 funds. The motion was seconded by Ms. Perez and passed by roll call vote as follows:

|             |     |              |     |
|-------------|-----|--------------|-----|
| Mr. McGrory | Yes | Ms. Chase    | Yes |
| Ms. Perez   | Yes | Mr. DeLeon   | Yes |
| Ms. Brown   | Yes | Dr. Garrison | Yes |
| Mr. Cassisi | Yes | Ms. Sjogren  | Yes |

3. A motion was made by Mr. McGrory for consideration to adopt resolution #2019-2016 authorizing the College to award contracts for laboratory supplies to selected vendors through bids received by the Joint Purchasing Consortium with Camden County College acting as the lead agency. The motion was seconded by Mr. Cassisi and passed by roll call vote as follows:

|             |     |              |     |
|-------------|-----|--------------|-----|
| Mr. McGrory | Yes | Mr. DeLeon   | Yes |
| Mr. Cassisi | Yes | Ms. Perez    | Yes |
| Ms. Brown   | Yes | Dr. Garrison | Yes |
| Ms. Chase   | Yes | Ms. Sjogren  | Yes |

4. A motion was made by Ms. Chase for consideration to adopt Resolution #2020-2016 authorizing the College to award a contract for theater lighting and supplies to Starlite Productions of Moorestown, NJ in the amount not to exceed \$25,000.00. Funding for this purchase is available through the Perkins Grant. The motion was seconded by Ms. Perez and passed by roll call vote as follows:

|             |     |              |     |
|-------------|-----|--------------|-----|
| Ms. Chase   | Yes | Mr. DeLeon   | Yes |
| Ms. Perez   | Yes | Mr. McGrory  | Yes |
| Ms. Brown   | Yes | Dr. Garrison | Yes |
| Mr. Cassisi | Yes | Ms. Sjogren  | Yes |

5. A motion was made by Mr. McGrory for consideration to adopt Resolution #2021-2016 authorizing the College administration to enter a lease agreement with the Cumberland Redevelopment Corporation applicable to the 2<sup>nd</sup> year of use of the STEAMWorks location in Bridgeton, NJ for the period of October 1, 2015 through December 31, 2016. The motion was seconded by Mr. Cassisi and passed by roll call vote as follows:

|             |     |              |     |
|-------------|-----|--------------|-----|
| Mr. McGrory | Yes | Mr. DeLeon   | Yes |
| Mr. Cassisi | Yes | Ms. Perez    | Yes |
| Ms. Brown   | Yes | Dr. Garrison | Yes |
| Ms. Chase   | Yes | Ms. Sjogren  | Yes |

6. A motion was made by Mr. McGrory for consideration to adopt Resolution #2022-2016 authorizing the College administration to enter a lease agreement with the Millville Urban Redevelopment Arts and Innovation Corporation for the anticipated starting date on or around January 2017 through January 1, 2028 for a cost of \$2,906,490.00. The motion was seconded by Mr. DeLeon and passed by roll call vote as follows:

|             |     |              |     |
|-------------|-----|--------------|-----|
| Mr. McGrory | Yes | Ms. Chase    | Yes |
| Mr. DeLeon  | Yes | Ms. Perez    | Yes |
| Ms. Brown   | Yes | Dr. Garrison | Yes |
| Mr. Cassisi | Yes | Ms. Sjogren  | Yes |

7. A motion was made by Ms. Chase for consideration to adopt Resolution #2023-2016 authorizing the College to award a contract per the attached list under the State of New Jersey Cooperative Purchasing Services currently in effect through June 30, 2016. Partial funding for this purchase is available through the Perkins Grant. The motion was seconded by Mr. DeLeon and passed by roll call vote as follows:

|             |     |              |     |
|-------------|-----|--------------|-----|
| Ms. Chase   | Yes | Mr. McGrory  | Yes |
| Mr. DeLeon  | Yes | Ms. Perez    | Yes |
| Ms. Brown   | Yes | Dr. Garrison | Yes |
| Mr. Cassisi | Yes | Ms. Sjogren  | Yes |

8. A motion was made by Ms. Perez for consideration to adopt Resolution #2024-2016 authorizing the College to enter into a Cooperative Pricing Agreement with Educational Information & Resource Center. The motion was seconded by Mr. McGrory and passed by roll call vote as follows:

|             |     |              |     |
|-------------|-----|--------------|-----|
| Ms. Perez   | Yes | Ms. Chase    | Yes |
| Mr. McGrory | Yes | Mr. DeLeon   | Yes |
| Ms. Brown   | Yes | Dr. Garrison | Yes |
| Mr. Cassisi | Yes | Ms. Sjogren  | Yes |

9. A motion was made by Mr. McGrory for consideration to adopt Resolution #2025-2016 authorizing the College to enter into a Cooperative Pricing Agreement with Hunterdon County Educational

Services Commission (“HCEC”). The motion was seconded by Mr. Cassisi and passed by roll call vote as follows:

|             |     |              |     |
|-------------|-----|--------------|-----|
| Mr. McGrory | Yes | Mr. DeLeon   | Yes |
| Mr. Cassisi | Yes | Ms. Perez    | Yes |
| Ms. Brown   | Yes | Dr. Garrison | Yes |
| Ms. Chase   | Yes | Ms. Sjogren  | Yes |

10. A motion was made by Mr. McGrory for consideration to adopt Resolution #2026-2016 authorizing the College to purchase Apple technology products through HCEC Contract (HCEC-TEC-16-01) from Apple, Inc. 5505 W. Parmer Lane, MS 578-ROA Austin, TX 78727-6524, for the items listed on the attached quotes in an amount not to exceed \$73,000.00. Funding for this purchase is available from the Perkins Grant. The motion was seconded by Mr. Cassisi and passed by roll call vote as follows:

|             |     |              |     |
|-------------|-----|--------------|-----|
| Mr. McGrory | Yes | Mr. DeLeon   | Yes |
| Mr. Cassisi | Yes | Ms. Perez    | Yes |
| Ms. Brown   | Yes | Dr. Garrison | Yes |
| Ms. Chase   | Yes | Ms. Sjogren  | Yes |

11. A motion was made by Ms. Perez 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 Mr. McGrory and passed by roll call vote as follows:

|             |     |              |     |
|-------------|-----|--------------|-----|
| Ms. Perez   | Yes | Ms. Chase    | Yes |
| Mr. McGrory | Yes | Mr. DeLeon   | Yes |
| Ms. Brown   | Yes | Dr. Garrison | Yes |
| Mr. Cassisi | Yes | Ms. Sjogren  | Yes |

12. A motion was made by Mr. McGrory for consideration to adopt Resolution #2027-2016 authorizing the College to enter into an agreement with the Cumberland County Board of Vocational Education, LEA for the Cumberland County Educational Cooperative to provide transportation services for the annual Title I/Migrant Education Program from June 13, 2016 through June 30, 2016 in the amount of \$8,817.60. The motion was seconded by Mr. Cassisi and passed by roll call vote as follows:

|             |     |              |     |
|-------------|-----|--------------|-----|
| Mr. McGrory | Yes | Mr. DeLeon   | Yes |
| Mr. Cassisi | Yes | Ms. Perez    | Yes |
| Ms. Brown   | Yes | Dr. Garrison | Yes |
| Ms. Chase   | Yes | Ms. Sjogren  | Yes |

13. A motion was made by Ms. Perez for consideration to adopt Resolution #2028-2016 authorizing the College to enter into an agreement with the Cumberland County Board of Vocational Education, LEA for the Cumberland County Educational Cooperative to provide transportation services for the annual Title I/Migrant Education Program from July 5, 2016 through July 21, 2016 in the amount of \$8,082.80. The motion was seconded by Ms. Chase and passed by roll call vote as follows:

|             |     |              |     |
|-------------|-----|--------------|-----|
| Ms. Perez   | Yes | Mr. DeLeon   | Yes |
| Ms. Chase   | Yes | Mr. McGrory  | Yes |
| Ms. Brown   | Yes | Dr. Garrison | Yes |
| Mr. Cassisi | Yes | Ms. Sjogren  | Yes |

14. A motion was made by Ms. Perez for consideration to approve Resolution #2029-2016 authorizing the College's administration to submit to the New Jersey Office of Education a budget modification for the 2015–2016 Carl D. Perkins Career and Technical Education Improvement Act of 2006 Grant. The motion was seconded by Mr. Cassisi and passed by roll call vote as follows:

|             |     |              |     |
|-------------|-----|--------------|-----|
| Ms. Perez   | Yes | Mr. DeLeon   | Yes |
| Mr. Cassisi | Yes | Mr. McGrory  | Yes |
| Ms. Brown   | Yes | Dr. Garrison | Yes |
| Ms. Chase   | Yes | Ms. Sjogren  | Yes |

15. A motion was made by Ms. Perez for consideration to adopt Resolution #2030-2016 authorizing purchases and disbursements in the amount of \$599,526.77 for the current period. The motion was seconded by Mr. McGrory and passed by roll call vote as follows:

|             |     |              |     |
|-------------|-----|--------------|-----|
| Ms. Perez   | Yes | Ms. Chase    | Yes |
| Mr. McGrory | Yes | Mr. DeLeon   | Yes |
| Ms. Brown   | Yes | Dr. Garrison | Yes |
| Mr. Cassisi | 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

Graduation Profile/One Stop Enrollment Services Update – Ms. Anne Daly Eimer, Executive Director, Enrollment Services

One Stop Enrollment Services –

Before the establishment of the One Stop, students were routinely sent from office to office to complete each admissions task. This was referred to as the “CCC Bounce”. This process was not working, as each department was not fully aware of what the other department was doing.

The goal of the One Stop is to make it a “one stop shopping” experience to improve services to students. Every employee in every area of enrollment services was crossed trained so that a student seeking admission would only have to see one person for the entire process. This concept took one year for training and implementation. It had a soft opening in the gym last summer. The One Stop is now up and running in the newly renovated Student Center. There are two tiers for service. The first staffed by generalists. If a student has special circumstances, they are moved to the second tier of specialists. This has greatly improved the process of registration for students. There will be continued training, assessment, and fine tuning of the processes. Ms. Daly Eimer thanked the Board for its support of the One Stop development and implementation, which included approving appropriate changes to many of the staff job descriptions.

Graduation Report –

CCC will present its third largest graduating class on May 19, 2016, with 840 degrees and certificates conferred. There are 665 students graduating, and 415 will march in the graduation ceremonies. There are 211 males and 454 females.

Justice Studies, Biomedical Sciences, Nursing, Social Service and Business Management are at the top of the list for degrees conferred. A breakdown of some of the graduates is as follows:

|                                   |     |
|-----------------------------------|-----|
| Athletes                          | 23  |
| Foundation Completion Scholarship | 23  |
| EOF                               | 43  |
| Honor Society                     | 211 |
| NJ Stars                          | 50  |
| Project Assist                    | 39  |
| <i>School Counts!</i>             | 43  |
| Workforce Development             | 10  |
| Student Support Services          | 24  |
| Veterans                          | 7   |



Some graduate comments regarding CCC:

- Friendly atmosphere.
- Faculty and Staff care about the students and are respectful.
- One mother who worked full time and went to school full time, who was on the Dean's List and the President's List said she was proud of her experience at CCC.

The Professor of the Year is Dr. Robert Clark and the Advisor of the Year is Sheree Pace, Workforce Specialist.

The University Center Graduation Report is as follows:

The University Center will graduate 239 students consisting of 205 students from Wilmington, 19 students from Montclair and 16 students from Fairleigh Dickinson Universities.

### **CCC Foundation Liaison Report - Mr. Patrick W. McGrory**

Mr. McGrory announced that the *School Counts!* Golf Classic will take place June 1, 2016. He asked everyone to sign up if not to golf for the dinner. The Foundation's goal is to get as many hole sponsors as possible.

Mr. McGrory invited everyone to attend the President's Scholarship Reception, which will highlight the Foundation Scholarship winners. The reception will bring to light the value of the the Golf Classic's hole sponsors, which support the completion scholarships.

Total gifts received for April were \$97,654 and the total since July 1, 2015 is \$485,126.

Mr. McGrory thanked Dr. Schneider for the way she represented the Board, and that stability was brought to the Board by her leadership.

Dr. Garrison encouraged everyone who was not golfing at the Classic to attend the dinner afterward.

Ms. Chase said that even if you don't golf, volunteering to help out is great fun and needed by the Foundation.

Ms. Sjogren again encouraged all to attend the President's Scholarship Reception on May 18, 2016.

## **NJCCC Trustee Ambassador Report - Mr. Joseph Cassisi/Mr. Michael DeLeon**

Mr. Cassisi informed the Board that there was a conference call today for NJCCC Trustee Ambassadors.

It was a two part call. The first part gave updates on legislative matters.

Second, NJCCC presented four priorities for the upcoming year:

1. Ways to create more trustee training opportunities.
2. Expansion of the NJ STARS program from the top 15% to the top 20% of the student body.
3. Ways to expand funding and organize the Workforce Consortium.
4. Working with community colleges to utilize the same process as the county for bidding.

The Council is also looking for ways to freshen up the trustee ambassador program by reaching out to the trustee boards across the state; producing on demand podcasts containing information and up to date news; developing more videos; and doing presentations at board retreats.

### **President's Report:**

Dr. Schneider shared her parting comments with the Board. She thanked the Board for believing in her even though she did not have any experience in higher education. She also thanked them for supporting her ideas and out of the box thinking. Thanks to all who helped her learn the terminology and for their patience.

She expressed to the Board that she valued the fact that they made decisions always with the students in mind. It took a village to accomplish all of the changes. Everyone gets along because they want to serve the community and the county.

She wished the College well as it moves forward.

### **Persons wishing to address the Board**

Dr. Dina Elliott thanked the Board for passing the three agreements with the Cumberland County Board of Vocational Education.

Ms. Sjogren once again thanked Dr. Schneider for her hard work and contribution to the College during this transition year.

There being no further business to come before the Board, a motion was made by Dr. Garrison to adjourn the meeting seconded by Mr. McGrory. The meeting was adjourned at 7:06 P.M.

Respectfully submitted,

MR. JOSEPH P. CASSISI, SECRETARY