

CUMBERLAND COUNTY COLLEGE

BOARD OF TRUSTEES

MEETING OF OCTOBER 19, 2017

The regular meeting of the Board of Trustees was called to order by Chair Ms. Perez 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 Todd W. Heck, 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, Dr. Figgs, Mr. McGrory, Mr. Riley, Dr. Ward Garrison, Ms. Perez.

A motion was made by Mr. McGrory to approve the Minutes of the Regular Meeting held on September 21, 2017. The motion was seconded by Mr. Cassisi and passed by roll call vote as follows:

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

A motion was made by Mr. Cassisi to approve the Minutes of the Executive Session held on September 21, 2017. The motion was seconded by Mr. McGrory and passed by roll call vote as follows:

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

Correspondence –

Dr. Salomon-Fernandez reported the College redesigned the program of study brochure to be more user-friendly and displayed a copy of the brochure before the Board. She stated the brochure

material was enhanced so individuals can use it as a reminder of the college and it is available in the Spanish language.

Ms. Perez asked if the brochure is currently being distributed on the College campus. Dr. Salomon-Fernandez reported it is being currently distributed and it was designed in house.

Freeholder Liaison Remarks - NONE

Review of Consent Agenda

A. Personnel & Affirmative Action

1. Consideration to approve Employment of Siobhan Palau as Part Time Nursing Lab Technician, Nursing, Health Science, and Allied Health at an hourly rate of \$24.11, prorated and effective October 10, 2017.
2. Consideration to approve Retha Glover as Full Time Admissions Assistant, One Stop Enrollment Services at an annual rate of \$36,727, prorated and effective November 1, 2017.
3. Consideration to approve Parth Eubanks-Leach as Part Time Administrative Assistant, Science, Engineering, and Mathematics at an hourly rate of \$20.18, prorated and effective October 10, 2017.
4. Consideration to approve Maryann Dombroski as Full Time Administrative Assistant, President's Office and Institutional Support at an annual rate of \$36,727, effective November 1, 2017.
5. Consideration to approve Employment of Naomi Rivera as Part Time Safety and Security Officer at an hourly rate of \$15.78 effective November 1, 2017.
6. 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 Dr. Ward Garrison and passed by roll call as follows:

Mr. McGrory	Yes	Dr. Figgs	Yes
Dr. Ward Garrison	Yes	Mr. Riley	Yes
Ms. Brown	Yes	Ms. Perez	Yes
Mr. Cassisi	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 Mr. Riley for consideration to adopt Resolution #2225-2017 authorizing the College to award a contract for the provision of continuing education training for a one year period, beginning January 1, 2018 and ending December 31, 2018, with a one year option to renew at the discretion of the college, to the vendor Condensed Curriculum International of Fairfield, NJ, per the attached. The motion was seconded by Mr. McGrory and passed by roll call as follows:

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

2. A motion was made by Dr. Figgs for consideration to adopt Resolution #2226-2017 authorizing the College to enter into a joint agreement with New Jersey County Colleges' Joint Purchasing Consortium and the vendor Blackboard for the purchase of Blackboard LMS, Ally and SAAS software, per the attached. The motion was seconded by Mr. McGrory and was passed by roll call as follows.

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

3. A motion was made by Dr. Ward Garrison for consideration to adopt Resolution #2227-2017 authorizing the College to award a contract for Facilities Master Plan update services to Manders, Merighi, Portadin, Farrel, Architects, LLC of Vineland, NJ in the amount of \$124,000.00. The motion was seconded by Dr. Figgs and was passed by roll call as follows:

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

Dr. Ward Garrison commented she was on the committee to select the chosen firm. She reported three different firms applied to provide services. She stated their firm is great to work with and the college looks forward to working with them. Ms. Perez commented it is great their firm is a local company in the community.

4. A motion was made by Dr. Figgs for consideration to adopt Resolution #2228-2017 authorizing the College’s administration to reaffirm this university center partnership with Montclair State University, in order to provide Baccalaureate and Master educational opportunities on campus, for the period of September 1, 2017 to June 30, 2018. The motion was seconded by Ms. Brown and was passed by roll call as follows:

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

5. A motion was made by Dr. Figgs for consideration to amend Resolution #2198-2017 authorizing the College to award a contract to NJEdge of Newark, NJ for internet services in the amount of \$204,342.00 under the provisions of cooperatives currently in effect, for the period of July 1, 2017 through June 30, 2020. The motion was seconded by Mr. McGrory and was passed by roll call as follows:

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

6. A motion was made by Mr. McGrory for consideration to approve revisions to Policy 6.33 - Participatory Process for Employee Involvement in College Governance. The motion was seconded by Mr. Riley and was passed by roll call as follows:

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

7. First Reading – Revision to Policy 1.26 – Information Technology Systems and Services.

8. A motion was made by Mr. McGrory for consideration to adopt Resolution #2229-2017 authorizing purchases and disbursements in the amount of \$864,983.03 for the current period.

The motion was seconded by Dr. Figgs and was passed by roll call as follows:

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

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

1. A motion was made by Mr. Riley for consideration to adopt Resolution #2230-2017 approving an A.S. in Agriculture. The motion was seconded by Dr. Ward Garrison and was passed by roll call as follows:

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

2. A motion was made by Dr. Figgs for consideration to adopt Resolution #2231-2017 approving an A.A.S. in Agribusiness. The motion was seconded by Mr. McGrory and was passed by roll call as follows:

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

3. A motion was made by Dr. Figgs for consideration to adopt Resolution #2232-2017 approving an A.S. in Cyber Security. The motion was seconded by Mr. Riley and was passed by roll call as follows:

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

Ms. Perez commented it was great to see Cyber Security offered at the College. Dr. Salomon-Fernandez commented the College is aggressively recruiting for this major. Ms. Perez asked if any other institutions are offering this major. Dr. Salomon-Fernandez reported

Wilmington University has a similar major, but our College is the first to offer a Cyber Security major in our area.

Consideration of Old Business

1. Report of Officers' Nominating Committee – Dr. Keith C. Figgs, Chair

Dr. Figgs reported the nominating committee concluded and the current board of trustees officers agreed to serve another term in the same rolls. The 2018 Board of Trustee Officers would be Ms. Donna Perez (Chairwoman), Dr. Christine Ward Garrison (Vice-Chairwoman), Joseph Cassisi (Treasurer), and Michelle Brown (Secretary).

Consideration of New Business - NONE

Campus Reports

1. Career Services Report – Ms. Reta Rios, Director of Career Services

Ms. Rios gave the PowerPoint presentation on the Career Services Update Report.

Before Ms. Rios started, Dr. Salmon-Fernandez stated career services are crucial and it is important to share with the community information regarding the career services offered at the College.

During the presentation, Ms. Rios reviewed the history of the Career Services department at the College. In addition, she reviewed how the services have been updated to better serve the needs of students, alumni, staff, and employers throughout the community. Ms. Rios was excited to report about the College's new Career Services Webpage. She reported previously the College did not have a webpage devoted to Career Services and it was a welcomed update to the College's Career Services department.

She reported in the past, job listings were acquired through employers downloading the work order form from the College and mailing back it to the College. After it was mailed back to the College, the information from the work order form was posted on the College's general webpage. She stated in the past, internships were suggested by faculty and/or sought out through the process of cold calling.

Ms. Rios was excited to report in 2015 the College was synced into the College Central Network system making the process of positing job listings and internships easier for students, alumni, staff, and employers. She reported job listings are now able to be added directly to the College Central Network system by employers. Employers do not need to complete the work order form for their job listings to post to the College's website. In addition, students interested in internships receive an Academic Internship Manual and internships added to the College Central Network system are now searchable, trackable/reportable, and automated.

Ms. Perez asked Ms. Rios if the system is able to track the number of students placed. Ms. Rios reported yes the system is able to track the number of students placed.

Ms. Rios reported in the past, students went to the physical HR department office to acquire information about Federal Work Study. She reported now a students interested in Federal Work Study can acquire information from the College's new Career Services webpage. Interested students must submit online a resume, submit online a cover letter, be interviewed, and attend an orientation prior to being hired. Currently, there are 94 students registered for the program. She reported the career services department is currently extending into the community to seek community site contracts. She stated the Millville Public Library is currently a hosting site for students to complete the Federal Work Study Program.

Ms. Rios reported mentoring is a new service the Career Services department offers. She reported the program began in November of 2016 and it currently has 15 mentoring pairs. She reported recently the College hosted a breakfast to celebrate the new career mentoring program and the current mentoring pairs.

Ms. Rios stated on November 17, 2011 a successful Career Fair took place at the College and each year the event hosts the event with more employers than the year previously. She reported the event usually takes place in November, but this academic year the event would take place on March 29, 2018. Ms. Rios stated workshops are being held on campus throughout the year for resume, interviewing, and work etiquette.

Mr. Cassisi asked Ms. Rios if there are enough opportunities for students who want Work Study and/or Internship opportunities. Ms. Rios responded the more people and employers the career services department has in their database the better the department is able to pair students with Work Study and/or Internship opportunities. She stated recently she was able to match a student who was interested in mortuary science with a mortician who was interested in mentoring a student. She reported for the Work Study Program she has more positions available than students available to fill the positions.

Mr. Cassisi asked Ms. Rios if students are aware of the Work Study program on campus.

Dr. Salomon-Fernandez informed the Board students do know about the Work Study program on campus and the goal is to advertise the opportunity more on campus. She stated a big challenge for the program is employers want the students to fill roles similar to paid staff employees. She reported Work Study is a great opportunity for individuals whom are seeking an opportunity to complete a paid internship. Dr. Salomon-Fernandez thanked Ms. Rios for her effort in the Career Services department.

Mr. Cassisi reported the presentation made him more aware of the need and services available at the Career Services department. He commented the department is moving in a positive direction.

CCC Foundation Liaison Report – Mr. Patrick W. McGrory

Mr. McGrory reported there is going to be a change in the College's Foundation Board leadership in 2018. Mr. Dennis DiLazzerio will be stepping down as chairman of the College's Foundation Board and Mr. Robert DeSanto, Esq. will be the new chairman of the Foundation Board.

Mr. McGrory was excited to report the foundation received new donor and scholarship software. He stated the new donor management software has helped make donor management more efficient. He announced all scholarship forms will be completed online in the spring of 2018.

Mr. McGrory stated the foundation has been busy continuing to build business relationships in the community. He reported through several grant opportunity leads have been gained through the continuous introduction of the College in the business community.

He reported he was excited to celebrate all of the good times the college has had this year when all the boards meet in November of 2017.

NJCCC Trustee Ambassador Report – Mr. Joseph Cassisi

Mr. Cassisi reported the search has begun for Dr. Lawrence Nespoli's replacement as president of the New Jersey Council of County Colleges. He reported Dr. Salomon-Fernandez is part of the five member search committee for Dr. Lawrence Nespoli's replacement.

Dr. Salomon-Fernandez commented two meetings have been held via telephone and two in person meetings would be held on November 1, 2017 and November 27, 2017. She stated the committee plans to find a candidate for the position by February or March of 2018. She reported Dr. Lawrence Nespoli offered to remain in his position until the new candidate has been found.

Report out on ACCT Annual Leadership Conference – Mr. Joseph Cassisi/Mr. Michael DeLeon

Mr. Cassisi reported he attended the ACCT Annual Leadership Conference in Las Vegas, Nevada with Dr. Salomon-Fernandez and Mr. DeLeon. He reported Mr. DeLeon gave a presentation at the conference on substance abuse in community colleges. He reported Mr. DeLeon's session was well received at the conference. He reported it was a great conference and next year's conference would be held in New York City, New York.

Mr. Cassisi shared with the Board three trends he took from the conference about community colleges. He stated the first trend he noted was community colleges not focusing on student access. He stated the second trend he noted was community colleges focusing more on student success. He commented the College is ahead of the curve on student success. He stated the third trend he noted was Workforce Development funding is bigger in the Midwest for funding community colleges versus traditional funding on academics itself

Dr. Salomon-Fernandez commented the College is consistently affirming the need to diversify revenue beyond traditional academic funding. Ms. Perez commented she attended the State of the County Breakfast and Business Expo event on October 17, 2017. She reported the theme of the event was workforce development.

President's Report – Dr. Yves Salomon-Fernandez

1. Our Hispanic Serving Institution Science Technology Engineering and Math grant is well underway with all staff hired. This project is led by former math faculty, Steve Donahue. Already, students in this program have participated in the Garden State Undergraduate Math Competition and Conference. They created a Non-Newtonian fluid pool at Fall Fest, walking on a super-suspension of water and cornstarch; and learned the engineering intricacies of Morey's Pier at the shore. This grant has enabled us to make critical purchases across the STEM departments, including the purchase of a "hackable" server for the Cyber Security program in addition to nearly 20 computers.
2. In our efforts to be more student-centered, we are exploring establishing a student resource center that would include services provided by Steered Straight for students impacted by the opiate epidemic; chaplain services; and a range of wrap-around social services provided by Catholic Charities.
3. In this month's Subcommittee packet, we included 30 key performance indicators to gauge and monitor with regularity the College's overall institutional health. These cover the entire college and include key metrics that we report to our regional accreditation body. In addition, we included the priority projects for this fiscal year that are at various points of execution
4. At the beginning of the fiscal year, we reorganized the Human Resources office with an eye toward focusing it on organizational development and fostering a positive campus climate, in addition to other regular administrative functions. To date, we have held events on and off-campus intended to do that and are soliciting feedback from the campus on how to improve employee satisfaction and improve the campus culture.
5. This year, the College participated in the American Association of Community Colleges' Voluntary Framework of Accountability data collection. This was our first year in this national initiative and our participation establishes a baseline against which we can compare ourselves and peer institutions across a number of indicators.
6. We recently launched AcademicWorks to allow our students the ease of searching through a new web-based scholarship system that matches them up with appropriate scholarships based on their profile and their meeting the set criteria. This was intended to achieve efficiencies for both the Foundation office and our students.
7. This month, I am being honored by the Puerto Rican Action Committee and by the Hispanic Leaders Summit.

Dr. Salomon-Fernandez noted as well that this year's Commencement speaker is Robert Carr, CEO, philanthropist, entrepreneur and author from New York.

Persons wishing to address the board –

Mr. Riley praised Dr. Salomon-Fernandez for her remarkable service at the College. He stated in several business meetings he has attended within the community, Dr. Salomon-Fernandez’s name came up and was praised during the discussion. He reported it was nice to hear individuals discuss the college and Dr. Salomon-Fernandez in high regard.

Dr. Salomon-Fernandez thanked Mr. Riley for the complement and stated she tries to meet as many people in the business community to spread the word about the great things the College is doing for the community.

Mr. Riley reported there is a shortage of workers in the community and there is a high need for the College in the community.

A motion was made by Mr. McGrory for consideration to adopt Resolution #2233-2017 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 Mr. Cassisi and was passed by roll call as follows:

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

There being no further business to come before the Board, a motion was made by Mr. McGrory to adjourn the meeting seconded by Dr. Figgs. The meeting was adjourned at 7:02 P.M.

Respectfully Submitted,

MS. MICHELLE BROWN,
SECRETARY