

CUMBERLAND COUNTY COLLEGE

BOARD OF TRUSTEES

MEETING OF DECEMBER 20, 2018

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 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 Mr. Riley.

Roll Call: Hon. Asselta, Ms. Brown, Mr. DeLeon, Ms. Garcia Balicki, Mr. Gruccio, Dr. Ocasio-Jimenez, Mr. Riley, Mr. Whelan, Ms. White-Coursey, Ms. Perez.

A motion was made by Mr. Whelan for consideration to adopt Resolution #2380-2018 honoring Mr. Michael DeLeon for his service as Board of Trustee. The motion was seconded by Mr. Gruccio and was passed by roll call vote as follows:

Mr. Whelan	Yes	Dr. Ocasio-Jimenez	Yes
Mr. Gruccio	Yes	Mr. Riley	Yes
Hon. Asselta	Yes	Ms. White-Coursey	Yes
Ms. Brown	Yes	Ms. Perez	Yes
Ms. Garcia Balicki	Yes		

Ms. Perez praised Mr. DeLeon for his hard work and effort serving the Board. She commented Mr. DeLeon has been a great addition to the Board. He has a passion for saving the youth and the community from drug addiction. He has done a great job spreading his mission regarding drug addiction in the community, country, and world. Recently, he attended a ACCT Annual Conference in Las Vegas, Nevada to present his mission regarding drug addiction. Ms. Perez commented Mr. DeLeon has always been very verbal during meetings regarding where he wants to see the Board and College to go. You always know where Mr. DeLeon stands on certain subjects. Ms. Perez read Resolution #2380-2018 aloud and presented Mr. DeLeon with a rocking chair for his service.

Mr. DeLeon commented the College has meant everything to me. He reported he was the first ex-con board of trustee for a college and he is proud of it because he wants to pave the way for others. He reported he is ashamed of what he has done in the past, but he has moved on and is proud of the work he is doing in the community. He reported he was in the Kintock Program and was offered the choice to either work or go to school. He decided to go to work and go to school at the same time. Mr. DeLeon reported he has three associate's degrees from the College, a bachelor degree from Wilmington University, and he is currently working on a master's degree. He reported he is resigning from the Board because he is moving to the state of Tennessee. Mr. DeLeon commented his program Steered Straight is doing well and his SNJ internet program is going well. He commented he would be expanding his program to Hulu. Mr. DeLeon reported he was proud to be a part of the College Board and for the second chance in life. He commented he has the greatest wife in the world and he is proud of the work the College is doing. Mr. DeLeon thanked the Board again for the opportunity to serve on the Board.

Secretary's Report -

A motion was made by Mr. Whelan to approve the Minutes of the Organizational Meeting Minutes held on November 15, 2018. The motion was seconded by Ms. Brown and was passed by roll call vote as follows:

Mr. Whelan	Yes	Dr. Ocasio-Jimenez	Yes
Hon. Asselta	Yes	Mr. Riley	Yes
Ms. Brown	Yes	Ms. White-Coursey	Yes
Ms. Garcia Balicki	Yes	Ms. Perez	Yes
Mr. Gruccio	Yes		

A motion was made by Mr. Whelan to approve the Minutes of the Regular Meeting Minutes held on November 15, 2018. The motion was seconded by Mr. Gruccio and was passed by roll call vote as follows:

Mr. Whelan	Yes	Dr. Ocasio-Jimenez	Yes
Mr. Gruccio	Yes	Mr. Riley	Yes
Hon. Asselta	Yes	Ms. White-Coursey	Yes

Ms. Brown Yes
Ms. Garcia Balicki Yes

Ms. Perez Yes

Correspondence – NONE

Persons Wishing To Address The Board With Respect To The Current Meeting Agenda - NONE

Freeholder Liaison Remarks –

Freeholder Director Mr. Joe Derella was present. Mr. Joe Derella praised Mr. DeLeon and congratulated him for his service on the Board. He commented many people do not accept and take responsibility for past mistakes. Mr. DeLeon is a great example for the community and we need more in the community like him.

Mr. Derella commented the Board faced many challenges this year and the freeholders are appreciative of the huge positive impact the decisions had on the community. He commented the Governor’s Office recognized the positive work of the overall Cumberland County community. Mr. Derella wished everyone a fabulous holiday and thanked the Board again for their hard work. Ms. Perez wished Mr. Derella a happy holiday and thanked him for coming to the meeting this evening.

Review of Consent Agenda -

A. Personnel & Affirmative Action

1. Consideration to approve Employment of Melissa Anglero as Part Time, Proctor/Technician, for Testing and Tutoring at a hourly rate of \$21.20 effective January 2, 2019. *(This is a Title V Las Vias grant funded position)*
2. Consideration to approve Employment of Veronica Chainey as Full Time, Project Director, for STEM Career Pathways at an annual rate of \$73,538.00 effective January 2, 2019. *(This is an HSI STEM Career Pathways grant funded position)*
3. Consideration to approve Employment of Andrea Enders as Full Time, Admissions Assistant, for Admissions and Recruitment at an annual rate of \$38,586.00 effective January 2, 2019.
4. Consideration to approve Employment of Randolph Wilfong as Part Time, Administrative Specialist, for the Arts and Innovation Center at an hourly rate of \$18.77 effective January 2, 2019.
5. Consideration to approve Employment of Dina Jeffreys as Full Time, Accountant I, Grants, for Finance at an annual rate of \$38,586 effective January 2, 2019.
6. Consideration to approve Employment of Aida Torres as Part Time, One Stop Enrollment Services Representative III, One Stop, at an hourly rate of \$18.77 effective January 2,

2019.

- 7. 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 Ms. Brown to approve Consent Agenda Item(s). The motion was seconded by Mr. Riley and passed by roll call as follows:

Ms. Brown	Yes	Dr. Ocasio-Jimenez	Yes
Mr. Riley	Yes	Mr. Whelan	Yes
Hon. Asselta	Yes	Ms. White-Coursey	Yes
Ms. Garcia Balicki	Yes	Ms. Perez	Yes
Mr. Guccio	Yes		

Reports of Standing Committees -

A. Personnel & Affirmative Action – Dr. Christine Ward Garrison, Chair - NONE

B. Finance & Planning – Ms. Michelle Brown, Chair

- 1. A motion was made by Mr. Guccio for consideration to adopt Resolution #2381-2018 authorizing the College to award a contract to Starfish Connect and Starfish Early Alert to Hobsons, Inc., based in Cincinnati, OH, for the purchase and maintenance of their Starfish Connect, Early Alert and professional services for the period January 1, 2019 through December 31, 2019. Funds for this purchase are available through the Title V Grant. The motion was seconded by Mr. Whelan and was passed by roll call as follows:

Mr. Guccio	Yes	Dr. Ocasio-Jimenez	Abstain
Mr. Whelan	Yes	Mr. Riley	Yes
Hon. Asselta	Yes	Ms. White-Coursey	Yes
Ms. Brown	Yes	Ms. Perez	Yes
Ms. Garcia Balicki	Yes		

- 2. A motion was made by Mr. Whelan for consideration to amend Resolution #2108-2016 authorizing an amended award to Data Network Solutions of Little Silver, NJ for the option to renew the contract for an additional year, extending the agreement from a period of January 1, 2019 to December 31, 2019 for a cost not to exceed \$60,000. The motion was seconded by Mr. Riley and was passed by roll call as follows.

Mr. Whelan	Yes	Mr. Gruccio	Yes
Mr. Riley	Yes	Dr. Ocasio-Jimenez	Yes
Hon. Asselta	Yes	Ms. White-Coursey	Yes
Ms. Brown	Yes	Ms. Perez	Yes
Ms. Garcia Balicki	Yes		

3. A motion was made by Ms. Garcia Balicki for consideration to amend Resolution #2248-2017 authorizing an amended award to Nelnet Campus Commerce of Lincoln, NE, for the option to renew the contract for an additional year, extending the agreement from a period of November 17, 2018 to November 16, 2019. The motion was seconded by Mr. Gruccio and was passed by roll call as follows.

Ms. Garcia Balicki	Yes	Mr. Riley	Yes
Mr. Gruccio	Yes	Mr. Whelan	Yes
Hon. Asselta	Yes	Ms. White-Coursey	Yes
Ms. Brown	Yes	Ms. Perez	Yes
Dr. Ocasio-Jimenez	Yes		

4. A motion was made by Mr. Gruccio for consideration to adopt Resolution #2382-2018 authorizing the College to award a contract to Dell Marketing for computer's in the amount of \$27,400.00, under the provisions of cooperatives currently in effect, for the period of July 1, 2018 through June 30, 2019. The motion was seconded by Mr. Riley and was passed by roll call as follows:

Mr. Gruccio	Yes	Dr. Ocasio-Jimenez	Yes
Mr. Riley	Yes	Mr. Whelan	Yes
Hon. Asselta	Yes	Ms. White-Coursey	Yes
Ms. Brown	Yes	Ms. Perez	Yes
Ms. Garcia Balicki	Yes		

5. A motion was made by Mr. Whelan for consideration to amend Resolution # 2207-2017 authorizing an amended award to Ricoh of Mount Laurel, New Jersey for copiers/copies, under the provisions of cooperatives currently in effect, may enter into a 53 month lease agreement for the replacement of 8 copiers at a cost of \$1,989.40 per month with Ricoh of Mount Laurel, NJ for the period beginning November 30, 2018 and ending March 29, 2023 using NJ State Contract number 40467. The motion was seconded by Mr. Gruccio and was passed by roll call as follows:

Mr. Whelan	Yes	Dr. Ocasio-Jimenez	Yes
Mr. Gruccio	Yes	Mr. Riley	Yes
Hon. Asselta	Yes	Ms. White-Coursey	Yes
Ms. Brown	Yes	Ms. Perez	Yes
Ms. Garcia Balicki	Yes		

6. A motion was made by Ms. Garcia Balicki for consideration to adopt Resolution #2383-2018 authorizing the College to exercise the option to extend the Legal Services Contract for an additional term to the law firm of Testa, Heck, Testa and White, PA of Vineland, NJ for the period December 2018 and ending upon the earlier of: (1) November 30, 2019 or, (2) such earlier point in time that the subject legal services are no longer needed for the College on account of the legal dissolution of the College pursuant to a prospective merger with the ROWAN COLLEGE AT GLOUCESTER COUNTY. The motion was seconded by Mr. Riley and was passed by roll call as follows:

Ms. Garcia Balicki	Yes	Dr. Ocasio-Jimenez	Yes
Mr. Riley	Yes	Mr. Whelan	Yes
Hon. Asselta	Yes	Ms. White-Coursey	Yes
Ms. Brown	Yes	Ms. Perez	Yes
Mr. Gruccio	Yes		

Solicitor Michael L. Testa asked the Board if he will get a rocking chair when his service ends for the College. Ms. Perez praised Mr. Testa for his service. She commented Mr. Testa is great to work with, always available to talk, and leads the College in a great direction. Hon. Asselta asked if legal services will be provided from Cumberland County or Gloucester County after the potential merger. Freeholder director Mr. Derella commented he does not know at the moment which county legal services will be provided from after the potential merger. He commented the discussion is still continuing regarding legal services and a final decision has not been made at this time.

7. A motion was made by Mr. Whelan for consideration to adopt revisions to Policy 3.10 – Student Handbook. The motion was seconded by Mr. Gruccio and was passed by roll call as follows:

Mr. Whelan	Yes	Dr. Ocasio-Jimenez	Yes
Mr. Guccio	Yes	Mr. Riley	Yes
Hon. Asselta	Yes	Ms. White-Coursey	Yes
Ms. Brown	Yes	Ms. Perez	Yes
Ms. Garcia Balicki	Yes		

8. First Reading - Consideration to adopt Policy 6.38 - Code of Conduct.
9. First Reading - Consideration to adopt Revision to Policy 6.5 - Unpaid Extended Sick Leave.
10. First Reading - Consideration to adopt New Policy 6.43 - Social Media.
11. First Reading - Consideration to adopt New Policy 6.44 - Family Medical Leave.
12. A motion was made by Ms. Garcia Balicki for consideration to adopt Resolution #2384-2018 authorizing purchases and disbursements in the amount of \$1,520,358.45 for the current period.

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

Ms. Garcia Balicki	Yes	Mr. Riley	Yes
Mr. Guccio	Yes	Mr. Whelan	Yes
Hon. Asselta	Yes	Ms. White-Coursey	Yes
Ms. Brown	Yes	Ms. Perez	Yes
Dr. Ocasio-Jimenez	Yes		

13. A motion was made by Hon. Asselta for consideration to adopt Resolution #2385-2018 authorizing purchases and disbursements in the amount of \$91,828.47 to Cumberland County Improvement Authority of Millville, NJ for the current period. The motion was seconded by Mr. Riley and was passed by roll call as follows:

Hon. Asselta	Yes	Dr. Ocasio-Jimenez	Abstain
Mr. Riley	Yes	Mr. Whelan	Yes
Ms. Brown	Yes	Ms. White-Coursey	Yes
Ms. Garcia Balicki	Yes	Ms. Perez	Abstain
Mr. Guccio	Abstain		

C. Academic & Student Affairs — Mr. Bruce Riley, Chair - NONE

Consideration of Old Business – NONE

Consideration of New Business – NONE

Campus Reports –

Ms. Reta Rios, Director of Career Services, gave the career services presentation. She reported the biggest update in the Career Services Department is that it is moved to the Workforce Development

Department in March of 2018. She reported the move enables regular communication with the non-credit side and programs. She reported the career services department offers many resources for students including: workshops and presentations; guest speakers; career fair; and mentoring. She reported the career services department offers the following online tools: College Central Network, NJCAN, and What Can I Do With This Major?. She reported the College Central Network is a major database the department encourages students to utilize. She reported the NJCAN online tool is free and can be used to develop a career cluster. She reported the What Can I Do With This Major? online tool can be used to explore career options. She commented an example of using the database would be what to do with a math degree.

Ms. Rios stated the department offers a new Blackboard work study orientation. She stated the orientation consists of the following three modules: policy and procedures; on the job; and preparing for work. She stated when the students have completed the three modules they receive a work study certificate of completion award. After receiving the certificate, the student is ready to be hired for a work study position.

Ms. Rios stated the department has a new career services webpage. The new webpage offers resources for students, alumni, and faculty. Ms. Rios stated the College has many on campus and off campus collaborative partnerships. She reported off campus partnerships are a valuable resource and the College is always seeking mentors for the students on campus.

Ms. Rios reported a hiring event and training resource fair took place on campus. She reported this year the department partnered with the CWED and had over thirty employers in attendance. She reported the following informational workshops took place at the event: getting started; financing your education; mechatronics; transportation, logistics, and distribution (TLD); and healthcare.

Ms. Rios commented the career services department is working hard to connect the following pieces for the students: students, faculty, workforce; and community. She reported the career services department is becoming more professionally oriented. The freshman seminar has been revamped to now require students to look up the code of ethics for their selected major. Ms. Rios reported employers

recognized that some students graduate without specialized skills needed for their career major. For example, many accounting employers are seeking students with QuickBooks skills. To fill this void, the department is offering workshops to connect students with the opportunity to work with QuickBooks to increase their accounting skills.

Ms. Rios asked the Board if they had any questions regarding her presentation. Ms. Perez said thank you for the presentation and commented she really appreciated it.

CCC Foundation Liaison Report – Dr. Christine L. Ward Garrison - NONE

NJCCC Trustee Ambassador Report – Mr. William Gruccio & Hon. Nicholas Asselta – NONE

President’s Report – Dr. Shelly O. Schneider –

Dr. Schneider expounded on her President’s Report. She commented as Freeholder Director Mr. Derella stated the College is “a shining star of New Jersey”. It is the employees at the College that make it the success it is.

Dr. Schneider reported it has been a team effort in the Student Services department to reduce the number of delinquent payments from students from 307 to 208. Dr. Schneider reported a lot of effort has gone into advertising the New Jersey Community College Opportunity Grant offered at the College. Dr. Schneider presented the Board with a YouTube video commercial the College created to advertise the grant entitled *NJ Community College Opportunity Grant: Kathryn*.

Dr. Schneider reported a flag was flown over Washington D.C. by Congressman Frank LoBiondo in honor of the College. Dr. Schneider reported the College received the flag today.

Persons Wishing To Address The Board –

Dr. Steven Stolar, Transfer Student Development Advisor and President of the Cumberland County College Administration Association, commented he was a graduate of the College and has been working at the College since 1980. He reported the College’s Administration Association is a group composed of forty non-tenure staff members.

He reported Heather Bense, Director Educational Opportunity Fund (EOF), is a doctorate candidate whom joined the College in 2015 as a mental health counselor. He reported this month she conducted a presentation at a conference about engaging students through a trauma focused lens.

Dr. Stolar commented this evening is the College's 627th meeting and there are six meetings left before the end of the academic year and a potential merger. He commented over the last five decades of the College's history everyone has been doing a great job and the future potential merger will help keep the College's great reputation in the community.

There being no further business to come before the Board, a motion was made by Mr. Gruccio to adjourn the meeting and was seconded by Dr. Ocasio-Jimenez. The meeting was adjourned at 6:10 P.M.

Respectfully Submitted,

MR. BRUCE RILEY,
SECRETARY