

CUMBERLAND COUNTY COLLEGE

BOARD OF TRUSTEES

MEETING OF DECEMBER 21, 2017

The regular meeting of the Board of Trustees was called to order by Chair Ms. Perez at 5:00 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 Ms. Brown.

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

Ms. Perez introduced Mr. William Whelan and advised he would be sworn in as a member of the Board of Trustees.

Michael L. Testa, Esquire swore in new Board of Trustee member Mr. William Whelan.

Mr. Whelan commented on his excitement to be sworn in as a new trustee of the Board. Mr. Whelan stated he taught courses at the College throughout the 1980's and his children took courses at the College. Mr. Whelan commented he is going to enjoy his tenure on the Board.

Ms. Perez informed the Board Dr. Keith C. Figgs would be resigning from the Board of Trustees. The Board presented Dr. Figgs with a Cumberland County College gift basket. Dr. Figgs commented it was a pleasure coming back to the Board of Trustees and serving for the past six months. Dr. Figgs wished to thank the Board for the temporary appointment to the Board and he reported it felt like he was coming back home when he returned to the Board.

Dr. Figgs wished the Board upcoming success in the future.

A motion was made by Dr. Ward Garrison to approve the Minutes of the Organizational Meeting held on November 16, 2017. The motion was seconded by Ms. Nicolosi and passed by roll call vote as follows:

Dr. Ward Garrison	Yes	Mr. Gruccio	Yes
Ms. Nicolosi	Yes	Mr. McGrory	Yes
Hon. Asselta	Yes	Mr. Riley	Abstain
Ms. Brown	Yes	Mr. Whelan	Abstain
Mr. Cassisi	Yes	Ms. Perez	Yes

A motion was made by Dr. Ward Garrison to approve the Minutes of the Regular Meeting held on November 16, 2017. The motion was seconded by Mr. Cassisi and passed by roll call vote as follows:

Dr. Ward Garrison	Yes	Mr. McGrory	Yes
Mr. Cassisi	Yes	Ms. Nicolosi	Yes
Hon. Asselta	Yes	Mr. Riley	Abstain
Ms. Brown	Yes	Mr. Whelan	Abstain
Mr. Gruccio	Yes	Ms. Perez	Yes

A motion was made by Ms. Brown to approve the Minutes of the Executive Session Meeting held on November 16, 2017. The motion was seconded by Ms. Nicolosi and passed by roll call vote as follows:

Ms. Brown	Yes	Mr. McGrory	Yes
Ms. Nicolosi	Yes	Mr. Riley	Yes
Hon. Asselta	Yes	Mr. Whelan	Abstain
Mr. Cassisi	Yes	Dr. Ward Garrison	Abstain
Mr. Gruccio	Yes	Ms. Perez	Yes

A motion was made by Dr. Ward Garrison to approve the Minutes of the Budget Retreat Meeting held on December 2, 2017. The motion was seconded by Mr. Cassisi and passed by roll call vote as follows:

Dr. Ward Garrison	Yes	Mr. McGrory	Yes
Mr. Cassisi	Yes	Ms. Nicolosi	Abstain
Hon. Asselta	Yes	Mr. Riley	Yes
Ms. Brown	Yes	Mr. Whelan	Abstain
Mr. Gruccio	Yes	Ms. Perez	Yes

Correspondence –

Dr. Salomon-Fernandez expounded on the letter from Drs. David Hartleb and Donna Jovanovich, Leadership & Data Coaches, Achieving the Dream Director to Dr. Yves Salomon-Fernandez regarding the November onsite coaches visit. In addition, Dr. Salomon-Fernandez discussed the letter from Allison Spinelli, Executive Director, Cumberland County Department of Workforce Development to Dr. Yves Salomon-Fernandez with notification of the College's results of a recent monitoring visit. Furthermore, Dr. Salomon-Fernandez expanded on the letter from Robert J. Cicchino, Director, Office of Fiscal Accountability and Compliance, Department of Education, State of New Jersey to Donna Perez, Board Chair, with notification that the College's submission of the Corrective Action Plan for the Carl D. Perkins Grant's fiscal audit has been accepted and the file for this examination is closed.

Freeholder Liaison Remarks - NONE

Review of Consent Agenda

A. Personnel & Affirmative Action

1. Consideration to approve employment of Marissa Wilson-Collins as part-time Student Development Advisor, Nursing, Health Science, and Allied Health at an hourly rate of \$27.02, effective January 2, 2018.
2. Consideration to approve employment of Marilou Weber as part-time Student Development Advisor, HSI STEM Career Pathways Grant at an hourly rate of \$27.02 effective January 2, 2018. *(This is a grant funded position of the HSI STEM Career Pathways grant).*
3. Consideration to approve employment of Dr. Cortney Bolden as full-time Administrative Instructor, Engineering, HSI STEM Career Pathways Grant at annual rate of \$74,711 effective January 2, 2018. *(This is a grant funded position of the HSI STEM Career Pathways grant).*
4. Consideration to approve employment of Skylar Rader as part-time Graphic Design Representative at an hourly rate of \$15.95, effective January 2, 2018.

B. Finance & Planning

1. Consideration to approve the Clinical Affiliation Agreement with Tenet HealthSystem St. Christopher's Hospital for Children, LLC of Philadelphia, PA, for the College's Nursing program.

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. Gruccio	Yes
Ms. Nicolosi	Yes	Mr. Riley	Yes
Hon. Asselta	Yes	Mr. Whelan	Yes
Ms. Brown	Yes	Dr. Ward Garrison	Yes
Mr. Cassisi	Yes	Ms. Perez	Yes

Mr. DeLeon entered the room at 5:10 P.M.

Reports of Standing Committees

A. Personnel & Affirmative Action – Dr. Christine Ward Garrison, Chair

1. A motion was made by Mr. Cassisi for consideration to approve the recommendation to grant tenure status to Mary Thorstensen, effective January 2, 2018. The motion was seconded by Ms. Brown and passed by roll call as follows:

Mr. Cassisi	Yes	Ms. Nicolosi	Yes
Ms. Brown	Yes	Mr. Riley	Yes
Hon. Asselta	Yes	Mr. Whelan	Yes
Mr. DeLeon	Yes	Dr. Ward Garrison	Yes
Mr. Gruccio	Yes	Ms. Perez	Yes
Mr. McGrory	Yes		

Ms. Thorstensen commented she was delighted to receive tenure status and it has been a pleasure to teach students at the College.

B. Finance & Planning – Mr. Joseph P. Cassisi, Chair

1. A motion was made by Mr. McGrory for consideration to approve and accept the audit report for fiscal year 2016-2017 as submitted by Bowman & Company of Voorhees, New Jersey. The motion was seconded by Ms. Brown and passed by roll call as follows:

Mr. McGrory	Yes	Ms. Nicolosi	Yes
Ms. Brown	Yes	Mr. Riley	Yes
Hon. Asselta	Yes	Mr. Whelan	Yes
Mr. Cassisi	Yes	Dr. Ward Garrison	Yes
Mr. DeLeon	Yes	Ms. Perez	Yes
Mr. Gruccio	Yes		

2. A motion was made by Mr. McGrory for consideration to adopt Resolution #2258-2017 authorizing the College to award a non-fair and open contract for a refurbished mobile x-ray system to Garden State Imaging, Inc. of Atco, NJ in the amount of \$18,593.45. Funding for this purchase are available through the Perkins Grant. The motion was seconded by Ms. Brown and was passed by roll call as follows.

Mr. McGrory	Yes	Ms. Nicolosi	Abstain
Ms. Brown	Yes	Mr. Riley	Yes
Hon. Asselta	Yes	Mr. Whelan	Yes
Mr. Cassisi	Yes	Dr. Ward Garrison	Yes
Mr. DeLeon	Yes	Ms. Perez	Yes
Mr. Gruccio	Yes		

3. A motion was made by Dr. Ward Garrison for consideration to adopt Resolution #2259-2017 authorizing the College to enter into a contract for the procurement of database software and supporting services with Paul T. Bucci PhD LLC of Bethesda, MD for the period 1/10/18 to 11/30/21, in the amount of \$47,000.00 based on the terms of the attached agreement. Funding for this purchase are available through the HSI STEM Grant. The motion was seconded by Mr. Riley and was passed by roll call as follows:

Dr. Ward Garrison	Yes	Mr. Gruccio	Yes
Mr. Riley	Yes	Mr. McGrory	Yes
Hon. Asselta	Yes	Ms. Nicolosi	Yes
Ms. Brown	Yes	Mr. Whelan	Yes
Mr. Cassisi	Yes	Ms. Perez	Yes
Mr. DeLeon	Yes		

4. A motion was made by Mr. McGrory for consideration to adopt Resolution #2260-2017 authorizing the College to enter into contract for the procurement of ExamSoft nursing software to ExamSoft Worldwide of Delray Beach, FL for the period 1/1/18 to 12/31/18, in the amount of \$15,100.00 based on the terms of the attached agreement. Funding for this purchase in the amount of \$8,300.00 will come from the Perkins Grant in FY' 18. The remainder of costs applicable to future fiscal years will be funded by the Perkins Grant contingent upon application approval. The motion was seconded by Mr. Gruccio and was passed by roll call as follows:

Mr. McGrory	Yes	Ms. Nicolosi	Abstain
Mr. Gruccio	Yes	Mr. Riley	Yes
Hon. Asselta	Yes	Mr. Whelan	Yes
Ms. Brown	Yes	Dr. Ward Garrison	Yes
Mr. Cassisi	Yes	Ms. Perez	Yes
Mr. DeLeon	Yes		

5. A motion was made by Mr. McGrory 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 \$3,694.06. 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	Ms. Nicolosi	Yes
Ms. Brown	Yes	Mr. Riley	Yes
Hon. Asselta	Yes	Mr. Whelan	Yes
Mr. Cassisi	Yes	Dr. Ward Garrison	Yes
Mr. DeLeon	Yes	Ms. Perez	Yes
Mr. Gruccio	Yes		

6. A motion was made by Dr. Ward Garrison for consideration to amend Resolution #2175-2017, authorizing the College to accept the changes adopted by Camden County College, on behalf of the Joint Purchasing Consortium participating members, rescinding the award to Johnson Scientific for the purchase of Bio-Rad products. The motion was seconded by Mr. McGrory and was passed by roll call as follows:

Dr. Ward Garrison	Yes	Mr. Gruccio	Yes
Mr. McGrory	Yes	Ms. Nicolosi	Yes
Hon. Asselta	Yes	Mr. Riley	Yes
Ms. Brown	Yes	Mr. Whelan	Yes
Mr. Cassisi	Yes	Ms. Perez	Yes
Mr. DeLeon	Yes		

7. A motion was made by Mr. McGrory for consideration to adopt Resolution #2261-2017 authorizing the College to award an additional disbursement for the VOIP phone services provided through March 2017 to Broadview Networks of Uniondale, NY, in the amount of \$2,094.41. The motion was seconded by Ms. Nicolosi and was passed by roll call as follows:

Mr. McGrory	Yes	Mr. Gruccio	Yes
Ms. Nicolosi	Yes	Mr. Riley	Yes
Hon. Asselta	Yes	Mr. Whelan	Yes
Ms. Brown	Yes	Dr. Ward Garrison	Yes
Mr. Cassisi	Yes	Ms. Perez	Yes
Mr. DeLeon	Yes		

8. A motion was made by Dr. Ward Garrison for consideration to adopt Resolution #2262-2017 authorizing the College to enter into a joint agreement with the County of Cumberland for the purchase of HVAC maintenance services through County Cooperative Pricing System Number 181-CCCCPS Bid # 14-35 awarded to Falasca Mechanical of Vineland, NJ, for the period of July 1, 2017 through June 30, 2018 in an amount not to exceed \$15,000.00. The motion was seconded by Ms. Nicolosi and was passed by roll call as follows:

Dr. Ward Garrison	Yes	Mr. Gruccio	Yes
Ms. Nicolosi	Yes	Mr. McGrory	Yes
Hon. Asselta	Yes	Mr. Riley	Yes
Ms. Brown	Yes	Mr. Whelan	Yes
Mr. Cassisi	Yes	Ms. Perez	Yes
Mr. DeLeon	Yes		

9. A motion was made by Mr. McGrory for consideration to adopt Resolution #2263-2017 authorizing the College to enter into contract for the lease of a postage metering system and acquisition of related supplies with Pitney Bowes of Stamford, CT for the period from January 3, 2018 through January 2, 2023 in the amount of \$28,357.60. The motion was seconded by Ms. Nicolosi and was passed by roll call as follows:

Mr. McGrory	Yes	Mr. Gruccio	Yes
Ms. Nicolosi	Yes	Mr. Riley	Yes
Hon. Asselta	Yes	Mr. Whelan	Yes
Ms. Brown	Yes	Dr. Ward Garrison	Yes
Mr. Cassisi	Yes	Ms. Perez	Yes
Mr. DeLeon	Yes		

10. A motion was made by Mr. McGrory for consideration to adopt Resolution #2264-2017 authorizing the College to enter into contract for first class postage, metered and other mail delivery services for the period from July 1, 2017 through June 30, 2018 to Pitney Bowes of

Stamford, CT in the amount of \$26,000.00. The motion was seconded by Ms. Nicolosi and was passed by roll call as follows:

Mr. McGrory	Yes	Mr. Gruccio	Yes
Ms. Nicolosi	Yes	Mr. Riley	Yes
Hon. Asselta	Yes	Mr. Whelan	Yes
Ms. Brown	Yes	Dr. Ward Garrison	Yes
Mr. Cassisi	Yes	Ms. Perez	Yes
Mr. DeLeon	Yes		

11. A motion was made by Ms. Nicolosi for consideration to adopt Resolution #2265-2017 authorizing the College administration to enter a Memorandum of Understanding with HopeLoft of Bridgeton, NJ for the donation of equipment at the STEAMWorks location, and shared use of the space, for the period beginning January 1, 2018 and ending December 31, 2018 with an option to renew upon mutual agreement of the parties. The motion was seconded by Mr. Riley and was passed by roll call as follows:

Ms. Nicolosi	Yes	Mr. Gruccio	Yes
Mr. Riley	Yes	Mr. McGrory	Yes
Hon. Asselta	Yes	Mr. Whelan	Yes
Ms. Brown	Yes	Dr. Ward Garrison	Yes
Mr. Cassisi	Yes	Ms. Perez	Yes
Mr. DeLeon	Yes		

12. A motion was made by Ms. Brown for consideration to adopt Resolution #2266-2017 authorizing purchases and disbursements in the amount of \$773,313.32 for the current period. The motion was seconded by Ms. Nicolosi and was passed by roll call as follows:

Ms. Brown	Yes	Mr. McGrory	Yes
Ms. Nicolosi	Yes	Mr. Riley	Yes
Hon. Asselta	Yes	Mr. Whelan	Abstain
Mr. Cassisi	Yes	Dr. Ward Garrison	Yes
Mr. DeLeon	Yes	Ms. Perez	Yes
Mr. Gruccio	Yes		

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

Consideration of Old Business - NONE

Consideration of New Business - NONE

Campus Reports - NONE

CCC Foundation Liaison Report – Mr. Patrick W. McGrory

Mr. McGrory reported there was an annual picture taken of The College Foundation. Mr. McGrory announced Dennis DiLazzero would be resigning as Chair of the Foundation Board. Mr. McGrory extended his gratitude for Mr. DiLazzero's service on the Foundation Board. He reported Mr. DiLazzero advocated frequently for students on campus and was especially an advocate for The School Counts! program. Mr. McGrory reported the annual holiday party was fantastic. He reported the Foundation Board would soon be discussing details about the annual Golf Classic taking place on June 6, 2018 at the Sand Barrens Golf Club. Dr. Ward Garrison added the annual College 5K Run & Campus Walk would be taking place on the third Saturday in April.

NJCCC Trustee Ambassador Report – Mr. Joseph Cassisi - NONE

President's Report – Dr. Yves Salomon-Fernandez

1. At our recent auditor's exit interview, we reviewed a number of data points for the College from the prior fiscal year. The full report is available in your Board packet. It is worth pointing out our support from our Freeholders. Based on every metric, our College receives more support than our comparison group. When examining county appropriations to credit hours, CCC came at a factor of 91.29, the highest possible on a 100-point scale. The range for our peer group was 21.45 to 76.08. Partly as a result, our tuition and fees constitute only 17.95% of our budget. Here, the lower the percentage, the better for prospective students and families. The range for our peer group is 24.52% to 39.23. We have much to be thankful for our local political apparatus as their contribution's continues to eclipse that of the state, by a long shot. It also reflects the importance placed locally on developing a skilled and educated labor force.
2. On December 1, I led a delegation of local business and non-profit leaders to Boston and Cambridge, Massachusetts for meetings and/or tours focused on innovation with leaders from Google, the Cambridge Innovation Center, and MIT's Media Lab. We also visited Harvard University and the Boston Public Library. Much collaboration is already emerging from those meetings. I will keep the Board posted on concrete next steps.
3. We were recently visited by our Achieving the Dream (AtD) evaluators. The internal team, led by Dr. Maud Goodnight, prepared a full schedule for the two-day visit. We received an overall favorable report that also highlighted areas for improvement. The report is included in your packet.
4. At the last meeting of the Executive Officers, a request was made for a contingency plan. We are currently working on that and will have it ready by the January Board meeting.
5. We are in the process of recruiting and collaborating with the CWED to secure funding for the adult vocational technical programs that we inherited last year from CCTEC. In other workforce development news, our most recent phlebotomy class achieved 100% pass rate on

their certification exam. For 2017, Cumberland's Phlebotomy Technician Certification pass rate is 94% and its Certified EKG Tech Pass Rate is 100%.

6. In other workforce development news, to date we have reached 49 local businesses, with 23 that are already signed on as clients and 11 outstanding meetings with employers projected for the first quarter of the new year. Our workforce development spring catalog is now complete and in circulation.
7. We have entered into a collaboration with United Advocacy Group that allows the College to expand its offerings and programming at our STEAMWorks Bridgeton site with no monetary exchange for use of the space.
8. As part of our continuing vendor relations efforts, the College has now met with each of the local chambers of commerce, as well as one-on-one meetings with individual business people. We will attend the chamber meetings regularly. In addition, we are creating a vendor registry and more detailed 'Vendor Opportunities' page on the College website, with some help and advice from the County Purchasing Office.

Persons wishing to address the board –

John Lore, Faculty Association President and Assistant Professor of English, commended the Board for the approval of grant tenure status to Mary Thorstensen. Mr. Lore commented no one is more honorable for tenure than Ms. Thorstensen.

James Plousis, Chairman of The State of New Jersey Parole Board, awarded Dr. Salomon-Fernandez with a plaque for her service with The Parole Board. Mr. Plousis commented parolees do not receive money to relocate after being released, thus partnerships within the community are critical to help parolees seek opportunities to improve their lives in the community. Mr. Plousis stated Cumberland County College always “goes the extra mile” to assist The Parole Board and he was pleased to award Dr. Salomon-Fernandez for her dedication.

There being no further business to come before the Board, a motion was made by Ms. Brown to adjourn the meeting seconded by Ms. Nicolosi. The meeting was adjourned at 5:55 P.M.

Respectfully Submitted,

MS. MICHELLE BROWN,
SECRETARY