

I. STATEMENT OF ADEQUATE NOTICE

- McAlister read the statement of adequate notice:

In compliance with the "Open Public Meetings" Act of the State of New Jersey, adequate notice of this regular meeting of the Board of Trustees was provided in the following manner:

In compliance with the "Open Public Meetings" Act of the State of New Jersey, adequate notice of this regular meeting of the Board of Trustees was provided in the following manner:

- (1) On April 8, 2019, advance written notice of this meeting was posted at the Bulletin Board, 2nd floor, "J" Building, main campus, Cape May County campus, and Worthington Atlantic City Campus and copies were emailed to the clerks of Atlantic and Cape May counties and the clerks of the Board of Chosen Freeholders of Atlantic and Cape May counties, and
- (2) On April 8, 2019, copies of advance written notice of this meeting were emailed to all persons who, according to the records of Atlantic Cape Community College, requested such notices.

II. FLAG SALUTE

- At 6pm, Chairperson Mento asked everyone to rise and salute the flag.

III. ROLL CALL

- McAlister provided a roll call for board members and marked others in attendance.

Board Members	College Personnel
✓ Robert Bumpus	✓ Dr. Barbara Gaba, President
✓ Ellen Byrne	✓ Lou Greco, Esq., Legal Counsel
X Meghan Clark, Alumni Representative	✓ Eileen Curristine, Dean, Human Resources, Public Safety and Compliance (Mays Landing)
✓ Christina Clemans	✓ August Daquila, Chief Business Officer
X Dave Coskey	✓ Jean McAlister, Board Secretary, Chief of Staff, and Dean of Resource Development

Board Members	College Personnel
✓ Dr. Judith DeStefano-Anen	✓ Dr. Josette Katz, Vice President, Academic Affairs
✓ Harrison Furman	✓ Leslie Jamison, Chief Financial Officer
✓ James Kennedy	✓ Dr. Vanessa O'Brien-McMasters, Dean, Institutional Research, Planning & Effectiveness and Information Technology Services
✓ Brian Lefke	✓ Paula Stewart Davis, Dean of Student Affairs and Enrollment Management
✓ Maria K. Mento	✓ Donna Vassallo, Dean of Worthington Atlantic City Campus, and Dean of Career Education
✓ Daniel Money	✓ Laura Batchelor, Executive Director of Marketing and College Relations
X Donald J. Parker	✓ Maria Kellett, Dean of Cape May County Campus, Associate Dean of Resource Development
✓ Maria Ivette Torres	
✓ Helen Walsh	
Other Public in Attendance	
✓ E. Marie Hayes, Cape May County Board of Chosen Freeholders ✓ Bonnie Lindaw, Atlantic County Treasurer ✓ Brittany Smith, Cape May County Treasurer	✓ Torey Spindler, Student ✓ Zhanna Medyakova, Student ✓ Howard Cabbage, Student ✓ Danays Hernandez, Financial Aid Specialist ✓ Caesar Niglio, Master Technician, Student Affairs, ACCCEA

IV. CALL TO ORDER

-Chairperson Mento called the meeting to order at 6pm.

V. PRESIDENT'S REPORT

Community College Month

- During the month of April, community colleges across the country have been celebrating *Community College Month*. To promote awareness of our ability to provide an affordable, high quality education to our students. Both the Atlantic County and Cape May County Board of Chosen Freeholders presented resolutions to the college and applauded the work and opportunities offered by the college to the students we serve.
- Atlantic Cape celebrated *Community College Month* in several ways, including students visiting our legislators and telling their personal stories about the impact of the Community College Opportunity Grant (CCOG). Students met with Congressman Jeffrey Van Drew, Senator Chris Brown, Senator Bob Andrzejczak, and Assemblymen Armato and Mazzeo.
- Also, in celebration of *Community College Month*, we had a prominent social media presence highlighting our students with our legislators including posting throughout the month of April on Facebook, Instagram and LinkedIn. In addition, Dr. Gaba prepared an "Op-Ed" for the *Press of Atlantic City* and the *Cape May Herald* (which will be published this week), focusing on the role of community colleges and the importance of the Community College Opportunity Grant (CCOG).

Grants

- Atlantic Cape's FY20 Perkins allocation, which supports Career and Technical Education (CTE) programs, has been increased to \$548,396, an 18.8% increase from FY19 (\$461,557).
- Mike Rennick, Senior Manager, Grants gave a presentation titled "Grants 101" to Atlantic Cape Community College faculty and staff. The presentation gave attendees an overview of how the Resource Development Department can assist them in researching grant opportunities and writing grant proposals for college projects and programs.

Partnerships – County

- To further acknowledge our commitment to expanding the aviation industry in Atlantic County, Atlantic Cape has entered into a Memorandum of Understanding (MOU) with the National Aviation Research and Technological Park (NARTP) to serve as an advisor. NARTP is an industry, academia, and government collaboration focused on research, innovation, and commercialization of emerging technologies for aviation.

Foundation

- The President's Distinguished Alumni Awards Ceremony was held on Tuesday, April 23 at Careme's Restaurant. In honor of the Foundation's 40th Anniversary, four recipients were selected, one from each of the decades the Foundation has been in existence. The President's Distinguished Alumni are Freeholder E. Marie Hayes (commencement speaker), Chad Affrunti, Bert Lopez, and James Sarkos. In addition, a new selection category "Top 4 Under

40” was added this year to recognize alumni under 40 years old. The recipients are Felix Contreras-Castro, Nathan Evans, Jr., James Hennessey, and Toshira Maldonado-McIntosh.

Community Relations - Atlantic City

- The Atlantic City Executive Council recently held a press conference announcing the release of the Atlantic City Initiatives Project Office “Implementation Plan,” which is one of the first major products of the Atlantic City Initiatives Project Office and represents the next step of progress for Atlantic City. Atlantic Cape will have several deliverables in the plan.
- Dr. Gaba and Dean Vassallo attended a “Town Hall Meeting” hosted by the Atlantic City Chapter of NAACP at the St. James A.M.E. Church where New Jersey State Attorney General Gurbir Grewal spoke of the concerns of Atlantic City citizens on bridging the divide between police and community.
- The College continues to support La Casa Dominicana. The Worthington Atlantic City Campus recently hosted their ESL Graduation Ceremony for 30 students. Assembly Armato was in attendance.
- Campaign for Working Families, Inc., provided free tax preparation to more than 214 citizens on the Worthington Atlantic City Campus for families and individuals with an annual income less than \$54,000. Mike Couch, Southern New Jersey Operations Manager, reported that our Worthington Atlantic City site was the second busiest site in South Jersey.

Community Relations – Cape May

- The Middle Township Economic Development Council held a public meeting at the Cape May County Campus on “Growing Your Business in Middle Township.” Sherwood Taylor presented information about workforce development and training opportunities and Professor Karl Giulian discussed opportunities for business managers and owners to attend credit classes, degree programs and professional certification options. Approximately 35 people attended the meeting.
- Foundation Center Librarian Susan Shiroma from New York City presented two days of training on March 27 on the Funding Information Network (FIN) and provided an introduction to grant proposal writing. The FIN is an online directory of grant organizations in the United States. The training was attended by more than 25 representatives from a wide variety of local nonprofit organizations and government agencies. Mr. Mullock’s generosity supports the Nonprofit Resource Center in the Cape May County Campus Library and the FIN subscription.
- Dean Kellett met with the Citizens/Veterans Advisory Council of Cape May County to discuss continuing the basic computer skills training program for local veterans. The group decided that going forward they would offer classes through Atlantic Cape’s Workforce Development Department and pay the college for the training.

Community Stakeholders (Advisory Committees)

- We continue to stay connected to our partners in business and industry, academia, and governmental agencies. In the month of April, several Advisory Committees met including those for Fine Arts, Media Studies, Criminal Justice, Science, Computer Information Systems, and Child Development and Child Care. Committee members were updated on program

changes due to the 60 credit law and offered faculty suggestions on recruitment, curriculum and business needs.

Partnerships - University

- Professor Bo Zilovic and Dean Ravi Manimaran met with Stockton faculty and Dean Honaker to discuss Articulation of Atlantic Cape’s Media Studies degree with Stockton’s Communication degree.

Partnerships – High Schools

- Agreements have been completed for Middle Township High School and Greater Egg Harbor Regional High School District’s “*Atlantic Cape at*” *Early College Programs*. Both initiatives are slated to begin in both districts in Fall 2019.
- Dr. Katz and Dean Vassallo attended the Greater Egg Harbor Regional High School District’s Board of Education presentation at Cedar Creek High School on the “Atlantic Cape at Greater Egg Harbor Regional’s Early College Program.” Dean Vassallo was acknowledged, with a plaque, for her hard work and dedication in creating this initiative.
- Dr. Katz, Tim Cwik and Dean Vassallo met with Dr. Kim Gruccio, Superintendent of EHT Schools, and her administration to discuss Aviation Academy ideas for AY 2020-21 and met
- with Phil Gunther, Superintendent of ACIT, and his administration to finalize course selections for their “rising seniors” cohort enrolled in their Aviation Academy for AY 2019-20.

Student Affairs (Recruitment)

- The New Jersey Stars Orientation was held on April 25 and attended by over 40 prospective students and the families. This is a state funded scholarship program covering tuition for New Jersey residents who rank in the top 15% of their high school class in their senior year.

In Memoriam

- Professor Louise Kaplan, Faculty Emeritus, passed away recently. She was recognized by the Board of Trustees for her accomplishments last year when the Board awarded her Emeritus status which meant much to her in the last year of her life.

INSIDE THE COLLEGE

- Updated information regarding the Community College Opportunity Grant (CCOG) was presented by Dr. Vanessa O’Brien-McMasters and Ms. Leslie Jamison.
- Additionally, three students (Torey Spindler, Zhanna Medyakova, and Howard Cabbage) spoke to the Board of Trustees about their personal stories and the importance of the CCOG in removing the financial barrier to attend Atlantic Cape.

VI. COMMENTS FROM THE PUBLIC

-Chairperson Mento called for comments from the public on agenda items. There were no comments.

VII. CONSENT RESOLUTIONS

-McAlister read the following consent resolutions.

Res. #87 Approve: Regular Session Minutes (April 2, 2019)

Res. #90

Award of Bids

Number	Item and Vendor Information	Amount
Bid 1849	Chilled Water Loop and H-Bldg Air Handler Chapter 12 Bernal Mechanical Contractors, Inc. Vineland, NJ	\$863,800.00
Bid Ex. 819	Merchant Card Services Touchnet Information Systems, Inc. Lenexa, KS Ellucian, Inc. Fairfax, VA	\$400,959.00
RFP221 Revision	Media Buying JL Media Union, NJ	Original: \$125,000.00 Increase Not to Exceed: \$17,499.00
		Total \$1,282,258.00

Res. #92

Community College Innovation Challenge and Learning Community Grant Application

WHEREAS, the Office of the Secretary of Higher Education is soliciting proposals to fund a project to address a special need, and;

WHEREAS, the Community College Innovation Challenge and Learning Community grant will provide funding to address food insecurity on campus, and;

WHEREAS, funding is required to be spent by June 30, 2019, and;

WHEREAS, the college will apply for a grant of \$10,000 develop food pantries and distribute food during final exams week.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to submit an application to the Office of the Secretary of Higher Education by the deadline of April 5, 2019 to create food pantries and expand food distribution to students in need.

Res. #93 Executive Session

-Trustee Lefke motioned to approve consent resolutions, Trustee Money seconded.

ROLL CALL:

AYES

NO NAYS

ABSTENTIONS- Trustee Bumpus, Trustee DeStefano-Anen and Trustee Byrne abstained on Resolution #87

Motion carried.

VIII. BUDGET REPORT

Chairperson Mento asked Trustee Byrne to provide a budget report as part of regular resolutions.

IX. REGULAR RESOLUTIONS

Res. #88 FY19 Financial Statement for nine months ended March 31, 2019.

Trustee Byrne reported the following:

- As of March 31, 2019, the College has earned 88.76% of budgeted revenues and expended 74.23% of budgeted expenditures. FY19 enrollment is within 656 credits of the 109,619 budget which is only 0.6% below budget. Net FY19 tuition and fees revenue shortfall is \$237,596 (excluding radiology and aviation). In total, revenue is tracking up 0.3% versus a budgeted increase of 0.1%, and expenses are tracking 2.1% less than last year compared to a .9% budgeted decrease. The budgeted margin this year compared to last year is up 11.9%.
- Although there are a net tuition and fee revenue shortfall, there are salary and benefits savings on the expense side to offset the revenue shortfall. Management projects to be within the budgeted margin at this time.

Trustee Money motioned to approve Resolution #88, Trustee Furman seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion Carried.

Res. #89

Personnel Action

It is respectfully requested, upon the recommendation of the President, that the Board approve the following:

Appointment

Jonathan Herrera, Maintenance Mechanic II, Facilities Management effective, May 1, 2019 at an annual salary of \$39,494.

Reclassification

Tammy Taylor, from Housekeeper I to Housekeeper II with a base salary increase from \$31,708 to \$34,038 effective May 1, 2019.

Trustee Torres motioned to approve Resolution #89, Trustee Byrne seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

Res. #91

Policy Reaffirmations (Policy No. 708 *Insurance* and Policy No. 709 *Auxiliary Services*)

WHEREAS, it is periodically necessary to review, reaffirm, and recommend changes to policies in order to ensure orderly operation of the College, and;

WHEREAS, the President's Cabinet have identified Policy No. 708 *Insurance* and Policy No. 709 *Auxiliary Services* as needing only non-substantial changes to title and area and seeks their reaffirmation by the Board.

THEREFORE BE IT RESOLVED, that the Board reaffirm Policy No. 708 and Policy No. 709 as described herein.

Trustee Torres motioned to approve Resolution #91, Trustee Byrne seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

X. COMMITTEE REPORTS

PERSONNEL AND BOARD DEVELOPMENT

- Eileen Curristine described a student incident. No further action is needed.

XI. FOUNDATION REPORT

Trustee Furman reported the following:

- The 5th Annual Alumni Bash will be held on Sunday, June 23 at Morey's Piers in Wildwood. About 500-600 people are expected to attend this fundraising event. Proceeds benefit the outreach and networking events of the Alumni Association.

- Dennis Stacy, Treasurer of the Foundation, is retiring after more than 18 years and will be honored at the Foundation’s Reorganization Meeting on June 19. When Mr. Stacy came to the Foundation in 2000, the Foundation assets were approximately \$800,000. Today the Foundation assets total \$5.1 million. As an Executive Board member, he leads the Finance Committee and Foundation’s Investment and Spend Policies.

XII. NEW JERSEY COUNCIL OF COUNTY COLLEGES (NJCCC)

Trustee Furman reported the following:

- In the Fall of 2018, the NJ Council of County Colleges launched *Vision 2028*, a plan outlining the future of New Jersey’s community colleges. This framework establishes the Council’s priorities.
- The Council also restructured its committees in support of the *Vision 2028* plan to ensure greater involvement in the work of the Council by trustees and presidents, and to ensure that all efforts of the Council, including the Workforce Consortium and the Center for Student Success, are aligned with the priorities of the Council.
- Of the five committees, Atlantic Cape is represented in two of them: Collaboration/Operations Committee (Trustee Furman serves as Co- Chair) and State and Federal Policy Committee (Dr. Gaba serves as Co-Chair). The other three committees are Economic Mobility Committee, Workforce Alignment Committee and Learning Innovations Committee.

XIII. OTHER BUSINESS

- No other business.

XIV. COMMENTS FROM THE PUBLIC

- Niglio commended the students in attendance on the presentation of their personal stories. He also commented on the recent NJEA conference where he spoke with the Honorable Zakiya Smith Ellis, New Jersey Secretary of Higher Education, regarding the positive impact of the Community College Opportunity Grant (CCOG).
- Niglio also discussed Earth Day and the ACCCEA’s donations of soft pretzels, hot dogs and water ice to students. They also will be providing water at Commencement.

XV. EXECUTIVE SESSION

- No Executive Session.

XVI. ADJOURNMENT

– At 6:50pm, Trustee Lefke motioned to adjourn, Trustee Money seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.