

Atlantic Cape Community College
Board of Trustees
Reorganization Meeting Minutes
November 26, 2019

I. Call to order by Chairperson

- Chairperson Mento called the November 26, 2019 annual Reorganization Meeting of the Board of Trustees of Atlantic Cape Community College to order at 6pm.

II. Statement by Secretary confirming adequate notice of meeting

- 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:

- (1) On November 6, 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 November 6, 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.

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
X Ellen Byrne	X Lou Greco, Esq., Legal Counsel
✓ Christina Clemans	✓ Laura Batchelor, Executive Director of Marketing and College Relations
X Dave Coskey	✓ August Daquila, Chief Business Officer

Board Members	College Personnel
X Dr. Judith DeStefano-Anen	X Paula Stewart Davis, Dean of Student Affairs and Enrollment Management
✓ Harrison Furman	✓ Natalie Devonish, Dean, Worthington Atlantic City Campus and Workforce Development
✓ James Kennedy	✓ Leslie Jamison, Chief Financial Officer
X Brian Lefke	✓ Dr. Josette Katz, Vice President, Academic Affairs
✓ Maria K. Mento	✓ Maria Kellett, Dean of Cape May County Campus, Associate Dean of Resource Development
✓ Daniel Money	✓ Jean McAlister, Board Secretary, Chief of Staff, and Dean of Resource Development
X Donald J. Parker	X Dr. Vanessa O'Brien-McMasters, Dean, Institutional Research, Planning & Effectiveness and Information Technology Services
✓ Ahmet Sahingoz	
✓ Maria Ivette Torres	
✓ Helen Walsh	
Public in Attendance	
<ul style="list-style-type: none"> ✓ Bonnie Lindaw, Atlantic County Comptroller ✓ Brittany Smith, Cape May Country Chief Financial Officer 	<ul style="list-style-type: none"> ✓ Cindy DeFalco, Director of Human Resources ✓ Briar Gibbons, Conference and Events Assistant ✓ Sandi Greco, ACCCEA, Director of Systems and Hardware Projects ✓ Caesar Niglio, ACCCEA, Master Technician-Student Affairs ✓ Heather Peterson, ACCCEA, Registrar ✓ Bert Rosica, Men's Baseball Assistant Coach

IV. Nominations for Chairperson

- Chairperson Mento asked that Trustee Torres present the nominations.
- Trustee Torres stated that the Nominating Committee nominates Trustee Maria Mento for the position of Chairperson of the Board of Trustees.
- Trustee Torres asked if there were any nominations for Chairperson from the Floor. None noted.
 - a. Nominations closed
- Trustee Torres motioned to close nominations for chairperson, Trustee Furman seconded.

ROLL CALL:

AYES

NO NAYS

ABSTENTION- Chairperson Mento abstained

Motion carried.

b. Election of Chairperson

- Trustee Torres made a motion to approve Trustee Mento as Chairperson, Trustee Furman seconded.

ROLL CALL:

AYES

NO NAYS

ABSTENTION- Trustee Mento abstained

Motion carried.

- The Board congratulated Chairperson Mento.

c. Chair turned over to Chairperson by Chairperson pro-tempore

V. Nominations for Vice Chairperson

- Chairperson Mento asked Trustee Torres to proceed with Vice-Chairperson nominations.
- Trustee Torres stated that the Nominating Committee nominates Trustee James Kennedy for the position of Vice-Chairperson.
- Trustee Torres asked if there were any nominations for Vice-Chairperson from the floor. None noted.
 - d. Nominations closed
- Trustee Torres motioned to close nominations for Vice-Chairperson, Trustee Walsh seconded.

ROLL CALL:

AYES

NO NAYS

ABSTENTION- Trustee Kennedy abstained

Motion carried.

e. Election of Vice-Chairperson

- Trustee Torres motioned to approve James Kennedy as Vice-Chairperson, Trustee Walsh seconded.

ROLL CALL:

AYES

NO NAYS

ABSTENTION- Trustee Kennedy abstained

Motion carried.

VI. Nominations for Treasurer

- Chairperson Mento asked Torres to proceed with the Treasurer nomination.
- Trustee Torres stated that the Nominating Committee nominates Trustee Ellen Byrne for the position of Treasurer.
- Trustee Torres asked if there were any nominations for Treasurer from the floor. None noted.

f. Nominations closed

- Trustee Torres motioned to close nominations for Treasurer, Trustee Bumpus seconded.

ROLL CALL

AYES

NO NAYS

NO ABSTENTIONS

Motion Carried.

g. Election of Treasurer

- Trustee Torres motioned to approve Trustee Byrne as Treasurer, Trustee Bumpus seconded.

ROLL CALL:

AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

VII. Appointment of Secretary of the Board

- Trustee Torres motioned to reappoint Jean McAlister to Secretary of the Board and Trustees. Trustee Furman seconded.

ROLL CALL:

ALL AYES
NO NAYS
NO ABSTENTIONS

Motion carried.

VIII. Adoption of Regular Meeting schedule

- Chairperson Mento requested adoption of the 2019-2020 meeting schedule as it appears in the packet, noting no meetings in December and July.
- Trustee Bumpus motioned to approve, Trustee Furman seconded.

ROLL CALL:

ALL AYES
NO NAYS
NO ABSTENTIONS

Motion carried.

IX. Resolution #37, Banking Depositories

- Trustee Byrne stated that this Resolution is the annual Designation of Banking Depositories/Funds Transfer Agreements presented at the Reorganization meeting and defines the officials authorized as signatories on college checks, the number of signatures required (2), and the dollar amount limits for those signatures. The Resolution also authorizes ACH transfers for payroll and accounts payable liabilities and funds transfer agreements by one of the listed signatories.
- Jamison explained the check approval procedures.
- Trustee Bumpus motioned to approve, Trustee Furman seconded.

ROLL CALL:

ALL AYES
NO NAYS
NO ABSTENTIONS

Motion carried.

X. Appointments/Recruitment for Standing Committees

- Chairperson Mento requested that each board member please complete the “Board

Committee Service Application” online survey, identifying preference of committee assignments. Please complete the survey by December 3.

XI. Annual Trustee Forms

- Chairperson Mento requested that the Board Members complete the annual Code of Ethics Pertaining to Conflicts of Interest for College Trustees disclosure form and give them to the Board Secretary by December 3.
- The following were provided to the Board.
 - h. Code of Ethics Pertaining to Conflicts of Interest for College Trustees
 - i. Committees: Application for Service (via email)
 - j. Eight Key Principles for Community College Trustees

Note: 2020 Financial Disclosure Statement will require electronic filing in the near future.

XII. Adjournment

- At 6:11pm, Trustee Money motioned to adjourn, Trustee Bumpus seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.