

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:

(1) On August 1, 2018 advance written notice of this scheduled meeting was posted at the bulletin board, 2nd floor, “J” Building of the Mays Landing Campus, Cape May County Campus, and Worthington Atlantic City Campus and copies of the notice were delivered to the clerks of Atlantic and Cape May counties and clerks of the Boards of Chosen Freeholders of Atlantic and Cape May Counties, and

(2) On August 1, 2018 copies of advance written notice of this meeting were mailed to all persons, who according to the records of Atlantic Cape Community College requested and paid for such notices on or before January 1, 2018.

II. FLAG SALUTE

- Vice-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
✓ Ellen Byrne (phone)	✓ Dr. Barbara Gaba, President
✓ Christina Clemans	✓ Lou Greco, Esq., Legal Counsel
X Dave Coskey	✓ Eileen Curristine, Dean, Human Resources, Public Safety and Compliance
✓ James Kennedy	✓ August Daquila, Chief Business Officer
X Brian Lefke	✓ Jean McAlister, Board Secretary, Chief of Staff, and Dean of Resource Development

Board Members	College Personnel
✓ Meghan Clark, Alumni Representative (phone)	✓ Dr. Josette Katz, Vice President, Academic Affairs
✓ Daniel Money	✓ Leslie Jamison, Chief Financial Officer
✓ Maria K. Mento (Acting Chairperson)	✓ Dr. Vanessa O'Brien-McMasters, Dean, Institutional Research, Planning & Effectiveness and Information Technology Services
✓ Robert Bumpus	✓ Paula Stewart Davis, Dean of Student Affairs and Enrollment Management
✓ Donald J. Parker	X Donna Vassallo, Dean of Worthington Atlantic City Campus, and Dean of Career Education
✓ Maria Torres	X Maria Kellett, Dean of Cape May County Campus, Associate Dean of Resource Development
✓ Helen Walsh	✓ Laura Batchelor, Executive Director of Marketing and College Relations
✓ Leslie White-Coursey	
Others in Attendance	
✓ Effie Russell, Professor	✓ Bonnie Lindaw, Atlantic County Government
✓ Caesar Niglio, ACCCEA ✓ Chef Daniel Matt	✓ Sandi Greco, Assistant Director, PC Services

IV. CALL TO ORDER –

-Vice-Chairperson Mento called the meeting to order at 6:00 pm.

V. PRESIDENT'S REPORT

-Dr. Gaba introduced Dr. Vanessa O'Brien-McMasters, the new Dean of Institutional Research, Planning & Effectiveness and Information Technology Services.

-Dr. Gaba reported on the following:

Free Community College Tuition

-Atlantic Cape will apply for \$250,000 as part of the Community College Opportunity Grant (CCOG). Any college who applies will be awarded so they may begin innovative planning, outreach and recruitment of eligible students with family income of \$45,000 or less.

Additionally, should Atlantic Cape be selected in the pilot program, then our students can immediately take advantage of the funding as the “last dollar scholarship” for this cohort of students.

Middle States Reaccreditation

-A copy of the final report was sent to the Board of Trustees. The Institutional Effectiveness Committee, co-chaired by Dr. O’Brien-McMasters and Dr. Katz, will oversee implementation of the recommendations. Dr. Gaba thanked the entire College community for their hard work and participation.

K-12 Partnerships

-Dr. Gaba thanked Trustee Money for facilitating meetings with superintendents and principals at area high schools. Additionally, Dean Vassallo is at Middle Township High School this evening as part of a new recruitment/outreach strategy entitled, “Atlantic Cape at Middle Township.” The Principal, George West embraced this concept and personally contacted graduates and their parents to invite them to the event.

Facilities Update-Cape May County Campus

-The State of New Jersey granted approval to reallocate remaining GO Bond funds allowing the renovation and expansion of the Student Success Center. This space renovation will provide students with a space for group seminars, group advising and similar applications.

Student Services

-The Center for Accessibility (CFA) is working closely with the Division of Vocational Rehabilitation (DVR) to sponsor students enrolled in college level courses who are in need of services such as sign language interpreters. This partnership has significant cost savings.

Technology Upgrades

-We are moving forward with the College’s Technology Plan 2017-2021. On the Board agenda is approval for \$600,000 to replace the current, 30-year old phone system improving quality as well as featuring several enhancements such as voicemail to text transcription and caller ID. This upgrade is funded through Chapter 12.

Community Relations-Cape May County Campus (CMCC)

-The CMCC recently held a resource fair for Veterans, active military and their family.

-Dean Kellett participated in the first “Strategic Doing” workshop to help Cape May County build a New Jersey UAS ecosystem that will be the UAS hub for the Northeast Corridor.

Community Relations-Worthington Atlantic City Campus

-The Worthington Atlantic City’s partnership with “La Casa Dominicana”, a local, non-profit organization committed to ESL learning, continues to grow. Since March, Worthington Atlantic City has offered classroom space for four ESL courses and participated in a graduation ceremony for two classes. Dean Vassallo continues to work with this partner to provide additional support.

-Dean Vassallo and staff members participated in two Atlantic City Community Walks this summer, sponsored by the Atlantic County Coalition for Safe Community, and joined the Atlantic City Police Department and other community members recently supporting National Night Out at Pop Lloyd Field.

Enrollment Initiatives

-Enrollment continues to be a concern not only at Atlantic Cape but across the State and the County. For example, in Cape May County the high school population has been in double digit decline for the last 10 years. This decline has had an impact on our enrollment. We have taken many innovative initiatives for recruitment efforts to a variety of targeted populations.

Inside the College

-Laura Batchelor, Executive Director of Marketing and College Relations, provided the Board of Trustees a detailed description of the 2018-2019 multi-media branding campaign featuring "See Where the Cape Will Take You."

VI. COMMENTS FROM THE PUBLIC

- Vice-Chairperson Mento called for comments from the public on agenda items.
- None noted

VII. EXECUTIVE SESSION

-No Executive Session

VIII. CONSENT RESOLUTIONS

-McAlister read the following consent resolutions.

Res. #1 Approve: Regular Session Minutes (June 26, 2018)

Res. #4 Approve: **Bid 1844** Library and Building-C Doors, \$126,370.00, Renewal and Replacement, Garozzo & Scimeca Construction, Inc, Williamstown, NJ; **Bid 1845** Resurface Building-C Roof and New Fascia, \$856,000.00, Chapter 12, Union Roofing, Philadelphia, PA; **Bid Ex 806** Nursing Assessment Program, \$70,000.00, FY19 Perkins Grant, Assessment Technologies Institute, Overland Park, KS; **Bid Ex 807** Billboards, \$31,706.00, FY19 Marketing & College Relations Operational Budget, Interstate Outdoor Advertising, Cherry Hill, NJ; **Bid Ex 808** Project Management Services, \$531,150.00, Capital Projects, Chapter 12 and R&R, Atlantic County Improvement Authority, Atlantic City, NJ; **Bid Ex 809** New Phone System, \$666,479.00, Chapter 12, Converge One, Parsippany, NJ; Total \$2,281,705.00.

Res. #4

Award of Bids

Number	Item and Vendor Information	Amount
Bid 1844	Library and Building-C Doors Renewal and Replacement Garozzo & Scimeca Construction, Inc Williamstown, NJ	\$126,370.00
Bid 1845	Resurface Building-C Roof and New Fascia Chapter 12 Union Roofing Philadelphia, PA	\$856,000.00
Bid Ex 806	Nursing Assessment Program FY19 Perkins Grant	\$70,000.00

Number	Item and Vendor Information Assessment Technologies Institute Overland Park, KS	Amount
Bid Ex 807	Billboards FY19 Marketing & College Relations Operational Budget Interstate Outdoor Advertising Cherry Hill, NJ	31,706.00
Bid Ex 808	Project Management Services Capital Projects, Chapter 12 and R&R Atlantic County Improvement Authority Atlantic City, NJ	\$531,150.00
Bid Ex 809	New Phone System Chapter 12 Converge One Parsippany, NJ	\$666,479.00
		Total \$2,281,705.00

Res. #5 Approve: To submit an application for the Community College Opportunity Grant Program, in order to provide planning, outreach and recruitment of students eligible under the Governor's Community College Opportunity Grant Program (CCOG), requesting a grant of \$250,000, over the anticipated Spring 2019 academic term.

Res. #5

WHEREAS, the New Jersey Higher Education Student Assistance Authority and the Office of the Secretary of Higher Education are jointly soliciting grant applications, and

WHEREAS, the New Jersey Higher Education Student Assistance Authority and the Office of the Secretary of Higher Education will provide direct grants to New Jersey Community Colleges for the purpose of planning, outreach and recruitment of students eligible under the Governor's Community College Opportunity Grant Program (CCOG), and

WHEREAS, Community Colleges selected will be designated as pilot schools to implement the Governor's new \$20 million initiative to receive "last dollar" scholarships to fund tuition for the Spring 2019 semester, and

WHEREAS, each applicant will receive a planning grant of at least \$250,000 to participate in the pilot or to build capacity for future iterations of this grant, and

WHEREAS, Atlantic Cape will request a grant of \$250,000 in order to plan outreach and recruitment initiatives for eligible students, over the anticipated Spring 2019 academic term.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to submit an application for the Community College Opportunity Grant Program, in order to provide planning, outreach and recruitment of students eligible under the Governor's Community College Opportunity Grant Program (CCOG), requesting a grant of \$250,000, over the anticipated Spring 2019 academic term.

Res. #3 Approve: Appointment-Clifford Burns, Technician, Information Technology Services at an annual salary of \$30,944 effective August 22, 2018; **Emily Smykla**, Specialist, Office of the President and Board of Trustee Services at an annual salary of \$37,615 effective August 22, 2018; **Nicole Thompson**, Advertising and Media Coordinator at an annual salary of \$37,615 effective August 22, 2018. Title Change-Eileen Curristine, from Dean, Human Resources, Public Safety and Compliance to Chief Officer for Human Resources, Public Safety and Compliance at her current base effective August 22, 2018. Resignation-Deborah Seaman, Senior Lab Manager, Nursing and Allied Health retroactive to August 3, 2018; **James Smith**, Security Officer, Security retroactive to July 18, 2018. **Patrice Leatherberry**, Program Coordinator, Student Activities effective September 14, 2018.

Res. #3

Personnel Action

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

Appointments

Clifford Burns, Technician, Information Technology Services at an annual salary of \$30,944 effective August 22, 2018.

Emily Smykla, Specialist, Office of the President and Board of Trustee Services at an annual salary of \$37,615 effective August 22, 2018.

Nicole Thompson, Advertising and Media Coordinator at an annual salary of \$37,615 effective August 22, 2018.

Title Change

Eileen Curristine, from Dean, Human Resources, Public Safety and Compliance to Chief Officer for Human Resources, Public Safety and Compliance at her current base effective August 22, 2018.

Resignation

Deborah Seaman, Senior Lab Manager, Nursing and Allied Health retroactive to August 3, 2018.

James Smith, Security Officer, Security retroactive to July 18, 2018.

Patrice Leatherberry, Program Coordinator, Student Activities effective September 14, 2018.

Res. #3A Approve: To approve the authority to recall an additional Chef Educator with Board of Trustee endorsement at a subsequent Board meeting.

Res. #3A

Personnel Action

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

WHEREAS, the Board of Trustees of Atlantic Cape Community College gives the College President, Dr. Barbara Gaba the authority to recall an additional Chef Educator should the Academy of Culinary Arts student enrollment warrant such recall, and

WHEREAS, this authority is granted for a one-month period as the college continues to monitor enrollment for the Academy of Culinary Arts at Atlantic Cape Community College.

THEREFORE BE IT RESOLVED upon the recommendation of the President that the Board approve the authority to recall an additional Chef Educator with Board of Trustee endorsement at a subsequent Board meeting.

Res. #10 Approve: To reaffirm Board of Trustees Policy #500-Administrative Responsibility.

Res. #10

Policy #500-Administrative Responsibility

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

WHEREAS, the following policy has been identified as needing only non-substantial changes to title and area, and is seeking to be reaffirmed by the Board.

THEREFORE BE IT RESOLVED, that the Board reaffirm Policy 500 as described here in.

Res. #11 Approve: To adopt Board of Trustees Policy #704-College Purchasing Policy for Accessibility.

Res. #11

Adopt Policy #704 College Purchasing Policy for Accessibility

WHEREAS, on May 26, 2015 the Board of Trustees approved Resolution #113 approving the agreement between the National Federation for the Blind and Atlantic Cape Community College, and

WHEREAS, the terms of this agreement were approved by both parties and filed as a Consent Decree with the United States District Court for the District of New Jersey on July 7, 2015, and

WHEREAS, the Consent Decree specifies actions to be undertaken by the College, and

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

WHEREAS, in order to ensure that electronic technology purchased or licensed for, or deployed to students or prospective students is Accessible to those who are blind or visually impaired, unless its acquisition results in undue financial and administrative burdens or a fundamental alteration in a program, service or offering. ACCC shall advise vendors of its desire to procure web-based EIT that complies with the WCAG 2.0 AA standards. ACCC will request vendors to warrant in writing that any technology provided is Accessible as described in this Decree, and

THEREFORE BE IT RESOLVED, that the Board approve the adoption of Policy #704- College Purchasing Policy for Accessibility as described herein.

Res. #12 Executive Session

-Vice-Chairperson Mento noted the comprehensive list of projects listed and timetable presented in the board packet that Atlantic County Improvement Authority may be assisting Atlantic Cape under Resolution #4.

-Trustee Money motioned to approve the consent agenda, Trustee Torres seconded.

ROLL CALL:

ALL AYES

NO NAYS
NO ABSTENTIONS

Motion carried.

IX. BUDGET REPORT

- Vice-Chairperson Mento asked Trustee Kennedy to provide a budget report as part of regular resolutions.

X. REGULAR RESOLUTIONS

Res. #2 - FY18 Financial Statement for eleven months ended June 30, 2018 as of August 8, 2018.

-Jamison stated that the preliminary Fiscal Year 2018 year-to-date data summarized in the Board Summary Report for the twelve months ended June 30, 2018, indicate the College has earned 97.75% of budgeted revenues and expended 95.96% of budgeted expenses.

-Jamison stated that the fiscal year end closing process is ongoing but most of the material year-end adjustments are complete and reflected in this draft FY18 Board report. The year-end PERS adjustment is an estimate as the State of New Jersey has not published the Employer Liability. The College has accrued for the PERS adjustment based on prior years' experience.

-Jamison stated that management projects that the College will not use all of the original budgeted fund balance, largely due to cost savings. The actual amount of fund balance used will be dependent on final year-end entries which includes the PERS adjustment which could be a material change.

-Trustee Kennedy motioned to approve resolution #2, Trustee Torres seconded.

ROLL CALL:

ALL AYES
NO NAYS
NO ABSTENTIONS

Res. #8 Approve: FY19 Financial Statement for one month ended July 31, 2018.

-Jamison stated that as of July 31, 2018, the College has earned 9.23% of budgeted revenues and expended 14.25% of budgeted expenditures. FY19 Summer enrollment is nearly the same as prior year, or 5.0% more than projected. Summer tuition revenue surplus is \$110,000. Overall expenses and encumbrances are tracking above July of last year because of the timing of payments and the creation of purchase orders. Salaries and benefits expenses are 1.9% lower than the prior year.

-Trustee Kennedy motioned to approve resolution #8, Trustee Money seconded.

ROLL CALL:

ALL AYES
NO NAYS
NO ABSENTIONS

Res. #7 Approve: To award a contract to Universal Protection Services DBA Allied Universal Services for security services in an amount not to exceed \$350,000.00 to June 30, 2019.

Res. #7

RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR PROFESSIONAL SERVICES

**Universal Protection Service DBA Allied Universal Service
Voorhees, NJ**

WHEREAS, under New Jersey Community College Contract Law a contract to a State Contract vendor may be awarded without public advertising for Bids, and as required by Play-To-Play law a Business Disclosure Entity Certification is on file, and

WHEREAS, as required by Play-To-Play law a Business Disclosure Entity Certification is on file; and

WHEREAS, at the November 24, 2015 meeting the Board of Trustees approved resolution #35 to have an armed security presence on each of the College's three campuses, and

WHEREAS, Universal Protection Services DBA Allied Universal Service is a New Jersey State contract vendor for security services, and

WHEREAS, Universal Protection Services DBA Allied Universal Service purchased our current armed security firm, US Security Associates, Inc., and

WHEREAS, the State contract price for armed security with Universal Protection Services DBA Allied Universal Service in Atlantic and Cape May counties will provide a cost savings of \$70,000 per year.

THEREFORE BE IT RESOLVED, that the Board of Trustees of Atlantic Cape Community College awards a contract to Universal Protection Services DBA Allied Universal Services for security services in an amount not to exceed \$350,000.00 to June 30, 2019.

-Trustee Kennedy motioned to approve resolution #7, Trustee Money seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS

Res. #9 Honorary: To extend to Thomas Milhous appreciation for his service to the Board, the College, and its students.

Res. #9

Honorary Resolution Trustee Thomas Milhous

WHEREAS, Mr. Milhous was appointed to the Board of Trustees on September 10, 2013, and

WHEREAS, Mr. Milhous served for the past five years on a number of Board Committees including Personnel & Board Development, Diversity & Equity, and Academic and Student Affairs for which he served as chair since November 2013, and

WHEREAS, Mr. Milhous was instrumental in the appointment of the ninth President of Atlantic Cape Community College, Dr. Barbara Gaba, and

WHEREAS, Mr. Milhous shared his valuable expertise of aviation systems on numerous occasions, and

WHEREAS, Mr. Milhous passionately advocated for Atlantic Cape Community College and its students with unwavering distinction, and

WHEREAS, Mr. Milhous resigned from his position on the Board of Trustees on June 27, 2018.

THEREFORE BE IT RESOLVED, that the Board of Trustees of Atlantic Cape Community College hereby extends to Mr. Milhous its appreciation for his service to the Board, the College, and its students.

-Trustee Parker read the resolution in its entirety and stated that Mr. Milhous will be missed, especially on the Personnel and Board Development Committee.

-Trustee Parker motioned to approve Resolution #9, Trustee White-Coursey seconded.

-Vice Chairperson Mento stated that Trustee Milhous was “enthusiastic and contributed in many ways to the Board” and that “he will be missed.”

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS

XI. COMMITTEE REPORTS:

PERSONNEL AND BOARD DEVELOPMENT-

Trustee Parker noted there were no items on the Cleary Act Report.

FOUNDATION REPORT-

Trustee Walsh reported the following:

- Mark Giannantonio, President of Resorts AC, has graciously accepted to be the Restaurant Gala’s Community Honoree. The event is March 14, 2019.

-The Annual Golf Tournament is October 12 at Cape May National hosted by the Mullock Family. Sponsorships and foursomes are available. Many thanks to Trustee Clemans for being an important sponsor of this event.

NEW JERSEY COUNCIL OF COUNTY COLLEGES (NJCCC)

Trustee Torres reported on the most recent NJCCC meeting:

-The Executive Officers recently had a retreat and the Free Community College Initiative was discussed. In September all Trustees are invited to an annual meeting. Invitations to follow.

XII. OTHER BUSINESS-

-Trustee Parker discussed that Raritan Valley Community College, where he serves on the advisory committee for workforce training, convened a focus group on how to improve the design of new credit and credential programs to area businesses in a more efficient and urgent manner-“Urgication”. The healthcare industry is evolving rapidly and community colleges play an important role in responding to the community needs.

- Trustee Money discussed the most recent board training he attended, ACCT’s Governance Leadership Institute along with Trustee Clark, Dr. Gaba and Jean McAlister. This was an

excellent professional development opportunity where one could hear the concerns and ideas from other board members and presidents of institutions from across the country.

-Trustee Money applauded management and the local Superintendents and Principals for their expediency in forging partnerships.

-Trustee Money noted that there is a book bag giveaway in Woodbine, and Atlantic Cape will be present.

-Trustee White-Coursey discussed the upcoming Whitesboro event on September 1 where Dr. Gaba will be the Keynote Speaker. Atlantic Cape will have a table present and provide capes.

XIII. COMMENTS FROM THE PUBLIC-

-Niglio reported that the union participants provided snacks and water ice during New Student Day orientations at all three campuses.

-Niglio reported that the contract negotiations are progressing.

-Professor Russell discussed Middle States and noted that Dr. Gaba's leadership during the team visit "brilliant" and hoped the board acknowledges the long hours over several years that faculty and staff put into this reaccreditation process to ensure Atlantic Cape met Middle States requirements.

-Professor Russell stated that given the enrollment decline, she still has concerns over the cost of security and asked the Board to ask the County for additional funds, citing ACIT received County funding for their armed security guards.

-Professor Russell thanked Laura Bachelor for her recent assistance.

XIV. ADJOURNMENT

-At 7pm, Trustee Money motioned to adjourn, Trustee Walsh seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS