

Atlantic Cape Community College
Board of Trustees
Reorganization Meeting Minutes
November 20, 2018

I. Call to order by Chairperson

-Chairperson Coskey called the November 20, 2018 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, 2018, 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, 2018, 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
✓ Ellen Byrne (phone)	✓ Dr. Barbara Gaba, President
✓ Christina Clemans (phone)	✓ Lou Greco, Esq., Legal Counsel
✓ Dave Coskey	✓ Eileen Curristine, Chief Officer, Human Resources, Public Safety and Compliance
✓ James Kennedy	✓ August Daquila, Chief Business Officer

Board Members	College Personnel
✓ Brian Lefke	✓ Jean McAlister, Board Secretary, Chief of Staff, and Dean of Resource Development
✓ Meghan Clark, Alumni Representative (phone)	✓ Dr. Josette Katz, Vice President, Academic Affairs
✓ Daniel Money	✓ Leslie Jamison, Chief Financial Officer
✓ Maria K. Mento	✓ 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
✓ Dr. Judith DeStefano-Anen	✓ Donna Vassallo, Dean of Worthington Atlantic City Campus, and Dean of Career Education
X Donald J. Parker	✓ Laura Batchelor, Executive Director of Marketing and College Relations
✓ Maria Torres	X Maria Kellett, Dean of Cape May County Campus, Associate Dean of Resource Development
✓ Helen Walsh	
Others in Attendance	
✓ Freeholder E. Marie Hayes, Cape May County Government	✓ Bonnie Lindaw, Atlantic County Government

IV. Executive Session.

-At 6:07pm, Chairperson Coskey requested to motion to enter into Executive Session. Trustee Money motioned, Trustee Lefke seconded.

ROLL CALL
 ALL AYES
 NO NAYS
 NO ABSTENTION
 Motion carried.

Secretary's Note-The Board resumed in Regular Session at 6:35pm.

V. Nominations for Chairperson

-Chairperson Coskey asked that Trustee Torres present the nominations.

a. Nominations closed

-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.

-Trustee Money motioned to close nominations for chairperson, Trustee Walsh seconded.

ROLL CALL

AYES

NO NAYS

ABSTENTION- Chairperson Coskey abstained

Motion carried.

b. Election of Chairperson

- Trustee Money made a motion to approve Trustee Mento as Chairperson, Trustee Walsh seconded.

ROLL CALL

AYES

NO NAYS

ABSTENTION- Trustee Coskey abstained

Motion carried.

-The Board congratulated Chairperson Mento and recognized that she was the first Atlantic Cape Alumna to be Chairperson of the Board of Trustees.

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

-Trustee Coskey thanked Trustee Torres and the committee and thanked all the Trustees, Dr. Gaba, the Cabinet, faculty and staff for their support during the last two years. Coskey recognized that Trustee Evans called him almost every day for support and guidance.

-Trustee Lefke acknowledged Trustee Coskey's work in both counties and keeping the Board informed.

-Chairperson Mento noted that Trustee Coskey served as Chairperson during a very critical time, including the selection of a new College President.

VI. Nominations for Vice Chairperson

d. Nominations closed

-Chairperson Mento asked Torres to proceed with Vice-Chairperson nominations.

-Trustee Torres stated that the nominating committee nominates James Kennedy for the position of Vice-Chairperson.

-Trustee Torres asked if there were any nominations for Vice-Chairperson from the floor. None

noted.

-Trustee Money motioned to close nominations for Vice-Chairperson, Trustee Coskey seconded.

ROLL CALL

AYES

NO NAYS

ABSTENTION- Trustee Kennedy abstained

Motion carried.

e. Election of Vice Chairperson

-Trustee Money motioned to approve James Kennedy as Vice-Chairperson, Coskey seconded.

ROLL CALL

AYES

NO NAYS

ABSTENTION- Trustee Kennedy abstained

Motion carried.

VII. Nominations for Treasurer

f. Nominations closed

- 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.

- Trustee Money motioned to close nominations for Treasurer, Trustee Coskey seconded.

ROLL CALL

AYES

NO NAYS

ABSTENTIONS-Trustee Kennedy abstained

Motion Carried.

g. Election of Treasurer

-Trustee Torres motioned to approve Trustee Kennedy as Treasurer, Trustee Coskey seconded.

ROLL CALL

AYES

NO NAYS

ABSTENTIONS-Kennedy abstained

Motion carried.

VIII. Appointment of Secretary of the Board

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

Coskey seconded.

ROLL CALL
ALL AYES
NO NAYS
NO ABSTENTIONS

Motion carried.

IX. Adoption of Regular Meeting schedule

-Chairperson Mento requested adoption of the 2018-2019 meeting schedule as it appears in the packet, noting no meeting in July.

-Trustee Coskey motion to approve, Trustee Money seconded.

ROLL CALL
ALL AYES
NO NAYS
NO ABSTENTIONS

Motion carried.

X. Resolution #34, Banking Depositories

-Trustee Byrne asked Trustee Kennedy to read resolution #34.

-Trustee Kennedy 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 Kennedy motioned to approve, Trustee Money seconded.

ROLL CALL
ALL AYES
NO NAYS
NO ABSTENTIONS

Motion carried.

XI. Appointments/Recruitment for Standing Committees

-Chairperson Mento requested that each board member please complete the “committee request” online survey, identifying preference of committee assignments. Please complete the survey by December 11.

XII. 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 5.

-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: 2018 Financial Disclosure Statement will require electronic filing.

XIII. Adjournment

- Trustee Money motioned to adjourn at 6:50pm, Trustee Bumpus seconded.

ROLL CALL
ALL AYES
NO NAYS
NO ABSTENTIONS

Motion carried.