

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 October 7, 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 October 7, 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

- 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
✓ Christina Clemans	✓ Laura Batchelor, Executive Director of Marketing and College Relations
✓ Dave Coskey	✓ August Daquila, Chief Business Officer
✓ Dr. Judith DeStefano-Anen	X Paula Stewart Davis, Dean of Student Affairs and Enrollment Management
X Harrison Furman	✓ Natalie Devonish, Dean, Worthington Atlantic City Campus and Workforce Development

Board Members	College Personnel
X 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
✓ 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"> ✓ Julie Sharkey, Atlantic County Comptroller ✓ Brittany Smith, Cape May Country Chief Financial Officer 	<ul style="list-style-type: none"> ✓ Caesar Niglio, ACCCEA, Master Technician-Student Affairs ✓ Heather Peterson, ACCCEA, Registrar ✓ Dr. Otto Hernandez, ACCCEA, Professor, CIS, ISAS ✓ Rahshana Davis, ACCCEA, Scholarship Manager ✓ Cheryl Garwood, ACCCEA, Specialist, Bursar's Office

IV. CALL TO ORDER

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

V. PRESIDENT'S REPORT

- Dr. Gaba introduced Natalie Devonish as the new Dean of the Worthington Atlantic City Campus and Workforce Development. Chairperson Mento congratulated Dean Devonish

and Trustee Walsh thanked Dean Donna Vassallo for her work while serving in this position.

- Dr. Gaba discussed the following:
 - Enrollment is up with nearly 5,100 students. Compared to the same time last year, we are up +1.1% in credits and +1.0% in heads.
 - The Community College Opportunity Grant (CCOG), “Free-Tuition” program this Fall semester has provided financial assistance to 409 students totaling \$617,000.
 - The Nursing Program is celebrating its 50th anniversary of the first graduating class in May 1969. There were 18 graduates in 1969 and 66 graduates in 2019, with 2,824 Nursing graduates in its 50-year history. Today, we have more than 200 students in the Nursing program as we continue to support our healthcare partners in Atlantic and Cape May counties.
 - The ACCT’s 50th Leadership Congress was October 16-19. Dr. Gaba congratulated Jean McAlister who received the Professional Board Staff Member Award, Northeast Region. Dr. Gaba and Trustee Byrne presented, “*Accessibility Compliance: From Consent Decree to Culture of Opportunity*”. Trustee Byrne also discussed the ACCT conference and the many sessions that she attended and that Dr. Gaba was a speaker on the panel, “*Conducting an Effective CEO Search.*”
 - Artist Kelley Prevard gave an inspiring presentation to the Board about her mural that is located on the Baltic Avenue side of the Worthington Atlantic City Campus. This mural is part of the 48 Blocks project that occurred in August.

Secretary’s Note-The President’s monthly report is posted on the Board webpage under the Minutes section.

- Trustee Parker motioned to move Resolution #30 to the President’s Report, honoring Ms. Kelley Prevard. Trustee Torres seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

Res. #30

Recognition of Ms. Kelley Prevard, Artist

Honorary: To thank local artist Kelley Prevard for painting her inspirational, beautiful mural on the wall of the College's Worthington Atlantic City Campus that will honor Atlantic City, its history and its people for years to come.

- Trustee Parker motioned to approve Resolution #30, Trustee Money seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

Inside the College

- Dr. Josette Katz provided the Board with an update on the Consent Decree.

VI. COMMENTS FROM THE PUBLIC

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

VII. CONSENT RESOLUTIONS

McAlister read the following consent resolutions.

Res. #23 Approve: Regular Session Minutes (September 24, 2019)

Res. #27

Resolution Authorizing the Award of a Contract for Ashley Foods

Philadelphia, PA

Approve: Authorizing the Award of a Contract for Ashley Food to provide culinary food items as needed for class instruction for the sum in excess of \$17,500.00.

Res. #27A

Resolution Authorizing the Award of a Contract for B.F. Mazzeo Fruit & Produce

Northfield, NJ

Approve: Authorizing the Award of a Contract for B.F. Mazzeo to provide culinary food items as needed for class instruction for the sum in excess of \$17,500.00.

Res. #27B

Resolution Authorizing the Award of a Contract for US Food Service

Bridgeport, NJ

Approve: Authorizing the Award of a Contract for U.S. Food Service to provide culinary food items as needed for class instruction for the sum in excess of \$17,500.00.

Res. #27C

**Resolution Authorizing the Award of a Contract for Samuels and Son Seafood
Philadelphia, PA**

Approve: Authorizing the Award of a Contract for Samuels and Son Seafood to provide culinary food items as needed for class instruction for the sum in excess of \$17,500.00.

Res. #29

Community College Opportunity Grant

Approve: To accept a grant of \$265,000 from the New Jersey Higher Education Student Assistance Authority and the Office of the Secretary of Higher Education, over the grant term of September 15, 2019-August 1, 2020, in order to provide planning, outreach and recruitment of students eligible under the Governor's Community College Opportunity Grant Program (CCOG).

Res. #25

Personnel Action

Reclassifications: **Sean Leidy**, from Housekeeper I, Facilities to Housekeeper II, Facilities with a base salary increase from \$29,068 to \$31,975 effective October 23, 2019; **Harry Whitelam**, from Director, Purchasing and Storeroom Operations to Director, Purchasing and Receiving with a base salary increase from \$67,609 to \$72,342 effective October 23, 2019.

Resignations: **Susan DeCicco**, Program Coordinator, Health Professions Institute, Workforce Development October 25, 2019; **Matthew Gettings**, Maintenance Mechanic II, Facilities retroactive to September 10, 2019.

Res. #19

Bylaws Revisions

Approve (final reading): To approve changes to the Board of Trustees Bylaws.

Res. #31

Policy Adoption

Volunteer Sick Leave Donation Policy

Approve: To adopt Policy No. 864 *Volunteer Sick Leave Donation Policy*.

Res. #32 Executive Session

– Trustee Torres motioned to approve consent resolutions, Trustee Walsh seconded.

ROLL CALL:

ALL AYES

NO NAYS

ABSTENTIONS- Trustee Coskey, Trustee Bumpus, and Trustee Parker abstained from voting on Resolution #23.

Motion carried.

VIII. BUDGET REPORT

- Trustee Byrne reported under Resolution #2 – Regular Resolutions.

IX. REGULAR RESOLUTIONS

Res. #2 FY19 Draft Financial Statement for twelve months ended June 30, 2019 as of October 10, 2019.

Trustee Byrne reported the following:

- As of this draft report, the College has earned 99.04% of revenues and expended 96.14% of expenditures. Management projects that the College will have a positive net margin and not need to use the budgeted fund balance. This is largely due to cost savings. The fiscal year end closing process is on-going, and the final FY19 net margin is dependent on completing the year end entries. The auditors' fieldwork began earlier this month.
- The FY19 Enrollment Audit is due November 1st to the State. Atlantic Cape's FY19 fundable credits total 109,009, which is a 5.08% decrease from FY18. The FY19 budgeted credits were 109,619. Bound copies of the Enrollment Report will be distributed at November's Board meeting.
- Trustee Byrne motioned to approve Resolution #2, Trustee Money seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion Carried.

Res. #24 FY20 Financial Statement for three months ended September 30, 2019.

Trustee Byrne reported the following:

- As of September 30, 2019, the College has earned 44.4% of budgeted revenues and expended 29.4% of budgeted expenditures. Year to date revenue is up 4.4% compared to this time last year, and year to date expenditures are flat compared to last year.
- Fall enrollments are 2,591 credits above the 47,981 budgeted credits, or 5.4% above budget. Fall credit enrollment is up 0.5% versus last year, compared to a budgeted -5.0% decrease. FY20 Summer and Fall tuition and fee revenue is 4.7% above budget.

- Trustee Byrne motioned to approve Resolution #24, Trustee Money seconded.

ROLL CALL:

ALL AYES
NO NAYS
NO ABSTENTIONS
Motion carried.

Res. #26

Award of Bids

Approve: Bid Ex. 839 Programming Computers and Charging Cabinets, Software House International, Somerset, NJ, Troxell, Phoenix, AZ, \$43,428.00 (Perkins Grant Funded); **Bid. Ex. 840** PBX Technician Services, Tricomm Services Corp, Moorestown, NJ, \$35,000.00 (not to exceed); Total \$78,428.00.

Trustee Byrne stated the following:

- Bid Ex. 839 is for the purchase of 24 new computers for computer programming courses which require more RAM and a higher-powered processor. The Lenovo ThinkPads originally quoted are no longer available. However, for an additional \$2,772, the new Lenovo ThinkPad machines have been purchased. The purchase is funded by the Perkins Grant.
- Trustee Byrne motioned to approve Resolution #26, Trustee Money seconded.

ROLL CALL:

ALL AYES
NO NAYS
NO ABSTENTIONS
Motion carried.

Res. #28

Policy Changes and Reaffirmations

Approve: To approve changes, eliminations, and reaffirmations to Policy No. 27 College Social Media Policy, Policy No. 900 Office of Facilities Management, Policy No. 902 Facilities Management Office Functions, and Policy No. 915 Maintenance, Grounds and Housekeeping.

- Trustee Parker motioned to approve Resolution #28, Trustee Torres seconded.

ROLL CALL:

ALL AYES
NO NAYS
NO ABSTENTIONS
Motion carried.

Res. #25A**Retirement Professor Paula Manns**

Retirement: **Paula Manns**, Professor of Economics and Business, since September 4, 1990, effective February 1, 2020.

- Trustee Parker read the resolution and thanked Professor Manns for her years of service.
- Trustee Parker motioned to approve Resolution #25A, Trustee Coskey seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

X. COMMITTEE REPORTS

- PERSONNEL AND BOARD DEVELOPMENT
 - There was no report under the Cunningham-Ruiz Bill.

XI. FOUNDATION REPORT

- Trustee Sahingoz reported the following:
 - The **Scramble ‘Fore’ Scholarships Golf Tournament**, held at Cape May National Golf Club, was a success with nearly 90 golfers in attendance, as well as support from over 50 local businesses with cash and in-kind sponsorship and donations. The Foundation raised more than \$42,000, which includes 100% of the cost of the golf venue and food expenses donated by the Mullock family.
 - The **Women of Wonder** event is November 12 at the Flanders Hotel on November 12. Atlantic Cape, along with the Cape May County Women’s Commission, are partnering to host a luncheon to raise money for student scholarships. The honorees are Karen Mahar, Stormy Freese and Shirley “Becki” Wilson.
 - Please note that the Foundation will kick off its annual scholarship campaign with the **Day of Giving**, which is December 3.
 - The **Restaurant Gala** is April 16, 2020. Supporter, Alumnus, and Foundation Trustee Stephen Nehmad and his wife Dianne, also an alumna, will be this year’s Community Honorees. Bill McGinnity is the Academy of Culinary Arts Honoree.

XII. NEW JERSEY COUNCIL OF COUNTY COLLEGES (NJCCC)

- No report.

XIII. OTHER BUSINESS

- Chairperson Mento stated that the annual Reorganization Meeting will occur prior to the Regular November Board Meeting and thanked Trustee Torres, Trustee Lefke, Trustee Walsh, Trustee DeStefano-Anen, and Trustee Money for serving on the Board Nominating Committee. Additionally, there will be no Board of Trustees Meeting in December.

XIV. COMMENTS FROM THE PUBLIC

- Caesar Niglio reported the following on behalf of Atlantic Cape Community College Education Association (ACCCEA) membership:
 - While there has been a modest increase in revenue and the number of students, Mr. Niglio noted that this increase is because of the hard work of the union membership. He also stated that staff are already doing more with less and that faculty and staff have been working without a contract since July 2018. The mediation process was reviewed, and he stated that membership looks forward to the conclusion of negotiations.
 - The annual holiday party is December 7 and the Trustees are invited. Annually, this event raises approximately \$1,000 in scholarships for students.

XV. EXECUTIVE SESSION

- There was no executive session.

XVI. ADJOURNMENT

- At 7:10pm, Trustee Money motioned to adjourn, Trustee Coskey seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.