

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 February 3, 2020, 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 February 3, 2020, 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
X Robert Bumpus	✓ Dr. Barbara Gaba, President
✓ Ellen Byrne	✓ Laura Batchelor, Executive Director of Marketing and College Relations
X Christina Clemans	✓ August Daquila, Chief Business Officer
✓ Dave Coskey	✓ Paula Stewart Davis, Dean of Student Affairs and Enrollment Management
✓ Dr. Judith DeStefano-Anen	✓ Natalie Devonish, Dean, Worthington Atlantic City Campus and Workforce Development
✓ Harrison Furman	✓ Leslie Jamison, Chief Financial Officer
✓ James Kennedy	✓ Dr. Josette Katz, Vice President, Academic Affairs
✓ Brian Lefke	✓ Maria Kellett, Dean of Cape May County Campus, Associate Dean of Resource Development
✓ Maria K. Mento	✓ John Piazza, Chief Information Officer

Board Members	College Personnel
✓ Daniel Money	✓ Jean McAlister, Board Secretary, Chief of Staff, and Dean of Resource Development
X Donald J. Parker	✓ Dr. Vanessa O'Brien-McMasters, Dean, Institutional Research, Planning & Effectiveness
✓ Ahmet Sahingoz	✓ Mickey Trageser, Executive Director, Human Resources
✓ Maria Ivette Torres	Legal Counsel ✓ Lou Greco, Esq., Board Solicitor
✓ Helen Walsh	
Public in Attendance	
<ul style="list-style-type: none"> ✓ Bonnie Lindaw, Atlantic County Comptroller ✓ Brittany Smith, Cape May County CFO ✓ Rodney Valardi, Baseball Coach 	<ul style="list-style-type: none"> ✓ Caesar Niglio, Master Technician, Student Affairs, ACCCEA ✓ Kathy Landau, Bursar ✓ Heather Peterson, Registrar, ACCCEA ✓ Donna Vassallo, Dean, Professional Studies, High School Initiatives and Internships

IV. CALL TO ORDER

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

V. PRESIDENT'S REPORT

- Dr. Gaba highlighted the following items from the report:
 - Dr. Gaba welcomed and introduced Mr. John Piazza, Chief Information Officer (CIO), noting his 30 years of IT experience and over 15 years of IT management, and his level of credentialing especially in Information Systems Security (cybersecurity).
 - Dr. Gaba also informed the Board about the new welcome banners on the Mays Landing Campus, and discussed highlights from the Association of Community College Trustees (ACCT) National Legislative Summit (NLS) and community engagement activities. Additionally, Dr. Gaba noted that our enrollment for Spring 2020 is less than 1% down in headcount, and less than 2% down in credits compared to last year. Late start classes begin March 23 and we expect to be flat year-to-year.
 - Dr. Gaba stated that we continue to "plant the seeds" as we address our challenges, including implementation of CCOG and other funding advocacy efforts with the Governor's Office, launching an aggressive marketing and rebranding campaign, creating awareness about our college, and improving our visibility in the press and social media.

Inside the College

- Dean Donna Vassallo presented, “Strengthening Career and Technical Education for the 21st Century Act (Perkins Grant)”
 - Dean Vassallo explained that Perkins is a federally funded program that flows through the states.
 - Dr. Katz responded to Trustee Furman’s questions regarding Open Education Resources (OERs) and stated that the top 30 courses plan to have an OER by September 2020.
 - Dean Vassallo responded to Trustee Byrne’s question about program enhancements citing that she works closely with Career Technical Education staff to determine need, the Assistant Dean of Nursing & Health Sciences to review new accreditation requirements, and the Dean of the Academy of Culinary Arts regarding necessary program curriculum changes.

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

VI. COMMENTS FROM THE PUBLIC

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

VII. EXECUTIVE SESSION

- At 6:40pm Trustee Lefke motioned to go into Executive Session, Trustee Money seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried

Secretary’s Note-The Board of Trustees returned to Regular Session at 6:50pm.

VIII. CONSENT RESOLUTIONS

McAlister read the following consent resolutions.

Res. #55 Approve: Regular Session Minutes (January 28, 2020)

Res. #58**Award of Bids**

Bid 1858 Renovation of Building J, Rooms 204 and 205 (Chapter 12 Funds), Marino General Construction Inc., Williamstown, NJ, \$78,800.00; **Bid Ex. 846** Microsoft Campus Licenses, Software House International Inc., Somerset, NJ, \$31,345.37; Total \$110,145.37.

Res. #59

**Amendment to Strengthening Career and Technical Education for the 21st Century Act
(Perkins V Grant)**

The amendment to the Spending Plan of the Strengthening Career and Technical Education for the 21st Century Act (Perkins V Grant).

Res. #64

Easton Foundations/USA Archery Collegiate Archery Grant Program

To submit an application to USA Archery/Easton Foundations, requesting a grant of \$1,000-\$5,000 for athlete and coach travel and/or archery equipment over the anticipated term of July 1, 2020 – June 30, 2021.

Res. #65 Executive Session

- Trustee Byrne motioned to approve consent resolutions, Trustee Furman seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

IX. BUDGET REPORT

Trustee Byrne reported under Resolution #56 – Regular Resolutions.

X. REGULAR RESOLUTIONS

Res. #56 FY20 Financial Statement for seven months ended January 31, 2020.

- Trustee Byrne stated that as of January 31, 2020, the College has earned 84.2% of budgeted revenues and expended 60.7% of budgeted expenditures. Year to date revenue is up 3.7% compared to this time last year, and year to date expenditures are up 5.8%. The reason for the increase in expenses compared to last year is due to January 2020 having three pays, versus January 2019 having only two pays. The year to date margin is nearly the same as the prior

year, or down -.3%. FY20 retroactive salary increases (July through December) are not yet reflected in the Board Report. Overall, FY20 credit enrollment is flat, down -1.0%, compared to a budgeted -5.0% average decrease. Net FY20 credit tuition and fee revenue is over \$820,000 above budget.

- Trustee Money motioned to approve Resolution #56, Trustee Furman seconded.

Secretary's note-The 2019 CAFRA was distributed to the Board.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

Res. #61

Health Information Technology, Associate in Applied Science

Offering the Health Information Technology, Associate in Applied Science degree effective Fall 2020.

Res. #62

Resolution to Grant Academic Affairs Permission to Offer the Health Information Technology, A.A.S. Degree in Excess of 60 Credits

To authorize the college to offer the Health Information Technology, A.A.S. degree in excess of 60 credits beginning August 31, 2020.

- Trustee Lefke motioned to approve Resolution #61 and #62, Trustee Furman seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

Res. #60

Policy Reaffirmation
Policy No. 104 *Curriculum*

To reaffirm Policy No. 104 *Curriculum*.

- Trustee Money motioned to approve Resolution #60, Trustee Furman seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

Res. #57

Personnel Action

Appointments: **Briar Gibbons**, Program Assistant, Conferencing and Events, effective February 26, 2020 at an annual salary of \$31,563; **Victor Moreno**, Community Outreach Manager, effective March 2, 2020 at an annual salary of \$55,000; **Charles Raby**, Security Officer I, Security and Public Safety, effective March 7, 2020 at an annual salary of \$31,563; **George Booskos**, Chief Business Officer, effective February 27, 2020, at an annual salary of \$100,000.

Sabbatical Leave: **James Sacchinelli**, Professor of Science, a one semester sabbatical leave for Fall 2020 at full salary.

Resignation: **Ali Iddinn**, Graphic Designer, effective March 6, 2020.

Res. #57A

Reappointments

Reappointed to one-year terms, effective 7/1/2020: Supervisory and Administrative Personnel included in the Bargaining Unit (30 individuals); Exempt Supervisory and Administrative Personnel (21 individuals); Faculty without Tenure (8 individuals); Academy of Culinary Arts Chef Educators (4 individuals).

Res. #57B

Increase for Employees Not Represented in Bargaining Unit Negotiations

All full-time Atlantic Cape employees not represented in the bargaining unit negotiations receive a 2.0 percent base salary increase effective July 1, 2020.

Res. #57C

Memorandum of Agreement

Memorandum of Agreement between the Board of Trustees and the Support Staff Association of Atlantic Cape Community College (SSAACCC).

- Trustee Money motioned to approve Resolution #57, #57A, #57B and #57C, Trustee Furman seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

Res. #57D

Retirement of Linda DeSantis

Retirement: **Linda DeSantis**, Director Financial Aid, effective May 31, 2020.

Res. #57E

Retirement of Julia Ratliff

Retirement: **Julia Ratliff**, Office Coordinator, effective June 30, 2020.

- Trustee Money motioned to approve Resolution #57D and #57E, Trustee Byrne seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

Res. #63

Honorary Resolution for Mr. William Tate

To honor Mr. William Tate's commitment to the college and its students, memorialize the legacy of Mr. Tate, and extend to his spouse, our Board Chairperson Maria Mento, as well as his family and friends its sincere condolences.

- Trustee Torres read the resolution in its entirety.
- Trustee Money motioned to approve Resolution #63, Trustee Furman seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

XI. COMMITTEE REPORTS

PERSONNEL AND BOARD DEVELOPMENT

- There was no report under the Cunningham-Ruiz Bill.

XII. FOUNDATION REPORT

- Trustee Furman reported that the Restaurant Gala is April 16, 2020 at Harrah’s Waterfront Conference Center and reminded the Board to purchase their tickets, sponsor the event, and/or purchase 50/50 raffle tickets.

XIII. NEW JERSEY COUNCIL OF COUNTY COLLEGES (NJCCC)

- Trustee Furman stated that Dr. Gaba, Jean McAlister, and Trustee Sahingoz attended the ACCT National Legislative Summit on February 11-13, 2020. They learned about this year’s legislative agenda and how to effectively lobby our members of Congress for federal aid and other issues important to the community college sector. Trustee Sahingoz shared his story and the positive impact Atlantic Cape has had on his life during a breakfast with Senator Bob Menendez. They also met with Congressman Jeff Van Drew, and he was supportive of the community college mission and the work done by Atlantic Cape.
- Trustee Sahingoz stated that it was a great experience to share his personal story with the New Jersey constituents as well as meeting Senator Menendez and Congressman Van Drew. Trustee Sahingoz noted that it was an excellent experience to meet with student trustees who also shared their stories. Many students were first time college students in their families and their inspirational stories reminded him of how important community colleges are as a sector.
- During the Summit, Dr. Gaba spoke on a panel entitled, “Conducting an Effective CEO Search in a Competitive Market.”

XIV. OTHER BUSINESS

- Trustee Mento thanked the Trustees for their thoughtfulness of the Resolution in memory of Mr. Tate.
- Trustee Money noted that Atlantic Cape was well represented at the February 18 Coalition for a Safe Community and Cape May County Prosecutor’s event featuring Mr. Anthony Ray Hinton who wrote “The Sun Does Shine,” a book about his experience being wrongfully convicted.

XV. COMMENTS FROM THE PUBLIC

- Heather Peterson thanked everyone for voting affirmatively for faculty and staff position renewals.
- Caesar Niglio echoed Heather Peterson’s remarks and welcomed John Piazza as the new CIO.

XVI. EXECUTIVE SESSION II

- At 7:05pm Trustee Byrne motioned to go into Executive Session, Trustee Furman seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried

Secretary's Note-The Board of Trustees returned to Regular Session at 8pm.

XVII. ADJOURNMENT

– At 8pm, Trustee Lefke motioned to adjourn, Trustee Money seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.