

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 December 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 December 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.

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.
- Chairperson Mento welcomed Harrison Furman as an Atlantic County representative to the Board of Trustees.

Board Members	College Personnel
✓ Ellen Byrne	✓ Dr. Barbara Gaba, President
✓ Christina Clemans	✓ Lou Greco, Esq., Legal Counsel
✓ Dave Coskey	✓ Eileen Curristine, Dean, Human Resources, Public Safety and Compliance
✓ James Kennedy	✓ August Daquila, Chief Business Officer
✓ 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	✓ Dr. Vanessa O'Brien-McMasters, Dean, Institutional Research, Planning & Effectiveness and Information Technology Services
✓ Robert Bumpus	X Paula Stewart Davis, Dean of Student Affairs and Enrollment Management
X Dr. Judith DeStefano-Anen	✓ Donna Vassallo, Dean of Worthington Atlantic City Campus, and Dean of Career Education
X Donald J. Parker	X Laura Batchelor, Executive Director of Marketing and College Relations
✓ Maria Torres	✓ Maria Kellett, Dean of Cape May County Campus, Associate Dean of Resource Development
✓ Helen Walsh	
✓ Harrison Furman	
Other Public in Attendance-	
<ul style="list-style-type: none"> ✓ Gorgianne Giordano-Employee of the Year ✓ Karl Giulian-Distinguished Faculty Award/New Jersey Council of Community Colleges ✓ Amy Giulian-Guest ✓ Rob Giulian-Guest ✓ Michael Giordano-Guest ✓ Percy Bryant-Adjunct Faculty 	<ul style="list-style-type: none"> ✓ Bonnie Lindow, Atlantic County Treasurer ✓ Heather Peterson-ACCCEA ✓ Kathy Landau-ACCCEA ✓ Toni Lehman, Director of Curriculum & Instruction, Middle Township High School ✓ Jennifer Ruston, Director of Curriculum & Instruction, Greater Egg Harbor Regional Schools

IV. CALL TO ORDER

-Chairperson Mento called the meeting to order at 6:10 pm.

V. PRESIDENT'S REPORT

Dr. Gaba discussed the following:

Legislative Advocacy

-Governor Murphy vetoed S2455/A2001 - the legislation that would have moved county college employees and retirees from the School Employees Health Benefits Plan (SEHBP) to the State Health Benefits Plan (SHBP). Healthcare costs account for 15% of the College's Fiscal 2019 operating budget.

Foundation

-The Office of the President and the Foundation hosted its first annual "Holiday Donor Reception" to thank donors for their support of our students. It was well attended by more than 50 people.

Community Stakeholders

-We continue to stay connected with business and industry through our external advisory boards. For example, in the past month, the annual Paralegal Studies Advisory Board and the Business Advisory Board met. In addition, the English Department held their first Advisory Board meeting.

Marketing

- The College recently won two awards from the *National Community College Marketing and Public Relations (NCMPR)* for the e-newsletter for the Academy of Culinary Arts, "The Cutting Board," and the public relations campaign for the 2018 Restaurant Gala.

Free Tuition (CCOG)

-The CCOG Interim Report was submitted to the State of New Jersey on December 1. The report highlighted the integrated planning and implementation efforts utilizing CCOG funds to date including: information sessions being held on our three campuses, at area high schools, faith based organizations, and at community events; and outreach to students who have not completed their financial aid applications or who would be eligible for free college if they register for at least 6 credits. Several part-time support positions have been hired with CCOG planning funds. Math Boot Camps are also scheduled in January funded through CCOG.

Community Relations-Atlantic City

-Our partnership with "La Casa Dominicana" continues to be strong. Recently they held their Fall ESL Graduation Ceremony at the Worthington Atlantic City Campus on Monday, December 10. Approximately 40 students graduated from the program. Attending the ceremony were Senator Jeff Van Drew, Freeholder Amy Gatto, Mayor Gilliam, and Mayor Toto.

Community Relations-Cape May

-Media Studies students were featured in a *Press of Atlantic City* article. The students, in collaboration with the Cape May Freeholders office, created public service messages to be used online and in County buildings.

Partnerships – High Schools

-Our faculty worked with Ocean City High School and Ocean City Intermediate School teachers and students who were submitting proposals for experiments to be conducted on the International Space Station. If their proposal makes it to the next phase, Ocean City would be represented in the Student Spaceflight Experiments Program Mission 13 to the ISS. Several of our professors have supported this initiative by reviewing and scoring approved proposals to help the district select which proposals to send to the review board. The professors working on this partnership include Barbara Heard, Laurie Lemons, Jolie Master, John Stratton, and June Xu.

Closing Remarks

-In the past year, much as been accomplished with our Middle States reaccreditation being the most important highlight of the year. Thanks to the college's teamwork of over 70 members of the college community, we submitted a virtually flawless Self-Study acknowledging our strengths, accomplishments, as well as challenges facing our college and our community. The Self-Study provides a roadmap for the future.

-I would like to thank the Board for your support and encouragement in these challenging times. I am honored and humbled by the confidence you have place in me to lead this institution forward. My goal is to turn our "challenges into opportunities!"

-“We, all of us in this room, are committed to advancing the mission of the college. It is through our commitment and dedication that we will have an impact on our community and that we transform the lives of our students, one student at a time.”

-Trustee Walsh motioned to move resolution #42B and #47 to the President's Report, Trustee Money seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS

Motion carried.

Res. #42B

2019 Employee of the Year

WHEREAS, Gorgianne Giordano was nominated by her colleagues and selected as Atlantic Cape Community College's 2019 Employee of the Year, and;

WHEREAS, Ms. Giordano was recognized as an employee who has helped to make Atlantic Cape a place where students can be successful, where staff members are pleasant and efficient, and where visitors feel welcome, and;

WHEREAS, Ms. Giordano was hired February 27, 2008 as Human Resources Specialist, and;

WHEREAS, the Mays Landing resident earned an A.S. degree in General Education from Atlantic Cape Community College, and;

WHEREAS, Ms. Giordano welcomes new employees and prospective employees with patience and kindness, shows genuine concern for those in need and serves as a great resource to all Atlantic Cape employees.

THEREFORE BE IT RESOLVED upon the recommendation of the President that the Board recognize Ms. Giordano for her outstanding service to the college.

BE IT FURTHER RESOLVED that the Board congratulates Ms. Giordano on becoming Atlantic Cape's 2019 Employee of the Year.

-Trustee Torres read the resolution in its entirety.

-Mrs. Giordano thanked everyone for the honor and is grateful for the nomination and being named Employee of the Year.

-Trustee Money motioned to approve Resolution #42B, Trustee Byrne seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS

Motion carried.

Res. #47

Honorary Professor Karl Giulian, Distinguished Faculty Award

WHEREAS, on November 16, 2018, the New Jersey Council of County Colleges presented the statewide *Community College Distinguished Faculty Award* to Atlantic Cape Community College Area Coordinator and Associate Professor of Business Karl Giulian, and

WHEREAS, the *Community College Distinguished Faculty Award* is presented annually to a New Jersey community college faculty member who has had a profound influence on students academically and professionally inside and outside the classroom, and

WHEREAS, Professor Giulian has demonstrated a student-centric attitude evident by his impact on the professional lives of his students when working with them on job search techniques and connecting them with local employers, and

WHEREAS, Professor Giulian is a pioneer in online instruction and experiential learning, and does not hesitate to teach credit courses in area high schools, present to local businesses and mentor adjunct faculty members.

THEREFORE BE IT RESOLVED, that the Board of Trustees at Atlantic Cape Community College congratulate Professor Giulian for this prestigious award and thank him for his remarkable service to the college, our local community, and his students.

-Trustee Torres read the resolution in its entirety.

-Professor Giulian thanked everyone for the honor and stated that Atlantic Cape was a wonderful place to work, there is much support for faculty and proud to work for a student-centric organization.

-Trustee Torres motioned to approve Resolution #47, Trustee Money seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS

Motion carried.

Inside the College

-Dean Donna Vassallo presented “High School Partnerships” highlighting dual and concurrent programs, enrollment trends, and challenges that take place at Atlantic and Cape May County high schools.

-Trustee Bumpus suggested obtaining student testimonials for future marketing.

-Chairperson Mento suggested that the students taking advantage of the high school partnership programs should start getting regular information from us.

VI. COMMENTS FROM THE PUBLIC

-Chairperson Mento called for comments from the public on agenda items.

-Toni Lehman, Director of Curriculum & Instruction for Middle Township High School, and Jennifer Ruston, Director of Curriculum & Instruction for Greater Egg Harbor Regional Schools, expressed their appreciation for the dual and concurrent credit programs at their respective high schools and noted the rigorous process and academic integrity that goes into the development of dual credit programs. They are both looking forward to Early College programs. Ms. Lehman and Ms. Ruston thanked Dean Donna Vassallo for all of her efforts with establishing high school partnerships.

VII. CONSENT RESOLUTIONS

-McAlister read the following consent resolutions.

Res. #39 Approve: Regular Session Minutes (November 20, 2018)

Res. #40 Approve: Reorganization Minutes (November 20, 2018)

Res. #42**Personnel Action**

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

Appointments

Timothy Cwik, Interim Division Chair, Aviation Studies at an annual salary of \$55,515 effective January 2, 2019.

Lawrencia Nnadi, Senior Nursing Lab Manager at an annual salary of \$54,870 effective January 2, 2019.

Resignation

Kelle Venturi, Manager, Financial Aid effective January 1, 2019.

Res. #42A**Personnel Action –ACAFA 210 Day Notice**

WHEREAS, Atlantic Cape Community College has experienced a significant decline in student enrollment in its Academy of Culinary Arts programs, and,

WHEREAS, the Atlantic Cape Community College Board of Trustees and the Academy of Culinary Arts Faculty Association are parties to a Collectively Negotiated Agreement, and

WHEREAS, Article XIV of the Agreement calls for 210 days notice to members of the Academy of Culinary Arts Faculty Association before layoffs can occur due to a natural diminution of the number of students in programs offered by the Academy of Culinary Arts.

THEREFORE BE IT RESOLVED, upon the recommendation of the President, that the Board approves the issuance of notices of layoff to members of the Academy of Culinary Arts Faculty Association.

Res. #44**Policy No. 11 *Issues of Compassion and Welfare – Employees and Trustees***

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

WHEREAS, Policy No. 11 *Issues of Compassion and Welfare – Employees & Trustees* has been identified as administrative operating procedure and will be renumbered Procedure No. 602.6 with minor changes.

THEREFORE BE IT RESOLVED, upon recommendation of the President, that the Board approve the elimination of Policy No. 11.

Res. #45**Policy Reaffirmations (Policy #14 *Maintenance of the Policy and Procedures Manual*)**

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

WHEREAS, Board of Trustees Policy #14 *Maintenance of the Policy and Procedures Manual* has been identified by President's Cabinet as needing no changes and is seeking to be reaffirmed by the Board.

THEREFORE BE IT RESOLVED, that the Board reaffirm Policy #14 as described herein.

Res. #48 Executive Session

-Trustee Lefke motioned to approve consent resolutions, Trustee Coskey seconded.

ROLL CALL:

AYES

NO NAYS

ABSTENTIONS

Motion carried.

VIII. BUDGET REPORT

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

IX. REGULAR RESOLUTIONS

Res. #2 FY18 Draft Financial Statement for twelve months ended June 30, 2018 as of December 6, 2018.

Trustee Byrne reported the following:

-Preliminary Fiscal Year data summarized in the Board Summary Report for the twelve months ended June 30, 2018, indicate the College has earned 97.6% of budgeted revenues and expended 96.3% of budgeted expenses.

-There are minimal changes from the FY18 draft report presented last month. Expenses decreased \$210 and encumbrances decreased \$450 from last month's report. As of this draft report, \$513,096 of budgeted fund balance will not be used.

-A new accounting pronouncement, GASB 75, Accounting for Postemployment Benefits Other than Pensions, is effective for Fiscal Year 2018. The State's report, which is needed for the GASB 75 disclosure requirements, is not expected until after the New Year which has delayed the FY18 CAFR until January, at the earliest.

-Trustee Furman motioned to approve Resolution #2, Trustee Money seconded.

ROLL CALL:

ALL AYES
NO NAYS
NO ABSEPTIONS

Motion carried.

Res. #41 FY19 Financial Statement for five months ended November 30, 2018.

Trustee Byrne reported the following:

-As of November 30, 2018, the College has earned 50.2% of budgeted revenues and expended 43.5% of budgeted expenditures. FY19 Summer enrollment is above budget by 5.5%, while FY19 Fall credit enrollment is below budget by 4.6%. Net Fall and Summer tuition and fees revenue shortfall is \$426,220 (excluding Radiology and Aviation programs).

-Overall expenses are tracking 1.3% less than last year which is in line with the 1.4% budgeted decrease. Salaries are tracking 3.3% less than the prior year, compared to a 2.0% budgeted decrease. Management is monitoring revenue and expenses and, at this point, expects to be within the budgeted margin.

-Trustee Byrne motioned to approve Resolution #41, Trustee Lefke seconded.

ROLL CALL:

ALL AYES
NO NAYS
NO ABSEPTIONS

Motion Carried.

Res. #43**Award of Bids**

Number	Item and Vendor Information	Amount
OQ164	Live Chat Services CCOG Planning Grant Ivy.ai, Inc. Durham, NC	\$27,195.00
Bid Ex. 813	TV Search Appliance R&R Snapstream Media Inc. Houston, TX	\$31,740.00
		Total \$58,935.00

-Trustee Byrne motioned to approve Resolution #43, Trustee Money seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSECTIONS

Motion carried.

Res. #46

Honorary Resolution Mr. Eric Reynolds

WHEREAS, Mr. Eric Reynolds was appointed to the Atlantic Cape Community College Board of Trustees in October 2003 by the Atlantic County Board of Chosen Freeholders and served on the Board through January 2013, and

WHEREAS, Mr. Reynolds was a key contributor to several Board committees including Long Range Planning & Capital Projects, Personnel & Board Development and Minority Affairs, and served as a liaison to the Atlantic Cape Foundation Board from 2007 to 2013, and

WHEREAS, Mr. Reynolds was a valued member of his community, evident by his service to the Borgata Heart & Soul Foundation and the Atlantic-Cape May Workforce Investment Board, as well as by his employment with the Atlantic County Department of Family and Community Development and as the Executive Director of Development for The Borgata, and

WHEREAS, Mr. Reynolds was a strong supporter of the college's success in obtaining its first NJ Department of Labor Customized Training Grant to establish the Casino Consortium which trained unemployed residents for entry-level casino positions, and

WHEREAS, Mr. Reynolds was instrumental in gaining Welfare Work funding for the college and in bringing the college into the Atlantic County Workforce Development Center, and

WHEREAS, Mr. Reynolds passed away on November 24, 2018, at the age of 71.

THEREFORE BE IT RESOLVED, that the Board of Trustees of Atlantic Cape Community College honor the legacy of Mr. Eric Reynolds and extend to his family and friends its sincere condolences.

-Trustee Torres motioned to approve Resolution #46, Trustee Coskey seconded.

-Trustee Walsh stated that he was an outstanding Trustee who brought much knowledge with him on the Board.

-Trustee Lefke noted that Mr. Reynolds worked closely with Dr. Perniciaro in obtaining capital funding needed for projects identified in Blueprint 2020.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSECTIONS

Motion carried.

X. COMMITTEE REPORTS

PERSONNEL AND BOARD DEVELOPMENT-No incidents to report.

FOUNDATION REPORT

-Trustee Furman reported that he attended the inaugural “Donor Appreciation Holiday Reception” last week in the Student Center, hosted by Dr. Gaba and the College’s Foundation. This event was sponsored by Ocean First Bank. Emely Wapnick, an ACA student, provided an inspiring story of her journey to college and the impact of scholarships in her life. Approximately 50 donors attended the event.

-Trustee Furman stated that the entertainment included a piano player and the college choir.

-Chairperson Mento stated that it was lovely event. She noted that the catered food was delicious and that desserts were prepared by the ACA students. She thanked everyone for the event.

XI. NEW JERSEY COUNCIL OF COUNTY COLLEGES (NJCCC)

-No report.

-Trustee Torres advised the Board of her resignation from the Executive Committee and has been honored to serve on the Council.

XII. OTHER BUSINESS

-Trustee Walsh stated that the 2019 first quarter Outcomes Report demonstrates that there is much work being accomplished by faculty and staff.

XIII. COMMENTS FROM THE PUBLIC

-Heather Peterson congratulated Chairperson Mento on being named Chairperson. She noted that the recent employee holiday party was a success raising \$1,300 for the Foundation.

XIV. EXECUTIVE SESSION

-At 7:25 pm, Trustee Byrne motioned to go into Executive Session, Trustee Clemans seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS

Motion carried.

Secretary's Note-The Board returned from Executive Session at 8:14 pm and introduced Resolution #49.

Chairperson Mento read Resolution #49 in its entirety.

Res. #49

Annual Performance Evaluation and Compensation of Dr. Barbara Gaba

WHEREAS, provisions of Dr. Barbara Gaba's employment contract with Atlantic Cape's Board of Trustees permit the College's governing body to "conduct an annual compensation review and performance evaluation of the President for each academic year"; and

WHEREAS, the Board of Trustees President Evaluation Committee conducted the review based upon endorsement of the President's mid-year review, approval of the President's annual goals, a summary of the performance ratings compiled by the Association of Community College Trustees (ACCT), and the President Self-Evaluation for January 30, 2017- June 30, 2018; and

WHEREAS, the President Evaluation Committee noted Dr. Gaba's performance as outstanding, specifically noting Middle States Reaccreditation; strengthening community partnerships; providing leadership for increased high school articulations and dual credits in Atlantic and Cape May counties; improving relationships with four-year institutions; completing and operationalizing the new 20,000 square foot Student Center; improving Americans with Disabilities Act (ADA) accessibility for all students; and increasing visibility of the College through an aggressive rebranding and marketing campaign; and

WHEREAS, The Board of Trustees also commends Dr. Gaba on her leadership in analyzing the organization and its structure that resulted in the reallocation of limited resources that invested into areas that will drive net revenue, and reduced allocations that may be duplicative or as a result of retirements, attrition and efficiency improvements, resulting in an overall reduction of expenses from FY17 original budget to FY19 original budget of nearly \$2.8 million; and

WHEREAS, the Board President Evaluation Committee recommended that the compensation of the College President continue to be benchmarked with other southern New Jersey community college chief executives; now

THEREFORE BE IT RESOLVED, upon the recommendation of the President Evaluation Committee that the Board of Trustees award Dr. Barbara Gaba's salary increase of two (2) percent from an annual salary of \$180,000 to \$ 183,600 beginning July 1, 2018; and

BE IT FURTHER RESOLVED, upon the recommendation of the President Evaluation committee that the Board of Trustees award Dr. Gaba a one-time \$3,600 stipend for the period beginning July 1, 2017 ending June 30, 2018; and

BE IT FURTHER RESOLVED, upon the recommendation of the President Evaluation Committee that the President's supplemental unmatched pension contribution package includes an unmatched pension contribution in accordance with the contract.

-Chairperson Mento asked for a motion to approve. Trustee Coskey motioned to approve Resolution #49, Trustee Bumpus seconded.

-Byrne expressed concern that the Board was constrained to amend provisions at this time.

-Chairperson Mento stated that the Board recognizes what has been accomplished for the college under Dr. Gaba's leadership; however, the compensation constraints are difficult for the Board.

-Dr. Gaba stated that she appreciated all of the Board's efforts and support.

-Dr. Gaba stated that we have made strides and there is a lot more work to be done to move the college forward in these challenging times. Unfortunately, the compensation does not accurately reflect the nature of the work to be performed by the President. Dr. Gaba stated that she will donate the compensation to the Foundation.

ROLL CALL:

AYES

NAYS-Trustee Money

ABSENTIONS-Trustee Clemans and Trustee Coskey

Motion carried.

XV. ADJOURNMENT

-At 8:28 pm, Trustee Coskey motioned to adjourn, Trustee Lefke seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS

Motion carried.