

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 January 4, 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 January 4, 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

- At 6:05pm, 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	✓ Dr. Barbara Gaba, President
✓ Christina Clemans	✓ Lou Greco, Esq., Legal Counsel
X Dave Coskey	✓ Eileen Curristine, Dean, Human Resources, Public Safety and Compliance (Mays Landing)
✓ James Kennedy	✓ August Daquila, Chief Business Officer
✓ Brian Lefke	✓ Jean McAlister, Board Secretary, Chief of Staff, and Dean of Resource Development
✓ Meghan Clark, Alumni Representative	✓ Dr. Josette Katz, Vice President, Academic Affairs

Board Members	College Personnel
✓ Daniel Money	✓ Leslie Jamison, Chief Financial Officer
✓ Maria K. Mento	X Dr. Vanessa O'Brien-McMasters, Dean, Institutional Research, Planning & Effectiveness and Information Technology Services
X Robert Bumpus	✓ Paula Stewart Davis, Dean of Student Affairs and Enrollment Management
X Dr. Judith DeStefano-Anen	X Donna Vassallo, Dean of Worthington Atlantic City Campus, and Dean of Career Education
✓ Donald J. Parker (Mays Landing)	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
X Helen Walsh	
✓ Harrison Furman	
<b>Other Public in Attendance-</b>	
<ul style="list-style-type: none"> <li>✓ Charles Powell, Cape May County Technical School (Cape May County Education Advisory Committee)</li> <li>✓ Art Hall, Publisher Cape May County Herald</li> <li>✓ Vince Conti, Cape May County Herald</li> <li>✓ Rusti Miller</li> <li>✓ Bert Rosica, Baseball Assistant Coach</li> </ul>	<ul style="list-style-type: none"> <li>✓ Bonnie Lindow, Atlantic County Treasurer</li> <li>✓ Heather Peterson-ACCCEA</li> <li>✓ Caesar Niglio, ACCCEA</li> <li>✓ Nancy Porfido, Director Student Engagement and Judicial Officer (presenting)</li> <li>✓ Chad Affrunti, Archery Coach (presenting)</li> </ul>

#### 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 Engagement**

- Dr. Gaba met with both Senator Chris Brown and Lt. Governor Sheila Oliver. The main topic discussed was “Free College” and the importance of the continuation of CCOG funding.

### **Atlantic City Executive Council (ACEC)**

- ACEC is conducting a Town Hall meeting tonight to ascertain the concerns of Atlantic City citizens led by Lt. Governor Sheila Oliver. There are several staff leading breakout sessions; Dr. Vanessa O'Brien McMasters, Dr. Denise Coulter, Dean Donna Vassallo, Mr. Sherwood Taylor and Ms. Stephanie Davies. Information from these meetings will be used to assist the ACEC with developing action plans in response to the report.

### **Henry Ford College (Dearborn, Michigan)**

- Trustee Byrne and Dr. Gaba were invited to give a presentation at Henry Ford College on campus safety and security.
- Trustee Byrne discussed that they presented on Atlantic Cape's “active shooter response” and the steps the Board took to address the need for armed guards on campus. The importance of communication with all stakeholders as part of the process was also discussed.

### **Government Shutdown**

- Dr. Gaba reported on the impact of the Federal Government shutdown, especially on students applying for Financial Aid. Our Financial Aid department has taken several necessary steps to mitigate the effects of the shutdown. For example, students were permitted to sign Promissory Notes which holds their classes so they are not voided for nonpayment.

### **Policy Academy**

- The Police Academy moves into T-building on February 1<sup>st</sup>. College staff have been moved to other locations.

### **Partnerships-Rutgers University**

- The joint recruitment video was shown to the Board. The video features students who graduated from Atlantic Cape and have continued to Rutgers University. There were 23 Atlantic Cape students awarded merit scholarships totaling \$73,000. We will be cross-promoting at the College's Open House on April 7.

### **Marketing/College Relations**

- We continue with aggressive marketing and public relations efforts.
- The 2018 Annual Report –The Annual Report, which has not been published in 5 years, has been brought back. It is an important document to tell our story and preserve institutional history. Copies were provided to all Trustees.

- *Atlantic County Woman* - An article has been placed in this document written by Dr. Gaba.
- A “Free College” banner has been placed in the Hamilton Mall. While we paid for the banner, the Hamilton Mall, our partner, has hung the banner at no cost. We are exploring other partnerships with the Mall.

### **Community College Opportunity Grant (CCOG)**

- Dr. Gaba reported on the positive outcomes and initiatives utilizing CCOG funds.
- The Interim Report was submitted to the State of New Jersey on December 1<sup>st</sup>. The report highlighted the integrated planning efforts implemented to identify and enroll students who can benefit from the State grant. The State provided positive feedback to Dr. O’Brien McMasters and invited her to a statewide meeting to facilitate a breakout session focusing on analytics.
- Several Free College Financial Aid workshops have been held in January including the Covenant House, a Three Kings Day celebration in Atlantic City, Pleasantville High School, and Absegami High School.
- A *Center for Teaching and Learning Excellence*, which includes an Adjunct Academy, has been established utilizing CCOG funds. The Center will deliver formalized professional development workshops on a regular basis, in person and via webinars.
- *NET Tutor*, a 24-hour online tutoring service, is now available to students.

### **Workforce Development Initiatives**

- The Kids College program returns this summer at all three campuses serving students in three age groups: 7-9 year olds, 10-12 year olds and 13-16 year olds.
- The College entered into an agreement with the Delaware River and Bay Authority (DRBA) to provide educational opportunities for their staff.

### **Community Relations-Cape May**

- The Cape May County Campus will host a free “Basic Computer Skills Training for Veterans” on Saturday, February 23 and will continue monthly. Additionally, a VA Outreach Specialist and VA Service Officer will be on-hand to assist Veterans to navigate the VA benefit website.

### **Academic Affairs**

- The Nursing Self-Study has been submitted to the Accreditation Commission for Education in Nursing (ACEN). Myrna Morales Keklak, Division Chairperson of Nursing, and the Nursing faculty have done an outstanding job preparing a quality document.
- The College has signed an MOU with the New Jersey CannaBusiness Association. A non-credit course will be developed as we gauge community interest.

### **Consent Decree**

- The Quarterly Report through December 31, 2018 was submitted to the NFB as required by the Consent Decree. The response from the NFB was positive.

**Inside the College**

- Nancy Porfido presented a comprehensive overview of the College's Athletics programs. Also, Chad Affrunti, Archery Coach, provided information about Helen Bolnick who was the driving force of the College's Archery program since its inception, who recently passed away.

**VI. COMMENTS FROM THE PUBLIC**

-Chairperson Mento called for comments from the public on agenda items. No comment.

**VII. CONSENT RESOLUTIONS**

-McAlister read the following consent resolutions.

**Res. #50 Approve:** Regular Session Minutes (December 18, 2018)

**Res. #53****Award of Bids**

<b>Number</b>	<b>Item and Vendor Information</b>	<b>Amount</b>
<b>Bid Ex. 814</b>	PBX Technician Support FY19 Information Technology Services Tricomm Service Group Moorestown, NJ	\$60,000.00 (not to exceed)
<b>RFP 222</b>	Architectural Services Chapter 12 and R&R Funds  Clark Caton Hintz Trenton, NJ  Remington & Vernick Pleasantville, NJ  SOSH Architects Atlantic City, NJ  Spiezle Architectural Group Hamilton, NJ	*Contracts will be awarded on an individual project basis  *5.90-9.90%  *Fee by project  *5.00-6.50% Plus engineering fee  *5.95-7.95%
		Total (excluding architectural services) \$60,000.00

**Res. #55 Executive Session**

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

## ROLL CALL:

ALL 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 Financial Statement for twelve months ended June 30, 2018.

Trustee Byrne reported the following:

-This is the final FY18 Board Report. There are minimal changes from the draft report presented last month. The College earned 97.6% of budgeted revenues and expended 96.3% of budgeted expenses. The College used \$490,430 of fund balance plus \$179,308 for encumbrances carried forward to FY19 which is \$513,356 less than the revised fund balance approved by the Board.

-The FY18 CAFR is delayed due to the implementation of GASB Statement No. 75. Information is needed from the State of New Jersey in order to comply with GASB 75 reporting requirements. The State released the report in mid-January; however, they issued a statement last week that additional information is required and that Treasury will release a supplemental schedule. Management hopes to bring the FY18 CAFR to the Board in February, but this will depend on the timing of the State's supplemental report release.

-Trustee Byrne motioned to approve Resolution #2, Trustee Torres seconded.

## ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS

Motion carried.

**Res. #51** FY19 Financial Statement for six months ended December 31, 2018.

Trustee Byrne reported the following:

-As of December 31, 2018, the College has earned 53.6% of budgeted revenues and expended 50.6% 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 \$446,541. Revenue is tracking down .7% versus a budgeted increase of .1%. Overall expenses are tracking 1.5% less than last year which is in line with the 1.4% budgeted decrease.

-Although there is a net Fall and Summer revenue shortfall, there are savings on the expense side to offset the revenue shortfall. Management is monitoring revenue and expenses and, at this point, expects to be within the budgeted margin.

-Trustee Byrne motioned to approve Resolution #51, Trustee Money seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSECTIONS

Motion Carried.

#### **Res. #54**

##### **Official Naming of the Publications Office Donated In Memory of Gerri Black**

**WHEREAS**, the Budget Finance and Audit Committee, in collaboration with the Ad Hoc Naming Committee, recommended and the Atlantic Cape College Board of Trustees approved the Named Giving Opportunity for the Publications Office, G-111 within the Student Center on the Mays Landing Campus as approved in Resolution #17 on September 27, 2016, and;

**WHEREAS**, this naming opportunity is part of the Atlantic Cape Foundation's Naming Opportunities Campaign, and;

**WHEREAS**, the Atlantic Cape Foundation has successfully obtained commitment from an anonymous donor based on the approved Named Giving Opportunities for the Publications Office, G-111.

**THEREFORE BE IT RESOLVED**, that the Board of Trustees of Atlantic Cape Community College hereby approves naming the Publications Office, G-111 in the Student Center on the Mays Landing Campus as the "Publications Office Donated In Memory of Gerri Black".

-Trustee Byrne motioned to approve Resolution #54, Trustee Furman seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSECTIONS

Motion carried.

**Res. #52****Retirement Mr. Timothy Cliggett**

**WHEREAS**, Timothy Cliggett was hired as a Grounds Labor Maintenance Worker in Facilities on August 24, 2005 and promoted to Maintenance Mechanic I on October 1, 2015 and;

**WHEREAS**, the recipient of numerous Perfect Attendance awards, Mr. Cliggett has been characterized as being conscientious, dependable and cooperative and;

**WHEREAS**, Mr. Cliggett's dedication is evident through his assistance and support of events such as the 2006 Cape May County Campus Job Fair, Cape May County Campus 4-H Fair, New Student Day programs, clean-up from Hurricane Irene, and the 2009 major snow storm and;

**WHEREAS**, the Wildwood resident has indicated his desire to retire from Atlantic Cape Community College.

**THEREFORE BE IT RESOLVED** upon the recommendation of the President that the Board approve the retirement of Mr. Cliggett effective March 1, 2019.

**BE IT FURTHER RESOLVED** that the Board extends to Mr. Cliggett its best wishes and appreciation for over 14 years of service to Atlantic Cape Community College.

-Trustee Parker motioned to approve Resolution #52, Trustee Lefke seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS

Motion carried.

X. COMMITTEE REPORTS

a. PERSONNEL AND BOARD DEVELOPMENT

-No incidents to report under Cunningham Ruiz Bill.

XI. FOUNDATION REPORT

Trustee Furman reported the following:

-The 36<sup>th</sup> Annual Restaurant Gala is Thursday, March 14 at Harrah's at the Waterfront Conference Center starting at 6:30pm. Tickets are \$225 per person. Invitations have been mailed and promotion has begun. Mark Giannantonio, President and CEO of Resorts Atlantic City is the Community Honoree, and our ACA alumni Honorees are Kelsey and Kim Jackson, owners of Kelsey's Restaurant on Pacific Avenue and Kelsey and Kim's Southern Cuisine on Melrose Avenue near Gardner's Basin in Atlantic City. We anticipate 850 people attending the event. We have confirmed 42 restaurants and 5 distilleries from Atlantic and Cape May counties.

-The Foundation awarded \$628,000 in total scholarships in 2018, with approximately 25%



coming directly from Restaurant Gala proceeds to students attending the Academy of Culinary Arts at Atlantic Cape. Raffle ticket sales benefit an emergency fund for all students.

XII. NEW JERSEY COUNCIL OF COUNTY COLLEGES (NJCCC)

-Dr. Gaba reported that Aaron Fitchner, President of the New Jersey Council of County Colleges is attending community college Board meetings across the State. He will be visiting Atlantic Cape's Board meeting in February to share Council news as part of the President's "Inside the College."

XIII. OTHER BUSINESS

- None.

XIV. COMMENTS FROM THE PUBLIC

- C. Niglio stated that the Union is supporting Black History Month by funding the *Kulu Mele: African Dance & Drum Ensemble* on February 21 in the Theater. He also mentioned that negotiations were starting tomorrow.

XV. EXECUTIVE SESSION

-At 7:17 pm, Trustee Torres motioned to go into Executive Session, Trustee Money seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS

Motion carried.

Secretary's Note-The Board returned from Executive Session at 7:28pm. No action taken upon return.

XVI. ADJOURNMENT

-At 7:28 pm, Trustee Money motioned to adjourn, Trustee Furman seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS

Motion carried.