

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 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 February 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

- At 6pm, 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
X Christina Clemans	✓ Lou Greco, Esq., Legal Counsel
✓ 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

Board Members	College Personnel
✓ Meghan Clark, Alumni Representative	✓ 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	X Donna Vassallo, Dean of Worthington Atlantic City Campus, and Dean of Career Education
✓ Donald J. Parker (Mays Landing)	✓ 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	
✓ Harrison Furman	
Other Public in Attendance-	
<ul style="list-style-type: none"> ✓ Fred Caltabiano, Partner, Bowman and Company ✓ CMC Freeholder E. Marie Hayes ✓ Professor Effie Russell ✓ Bert Rosica, Baseball Assistant Coach ✓ Ismael Muniz, student ✓ Louis Sauri, student ✓ Kyle Eppright, student 	<ul style="list-style-type: none"> ✓ Bonnie Lindow, Atlantic County Treasurer ✓ Gracellen Etherton, Senior Manager, Office of the President/Board of Trustees ✓ Heather Peterson-ACCCEA ✓ Caesar Niglio, ACCCEA ✓ Kathy Landau, ACCCEA ✓ Sandi Greco, Director IT Services ✓ Chris Vallese, Technician, IT Services

IV. CALL TO ORDER

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

V. PRESIDENT'S REPORT

Inside the College

Dr. Gaba introduced Dr. Aaron Fichtner, President, New Jersey Council of County College (NJCCC) and Dr. Phil Linfante, Chairman (NJCCC).

- Dr. Linfante provided information about the important work of the NJCCC including its 25-year history of education policy advocating and providing funding to help workforce training needs across the State. Dr. Linfante asked that Trustees enhance relationship with legislators at all levels of government and be active participants for the sector, especially in April during *Community College Month*.
- Dr. Fichtner discussed the important advocacy role that NJCCC plays as a voice of the community college stakeholders and coordination of Chapter 12 funding. Dr. Fichtner also stated that community colleges are stronger together and encouraged sharing best practices as part of *Vision 2028*. He discussed the importance of providing ongoing education to the adult learner and encouraged collaborative partnerships and relationships with the business community.
- Dr. Fichtner and Dr. Linfante thanked Trustee Torres for her years of service on the NJCCC's Executive Committee.

President's Report

Dr. Gaba discussed the following:

Blackboard Ally

- *Ally* is a Blackboard tool that allows the College to continue its work in providing online accessible course content that gives students flexible tools to access content. Staff from Blackboard were on site last week as part of their world-wide tour to gather information about their Ally product. Additionally, they conducted an accessibility workshop for faculty/staff. During the visit, Atlantic Cape was recognized as a leader by Ally in creating accessible content for students. Thanks to all the hard work by the Center for Accessibility, faculty and staff for creating accessibility for all.

Facilities Update

- J-Lobby- The lobby has been transformed to an open concept creating a gateway to the college that is more attractive and inviting. This is part of a conscious plan to make the campus more attractive so that students will feel comfortable and stay on campus.

K-12 Outreach

- *Wildwood High School*- More than 25 students visited the Cape May Campus at the end of January. Students learned about services available at the Campus, and experienced a sample class taught by Professor Karl Guilian and Professor Michael Bolicki. Additionally, career planning workshops were provided by Dr. Tammy DeFranco and Ms. Cynthia Correa. We continue to encourage on-site visits by prospective students, parents, middle school and high school faculty and staff.

- *Uptown Complex Middle School in Atlantic City*- The focus of the discussion was on the importance of attending college and the programs that we offer at Atlantic Cape.

Community Relations-Cape May County Campus

- *Free Basic Computer Skills Class*- This sold-out course was offered to Veterans on Saturday, February 23 in partnership between a private citizen, the Citizens and Veterans Advisory Committee in Cape May, and Atlantic Cape.
- *Hate Crimes Symposium*- This successful event was held at the Cape May County Campus. There were over 60 people in attendance. It was hosted by the FBI, and the Cape May County Prosecutors Office.

Restaurant Gala

- An ACA video highlighting students who have benefited from the Restaurant Gala scholarships was presented. Brandon Panter, a graduate of Atlantic Cape with honors in 2018, created the video for the Foundation. The event is Thursday, March 14 at Harrah's Waterfront Tower and will feature 42 restaurants and distilleries, as well as hors d'oeuvres that will be prepared by the students attending the Academy of Culinary Arts.

VI. COMMENTS FROM THE PUBLIC

-Chairperson Mento called for comments from the public on agenda items. There were no comments.

VII. CONSENT RESOLUTIONS

-McAlister read the following consent resolutions.

Res. #56 Approve: Regular Session Minutes (January 29, 2019)

Res. #58

Personnel Action

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

Appointment

Kelly Johnson, Housekeeper I, Facilities effective February 27, 2019 at an annual salary of \$28,498.

Resignations

Stephen Fisk, Security Officer/Dispatcher, Security and Public Safety retroactive to February 15, 2019.

John Thompson, Maintenance Mechanic II, Facilities retroactive to February 1, 2019.

Ravi Manimaran, Dean of STEM Programs, effective June 30, 2019.

Res. #58A

It is respectfully recommended, by the President, that the following individuals be re-appointed to one-year terms, effective July 1, 2019:

Supervisory and Administrative Personnel (Included in the Bargaining Unit)

Jennie Ayres	Assistant Director, Conferences, Events and Contracts
Michael Barnes	Director, Center for Accessibility
Carmen Cabrera	Assistant Director, Admissions
Cynthia Correa	Director, Worthington Atlantic City Campus Student Services and Institutional Career Services
Tammy DeFranco	Director, Cape May County Campus Student Services and Campus Management
Victoria DeLaurentis	Assistant Director, Financial Aid
Linda DeSantis	Director, Financial Aid and Veterans Affairs
John Feldbauer	Director, Server, Cloud and Broadcast Systems
Christine Gamboa	Director, Testing
Crista Golden	Assistant Bursar
Sandra Greco	Director, Systems and Hardware Projects
Terri-Lynn Hamby	Assistant Director, Science Labs
Janet Hauge	Director, Academic Support Services
Patricia Heller	Assistant Director, Administrative Computing
Dorie Keener	Director, Business Services
Barbara Kozek	Assistant Director, Adult Basic Ed/ESL/HSE
Kathleen Landau	Bursar
Richard Luderitz	Assistant Director, Paramedic and EMT Training
Michelle Perkins	Director, Instructional Technology
Heather Peterson	Registrar
Anita Polanco	Assistant Director, Educational Opportunity Fund
Nancy Porfido	Director, Student Engagement and Judicial Officer
Joseph Rooney	Director, Admissions and Recruitment
Mariangela Sozio	Director, Accounting, Budgets and Foundation Reporting
Patrick Sweeney	Director, Administrative Computing
Sherwood Taylor	Director, Workforce Development
Harry Whitelam	Director, Purchasing and Storeroom Operations
Stacey Zacharoff	Director, Student Success Center

Supervisory and Administrative Personnel (Exempt)

Laura Batchelor	Executive Director, Marketing and College Relations
Denise Coulter	Dean, Liberal Studies
August Daquila	Chief Business Officer
Stephanie Davies	Supervisor, Custodial and Building Services
Paula Davis	Dean, Student Affairs and Enrollment Management
Cindy DeFalco	Director, Human Resources
Richard Garwood	Supervisor, Facilities Operations
Leslie Jamison	Chief Financial Officer
Josette Katz	Vice President, Academic Affairs
Maria Kellett	Associate Dean, Resource Development and Dean, Cape May County Campus
Joy Little	Controller
Jean McAlister	Chief of Staff and Dean, Resource Development
Patricia McClay	Dean, Academy of Culinary Arts
Luis Montefusco	Director, Institutional Research Assessment and Planning

Vanessa O.McMasters	Dean, Institutional Research, Planning & Effectiveness and Information Technology Services
Edward Perkins	Plant Project Manager
Clifton Sudler	Director, Security and Public Safety
Robert Townsend	Supervisor, Facilities Management
Donna Vassallo	Dean, Career Education and Workforce Development and Dean, Worthington Atlantic City Campus
Russell Waugh	Director, Facilities

Faculty without Tenure

Kenyatta Collins	Assistant Professor, Psychology
Deborah DaGrosa	Assistant Professor, Nursing
John Heenan	Assistant Professor, Criminal Justice
Lorraine Monzo	Assistant Professor, Nursing
Denise Petro	Assistant Professor, Nursing
Polly Thieler	Assistant Professor, Nursing

Faculty Earning Tenure with this Reappointment

Dean Wyks	Assistant Professor, Criminal Justice
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Res. #59**Award of Bids**

Number	Item and Vendor Information	Amount
OQ165	Microsoft Campus License FY19-20 Information Technology Services SHI International Corp Somerset, NJ	\$29,530.43
Bid 1847	Renovation A-Building Chapter 12 Hessert Construction Marlton, NJ	\$1,752,000.00
		Total \$1,781,530.43

Res. #60**Amendment to Carl D. Perkins Career and Technical Education Improvement Grant Spending Plan**

WHEREAS, Atlantic Cape Community College, as a comprehensive community college, seeks to provide career occupational training programs to prepare Atlantic Cape Community College students and other Atlantic and Cape May County residents for employment, and;

WHEREAS, the Carl D. Perkins Career and Technical Education Improvement Grant (“Perkins”) is a Federally authorized Grant whose aim is to increase the academic achievement of career and technical education students and strengthen the connections between secondary and post-secondary education, and;

WHEREAS, on June 28, 2018 the College filed its application and Spending Plan with the State of New Jersey Department of Education for Perkins grant funding in the amount of \$457,321 for the fiscal year end June 30, 2019, and;

WHEREAS, on August 31, 2018 the State of New Jersey Department of Education notified Atlantic Cape Community College that its Perkins application was in “substantially approvable form” and, as a consequence, obligations against these funds were permissible effective that date, and;

WHEREAS, on January 22, 2019 Atlantic Cape received notification that the College received an additional \$4,236 in funding from vocational school districts’ surplus for a total of \$461,557, and;

WHEREAS, the State of New Jersey Department of Education requires that reallocations of budgeted amounts between and among Spending Plan component line items be presented through an amendment to the Spending Plan which is due no later than March 31, 2019, and;

WHEREAS, Atlantic Cape will submit a new amendment to the Spending Plan of the Carl D. Perkins Career and Technical Education Improvement Grant, and;

WHEREAS, revisions to equipment resulted in reallocations of the total amount budgeted among component line items.

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Atlantic Cape Community College hereby approves the amendment to the Spending Plan of the Carl D. Perkins Career and Technical Education Improvement Grant as detailed in Exhibit A of this Resolution.

Res. #61

Disability Rights New Jersey (DRNJ) Grant: Expansion of Assistive Technology Services to People with Disabilities in New Jersey

WHEREAS, Disability Rights New Jersey (DRNJ) is soliciting applications for Expansion of Assistive Technology Services to People with Disabilities in New Jersey, and;

WHEREAS, the Expansion of Assistive Technology Services to People with Disabilities in New Jersey will award competitive funding to provide enhanced access to assistive technology products and services on a comprehensive, statewide basis through a system of device loan, demonstration, equipment reuse, training and technical assistance, and public awareness activities, and;

WHEREAS, Expansion of Assistive Technology Services to People with Disabilities in New Jersey could provide Atlantic Cape with a grant of up to \$10,500 for assistance to Atlantic Cape students with disabilities over the term of April 2019 through September 2019 (projected).

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to submit an application to Disability Rights New Jersey (DRNJ) for the Expansion of Assistive Technology Services to People with Disabilities in New Jersey, requesting a grant of up to \$10,500 to provide assistance to Atlantic Cape students with disabilities over the term of April 2019 through September 2019 (projected).

Res. #62

Easton Foundations/USA Archery 2019 Collegiate Archery Grant Program

WHEREAS, Easton Foundations/USA Archery is soliciting applications for its 2019 Collegiate Archery Grant Program, and;

WHEREAS, the 2019 Collegiate Archery Grant Program will provide funding for target mats which will enhance the ability of the team to host tournaments, and;

WHEREAS, all applications are due March 10, 2019, and;

WHEREAS, Atlantic Cape's archery program would like to apply for a grant of \$1,700 to purchase six (6) target mats.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to submit an application to Easton Foundations/USA Archery by the deadline of March 10, 2019 to purchase equipment to continue and expand hosting of tournaments at the college.

Res. #64 Executive Session

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

ROLL CALL:

AYES

NO NAYS

ABSTENTIONS-Trustee Coskey, Trustee Walsh and Trustee Clark abstained from Resolution #56.

Motion carried.

VIII. BUDGET REPORT

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

IX. REGULAR RESOLUTIONS

Res. #57 FY19 Financial Statement for seven months ended January 31, 2019.

Trustee Byrne reported the following:

- As of January 31, 2019, the College has earned 82% of budgeted revenues and expended 57% of budgeted expenditures. FY19 Summer enrollment was above budget by 5.5%, FY19 Fall credit enrollment is below budget by 4.67% and FY19 Spring credit enrollment is above budget by 1.4% for a fiscal year average of -1.13%. Net FY19 tuition and fees revenue shortfall is \$325,000. Revenue is tracking up .8% versus a budgeted increase of .1% and expenses are tracking 1.8% less than last year which is in line with the 1.4% budgeted decrease. The budgeted margin this year compared to last year is up 6.3%.

- Although there is a net tuition and fee revenue shortfall, there are savings on the expense side to offset the revenue shortfall. Management is monitoring revenue and expenses and projects to be within the budgeted margin.

-Trustee Byrne motioned to approve Resolution #57, Trustee Coskey seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS

Motion Carried.

Motion to Accept

DRAFT (as of 2/15/19) Comprehensive Annual Financial Report (CAFR) for the Fiscal Year ended 6/30/18

- Mr. Caltabiano, partner at Bowman and Company LLC, discussed GASB 75 as it relates to liability-health insurance. This liability is greater than pension liability. He noted that Atlantic Cape is in “good cash position” and the “unrestricted trend did not repeat itself from last year due to fund balance lapse”.
- Trustee Money noted that this was a strong report.

-Trustee Byrne motioned to approve the CAFR, Trustee Torres seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS

Motion Carried.

Res. #63

Approval of Grant Application Submissions

WHEREAS, some grants from which the College would benefit often have a short turnaround time for submittal, and;

WHEREAS, due to the nature of the grant application process and timing of Board of Trustees meetings, it may not be possible to secure Board of Trustees approval prior to grant application deadlines, and;

WHEREAS, the College President will notify the Chair and Vice-Chair of a grant application prior to submission if the grant deadline falls before a Board of Trustees meeting and will also confer with the Treasurer if a college match is required.

THEREFORE BE IT RESOLVED that the Board authorizes the College President to submit grant applications on behalf of the College with Board action taken at the following Board meeting.

-Trustee Byrne motioned to approve Resolution #63, Trustee Furman seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS

Motion carried.

Res. #58B

Retirement Ms. Eileen Curristine

WHEREAS, Eileen Curristine joined Atlantic Cape Community College on February 28, 2011 as the Dean of Human Resources and Compliance, and;

WHEREAS, Ms. Curristine was assigned oversight of Public Safety and Security in July 2012 becoming the Dean of Human Resources, Public Safety and Compliance, and received a title change to Chief Officer, Human Resources, Public Safety & Compliance in August 2018, and;

WHEREAS, Ms. Curristine's commitment to Atlantic Cape is exemplified by both professional and personal attention to the significant organizational change that the institution has undergone during her time at the College, and;

WHEREAS, throughout her Atlantic Cape career, Ms. Curristine has engaged in professional development activities in criminal justice, technology, and compliance to enhance her service to the College, and;

WHEREAS, Ms. Curristine provided leadership during the introduction of armed officers to the College as well as to the development and presentation of active shooter training, and;

WHEREAS, Ms. Curristine provided effective leadership during the 2016 Presidential Search which involved coordinating tours, meetings, surveys, and candidate visits, all in a short period of time, and;

WHEREAS, Ms. Curristine provided leadership and support to health and safety compliance issues as evidenced by several successful state and federal agency audits, and;

WHEREAS, Ms. Curristine volunteered her time to several Atlantic Cape Foundation fundraisers, including the Restaurant Gala, and;

WHEREAS, the Tinton Falls resident has indicated her desire to retire from employment with Atlantic Cape Community College.

THEREFORE BE IT RESOLVED, upon the recommendation of the President, that the Board approve the retirement of Ms. Curristine effective June 30, 2019.

BE IT FURTHER RESOLVED that the Board extends to Ms. Curristine its best wishes for retirement years filled with health and happiness.

-Trustee Torres read the resolution in its entirety and motioned to approve Resolution #58B, Trustee Coskey seconded. Trustee Torres noted that we will miss Ms. Curristine.

-Chairperson Mento thanked Ms. Curristine for her years of service.

-Ms. Curristine thanked everyone and stated that she had eight wonderful years at Atlantic Cape.

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 that Atlantic Cape Baseball opens Sunday, March 3, 2019 at Surf Stadium. As part of the alumni outreach, we have three ballplayers from the 1968 season who will be throwing out the first pitch: Stephen Nehmad of Nehmad, Perillo & Davis in Egg Harbor Township; Bobby Woods; and Charles Donahue. Mr. Woods who played one season for Atlantic Cape and was drafted by the Chicago Cubs organization, played shortstop and third base for four seasons. He then went on to coach the ACC Buccaneers from 1976-1979, where the team captured the Garden State Athletics Conference and Region XIX Championship titles. Mr. Donahue followed in Bobby Woods' footsteps and coached ACC Buccaneers from 1980-81. He is currently a Football Coach at Southern Regional High School.

XII. NEW JERSEY COUNCIL OF COUNTY COLLEGES (NJCCC)

- Trustee Furman reported he and Dr. Gaba attended the Association of Community College Trustees (ACCT) National Legislative Summit (NLS) in Washington DC from February 10-13. It was a valuable and successful conference, with great interaction with other college Trustees and our legislators. Trustee Furman and Dr. Gaba met with Congressman Jeff Van Drew and thanked him for his support of the college and his advocacy regarding the legislative priorities impacting community colleges.
- Dr. Gaba was invited by ACCT to present on a panel entitled, "Conducting an Effective CEO Search in a Competitive Environment".

- Trustee Furman thanked Dr. Fichner and Dr. Linfante, for their leadership of New Jersey community colleges during this event and presenting the needs of community college sector to the delegates.

XIII. OTHER BUSINESS

- No other business.

XIV. COMMENTS FROM THE PUBLIC

- Ms. Peterson thanked the Board for renewing employee contracts.
- Mr. Niglio congratulated Ms. Jamison on the audit with no findings and wished Ms. Curristine a happy retirement on behalf of the entire association.
- Mr. Rosica talked about the upcoming baseball game and introduced a few players in attendance. He stated that there are a total of eight volunteer assistant coaches, of which four are alumni. He said that the students who are playing baseball have an excellent GPA and that tutoring is provided. He praised Mike Sargente, Assistant Director, Learning Assistance Center, for all of his assistance in setting up tutoring schedules.
- Professor Russell discussed that four baseball players were in her English class and they truly have academic commitment. Professor Russell also wished Ms. Curristine happiness in her retirement and also noted that the campus is looking great.

XV. EXECUTIVE SESSION

-At 7:10 pm, Trustee Coskey motioned to go into Executive Session, Trustee Lefke seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS

Motion carried.

Secretary's Note-The Board returned from Executive Session at 8pm. No action taken upon return.

XVI. ADJOURNMENT

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

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS

Motion carried.