

## 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 March 20, 2018 advance written notice of this scheduled meeting was posted at the bulletin board, 2<sup>nd</sup> floor, “J” Building of the Mays Landing Campus, Cape May County Campus, and Worthington Atlantic City Campus and copies of the notice were delivered to the clerks of Atlantic and Cape May counties and clerks of the Boards of Chosen Freeholders of Atlantic and Cape May Counties, and

(2) On March 20, 2018 copies of advance written notice of this meeting were mailed to all persons, who according to the records of Atlantic Cape Community College requested and paid for such notices on or before January 1, 2018.

## II. FLAG SALUTE

- Chairperson Coskey 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
✓ Dave Coskey	✓ Eileen Curristine, Dean of Human Resources, Public Safety and Compliance
✓ James Kennedy	✓ August Daquila, Dean of Administration & Business Services
✓ Brian Lefke	✓ Jean McAlister, Board Secretary, Dean of Resource

Board Members	College Personnel
	Development, President/Board Operations
✓ Jenna DeLuca	✓ Dr. Josette Katz, Interim Vice President, Academic Affairs
✓ Daniel Money	✓ Leslie Jamison, Dean of Finance
✓ Maria K. Mento	✓ Dr. Richard Perniciaro, Executive Vice President - Planning, Research, Information Technology Services & Facilities
X Thomas Milhous	X Dr. Mitchell Levy, Vice President, Student Affairs and Enrollment Management
✓ Donald J. Parker (6:15pm)	✓ Donna Vassallo, Dean Worthington Atlantic City Campus, and Dean of Career and Workforce Training
X Robert Bumpus	X Maria Kellett, Dean of Cape May County Campus, Associate Dean of Resource Development
✓ Maria Torres	✓ Laura Batchelor, Executive Director of College Relations and Marketing
X Helen Walsh	
✓ Leslie White-Coursey	
<b>Others in Attendance</b>	
✓ Judith Matsunobu, Faculty Emerita	✓ Louise Kaplan, Faculty Emerita
✓ Cindy DeFalco, Human Resources	✓ Caesar Niglio, ACCCEA
✓ Heather Peterson, ACCCEA	✓ Bobbie Heard, ACCCEA
✓ Francine Springer, Cape May County Government	✓ Julie Sharkey, Atlantic County Government

IV. CALL TO ORDER –

-Chairperson Coskey called the meeting to order at 6:05pm.

## V. PRESIDENT'S REPORT

-Dr. Gaba reported on the following:

### **Community College Tuition Grant Program-State Update**

-Governor Murphy's budget message includes investment of \$50 million in a new community college tuition grant. This step will expand college access and affordability for tens of thousands of students throughout the State.

### **Middle States**

-The Middle States Evaluation team will be arriving on Sunday, April 8 and there is a reception at 5pm in the new Student Center. Additional meetings have been scheduled with the Board. The exit report is on Wednesday, April 11 in the theater. More information to follow.

### **University Partnerships**

Beginning this Fall, Rutgers University has established a "Rutgers-Camden Scholarship at Atlantic Cape" which will provide merit based financial support to our graduates who attend Rutgers-Camden. Awards range from \$3000-5000 each year for two years.

### **K-12 Partnerships**

*Atlantic County Institute of Technology (ACIT)*

-Dr. Katz and I met with ACIT Superintendent, Dr. Phil Guenther to discuss ways we can encourage their culinary students to enroll in our ACA program upon graduation. We already have an existing articulation of 13 culinary credits upon completion of the culinary program at ACIT, but we are looking to possibly articulate 17 credits that we can package as a 1+1 program.

*High School Counselors' Breakfast. March 28 8:30am-10am*

-Area high school Superintendents and Guidance Counselors have been invited to attend a breakfast at Atlantic Cape on the Mays Landing Campus, hosted by Admissions. The goal of the event is to provide an environment for Counselors and school representatives to learn about the college updates, new initiatives and success stories that they can bring back to their students.

*College Readiness Now (CRN)- Lower Township High School*

-This month, 21 seniors at Lower Township High School began their studies in our Accelerated learning Program funded by CRN. The student participants come from lower-socioeconomic backgrounds. This program allows students who place into remediation to be mainstreamed into Composition I while simultaneously taking an English support class. The CRN program convenes daily following the students' regular school day at the high school. Wrap around services such as tutoring, library services, financial aid, career pathways, and campus life will be presented.

### **Community Relations**

-Cape May Campus hosted the Lower Township Chamber of Commerce, "Marketing Bootcamp". There were 100 attendees from area businesses. Our professors, Karl Guillian and Bo Zolivic presented workshops and more than 20 vendors staffed information tables for attendees.

-Dean Maria Kellett was named the Vice Chairperson of the Cape May County Women's Advisory Commission.

-Dean Jean McAlister was reappointed as Secretary of the Atlantic County Women's Advisory Commission.

### **Capital Improvement Plan (Long Range Planning)**

-New Student Center, the final project in our "Blueprint 2020", opened this month and the ribbon cutting was held on February 28. It was well attended and we received wide press coverage. A number of elected officials attended including: Assemblyman Amodeo, Assemblyman Mazzeo, Freeholder Formica, Freeholder Coursey, Freeholder Fitzpatrick, Freeholder Gatto, and Freeholder Pierson. Students from Ocean City High School were also in attendance.

-The Veterans Center in honor of David Evans has been furnished thanks to a donation from WS Goff Furniture Company.

-The ribbon cutting is Wednesday, May 23 at 5pm. The Foundation's Naming Opportunities Campaign is in progress. Six students, Trustee Walsh and Erin Evans (daughter of David Evans) were in attendance. Trustee Walsh will be working with the Board, both present and past to help raise funds for this Naming Opportunity.

### **Student Services Initiatives**

-The Application Fee has been eliminated and there has been an increase in number of students applying to the College since the application fee was eliminated.

-The new Recruit Software should be ready to go by early summer. This will us to engage with the students more strategically.

-The Financial Aid office launched the document imaging software which allows financial aid staff at all locations to retrieve documents more effectively and work more efficiently when working with students.

### **Technology Upgrades**

-The front end of the College's website is in the bidding process. We are seeking vendors that will enhance our website that is user friendly, engaging, best in class, as well as ADA compliant. We expect the redo of the homepage of the website to be complete in the next two months.

### **Faculty and Staff Achievement and Recognition**

-Dean Kelly McClay recently received the 2017 "Presidents Award for Excellence in Service" by the Professional Chefs Association of South Jersey on March 4.

-Chef Educator Joseph Sheridan received the "Educator of the Year Award" from the Professional Chefs Association of South Jersey. This is the second time Chef Sheridan has received this award.

-ACA students were out in full force supporting the recent Captain's Table event on March 1 in Atlantic City. This is part of the Community Foodbank's initiative, Let's Eat Please, supporting summer feeding programs in Atlantic and Cape May Counties.

### **Communications**

-I spoke to students at the Mays Landing Campus during Pizza with the President. This will be repeated in Cape May and Worthington. Atlantic City Campus.

### **Commencement**

- This year Commencement is May 17.
- Our President’s Distinguished Alumni of the Year are Trustee Maria Mento ’77 and Mr. Ray Davis ’92.
- The President’s Distinguished Foundation Board Member is Diane Donio.
- Our Commencement Speaker is Lori Herndon, President and CEO of AtlantiCare.

**Professor Emeritus Status**

-Dr. Gaba requested that the Board support the recommendation of Dr. Louise Kaplan as Professor Emerita. This is supported by the faculty and approved by Dr. Josette Katz. Now retired, Dr. Kaplan had 44 years of a distinguished teaching career at Atlantic Cape culminating as Professor of Anthropology and Bioethics. Dr. Kaplan is joined today by Ms. Judith Matsunobu, Professor Emerita.

-Trustee Torres read Resolution # 82 in its entirety.

**Restaurant Gala**

-Restaurant Gala is tomorrow, March 28.

**Inside the College-Marketing Plan Spotlight**

-The Marketing Plan was presented by Laura Batchelor, Executive Director of Marketing.

**VI. COMMENTS FROM THE PUBLIC**

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

**VII. CONSENT RESOLUTIONS**

-McAlister read the following consent resolutions.

**Res. #76 Approve:** Regular Session Minutes (February 27, 2018)

**Res. #79 Approve:** **Bid Ex. 798**-Sim View System, \$89,730.18, FY18 Perkins Funds, Laerdal Medical Group, Wappingers Falls, NY; **OQ158**-Architectural Services, Building A, \$69,640.00, Chapter 12 Funds, Spiezle Architectural Group, Hamilton, NJ; **OQ159**-Architectural Services, Building C & Library, \$12,000.00 Repair and Replacement Funds, Michael W. Kolchins, Architect, Mays Landing, NJ; **OQ160**-Architectural Services, Building C Roof, \$45,000.00, Chapter 12 Funds, CB Architect, Ventnor, NJ; **RP214**-Engineering Services, Signage, \$24,900.00, Chapter 12 and Renovation & Repair, Spiezle Architectural Group, Hamilton, NJ.

**Res. #79**

**Award of Bids**

Number	Item and Vendor Information	Amount
Bid Ex. 798	Sim View System	\$89,730.18

Number	Item and Vendor Information	Amount
	FY18 Perkins Funds	
	Laerdal Medical Group	
	Wappingers Falls, NY	
OQ158	Architectural Services, Building A	\$69,640.00
	Chapter 12 Funds	
	Spiezle Architectural Group, Inc.	
	Hamilton, NJ	
OQ159	Architectural Services, Building C & Library	\$12,000.00
	Repair and Replacement Funds	
	Michael W. Kolchins, Architect	
	Mays Landing, NJ	
OQ160	Architectural Services, Building C Roof	\$45,000.00
	Chapter 12 Funds	
	CB Architect	
	Ventnor, NJ	
RP214	Engineering Services, Signage	\$24,900.00
	Chapter 12 and Renovation & Repair	
	Spiezle Architectural Group	
	Hamilton, NJ	
		Total \$ 241,270.18

**Res. #80 Approve:** Recommends awarding contracts for electric power for the period August 1, 2019 to July 31, 2021 as follows: Constellation New Energy, Secondary Accounts - \$0.07200 per kWh (24 months), South Jersey Electric, Primary Account - \$0.05564 per kWh (24 months).

**Res. #80**

#### **Electric Power Rate**

**WHEREAS**, the market for electric power is at the lowest prices it has been in several years, and

**WHEREAS**, the College participated in a bid for electric power on June 14, 2017 for the period August 1, 2017 to July 31, 2019, and

**WHEREAS**, the College wants to take advantage of these low rates and lock in pricing for the period of August 1, 2019 to July 31, 2021, and

**WHEREAS**, to do so the College conducted an auction through EnerNoc Energy Management Solutions on March 7, 2018 for electric power for the period of August 1, 2019 to July 31, 2021, and

**WHEREAS**, several firm participated in the reverse auction, and

**WHEREAS**, all pricing is in \$ per kilowatt-hour and note that rates are not inclusive of utility delivery charges from our local utility company, and

**WHEREAS**, the low bidders are the same suppliers the College presently has, and

**WHEREAS**, the March auction resulted in lower rates than the College currently has as documented in the attached chart,

**THEREFORE BE IT RESOLVED** that the Board of Trustees recommends awarding contracts for electric power for the period August 1, 2019 to July 31, 2021 as follows:

**Constellation New Energy**  
**Secondary Accounts - \$0.07200 per kWh (24 months)**  
**South Jersey Electric**  
**Primary Account - \$0.05564 per kWh (24 months)**

**Res. #78 Approve:** Notice of Layoff effective March 27, 2018-Layoff is due to the significant decline in student enrollment and is in accordance with Article XIII of the ACCCOSAP bargaining unit agreement-2 notices.

**Res. #78**

**ACCCOSAP Layoff Notice**

**WHEREAS**, Atlantic Cape Community College has experienced a significant decline in student enrollment, and,

**WHEREAS**, the Atlantic Cape Community College Board of Trustees and the Atlantic Cape Community College Organization of Supervisory and/or Administrative Personnel (ACCCOSAP) are parties to a Collectively Negotiated Agreement, and

**WHEREAS**, Article XIII of the Agreement calls for 90 days of notice to members of ACCCOSAP before layoffs/reduction in force, and

**WHEREAS**, the Board of Trustees at its February 2018 meeting approved the issuance of notice of layoff to select ACCCOSAP members, and

**WHEREAS**, the college has provided such notice to select members of ACCCOSAP.

**THEREFORE BE IT RESOLVED**, upon the recommendation of the President, that the Board endorses those notices of layoff issued in accordance with the list found below:

Notice of Layoff effective March 28, 2018

**Michael Kernan's** layoff is due to the significant decline in student enrollment and is in accordance with Article XIII of the ACCCOSAP bargaining unit agreement.

**Linda Palmer's** layoff is due to the significant decline in student enrollment and is in accordance with Article XIII of the ACCCOSAP bargaining unit agreement.

**Res. #81 Board Development Approve:** Eliminating the following Policies: Policy No. 200-Dean of Students Office, Policy No. 704 Sources of Supply for Purchasing, Policy No. 405 Relations with Suppliers.

**Res. #81****Eliminate Policy No. 200, 704, 705**

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

**WHEREAS**, the following policies have been identified as being obsolete or are administrative operating procedure.

**THEREFORE BE IT RESOLVED**, upon recommendation of the President, that the Board approve the elimination of the following Policies:

Policy No. 200-Dean of Students Office

Policy No. 704 Sources of Supply for Purchasing

Policy No. 405 Relations with Supplies

**Res. #83 Executive Session**

-Trustee Lefke motioned to approve the consent agenda. Trustee DeLuca seconded.

**ROLL CALL:**

AYES

NO NAYS

ABSTENTION-Trustee Money abstained from Executive Session and January Minutes.  
Motion carried.

**VIII. BUDGET REPORT**

- Chairperson Coskey asked Trustee Kennedy to provide a budget report as part of regular resolutions.

**IX. REGULAR RESOLUTIONS**

**Res. #77** - FY18 Financial Statement for six months ended February 28, 2018.

-Dean Jamison reported, that as of February 28, 2018, the College has earned 85.14% of budgeted revenues and expended 65.13% of budgeted expenditures. Fiscal year to date revenue is down 3.2% from the prior year compared to a budgeted decrease of 5.9%. Fiscal year to date expenditures are down 6.2% from the prior year, which is in line with the budgeted 6.1% decrease.

-Fiscal year credits are down 6.1% compared to this time last year, versus a budgeted decrease of 7%. Net Tuition and fee revenue, excluding Aviation and Radiology fees which are pass-through, is below budget by \$210 thousand for the fiscal year to date.

-On the expense side, salaries and benefits, which account for 80.3% of the budget, are down 5.9% from the prior year. Expenditures to goal are tracking consistently at around 60% for all four goals.

-Based on the information known to date for year to date actuals plus projected revenue and



expenses through June 30, 2018, management projects that the College will be within the FY18 budgeted margin.

-The Board of School Estimate meeting was held on March 2, 2018. The FY19 County Appropriations Certificate and Chapter 12 Resolution were both approved.

**ROLL CALL:**

AYES

NO NAYS

ABSTENTION-Trustee Money

**Res. #82 Board Development Honorary:** Upon the recommendation of the Emeritus Committee and the President, that Dr. Louise Kaplan be granted the rank of Professor Emerita, with full rights and privileges of Emerita.

**Res. #82**

**Professor Emeritus Status-Dr. Louise Kaplan**

**WHEREAS**, Dr. Louise Kaplan began her distinguished teaching career at Atlantic Cape Community College in 1968 as a part-time instructor of Anthropology securing a full-time assistant professor position in 1969, named associate professor in 1977 and promoted to professor of Anthropology in 1988 adding Bioethics a few years later, and

**WHEREAS**, the native of Bronx, N.Y. earned a Bachelor of Arts degree in Political Science with a minor in Anthropology from Hunter College. Dr. Kaplan was awarded a master's in Public Administration from New York University and named a Carnegie Fellow. After joining Atlantic Cape, she earned a second master's in Anthropology and an Ed.D from Virginia Polytechnic Institute, and

**WHEREAS**, Dr. Kaplan was named the community college faculty representative to the New Jersey Department of Higher Education Chancellor search committee in 1990; was the first Atlantic Cape faculty member to receive a mid-career fellowship to Princeton University; was named *Who's Who Among American University Professors*; and was the 2005 recipient of the prestigious Lindback Award, and

**WHEREAS**, Dr. Kaplan was passionate about her field, working tirelessly to build the college's Anthropology program, describing it as the place where "the past, the present and the future all come together." She encouraged her students to open their minds and expand their perspectives on topics such as evolution, the abortion debate and the role of pharmaceutical companies in our society, "It's about the exchange of ideas in a collegial environment, where a passionate debate, conducted respectfully, is encouraged," she said, and

**WHEREAS**, devoted to Atlantic Cape's mission, Dr. Kaplan's committee participation included faculty assembly, cultural affairs, academic standards, sabbatical leave, basic skills, curriculum, international education, chairing the Atlantic Cape medical laboratory technology program evaluation committee and counseling students in the Advisement Center. In 1984 she served as the chairperson of the Presidential advisory search committee that selected Ronald Bush and again in 1987 to help select President, Dr. William Orth. In the community, she served as a member of the AtlantiCare ethics committee, and

**WHEREAS**, after 44 years of service, Dr. Kaplan retired from her distinguished teaching career at Atlantic Cape on June 30, 2012.

**THEREFORE BE IT RESOLVED**, upon the recommendation of the Emeritus Committee and the President, that Dr. Louise Kaplan be granted the rank of Professor Emerita, with full rights and privileges of Emerita.

**BE IT FURTHER RESOLVED** that the Board extends to Dr. Kaplan its appreciation for her years of exemplary service to the college, its students and the community.

-Trustee Torres motioned to approve upon reading the resolution in its entirety, Trustee Mento seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS

X. COMMITTEE REPORTS: Discussion/Questions  
**Policy and Board Development- Cunningham Ruiz Bill**

-Trustee Parker asked Board Members to please refer to the packet for February 28 incident.

**Ad-Hoc Security**

-Trustee Byrne reported on the Security Ad-hoc Committee including discussion on policy and cost of armed guards and overall campus safety and security. Byrne thanked all of those who participated.

XI. FOUNDATION REPORT

-Trustee Mento reminded everyone that the Restaurant Gala is tomorrow at Harrah's Waterfront Conference Center. She thanked all those who purchased raffle tickets and tickets to attend.

-Trustee Mento informed the Board that Jean McAlister is to be honored by the United Way of Greater Philadelphia and South Jersey's Women United at the Power of the Purse event on June 1 at Historic Smithville Inn.

XII. NEW JERSEY COUNCIL OF COUNTY COLLEGES

-Trustee Torres reported that the Best Practices Conference is at Middlesex Community College on April 20, Phi Theta Kappa Day is May 30 and the Sprit Awards will be held in the Fall.

XIII. OTHER BUSINESS

-Chairperson Coskey thanked NJEA for their statewide marketing campaign for community colleges that was broadcasted on 85 radio stations from New York to Philadelphia.

XIV. COMMENTS FROM THE PUBLIC

- Niglio thanked the Board for the Ad-Hoc Security meeting and the opportunity to serve and asked that the Board continue to look at the security budget.

-Niglio discussed that Kevin Hines will be speaking on April 26. This is funded through a grant from NJEA.

XV. EXECUTIVE SESSION

At 7:15pm Chairperson Coskey requested a motion to go into Executive Session.  
-Trustee Lefke motioned to approve, Trustee Walsh seconded.

XVI. ADJOURNMENT

-At 7:45p.m. Chairperson Coskey asked for motion and a second to adjourn.  
-Trustee Parker motioned, Trustee Byrne seconded.

ROLL CALL:

ALL AYES

NO NAYES

NO ABSTENTIONS