

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 July 31, 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 July 31, 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

– 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
✓ Robert Bumpus	✓ Dr. Barbara Gaba, President
✓ Ellen Byrne (telephone)	✓ Lou Greco, Esq., Legal Counsel
X Christina Clemans	✓ Laura Batchelor, Executive Director of Marketing and College Relations
✓ Dave Coskey	✓ August Daquila, Chief Business Officer
X Dr. Judith DeStefano-Anen	✓ Paula Stewart Davis, Dean of Student Affairs and Enrollment Management
✓ Harrison Furman	✓ Leslie Jamison, Chief Financial Officer

Board Members	College Personnel
✓ James Kennedy	✓ Dr. Josette Katz, Vice President, Academic Affairs
X Brian Lefke	✓ Maria Kellett, Dean of Cape May County Campus, Associate Dean of Resource Development
X Maria K. Mento	✓ Jean McAlister, Board Secretary, Chief of Staff, and Dean of Resource Development
✓ Daniel Money	✓ Dr. Vanessa O'Brien-McMasters, Dean, Institutional Research, Planning & Effectiveness and Information Technology Services
✓ Donald J. Parker	✓ Donna Vassallo, Dean of Worthington Atlantic City Campus, and Dean of Career Education
✓ Maria Ivette Torres	
X Helen Walsh	
Other Public in Attendance	
<ul style="list-style-type: none"> ✓ Julie Sharkey, Atlantic County Comptroller ✓ Brittany Smith, Cape May Country Chief Financial Officer 	<ul style="list-style-type: none"> ✓ Caesar Niglio, ACCCEA ✓ Heather Peterson, ACCCEA

IV. CALL TO ORDER

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

V. PRESIDENT'S REPORT

- Dr. Gaba reported on the following highlights from the report distributed to Board members:
 - *Renovations* - The renovations occurring this summer in J-Lobby and the adjoining hallway, as well as Building A at the Mays Landing Campus, are on target to be completed prior to the start of the Fall Semester on September 3.

- *Community College Opportunity Grant (CCOG)* - An update on marketing initiatives and other general information on the grant was provided.
- *Pleasantville High School's Early College Summer Program* - Approximately 100 students took part in a summer program at the Mays Landing Campus.
- *Community Engagement* – Dr. Gaba and the college Admissions Department attended Cape May County’s “Unity in the Community Picnic,” a Coalition for a Safe Community event that more than 300 people attended. Many local officials were present. Dr. Gaba thanked Trustee Money for preparing 100 Atlantic Cape backpacks to give away to prospective students at the event.

VI. COMMENTS FROM THE PUBLIC

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

VII. CONSENT RESOLUTIONS

McAlister read the following consent resolutions.

Res. #1 Approve: Regular Session Minutes (June 25, 2019)

Res. #8

Bidding Threshold

WHEREAS, on January 22, 2002, Resolution #49, the Board of Trustees established a college purchasing policy to coincide and agree with the County College Purchasing Law as adopted on December 28, 1984 and amended 2002 (P.L. 1984, 18A:64A-25.3) and;

WHEREAS, pursuant to the provisions of the law, the bid threshold for awarding contracts has been adjusted from \$35,300.00 to \$36,400.00.

THEREFORE BE IT RESOLVED that the Board of Trustees revise the college’s bidding threshold to coincide and agree with the County College Purchasing Law’s newly established threshold of \$36,400.00 effective September 1, 2019.

Res. #5

Award of Bids

Number	Item and Vendor Information	Amount
Bid Ex. 832	Blackboard, 3-year contract Blackboard, Inc. Washington, DC	\$533,846.46

Number	Item and Vendor Information	Amount
Bid Ex. 835	Nursing Assessment Program* Assessment Technologies Overland Park, KS	\$90,000.00
Bid Ex. 836	SimBaby Manikin* Laerdal Medical Corp. Wappingers Fall, NY	\$56,162.49
		Total \$680,008.95
		*Perkins Grant Funded

Res. #10**Resolution Authorizing the Award of Contract for Employee Dental Insurance**

WHEREAS, under New Jersey Community College Contract Law 18A:64A-25.5 section 11 a contract for insurance coverage may be negotiated or awarded without public advertising for bids; and

WHEREAS, the Purchasing Office has determined that the value of the acquisition will exceed Pay to Play Requirements of \$17,500; and

WHEREAS, Delta Dental of New Jersey has effectively provided dental insurance to the Atlantic Cape community for the past decade, and

WHEREAS, the prices documented represent the contract for the fiscal year 2020 and the first 6 months of fiscal year 2021; and

WHEREAS, the proposal from Delta Dental provides for the same premium for fiscal year 2020 and the first 6 months of fiscal year 2021; and

WHEREAS, the rates per employee per month will be \$60.27 for those required to pay a deductible for preventative and diagnostic care and \$67.02 for the union members who according to contract terms pay no deductible for preventative and diagnostic care; and

WHEREAS, Delta Dental's network of participating providers is satisfactory in the Atlantic Cape region; and

WHEREAS, Delta Dental of New Jersey has completed and submitted a Business Entity Disclosure Certification which certifies that Delta Dental of New Jersey has not made any reportable contributions to a political or candidate committee in Atlantic County or Cape May County in the previous one year, and that the contract will prohibit Delta Dental from making any reportable contributions through the term of the contract, and

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College recognize this agreement with Delta Dental of New Jersey to continue to provide high quality dental coverage to the College community.

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification will be placed on file with this resolution.

Res. #11**Emergency Elevator Repair**

WHEREAS, on July 16, 2019 there was a minor fire in the main elevator room located on the Worthington Atlantic City Campus, damaging the elevator motor so that the elevator no longer functions, and;

WHEREAS, the elevator must be repaired immediately as the lack of this elevator presents an emergency situation at the Worthington Atlantic City Campus with Fall semester classes beginning September 3rd, and;

WHEREAS, the College will fund the repair awaiting an insurance settlement, and;

WHEREAS, the timeline needed to complete the repair does not permit a complete bidding process, but the College was able to get a quote from a firm, The Elevator Company, acceptable to the insurance company, and;

WHEREAS, the College engaged The Elevator Company to perform this work at a cost of \$18,649.00, and;

WHEREAS, The Elevator Company has a New Jersey Business Registration and Pay for Play paperwork on file with the College.

THEREFORE BE IT RESOLVED that the Board of Trustees approves hiring The Elevator Company to repair the elevator at a cost not to exceed \$18,649.00.

Res. #12**Resolution Awarding a Contract for Helicopter Rental**

WHEREAS, after two unsuccessful Request for Proposals, County Contract Law (18A:64a) allows the College to negotiate with vendors to award a contract, and;

WHEREAS, only one vendor, Herlihy Helicopters Inc., DBA Helicopter Flight Services (HFS), in the area is willing to rent helicopters to the College, and;

WHEREAS, the Director of Business Services has determined that based on last fiscal year operations, the value of the acquisition should exceed Board limit during fiscal year 2020, and;

WHEREAS, HFS will rent the College helicopters so that the College may conduct lab instruction for students in the helicopter flight training program, and;

WHEREAS, the rate will remain the same as last year:

Guimbal Cabri	\$425 per hour
Schweizer	\$425 per hour

WHEREAS, helicopter costs are all inclusive of fuel, oil, maintenance, and tie down or hanger, and;

WHEREAS, HFS will supply a room for pre and post flight debriefings at no cost.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College authorizes a contract with Herlihy Helicopters Inc., DBA Helicopter Flight Services (HFS) of Medford, NJ as described.

*Note: Fiscal Year 2019 expenses were \$57,719.00

Res. #14 Executive Session

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

ROLL CALL:

ALL AYES
NO NAYS
NO ABSTENTIONS
Motion carried.

VIII. BUDGET REPORT

- Trustee Byrne reported under Resolution #2 – Regular Resolutions.

IX. REGULAR RESOLUTIONS

Res. #2 FY19 Draft Financial Statement for twelve months ended June 30, 2019 as of August 5, 2019.

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

ROLL CALL:

ALL AYES
NO NAYS
NO ABSTENTIONS
Motion Carried.

Res. #3 FY20 Financial Statement for one month ended July 31, 2019.

- Trustee Byrne motioned to approve Resolution #3, Trustee Torres seconded.

ROLL CALL:

ALL AYES
NO NAYS
NO ABSTENTIONS
Motion carried.

Res. #81 Rev.

WHEREAS, the Board of Trustees approved Resolution #81 on April 2, 2019, and;

WHEREAS, the Aviation and Air Traffic Control Terminal Program Fees and the Aviation Course Fees were listed as TBD, and;

WHEREAS, the Aviation Program Fee will be eliminated for FY2020, and;

WHEREAS, the Air Traffic Control Terminal Program Fee has been determined for FY2020, and;

WHEREAS, the Flat Rate Aviation Course Fees have been determined for FY2020, and;

WHEREAS, the Heavy Technology Course Fee should be charged for AVIT185 and AVIT/TVRF263.

THEREFORE BE IT RESOLVED that, upon recommendation of the President, the Board of Trustees approve Resolution #81 Revised incorporating the Air Traffic Control Terminal Program Fee and the Aviation Course Fees, eliminating the Aviation Program Fee and charging AVIT185 and AVIT/TVRF263 the Heavy Technology Course Fee, commencing with the summer session FY 2020.

SCHEDULE OF FEES PROGRAMS - SPECIAL FEES	FY 2020 PROPOSED	FY 2019 ACTUAL
TECHNOLOGY STUDIES INSTITUTE		
Air Traffic Control Terminal Program Fee ATCT 220, 225, 280, 285,	\$380.00/cr.	\$372.00/cr.
Aviation Program Fee AVIT 101, 145, 185, 200, 210, 220, 240, 255, 265, 278, 280, 282, 286, and 288, AVIT/TRVF 263	Fee Eliminated	\$372.00/cr.

SCHEDULE OF FEES FLAT RATE COURSE FEES	FY 2020 PROPOSED	FY 2019 ACTUAL
<u>Fixed Wing Flight Training</u>		
Experiential Flight Course Fee AVIT 101	\$3,030.00/course	\$2,313.00/course
Aeronautical Skills Course Fee AVIT 200	\$4,545.00/course	\$3,469.00/course
Private Pilot Course Fee AVIT 210	\$19,665.00/course	\$15,060.00/course
Instrument Pilot Course Fee AVIT 240	\$17,295.00/course	\$11,172.00/course
Airplane Flight Instructor Course Fee AVIT 278	\$9,915.00/course	\$7,982.00/course
Commercial Pilot Course Fee AVIT 280	\$33,445.00/course	\$26,651.00/course
Multi-Engine Pilot Course Fee AVIT 286	\$8,495.00/course	\$6,456.00/course

SCHEDULE OF FEES FLAT RATE COURSE FEES (continued)	FY 2020 PROPOSED	FY 2019 ACTUAL
<u>Helicopter Flight Training</u>		
Private Pilot Helicopter Course Fee AVIT 145	\$30,545.00/course	\$29,635.00/course
Instrument Pilot Helicopter Course Fee AVIT 255	\$31,620.00/course	\$30,472.00/course
Commercial Pilot Helicopter Course Fee AVIT 265	\$58,250.00/course	\$55,946.00/course

SCHEDULE OF FEES FLAT RATE COURSE FEES (continued)	FY 2020 PROPOSED	FY 2019 ACTUAL
Flight Instruction Course Fee AVIT 282	\$16,160.00/course	\$15,415.00/course
Helicopter Add-on Course Fee AVIT 288	\$38,840.00/course	\$38,090.00/course

- Trustee Byrne motioned to approve Resolution #81 Rev., Trustee Money seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

Res. #7

Capacity-Building Grants to County Colleges to Support the Goals of the Community College Opportunity Grant Program

WHEREAS, the New Jersey Higher Education Student Assistance Authority and the Office of the Secretary of Higher Education are jointly soliciting grant applications, and;

WHEREAS, each of the 18 community colleges have been invited to apply for a capacity-building grant to implement goals and strategies for capacity building, as well as increasing matriculation, increasing student completion, and reducing financial burdens on students, and;

WHEREAS, Atlantic Cape will request a grant up to \$300,000 over the FY20 academic year.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to submit an application for a Capacity-Building Grant for the Community College Opportunity Grant Program, in order to provide planning, outreach and recruitment of students eligible under the Governor's Community College Opportunity Grant Program (CCOG), requesting a grant up to \$300,000 over the FY20 academic year.

- Trustee Byrne motioned to approve Resolution #7, Trustee Money seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

Res. #9**Scaling Apprenticeship through Sector Based Strategies Grant**

WHEREAS, the US Department of Labor, Employment and Training Administration (DOLETA) has awarded a grant for \$12 million over four (4) years to Bergen Community College (Bergen), lead agency of the NJ Health Professions Consortium (Consortium), through the *Scaling Apprenticeship Through Sector Based Strategies* grant, and

WHEREAS, Atlantic Cape Community College, is a member of the Consortium along with twelve NJ community colleges, and

WHEREAS, the Consortium will build statewide pathways for health career apprenticeships and expand opportunities for holders of H-1B visas, and

WHEREAS, Atlantic Cape will receive a sub-grant of \$197,106 per year for 4 years for a total of \$791,106 over the grant term of July 15, 2019 through July 14, 2023, and

WHEREAS, Atlantic Cape will provide direct training and support activities to participants.

THEREFORE, BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to accept a sub-grant of \$791,106 from the NJ Health Professions Consortium, over the grant term of July 15, 2019 – July 14, 2023, to advance health career apprenticeships and expand opportunities for H1-B visa holders.

– Trustee Byrne motioned to approve Resolution #9, Trustee Parker seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

Res. #4**Personnel Action**

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

Appointments

Rachel Amir, Technician, Information Technology Services effective August 26, 2019 at an annual salary of \$30,944.

Sharon Andress, Assistant Professor, Nursing, Nursing and Health Sciences effective September 3, 2019 at an annual salary of \$55,515.

Erin DeLong, Assistant Professor, Nursing, Nursing and Health Sciences effective September 3, 2019 at an annual salary of \$55,515.

Rachel Dieterly, Temporary Science Lab Assistant effective August 21, 2019 at a pro-rated salary of \$11,574.

Stephanie Neville, Senior Nursing Clinical Instructor, Nursing and Health Sciences effective August 26, 2019 at an annual salary of \$54,870.

Anne Osman, Assistant Director, CDA, Workforce Development effective August 21, 2019 at an annual salary of \$61,130.

Kim Stowell, Manager, Office of Cape May County Campus Dean/Campus Operations at an annual salary of \$45,718 effective September 4, 2019.

William Simms, Technician, Information Technology Services effective August 21, 2019 at an annual salary of \$30,944.

Peter Quinn, Maintenance Mechanic I, Facilities effective August 21, 2019 at an annual salary of \$35,820.

Kenneth Cabarle, Assistant Professor, Science effective September 3, 2019 at an annual salary of \$55,515.

Victor DeMusz, Security Officer II/Sergeant effective August 21, 2019 at an annual salary of \$34,120.

Resignations

Clifford Burns, Technician, Information Technology Services retroactive to July 19, 2019.

Carleton Fernanders, Security Officer II/Sergeant, Security and Public Safety retroactive to August 2, 2019.

Michael Rennick, Senior Manager, Grants, Resource Development retroactive to August 16, 2019.

- It was noted that additional nursing faculty and support were needed due to an expanding nursing program this fall.
- Trustee Parker motioned to approve Resolution #4, Trustee Furman seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

Res. #4A

Personnel Action – Reappointments

It is respectfully recommended, by the President, that the following individuals be re-appointed to one-year terms, retroactive to July 29, 2019:

Academy of Culinary Arts Chef Educators

Annamarie Chelius

Daniel Matt

Joseph Sheridan

Vincent Tedeschi

Linda Wohlman

– Trustee Parker motioned to approve Resolution #4A, Trustee Bumpus seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

Res. #6

Policy Reaffirmations

Policy No. 701 *Professional Ethics for Purchasing*, Policy No. 706 *Purchases for the Personal Use of Employees*, and Policy No. 707 *Property Records*

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

WHEREAS, the President recommends reaffirmation by the Board for the following policies with no changes:

- Policy No. 701 *Professional Ethics for Purchasing*
- Policy No. 706 *Purchases for the Personal Use of Employees*
- Policy No. 707 *Property Records*

THEREFORE BE IT RESOLVED, that the Board reaffirm Policy No. 701, Policy No. 706 and Policy No. 707 as described herein.

– Trustee Parker motioned to approve Resolution #6, Trustee Bumpus seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

Res. #13

Honorary Resolution Trustee Thomas Milhous

WHEREAS, Mr. Thomas E. Milhous (“Trustee Tom”) was appointed to the Board of Trustees on September 10, 2013, serving diligently until his resignation from the Board on June 27, 2018, and;

WHEREAS, Mr. Milhous served for the five years on a number of Board Committees including Personnel & Board Development, Diversity & Equity, and Academic & Student Affairs for which he served as chair from 2013-2018, and;

WHEREAS, Mr. Milhous was instrumental in the appointment of the ninth President of Atlantic Cape Community College, Dr. Barbara Gaba, and;

WHEREAS, Mr. Milhous shared his valuable expertise of aviation systems on numerous occasions, and;

WHEREAS, Mr. Milhous passionately advocated for Atlantic Cape Community College and its students with unwavering distinction, and;

WHEREAS, Mr. Milhous passed away on August 8, 2019, at the age of 73.

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

- Trustee Parker motioned to approve Resolution #13, Trustee Money seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

X. COMMITTEE REPORTS

- PERSONNEL AND BOARD DEVELOPMENT
 - No report.

XI. FOUNDATION REPORT

- Trustee Furman reported the following:
 - The summer Alumni Newsletter was presented to the Board. Trustee Furman noted that the Alumni Newsletter focuses on the Scholarship event in May, the newly formed Communication Alumni Council of the Alumni Association and the summer alumni event at the Atlantic City Blackjacks game.
 - Atlantic Cape Foundation was awarded the \$150,000 scholarship for Cape May County students in memory of Robert Hunter Doherty. There is an event on September 26 at 5:30pm at the Cape May County Campus to celebrate the students who have been awarded this scholarship.
 - The annual golf tournament FORE Scholarships is Friday, October 4 at 10am at Cape May National Golf Club. Many thanks to the Mullock family for hosting and sponsoring this event again this year. Thank you to Trustee Clemans for the Hospitality level sponsorship.

XII. NEW JERSEY COUNCIL OF COUNTY COLLEGES (NJCCC)

- No report.

XIII. OTHER BUSINESS

- None.

XIV. COMMENTS FROM THE PUBLIC

- Mr. Niglio stated that ACCCEA provided water ice and pretzels at the New Student Day at Mays Landing and Worthington Atlantic City campuses as well as two gigabyte lanyards for students who attend the events. They will also provide the snacks at the Cape May County Campus event during their New Student Day in September.
- Mr. Niglio stated that the negotiating team's consensus is to proceed to mediation as a contract agreement is at an impasse.

XV. EXECUTIVE SESSION

- At 6:25 pm Parker motioned to go into Executive Session and Money seconded. Trustee Kennedy stated that no action is expected be taken upon return.

ROLL CALL:

ALL AYES
NO NAYS
NO ABSTENTIONS

Motion carried.

XVI. ADJOURNMENT

- Upon return from Executive session at 6:50pm, Trustee Parker motioned to adjourn, Trustee Money seconded. No action was taken.

ROLL CALL:

ALL AYES
NO NAYS
NO ABSTENTIONS

Motion carried.