

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 21, 2016 advance written notice of this scheduled meeting was posted at the bulletin board, 2nd 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 January 21, 2016 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, 2016.

II. FLAG SALUTE

- Chairperson Torres 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. Peter Mora, President – Attended by Phone |
| | ✓ Christina Clemans | ✓ Michael Bruckler, Director of College Relations |
| | ✓ Dave Coskey | ✓ Eileen Curristine, Dean of Human Resources, Compliance and Public Safety |
| | ✓ David A. Evans | ✓ August Daquila, Dean of Administration & Business Services |
| | ✓ Israel Negron II | ✓ Jean McAlister, Dean of Resource Development & President/Board Operations; Board Secretary |

| | | |
|--|--|--|
| | ✓ James Kennedy | ✓ Dr. Otto Hernandez, Vice President, Academic Affairs (Mays Landing Campus) |
| | ✓ Brian Lefke | ✓ Leslie Jamison, Dean of Finance |
| | X Mary B. Long | X Andre Richburg, Dean of Enrollment Management & College Relations |
| | ✓ Maria K. Mento | ✓ Dr. Richard Perniciaro, Vice President, Facilities, Planning, Research and Executive Support |
| | ✓ Thomas Milhous (by phone)-nonvoting | ✓ Dr. Mitchell Levy, Vice President, Student Affairs and Branch Campus Management |
| | X Richard Stepura | X Douglas Hedges, Dean Information Technology |
| | ✓ Maria Torres | ✓ Lou Greco, Esq. (by phone) |
| | X Helen Walsh | |
| | ✓ Donald J. Parker –arrived at 7:20pm at start of IX-Budget report-Mays Landing. | |
| | Others in Attendance | |
| | ✓ Bonnie Lindaw, Atlantic County Treasurer | ✓ Janet Marler-(Mays Landing Campus) |
| | ✓ Caesar Niglio | ✓ Tammy DeFranco ✓ Mariann McCall ✓ Kelly Herbst |
| | ✓ Mike Kammer-(Atlantic City) ✓ Susan DePhillips-(Atlantic City) | ✓ Fred Caltabiano- Auditor, Bowman and Company LLP of Voorhees |

IV. CALL TO ORDER – EXECUTIVE SESSION

-Torres stated that at the request of Dr. Mora there would be an executive session. The executive session would be moved at the end of the agenda after Public Comment.

ROLL CALL:

ALL AYES
 NO NAYES
 NO ABSEPTIONS

V. CALL TO ORDER – REGULAR SESSION

On January 26, 2016 at 7pm, Chairperson Torres called the meeting to order at the Cape May County Campus.

X. PRESIDENT’S REPORT

-Mora briefly discussed our student success initiatives and introduced Levy and asked him introduce the project, “Promising Practices Award-Career Development Project.” Levy discussed the project and introduced the team members from Faculty and Student Support Services on the project: Mike Kammer, Susan DePhillips, Janet Marlar, Tammy DeFranco, Maryann McCall, and Kelly Herbst.

-Kammer discussed how the class connected writing with career plans whereby noting improvement in student’s pre and post writing assessments.

-Susan discussed the success in the classroom related to career infusion.

-Marler disucussed how the tutoring center provided assistance on creating cover letters and resumes

-Defranco discussed how the writing improved and was assessed utilizing a rubric-noted a 50% improvement between pre and post assessment

-McCall discussed career planning successes in ALP and Developmental class and that assignments are linked to career exploration and linkage to student services. Goals were adjusted as students gained more knowledge.

-Herbst discussed that they were not only integrating classroom strategies but life-skills strategies

-Levy commended the group for their work.

VI. COMMENTS FROM THE PUBLIC

- Chairperson Torres called for comments from the public on agenda items

- None noted

VII. CONSENT RESOLUTIONS

- Chairperson Torres called for any requests to move items from the consent agenda, or any abstentions.

- None noted

- McAlister read the consent resolutions into the record.

Res. #55 Minutes (December 15, 2015) Regular Approve

Res. #59 Approval: To submit an application to American Library Association, Will Eisner Graphic Novel Grants for Libraries requesting a grant of \$4,000 for initiation of a graphic novel program over the anticipated term of May 1, 2016 through April 30, 2017.

Res. #59

WHEREAS, the American Library Association is soliciting applications for the Will Eisner Graphic Novel Grants for Libraries, and

WHEREAS, Will Eisner Graphic Novel Grants for Libraries will provide support to a library for the initiation of a graphic novel service, program or initiative, and

WHEREAS, Will Eisner Graphic Novel Grants for Libraries will provide Atlantic Cape with a grant of \$4,000 for initiation of a graphic novel program over the anticipated term of May 1, 2016 through April 30, 2017.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to submit an application to American Library Association, Will Eisner Graphic Novel Grants for Libraries requesting a grant of \$4,000 for initiation of a graphic novel program over the anticipated term of May 1, 2016 through April 30, 2017.

Res. #61 Executive Session

ROLE CALL:

ALL AYES

NO NAYES

NO ABSTENTIONS

VIII. BUDGET REPORT

-Torres asked Mento to proceed with budget report under Resolutions.

IX. REGULAR RESOLUTIONS

Res. #2 – Final Financial Statement for year ended 6/30/15

-Mento stated that Final Fiscal Year 2014-15 year-to-date data summarized in the Board Summary Report for the fiscal year ended June 30, 2015, indicate the College has earned 97.28% of budgeted revenues and expended 94.79% of budgeted expenses. The College attained a positive Fiscal Year 2014-15 margin for the current unrestricted fund.

-Mento motioned to approve, Byrne seconded.

ROLE CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion to Accept – DRAFT FY15 Comprehensive Annual Financial Report (CAFR) for the Fiscal Year Ended 6/30/15 (draft as of 01/21/16)

- Fred Caltabiano of Bowman and Company LLP of Voorhees, the College's audit firm described the three types of audit opinions for the FY15 audit-1) unmodified opinion on the financial statements, 2) internal controls, and 3) clean opinion on the single audit (grants)
- Caltabiano stated that the college's financial position is still strong compared to prior year.
- Caltabiano noted that the College implemented GASB No. 68 for the FY15 Financial Statements resulting in a significant change to the financial statements for the pension liability and booking of the College's share of the unfunded PERS pension liability, \$31.7 million FY14 and \$28.9 million FY15. The pension liability is calculated based on current and retired employees and their anticipated longevity and other demographics, anticipated retirements and rate of return. GASB68 standardizes pension reporting across states.
- Kennedy asked how Atlantic Cape's pension liability compared to our peers
- Caltabiano stated that there are a number of factors and actuarial calculations that go into the calculation.
- Mento asked about demographics such as spouse and retirees in the plan and whether the calculation projects out current employees.
- Caltabiano confirmed that they are all taken into consideration in the calculation.
- Caltabiano noted that the unfunded liability pertains only to Defined Benefit Plans, not Defined Contribution plans. College employees in ABP (a defined contribution plan) are the owner of the plan.
- Jamison stated that Atlantic Cape is only .15% of entire PERS plan (see footnote 16 of CAFR).
- Torres stated that college contributes \$1.2 million per year.
- Torres stated that if the College closed their doors today, would we not be responsible for the projection.
- Caltabiano concurred.
- Caltabiano stated that the employer may pay more, and the employee may pay more into pension in the future.
- Mento stated that the finance committee met with Caltabiano for the audit exit conference and there were no findings and commended Jamison and staff especially given the number of transactions completed in a year.
- Caltabiano stated that Jamison and staff did a great job.
- Mora thanked Jamison and Caltabiano for his presentation.

Mento motioned to approve CAFR, Byrne seconded.

ROLE CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Res. #56 – FY16 Financial Statement for six months ended December 31, 2015

-Mento stated Preliminary Fiscal Year 2015-16 year-to-date data summarized in the Board Summary Report for the six months ended December 31, 2015, indicate the College has earned 53.05% of budgeted revenues and expended 50.48% of budgeted expenses. Fall 2015 credit hour enrollment and tuition revenue is tracking 4% below the budgeted decrease.

-Mento stated that management is reviewing open positions for savings and other revenue sources to help offset the revenue shortfall. FY16 expenditures through December 31st are 2.0% higher as compared to prior year which is in line with negotiated increases. Actual revenue and expenditures as compared to budget are being closely monitored by management as the Spring 2016 term census date approaches.

-Mento motioned to accept, Byrne seconded.

ROLE CALL:
ALL AYES
NO NAYS
NO ABSTENTIONS

Res. #60 Approve offering the Business Administration Certificate effective Fall 2016.

-Evans read the resolution in its entirety.

Res. #60

WHEREAS, the Business Administration Certificate is designed for students who are interested in transferring to a four year institution prior to earning an associate's degree, and

WHEREAS, the Certificate will provide students with a earned credential prior to transfer, and

WHEREAS, credits earned from the Certificate may also be applied toward a Business Administration A.S. or A.A.S. degree, and

WHEREAS, the Curriculum Committee approved the Business Administration Certificate on December 10, 2015 (see attached),

THEREFORE BE IT RESOLVED that the Board of Trustees approve offering the

Business Administration Certificate effective, Fall 2016.

-Hernandez stated that the Business and Hospitality Advisory Boards both felt that the 30 credit certificate was a resume builder and supported this initiative.

-Milhous commended Hernandez for championing this initiative.

-Evans motioned to approve. Mento seconded.

ROLL CALL:
ALL AYES
NO NAYES
NO ABSTENTIONS

Res. #57 Approve Timothy Swik, Temporary Instructor, Aviation Studies at a salary of \$23,688 effective January 19, 2016.

-Parker stated that this is a half-year salary.

Res. #57

It is respectfully recommended, by the President, that the Board approve the following:

Appointments

Timothy Cwik, temporary Instructor, Aviation Studies at a salary of \$23,688 effective January 19, 2016.

-Parker motioned to approve, Evans seconded.

ROLE CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Res. #39 Review and adopt revising policy # 862 to exclude armed security officers and other persons so authorized by the college president in accordance with New Jersey Statute 2C:39 from the prohibition of possessing firearms on college property, college-sponsored housing or at any college activity.

Res. #39

WHEREAS, on February 1, 2000, the Board of Trustees approved Policy No. 862 – Possession of Firearms, prohibiting firearms possessed by employees and students on college property, college-sponsored housing or at any college activity, law enforcement personnel and bank couriers on official business excluded, and

WHEREAS, on February 27, 2001, the Board of Trustees approved Resolution # 58, excluding students who are active duty law enforcement personnel from the prohibition of possessing firearms on college property, college-sponsored housing or at any college activity, and

WHEREAS, in light of the increase in active shooter incidents at college campuses in the United States, the College wants to provide a more rapid, on-site armed response to such an incident, and

WHEREAS, the College will provide an armed security presence on each of the three campuses.

THEREFORE BE IT RESOLVED, that the Board of Trustees of Atlantic Cape Community College approve Resolution #39, revising Policy No. 862 to exclude armed security officers and other persons so authorized by the College President from the prohibition of possessing firearms on college property, college-sponsored housing or at any college activity, and

BE IT FURTHER RESOLVED that the President of the College is hereby designated to provide written authorization for any other person not specifically excluded from the prohibition to possess firearms on college property, college-sponsored housing or at any college activity in accordance with New Jersey Statute 2C:39-5, Unlawful possession of weapons.

-Parker read the resolution in its entirety.

-Parker commended Dr. Mora for his leadership on thoroughly vetting the process and his sensitivity of the magnitude of the resolution for increased safety.

-Mora thanked Parker and thanked Greco for his help as well during this process.

XI. COMMITTEE REPORTS: DISCUSSION/QUESTIONS:Finance

Perkins State Close Out Letter

-Mentor reported that the College received a letter from the State of New Jersey, Department of Education dated December 22, 2015 acknowledging receipt of the College's corrective action plan (CAP) developed in response to the fiscal audit of the Carl D. Perkins Grant for fiscal years July

1, 2012 to June 30, 2013 and July 1, 2013 through June 30, 2014. The Department of Education's letter stated that the corrective action plan was reviewed and has been accepted, and that the State's file for this examination is closed.

-No action is needed at this time.

Personnel and Board Development

-Parker reminded the Board that there is a board retreat on February 5 featuring Narcissa Polonio of ACCT during the first half of the meeting. Ms. Polonio brings national leadership to the discussion and it is reflective of the quality leadership of the college. During this meeting we will also be reviewing the 2017-2021 Strategic Plan and Outcomes Report.

XII. OTHER BUSINESS

-None

XIII. COMMENTS FROM THE PUBLIC

- None

IV. EXECUTIVE SESSION

-At 7:47pm, Chairperson Torres requested a motion to go into Executive Session.

-Leftke motioned, Mento seconded

ROLE Call:

All AYES

NO NAYES

NO ABSTENTIONS

XIV. ADJOURNMENT

-Torres requested a motion to return to General Session and adjourn at 9:10pm.

-Leftke motioned, Mento seconded

ROLE Call:

All AYES

NO NAYES

NO ABSTENTIONS