I. STATEMENT OF ADEQUATE NOTICE

- Fischer 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 September 19, 2014 advance written notice of this 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 September 19, 2014 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, 2014

II. FLAG SALUTE

- Chairperson Evans asked everyone to rise and salute the flag
- Mr. Evans requested that the group keep in mind the sacrifice of our service men and women who are serving our nation abroad.

III. ROLL CALL

- Evans welcomed Byrne to the Board of Trustees having recently been appointed by the Freeholders of Cape May County.

- Fischer provided a roll call for board members and marked others in attendance. The meeting was held at Room J202. The meeting was broadcast to both the Worthington Atlantic City and Cape May County Campuses. All meeting participants and guests were present in Mays Landing.

<table>
<thead>
<tr>
<th>Board Members</th>
<th>College Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>√ Ellen Byrne</td>
<td>Dr. Peter Mora, President</td>
</tr>
<tr>
<td>√ Dave Coskey</td>
<td>Michael Bruckler, Director of College Relations</td>
</tr>
<tr>
<td>x Thomas Dowd</td>
<td>Eileen Curristine, Dean of Human Resource, Compliance and Public Safety.</td>
</tr>
<tr>
<td>√ David A. Evans</td>
<td>August Daquilla, Dean of Administration &amp; Business Services</td>
</tr>
<tr>
<td>√ Briar Gibbons</td>
<td>Sean Fischer, Dean of Resource Development &amp; President/Board Operations; Board Secretary</td>
</tr>
</tbody>
</table>
IV. CALL TO ORDER – EXECUTIVE SESSION

- Evans noted that the Board would convene for executive session following the regular meeting and that they would not be reconvening for any action items following executive session.

V. CALL TO ORDER – REGULAR SESSION

- On September 23, 2014 at 7:00 pm Chairperson David Evans called the meeting to order at the Mays Landing Campus

- Parker moved, Walsh provided a second

ROLL CALL:
ALL AYES
NO NAYS

VI. COMMENTS FROM THE PUBLIC

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

VII. CONSENT RESOLUTIONS

- Chairperson Evans called for any requests to move items from the consent agenda, or any abstentions.
- Byrne abstained from the minutes

RES. #11 Minutes (July 22, 2014) Regular (Approve)

RES. #14 Award of Bids: Approve: Bid Ex 701, Professional Services, State Contract, PBX Technician, Information Technology Services Operational, Tricomm Services Group, Moorestown, NJ, $60,000.00; Bid Ex 702, Software and Services, Information Technology Services Operational, Kore Technologies, San Diego, CA, $40,258.70; Bid Ex 703, WiFi Installation, Plant Fund, TTI Wireless, Sayreville, NJ, $121,500.00; Bid 1798, Unmanned Aerial Vehicle, Perkins Funds (pending approval), Draganfly Innovations, Saskatoon, SK Canada, $57,854.00

Res. #111 Rev. Approve: Authorizing the revised insurance award of contract with Borden Perlman to include $ 30,270 for Non-owned aircraft.

Res.#111 Rev.

Resolution Authorizing the Award of a Contract For
Bid Exempt 692
Insurance – Multi Peril/Commercial, Data Security Liability, E & O, Umbrella, Environmental, Excess Flood, Non-Owned Aircraft Liability and Builders Risk

WHEREAS, under New Jersey Community College Contract Law a Contract for Insurance may be negotiated or awarded without public advertising for bids; and

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

WHEREAS, the prices documented represent the contract for Fiscal Year 15 and

WHEREAS, Borden Perlman has submitted a proposal to the NJ Community College Insurance Pool dated May 29, 2014 indicating they will provide coverage at the following premiums:

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Premium</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multi Peril/Commercial</td>
<td>$256,587</td>
</tr>
<tr>
<td>Data Security Liability</td>
<td>$ 14,422</td>
</tr>
<tr>
<td>Umbrella</td>
<td>$ 10,155</td>
</tr>
<tr>
<td>E &amp; O</td>
<td>$ 58,351</td>
</tr>
<tr>
<td>Environmental</td>
<td>$ 13,902</td>
</tr>
<tr>
<td>Excess</td>
<td>$ 16,191</td>
</tr>
<tr>
<td><strong>New Non-Owned Aircraft</strong></td>
<td><strong>$30,270</strong></td>
</tr>
<tr>
<td>NJ Surcharges</td>
<td>Included in above</td>
</tr>
<tr>
<td>Flood (New Coverage)</td>
<td>$15,000 (estimate)</td>
</tr>
<tr>
<td>Builder’s Risk WACC</td>
<td>$ 2,158 (paid from construction budget)</td>
</tr>
<tr>
<td>Builder’s Risk STEM</td>
<td>$ 3,149 (paid from construction budget)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$420,185</strong></td>
</tr>
</tbody>
</table>

And
WHEREAS, the Borden Perlman did seek competitive pricing on behalf of the insurance consortium, and

WHEREAS, Borden Perlman has completed and submitted a Business Entity Disclosure Certification which certifies that Borden Perlman 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 Borden Perlman from making any reportable contributions through the term of the contract.

NOW THEREFORE BE IT RESOLVED that the board of Trustees of Atlantic Cape community college authorizes a contract with Borden Perlman as described herein, and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

Res. #84 Rev. Approve: Bid Exempt 683- To enter into a 5-year software maintenance contract with Ellucian for providing goods or services for the use, support or maintenance of proprietary computer, hardware, software, peripherals and system development for the hardware not to exceed a 5% increase each renewal year. $1,822,296.78(not to exceed)

Res.#84 Rev.

RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR
ELLUCIAN/DATATEL
FAIRFAX, VA

BID EXEMPT 683
Five Year Software Maintenance

WHEREAS, under New Jersey Community College Contract Law a Contract for providing goods or services for the use, support or maintenance of proprietary computer hardware, software, peripherals and system development for the hardware may be negotiated or awarded without public advertising for Bids; and

WHEREAS, the Board had originally approved Resolution #84 on April 22, 2014 not to exceed $1,685,549.35, and

WHEREAS, the Board had approve Resolution #113 on June, 24, 2014 to purchase Ellucian’s student planning license, and

WHEREAS, the addition of the software maintenance for this module, and moving the software maintenance for Datatel Mobile into the five year agreement increases the contract $85,248.55 and $51,498.88 respectively, and

WHEREAS, the College has received a proposal for a five year contract for renewals of specific software maintenance and support services from Ellucian now totaling a not to exceed amount of $1,822,296.78 and

WHEREAS, Ellucian has offered a max increase, up to 5%, guarantee on specific maintenance packages for four years of a five year contract commitment, and

WHEREAS, acceptance of the five year package would provide savings for the college, and

WHEREAS, and the Dean of Administration and Business Services has determined that the value of the total aggregate dollars to Ellucian will exceed $17,500 and therefore fall under NJ Pay to Play regulations, and

WHEREAS, the anticipated term of this contract is five years as approved by this governing body; and

WHEREAS, Ellucian of Fairfax, VA has completed and submitted a Business Entity Disclosure Certification which certifies that Ellucian has not made any reportable contributions to a political or candidate committee in the Counties

of Atlantic and Cape May in the previous one year, and that the contract will prohibit Ellucian 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 authorizes August Daquila, Dean of Administration and Business Services to enter into a contract with Ellucian as described herein; and,

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

Ellucian
Fairfax, VA
$1,822,296.78 (not to exceed)

Res. #85 Rev. Approve: Bid Exempt 684-One year renewal with Ellucian for providing goods or services for the use, support or maintenance of proprietary computer, hardware, software, peripherals and system development for the hardware. $48,905.00

Res.#85 Rev.

RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR
ELLUCIAN/DATATEL
FAIRFAX, VA

BID EXEMPT 684
One Year Renewal

WHEREAS, under New Jersey Community College Contract Law a Contract for providing goods or services for the use, support or maintenance of proprietary computer hardware, software, peripherals and system development for the hardware may be negotiated or awarded without public advertising for Bids; and

WHEREAS, The College has received invoices for an annual renewal of software maintenance and support services from Ellucian totaling $48,905.00, and

WHEREAS, and the Dean of Administration and Business Services has determined that the value of the total aggregate dollars to Ellucian will exceed $17,500 and therefore fall under NJ Pay to Play regulations, and

WHEREAS, the anticipated term of this contract is one year as approved by this governing body; and

WHEREAS, Ellucian of Fairfax, VA has completed and submitted a Business Entity Disclosure Certification which certifies that Ellucian has not made any reportable contributions to a political or candidate committee in the Counties of Atlantic and Cape May in the previous one year, and that the contract will prohibit Ellucian 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 authorizes August Daquila, Dean of Administration and Business Services to enter into a contract with Ellucian as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification will be placed on file with this resolution.
Res. #16 Approval: To submit an application to the New Jersey Department of Education, FY15 Perkins Grant program for a grant of $671,643, over the term of July 1, 2014 through June 30, 2015.

Res. #16
WHEREAS, the New Jersey Department of Education has allocated $671,643 to Atlantic Cape for the FY15 Perkins Act grant program, and

WHEREAS, the FY15 Perkins Act grant program will provide funding for strengthening vocational and technical education programs, including:

1) Strengthening the academic and career and technical skills of students;
2) Linking career and technical education at the secondary level and career and technical education at the postsecondary level;
3) Providing students with strong experience in and understanding of all aspects of an industry;
4) Developing, improving or expanding use of technology in career and technical education;
5) Providing professional development programs to postsecondary teachers, faculty, administrators, and career guidance and academic counselors who are involved in integrated career and technical education programs;
6) Developing and implement evaluations of the career and technical education programs carried out with Perkins funds;
7) Initiating, improving, expanding, and modernizing quality career and technical education programs, including relevant technology;
8) Providing services and activities that are of sufficient size, scope, and quality to be effective; and
9) Providing activities to prepare special populations, including single parents and displaced homemakers who are enrolled in career and technical education programs, for high-skill, high-wage, or high-demand occupations that will lead to self-sufficiency.

WHEREAS, the FY15 Perkins Grant program will provide Atlantic Cape with a grant of $671,643 for strengthening vocational and technical education programs over the term of July 1, 2014 through June 30, 2015.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to submit an application to the New Jersey Department of Education, FY15 Perkins Grant program for a grant of $671,643, over the term of July 1, 2014 through June 30, 2015.

Res. #17 Approval: To submit an application to the New Jersey Department of Labor and Workforce Development Skills4Jersey training program with an anticipated grant of $341,047, over the anticipated term of October 1, 2014 through September 30, 2015.

Res.#17
WHEREAS, the New Jersey Department of Labor and Workforce Development is soliciting applications for its competitive Skills4Jersey training grants, and

WHEREAS, the Skills4Jersey grant will provide funding to train employees working within the Atlantic City region’s casino and hotel properties, and

WHEREAS, the Skills4Jersey training grant will provide Atlantic Cape with a grant of approximately $341,047 for a hospitality consortium consisting of Borgata Hotel Casino and Spa, Tropicana Casino & Resort Atlantic City, Golden Nugget Atlantic City, Resorts Casino Hotel, the Chelsea Hotel, the Claridge Hotel, and Congress Hall over the anticipated term of October 1, 2014 through September 30, 2015.
THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to submit an application to the New Jersey Department of Labor and Workforce Development Skills4Jersey training program with an anticipated grant of $341,047, over the anticipated term of October 1, 2014 through September 30, 2015.

**Res. #20 Approval:** Transfer of $125,718 between Plant Funds to supplement the Higher Education Technology Infrastructure grant funding for the Ubiquitous Wireless project.

**Res. #20**

WHEREAS, the Board of Trustees previously approved resolutions authorizing transfers from unrestricted fund balance to the unrestricted Plant Fund totaling $3,970,000 to support the management information system implementation, and

WHEREAS, the implementation of the management information system is substantially complete, and we have identified funds available totaling $125,718, and

WHEREAS, the College has the need to supplement the Higher Education Technology Infrastructure grant funding for the Ubiquitous Wireless project, and

WHEREAS, it is the recommendation of the President to re-designate $125,718 from the unrestricted Management Information System Plant fund balance to an unrestricted Ubiquitous Wireless Plant Fund.

THEREFORE BE IT RESOLVED that the Board of Trustees approve said transfer of $125,718 between unrestricted Plant Funds.

**Res. #21 Executive Session**

- Lefke moved, Torres seconded

**ROLL CALL:**
- ALL AYES
- NO NAYS

**VIII. BUDGET REPORT**
- Trustee Mento delivered the budget report prior to presenting Res. #2 FY15 Financial Statement for FY14 year end as of July 10, 2014

**IX. REGULAR RESOLUTIONS**

**RES.#2: Draft Financial Statement for year ended 6/30/14–As of September 10, 2014.**

- Mento noted that preliminary Fiscal Year 2013-2014 year-to-date data summarized in the Board Summary Report for the twelve months ended June 30, 2014, indicate the College has earned 98.45% of budgeted revenues and expended 94.34% of budgeted expenditures.

Management projects the college will attain a positive Fiscal Year 2013-14 margin. Most of the savings contributing to the projected positive margin are in the benefits area. The final year-end position will be dependent on the status of year-end adjustments, which include reserve
adjustments for pension, indirect costs recovered and expense accruals not reflected in the draft dated September 10, 2014.

- Mento offered a motion, Walsh provided a second
- Parker inquired about pension adjustments as they related to mortality rates
- Jamison noted that the College is beholden to the state’s review of such matters

ROLL CALL:
ALL AYES
NO NAYS

Res. #12. FY15 Financial Statement for two months ended August 31, 2014

- Mento noted that the preliminary Fiscal Year 2014-2015 year-to-date data summarized in the Board Summary Report for the two months ended August 31, 2014, indicate the College has earned 11.33% of budgeted revenues and expended 15.34% of budgeted expenditures. These percentages are consistent with the prior fiscal year’s two months ended 8/31/13. (11.77% of revenues and 15.67% of expenditures)

FY15 Summer tuition and fees revenue is at 101% of budgeted.

- Mento provided a motion, Torres provided a second

ROLL CALL:
ALL AYES
NO NAYS

Res.#13 Rev. Personnel: Appointment- C.McDonal, Security Officer I, at an annual salary of $30,036 effective September 24, 2014; Title Change- L.Stein, from Associate Professor of Social Science to Associate Professor of Early Childhood Education, at her current salary, retroactive to September 2, 2014.

Res.#13 Rev.
It is respectfully recommended, by the President, that the Board approve the following:

Appointment


Title Change

Lisa Stein, from Associate Professor of Social Science to Associate Professor of Early Childhood Education, at her current salary, retroactive to September 2, 2014.


Res. #13A
WHEREAS, John Kyere has served Atlantic Cape Community College providing more than 11 years of service, and
WHEREAS, Mr. Kyere’s primary role at the college was Grounds, Labor, Maintenance Worker for Facilities Management, and

WHEREAS, the recipient of numerous perfect attendance awards, Mr. Kyere also received accolades for his efforts when assisting with set ups for major college events such as numerous commencement ceremonies, the STEM groundbreaking ceremony, Hurricane Irene campus clean-up and, the 2013 New Jersey Council of County Colleges Best Practices Conference, and

WHEREAS, former foreman, Rafael Rivera stated “Mr. Kyere is a very dependable employee. He is a hard worker and does his job well,” and

WHEREAS, the Mays Landing resident has indicated his 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 Mr. John Kyere effective January 1, 2015.

BE IT FURTHER RESOLVED that the Board extends to Mr. Kyere its best wishes for a healthy and happy retirement.

Res. #13B. Personnel: Retirement-- E. Parker effective March 1, 2015.

Res. #13B  
WHEREAS, Ellen Parker joined Atlantic Cape Community College on August 30, 2001 as Librarian II and was promoted to Librarian III September 4, 2007, and

WHEREAS, the Counseling and Support Services “Extra Mile Award” recipient received notes of gratitude from faculty for orienting classes to the resources available in the college library services. Professor Effie Russell commended Ms. Parker “I am overwhelmed with the amount of work that Ellen put into this presentation for one hour for my classes. She is a true professional and a valuable colleague,” and

WHEREAS, the recipient of numerous perfect attendance awards, Mrs. Parker’s dedication is also evident through her commitment to college-wide committees including, Middle States, Assessment Committee, and search committees, and

WHEREAS, retired Vice President Dr. Wexler stated “Ms. Parker plays an active role in the life of the college community through meaningful committee participation and support of the student learning experiences. Ms. Parker has earned a level of sustained esteem throughout the faculty for her continued professional support of the academic mission of the institution,” and

WHEREAS, the Absecon 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 Mrs. Parker effective March 1, 2015.

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

- Parker read the resolutions and asked to move all personnel items with one motion.

- Parker provided a motion, Coskey provided a second to move 13 Rev, 13A, and 13B

ROLL CALL:
ALL AYES
NO NAYS

X. PRESIDENT’S REPORT

- Fischer reviewed the board activity calendar.

XI. COMMITTEE REPORTS

- Milhous noted presentations made to the ASA committee provided by Hernandez and Levy, he requested that Hernandez and Levy report out to the Board.
- Hernandez provided an update on the College’s response to the current casino closings. He cited:
  - Levy noted that the College’s resources would be available for displaced workers, he noted Richburg’s office’s efforts to provided computing support for displaced individuals.
  - Milhous noted that in Atlantic County there is a strong sense that the College’s response is critical to the success of the recovery and is highly regarded
  - Evans noted the Board and community appreciation of the College’s efforts.
  - At Walsh’s request Richburg and Mora discussed the methods that the College is using to advertise that our resources are available. Milhous noted the success of the College’s engagement of local municipalities, who are also distributing the College’s information to residents.
  - Hernandez, Levy, and Richburg thanked the Board.
- Levy provided an update on the College’s recently reorganized new student orientation. He noted that for the first time the College held three discreet orientations held at each campus. Levy noted that all were well attended and successful. He noted the incorporation of a family and parents workshop. 640 people attended the orientations.

XII. OTHER BUSINESS

- Secretary’s note technological issues prevented the simulcast between campuses at the start of the meeting. The issues was corrected, and the simulcast began by 7:07. Simulcast was turned off at 7:17 (Following the consent)
- Evans noted his recent interview with the NJCCC, who is seeking feedback regarding their organization’s operations. He noted a strength for the Board is a robust committee structure that pays close attention to the College’s business and enables productive full-board meetings.

XIII. COMMENTS FROM THE PUBLIC

- Sandi Greco and Caesar Niglio were present representing the College’s bargaining units.
- She welcomed Trustee Byrne
- Sandi Greco provided handouts that were provided to new students at orientation, and noted that the units provided complimentary snacks during club day.
- Sandi Greco noted that the bargaining units were excited to begin working with new students for a successful academic year
XIV. ADJOURNMENT

- Byrne moved, Coskey provided a second to adjourn at 7:32 p.m.

ROLL CALL:
All AYES
No NAYS

Respectfully Submitted,

Sean M. Fischer
Atlantic Cape Board Secretary