

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 October 4, 2018, 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 October 4, 2018, 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 and posted on the Board’s webpage.

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, Human Resources, Public Safety and Compliance
✓ James Kennedy	✓ August Daquila, Chief Business Officer
X Brian Lefke	✓ Jean McAlister, Board Secretary, Chief of Staff, and Dean of Resource Development
X Meghan Clark, Alumni Representative	✓ Dr. Josette Katz, Vice President, Academic Affairs
✓ Daniel Money	✓ Leslie Jamison, Chief Financial Officer

Board Members	College Personnel
✓ Maria K. Mento	✓ Dr. Vanessa O'Brien-McMasters, Dean, Institutional Research, Planning & Effectiveness and Information Technology Services
X Robert Bumpus	✓ Paula Stewart Davis, Dean of Student Affairs and Enrollment Management
✓ Dr. Judith DeStefano-Anen	✓ Donna Vassallo, Dean of Worthington Atlantic City Campus, and Dean of Career Education
X Donald J. Parker	✓ 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
X Helen Walsh	
✓ Leslie White-Coursey	
Others in Attendance	
✓ Heather Peterson, ACCCEA	✓ Bonnie Lindaw, Atlantic County Government
✓ Caesar Niglio, ACCCEA	✓ Sandi Greco, ACCCEA
✓ Victor Moreno	✓ Rahshana Davis
✓ Sherwood Taylor (presenter)	✓ Nicholas Alexander
✓ Barbara Kozek (presenter)	✓ Caroline Halfenger (AC Review Club Coordinator)
✓ Rich McHale (Editor in Chief, AC Review)	✓ Emmanuel Dan (AC Review)

IV. CALL TO ORDER –

-Chairperson Coskey called the meeting to order at 6:02 pm.

V. PRESIDENT'S REPORT

Dr. Gaba discussed the following:

Health Benefits Update

-The NJ General Assembly passed legislation which will move county college employees and retirees from the School Employees Health Benefits Plan to the State Health Benefits Plan that will save the sector approximately \$20 million. The legislation will now go to the Governor, who will have 45 days to make his decision.

The Community College Opportunity Grant (CCOG)

-The \$250,000 budget and signed MOU have been submitted. The CCOG funds are used for marketing and advertising in print, billboards and digitally, as well as outreach of new, current, and stop out students to return to the College. The CCOG funds also provide additional support to assist students in completing financial aid, as well as additional academic and student support services. We will implement a college-wide texting software, as well as improve our web-based communication capabilities. Additionally, we will create a “Center of Excellence” to enhance professional development of faculty and adjunct instructors.

-Additional outreach include the hosting of our “Faith Based Leaders” in Atlantic and Cape May Counties, and a meeting of the Mainland/Pleasantville NAACP to discuss “free community college.” Donna Vassallo and Jean McAlister went to Borgata and Resorts Casino Hotel and have other visits planned to speak to employees about CCOG. Dr. Gaba will be making a presentation about CCOG to the Atlantic City Council Planning Board.

Community College Completion Challenge (C-4)

-The Phi Theta Kappa Honor Society (PTK) kicked off the C-4 Completion Challenge. This campus-wide retention initiative sponsored by NJCCC was created to encourage more community college students to complete their associate’s degree. In the opening ceremony, students heard the success story of one of our successful Atlantic Cape alumni, Felix Contreras-Castro. He is currently an adjunct teaching science as he prepares to apply to medical school.

High School Outreach Initiative-Media Day

-Atlantic Cape hosted “Media Day” titled “Exploring Digital Horizons” for high school students in Atlantic and Cape May counties. Approximately 80 students attended from six (6) high schools. Each school team participating in the competition was asked to produce a media package. The day also featured a drone demonstration, virtual studio demonstration and a Philadelphia ABC 6 Action News broadcasting truck. Susan Adelizzi-Schmidt from Suasion Communications sponsored the lunch and participated in the event.

-Dr. Gaba also discussed our partnerships with Rutgers University and; Stockton University, including the start of Stockton’s culinary program in January at the Worthington Atlantic City Campus; as well as Hispanic Heritage Month celebrations.

Inside the College

Adult Based Education (ABE), High School Equivalency (HSE) and English as a Second Language (ESL) program at Atlantic Cape

-Sherwood Taylor, Director of Workforce Development introduced Barbara Kozek, Assistant Director of Adult Basic Education ESL/HSE Programs. Ms. Kozek provided information about the College's ABE, HSE and ESL programs, noting that Atlantic Cape was the top achiever of outcomes in the State of New Jersey serving more than 660 students in Atlantic and Cape May County. She described the successful outcomes of the program including student completion of the program, entrance into college, or job attainment. Partnerships include Cape May Technical School, Casa Dominicana, and Atlantic and Cape May County Career Centers. Bally's Hotel and Casino hired bilingual Blackjack dealers from the program this summer.

VI. COMMENTS FROM THE PUBLIC

-Chairperson Coskey called for comments from the public on agenda items.

- None noted

-Chairperson Coskey stated that the Executive Session would occur at the end of the meeting.

VII. CONSENT RESOLUTIONS

-McAlister read the following consent resolutions.

Res. #21 Approve: Regular Session Minutes (September 25, 2018)

Res. #24

Award of Bids

Number	Item and Vendor Information	Amount
Bid Ex 811	SimView Systems FY19 Perkins Funds	\$89,890.00
	Laerdal Medical Corp Wappingers Fall, NY	
Bid 1846	Autoclave FY19 R&R	\$40,350.00
	Steris Corp. Mentor, OH	
OQ158 - Revised	Architectural Services for Building A Renovation Chapter 12 Funds Spiezle Architectural Group, Inc. Hamilton, NJ	\$97,390.00
		Total: \$227,630.00

Res. #23 Rev.

Personnel Action

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

Appointments

Victor Moreno, College Recruiter, Admissions at an annual salary of \$46,861 effective October 31, 2018.

Stacey Zacharoff, Director, Student Success Center at an annual salary of \$69,497 effective October 31, 2018.

Reclassification

Michael Barnes, from Assistant Director, Center for Accessibility to Director, Center for Accessibility with a base salary increase from \$64,666 to \$69,497 effective October 31, 2018.

Chad Bullock, Senior Manager, Adaptive Technology, Center for Accessibility with a base salary increase from \$57,649 to \$60,531 effective October 31, 2018.

Lisa Givens, from Manager, Student Activities and Athletics to Manager, Student Engagement with a base salary increase from \$49,626 to \$51,115 effective October 31, 2018.

Douglas Mills, from Specialist, Conference and Meeting Services to Manager, Conference and Campus Operations with a base salary increase from \$47,145 to \$49,502 effective October 31, 2018.

Anita Polanco, Assistant Director, Educational Opportunity Fund with a base salary increase from \$69,135 to \$72,592 effective October 31, 2018.

Reassignment

Daymis Alicea, from Program Coordinator, Career and Academic Planning Center to Program Coordinator, Student Success Center at her current base salary effective October 31, 2018.

Rahshana Davis, from Program Coordinator, Career and Academic Planning Center to Scholarship Manager, Financial Aid at her current base salary effective November 8, 2018.

Eric Stewart, from Program Officer, Career and Academic Planning Center to Program Coordinator, Student Success Center at his current base salary effective October 31, 2018.

Title Change

Myrna Morales Keklak, from Division Chair, Nursing and Allied Health to Division Chair, Nursing and Health Sciences at her current base salary effective October 31, 2018.

Nancy Porfido, Director, Student Development and Judicial Officer to Director, Student Engagement and Judicial Officer at her current base salary effective October 31, 2018.

Resignation

Amanda McCullough, Social Media/Public Relations Manager, Marketing and College Relations retroactive to October 12, 2018.

Res. #27 Executive Session

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

ROLL CALL:

AYES

NO NAYS

ABSTENTIONS-Trustee Byrne and Trustee DeStefano-Anen abstained from #21.

Motion carried.

VIII. BUDGET REPORT

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

IX. REGULAR RESOLUTIONS

Res. #2 FY18 Draft Financial Statement for twelve months ended June 30, 2018 as of October 11, 2018.

-Ms. Jamison stated the following:

Preliminary Fiscal Year 2018 year-to-date data summarized in the Board Summary Report for the twelve months ended June 30, 2018, indicate the College has earned 97.58% of budgeted revenues and expended 96.23% of budgeted expenses.

As of this draft report, the FY18 shortfall in revenue is \$897,000, while the FY18 expenditure savings total nearly \$1.45 million. The savings are largely due to open or slow filled full-time positions and other wage lines and benefits, and operations savings of \$660,000 (primarily in flight instruction, culinary instruction, insurance and utilities savings and unused contingency).

The fiscal year end closing process is ongoing but most of the material year-end adjustments are complete and reflected in this draft FY18 Board report. Management projects that the College will not use all of the original budgeted fund balance.

The FY18 Enrollment Audit is due November 1st to the State. Atlantic Cape's FY18 fundable credits total 114,842, which is a 5.9% decrease from FY17. The FY18 Budgeted credits were 114,583. Bound copies of the Enrollment Report will be distributed at November's Board meeting.

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

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS

Motion carried.

Res. #22 FY19 Financial Statement for three months ended September 30, 2018.

-Ms. Jamison stated the following:

As of September 30, 2018, the College has earned 42.9% of budgeted revenues and expended 29.0% of budgeted expenditures. FY19 Summer enrollment is above budget by 5.6%, while FY19 Fall credit enrollment is below budget by 5.8%. The net Fall and Summer tuition and fees revenue shortfall is \$440,000 (excluding radiology and aviation). Overall expenses are tracking 1.2% less than last year which is line with the 1.4% budgeted decrease.

Management is reviewing for FY19 operations expense savings to help mitigate the revenue shortfall. The 2019 medical and prescription premium rates effective January 1, 2019 earlier this month and are a net 1.1% decrease from the 2018 rates. The College budgeted for 10.0% prescription and 8.0% medical rate increases, effective January 2019. There will be a FY19 net savings for healthcare costs from the budgeted amount.

-Trustee Kennedy motioned to approve Resolution #22, Trustee Money seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSECTIONS

Motion Carried.

Res. #25

Community College Opportunity Grant

WHEREAS, the New Jersey Higher Education Student Assistance Authority and the Office of the Secretary of Higher Education have awarded a grant to Atlantic Cape Community College, and

WHEREAS, the New Jersey Higher Education Student Assistance Authority and the Office of the Secretary of Higher Education will provide a grant of \$250,000 for planning and capacity-building to recruit and retain students eligible under the Governor's Community College Opportunity Grant Program (CCOG), and

WHEREAS, Atlantic Cape Community College has been designated as one of the thirteen pilot community colleges to implement the Governor's new \$20 million initiative to receive "last dollar" scholarships to fund tuition for the Spring 2019 semester.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to accept a grant of \$250,000 from the New Jersey Higher Education Student Assistance Authority and the Office of the Secretary of Higher Education, in order to provide planning, outreach and recruitment of students eligible under the Governor's Community College Opportunity Grant Program (CCOG).

-Trustee Kennedy motioned to approve Resolution #25, Trustee Coursey seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSECTIONS

Motion carried.

Res. #23A**Personnel Action**

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

Appointments

Carmen Cabrera, Assistant Director, Admissions at an annual salary of \$64,592 effective October 31, 2018.

-Trustee Torres motioned to approve Resolution #23A, Trustee Byrne seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSECTIONS

Motion carried.

Res. #26**Retirement Mr. Douglas Hedges**

WHEREAS, Douglas Hedges was hired May 1, 1995 as Executive Director, Information Technology Services; promoted to Dean, Information Technology Services in 1999; and in 2018 received a title change to Chief Information Officer (CIO), and;

WHEREAS, Mr. Hedges' many contributions to the college include serving on the President's Cabinet and President's Administrative Council, chairing the MIS Committee, co-chairing the Information Technology Cross Functional Committee, serving on numerous search committees, and leading the college through the requirements of the NFB Consent Decree, and;

WHEREAS, Mr. Hedges has undertaken several large-scale projects, including doubling the college's internet bandwidth, replacing the college's legacy network switches, and deploying a campus-wide wireless network on each of the college's three campuses, and;

WHEREAS, one of Mr. Hedges' most significant contributions to Atlantic Cape was in 2007-2010 when he led a team of employees from various areas of the college to research, select and implement a new management information system. His leadership brought various areas together, created the college's Core Team, which remains in place today, and resulted in a successful and cost-effective outcome that impacted the college's ability to fulfill its mission, and;

WHEREAS, Mr. Hedges has led Information Technology Services (ITS) with expertise and sensitivity to cost, while motivating his staff to high levels of performance, and;

WHEREAS, the college is most fortunate to have had his technical and leadership abilities that informed his vision for the growth of its technology infrastructure, and;

WHEREAS, the Vineland resident has indicated his desire to retire from Atlantic Cape Community College.

THEREFORE BE IT RESOLVED upon the recommendation of the President that the Board approve the retirement of Mr. Hedges effective December 31, 2018.

BE IT FURTHER RESOLVED that the Board extends to Mr. Hedges its best wishes and appreciation for over 23 years of dedicated service to Atlantic Cape Community College.

-Torres read the resolution in its entirety and noted that Mr. Hedges has been a valued long term employee at the college and will be missed.

-Trustee Torres motioned to approve Resolution #23A, Trustee Money seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS

Motion carried.

Res. #28

Honorary Resolution Trustee Leslie White-Coursey

WHEREAS, Ms. White-Coursey was appointed to the Board of Trustees on October 20, 2017, and

WHEREAS, Ms. White-Coursey served for the past year on the Academic and Student Affairs, Diversity and Equity, and Marketing Board Committees, and

WHEREAS, Ms. White-Coursey shared her valuable expertise on K-12 education on numerous occasions, and

WHEREAS, Ms. White-Coursey passionately advocated for Atlantic Cape Community College and its students with unwavering distinction at recruitment and community events including the 30th Annual Whitesboro Reunion Festival, and

WHEREAS, Ms. White-Coursey resigned from her position on the Board of Trustees on October 25, 2018.

THEREFORE BE IT RESOLVED, that the Board of Trustees of Atlantic Cape Community College hereby wishes Ms. White-Coursey success in her new position as the Executive County Superintendent of Schools for Cumberland County, and extends its appreciation for her service to the Board, the College, and its students.

-Trustee Torres read the resolution in its entirety.

-Trustee Coursey thanked everyone for their support and advised the Board that she will be the Executive County Superintendent for Cumberland County.

-Trustee Torres motioned to approve Resolution #23A, Trustee Money seconded.

ROLL CALL:

ALL AYES

NO NAYS
NO ABSENTIONS

Motion carried.

X. COMMITTEE REPORTS

PERSONNEL AND BOARD DEVELOPMENT-No incidents to report.

FOUNDATION REPORT

Trustee Mento reported the following:

The Golf Tournament that was held on October 12 at Cape May National raised approximately \$42,000. There were 109 golfers registered and more than 50 businesses supported the event by sponsoring or providing raffle items. Our thanks to the Mullock Family for their unwavering generosity to the Foundation.

Dr. Gaba will be hosting a Donor Appreciation Holiday Reception recognizing the Foundation's 40th Anniversary on Friday, December 14 at 5pm. Individual and Corporate Donors who have given \$1,000 or more to the Foundation annually will be invited to attend. OceanFirst has agreed to sponsor the food for the event.

Call for the 2019 Distinguished Alumni will be going out to the public by November 5 and will close on February 1, 2019. The Foundation will be recognizing four alumni this year.

The Restaurant Gala is being held on March 14 at Harrah's. Sponsorship packages going out this week. If you know of potential sponsors, please let Jean McAlister know.

There is an Italian Dinner fundraiser on November 7 at Careme's. The cost is \$50. There is an authentic chef from Italy providing demonstrations for students at 1pm and then dinner at 6pm. Proceeds benefit students attending the Academy of Culinary Arts who are going to Italy this summer.

The annual Food and Wine event is at Careme's Restaurant on November 16. This event is in collaboration with the local Chaine des Rotisseurs who provide scholarships for students attending the Academy of Culinary Arts.

NEW JERSEY COUNCIL OF COUNTY COLLEGES (NJCCC)

-Trustee Torres reported the following:

NJCCC is hosting a *Vision 2028* meeting on November 16 from 9am-5pm at Middlesex County College. This is a full-day of workshop to discuss the future trends and sharing of ideas regarding the future of the New Jersey community college sector. All board members are invited to attend.

NJCCC discussed the New Jersey Earned Sick Leave Law which allows part-time employees to accrue one hour of earned sick leave for every 30 hours worked, up to 40 hours each year. Trustee Torres inquired about the financial impact of this law.

There is a \$500 million New Jersey TAG referendum forthcoming.

XI. OTHER BUSINESS

-Trustee Byrne discussed the presentation that Dr. Gaba and she gave at the Association of Community College Trustees (ACCT) Leadership Conference in New York City entitled, "Board Policy and Perspective on Campus Security." It was well received by about 150 people. The important message shared was that there can never be enough good communication across the institution on topics such as armed guards.

-Trustee Byrne also discussed a few of the sessions she attended regarding partnering with businesses, including providing classes remotely to employers after hours. Additionally, there was a session that discussed linking eligible students needing assistance to human services and the ability to offer one solid meal on campus the fourth week of the month for all students.

-Chairperson Coskey reminded the Trustees that November 20 is the reorganization meeting followed by the regular meeting. Chairperson Coskey thanked Trustee Torres for chairing the nomination committee and Trustee Lefke, Trustee Walsh, Trustee Bumpus and Trustee Byrne for serving on the committee.

XII. COMMENTS FROM THE PUBLIC

-Mr. Niglio thanked Trustee White-Coursey for her service on the Board and welcomed Dr. DeStefano-Anen to the Board.

-Mr. Niglio stated that the medical benefits package presented is a cost savings to the College but not to the employees, adding additional co-pays. The cost reduction that Ms. Jamison discussed was because of the work of NJEA and the focus on preventive care.

-Mr. Niglio stated that negotiations were progressing.

-Professor Halfenger stated that she was an adjunct in the English Department and was the advisor for the A.C. Review.

-Mr. McHale (Editor-in-Chief of A.C. Review) thanked the Board for the opportunity to speak today and noted that the newspaper will be distributed to area high schools in addition to the upcoming Rewrites.

XIII. EXECUTIVE SESSION

-At 7:13pm, Trustee Torres motioned to go into Executive Session, Trustee Byrne seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS

Motion carried.

XIV. ADJOURNMENT

-At 8:26pm the Board returned to regular session. Trustee Money motioned to adjourn, Trustee Mento seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS

Motion carried.