

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 18, 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 January 18, 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 (by phone)
✓ Dave Coskey	✓ Eileen Curristine, Dean of Human Resources, Public Safety and Compliance
✓ James Kennedy	X August Daquila, Dean of Administration & Business Services
✓ Brian Lefke	✓ Jean McAlister, Board Secretary, Dean of Resource Development, President/Board Operations

Board Members	College Personnel
	✓ Dr. Josette Katz, Interim Vice President, Academic Affairs
✓ Jenna DeLuca	✓ Leslie Jamison, Dean of Finance
✓ Maria K. Mento	✓ Dr. Richard Perniciaro, Executive Vice President - Planning, Research, Information Technology Services & Facilities
✓ Thomas Milhous (phone)	✓ Dr. Mitchell Levy, Vice President, Student Affairs and Enrollment Management
✓ Donald J. Parker (Mays Landing)	✓ Donna Vassallo, Dean Worthington Atlantic City Campus, and Dean of Career and Workforce Training
✓ Robert Bumpus	✓ Maria Kellett, Dean of Cape May County Campus, Associate Dean of Resource Development
✓ Maria Torres	✓ Laura Batchelor, Executive Director of College Relations and Marketing
✓ Helen Walsh	
✓ Leslie White-Coursey	
<b>Others in Attendance</b>	
✓ Freeholder E. Marie Hayes	✓ Francine Springer, Cape May Chief Financial Officer
	✓ Bonnie Lindaw, Atlantic County Treasurer

#### IV. CALL TO ORDER –

-Chairperson Coskey called the meeting to order at 7pm.

#### V. PRESIDENT'S REPORT

-Dr. Gaba reported on the following:

Middle States

- We continue to be on track for our Middle States submission of the Self-Study. The “Verification of Compliance” document was submitted last week. The team visit is scheduled for April 8-11.

The team will meet with various constituencies of the college including faculty, staff, students and Board. Please save the date Sunday, April 8 for a reception at the Mays Landing Campus. The Board will receive the final report upon completion.

#### Public Appearances/Visibility

-Dr. Gaba discussed the recent public appearances to increase our visibility, Bob Burns Radio Show on January 3 and most recently the SJ Development Council Board Meeting. The same message is shared to all the groups: “Atlantic Cape is the place for an affordable, high quality education, serving the residents of Atlantic and Cape May Counties, with outstanding faculty. Students can save \$20,000 in post-secondary education. Community colleges are a driver in economic development”. The strength of our partnerships with K-12, four-year colleges, and the Counties are also communicated.

#### Community Relations – Atlantic City

-We participated in the Atlantic City Branch NAACP King Day Celebration on January 15 which included a march from the Dr. Martin Luther King, Jr. School Complex to the Civil Rights Garden. The event ended at St. James Church where I was the keynote speaker. Over 200 people filled the church including elected city and county officials.

-The event received media coverage. In honoring Dr. King, it was important that I link the event to his emphasis on education so I spoke about Atlantic Cape and how we are in a position to prepare the leaders that Dr. King envisioned. In my closing remarks that day I ended with this quote from Dr. King; “The function of education is to teach one to think intensively and to think critically. Intelligence plus character – that is the goal of true education.”

-Chairperson Coskey noted the importance of raising our visibility.

-Batchelor noted that the Press of Atlantic City listed Dr. Gaba’s Inauguration as the #1 story for 2017. Because of the story the views shared had a value of \$220,000 in publicity.

-Dean Donna Vassallo has been named to the Board of Directors for Boys & Girls Club in Atlantic City which further demonstrates our commitment to our community. The mission of The Boys and Girls Club is to assist young people in reaching their potential as caring, responsible citizens. In Atlantic City, their vision is to provide a pathway for residents from youth to adulthood that includes higher education opportunities. As a note, Atlantic Cape has worked with the Boys and Girls Club for many years. For example, for South Jersey Men R Cooking event, ACA provides desserts, ACA students volunteer and Chef Johns has judged the competition and members of our staff volunteer, including Jean McAlister. Dean Vassallo’s presence extends our partnership even further.

#### Atlantic County Partnership

-Dr. Gaba stated that she regularly attends the meeting of the Atlantic County Economic Alliance (ACEA), which is focused on the revitalization of Atlantic County. Aviation is one of the major clusters that they are focusing on, and Atlantic Cape will play a key role as we have signed a

MOU with the County to develop an Airport Maintenance Repair program. The project is still in its early stages of development and I am working very closely with the County to get this project off the ground. This was also highlighted in County Executive Dennis Levinson's "State of the County Address" last week as again aviation was highlighted as a key growth area/industry for the County.

#### Community Relations – Cape May

-Starting on February 6, a social worker from the Veterans Association will be available once a week to provide individual and group counseling services to any and all veterans at the Cape May County Campus.

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

-The new Student Center is completed and is now open and is one of the final projects of "Blueprint 2020". An official "Grand Opening" will be announced for February. Our commitment to students is unwavering; space is already being used and provides a warm, engaging, and welcoming environment for students. This new Student Center is expected to enhance the quality of the student experience on campus.

#### Technology Updates

-We are fast tracking the process for the front end redevelopment of our website. The redesigned website will be visually appealing and intuitive; as well as "Mobile Friendly" as this is the way people are communicating today. This initiative underscores our commitment to technology and our responsiveness to the way our students prefer to be communicated with. Immediate redesign of the home page should be within the next several months or so.

#### Partnerships

-As we continue to provide transfer opportunities for our students, the Georgian Court University signing was held on Monday, January 22. The President of GCU, their Vice President, along with myself and Dr. Katz participated in signing of the document. Students will be able to take advantage of scholarships available for transfer.

#### Student Services Initiatives

-Student Services coordinated a college wide effort to help students feel comfortable the first week of class by manning information desks for the first week of class. Students appreciate this assistance.

#### K-12 Partnerships

-Cape May Campus – working with Middle Township High School to send sophomores to visit the campus. Phase I of this initiative has been completed as 71 students visited the campus. Our Admissions staff will follow up. The high school students toured the campus and attended career workshops led by Dr. Tammy DeFranco. In addition, our staff are now on site in the school one day a week for a few hours.

#### Fundraising

-Dr. Gaba discussed the donation made by the Powell Family Foundation for \$25,000 for a scholarship software system. This software allows students to apply for scholarships online, and electronic administration of scholarships, thus saving time and streamlining processes.

#### Grant Funding Initiatives

-The college had submitted a National Science Federation grant application for a \$225,000 over there years for a Drone Maintenance program. Since this is the first time we are a grant applicant, we are completing some new additional paperwork.

#### Closing Remarks

-Spring enrollment is down 7% as of today. Registration was kept open a few extra hours in the evening last week to accommodate the students, especially after the College closed for two days due to weather. We are analyzing our enrollment by campus, by course, and modality. My staff are utilizing even more data obtained from our IR department for good decision making for the future as we continue to monitor trends. We are accepting registrations for late start courses both online and in the classroom which will help with enrollment.

#### VI. COMMENTS FROM THE PUBLIC

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

#### VII. CONSENT RESOLUTONS

-McAlister read the following consent resolutions.

**Res. #51** Approve: Regular Session Minutes (December 19, 2017)

**Res. #54** Approve: **Bid Ex. 796**, PBX Technician Support, \$45,000.00 (not to exceed), FY18 Information Technology Services, Tricomm Service Group, Moorestown, NJ; **Bid Ex. 797**, Student Collection Services, Commission Rate of 18%, FY18-FY20 Bursar, AR Resources, Inc., Blue Bell, PA.

**Res. #54**

#### Award of Bids

Number	Item and Vendor Information	Amount
Bid Ex. 796	PBX Technician Support FY18 Information Technology Services Tricomm Service Group Moorestown, NJ	\$45,000.00 (not to exceed)
Bid Ex. 797	Student Collection Services FY18-FY20 Bursar AR Resources, Inc Blue Bell, PA	Commission Rate of 18%

**Res. #55 Approve:** To enter into an additional one-year agreement with Ocean First Bank for banking services, effective February 1, 2018.

**Res. #55**

**Extend Banking Services**

WHEREAS, the College sought competitive proposals for banking services, and

WHEREAS, three proposals were received and reviewed, and

WHEREAS, the proposal provided by Ocean First Bank, (formerly Cape Bank) best fits the college's specifications for banking services and does so most cost-effectively, and

WHEREAS, the Board approved Resolution #71 on February 23, 2016 to accept the proposal from Ocean First Bank for banking services and enter into a two-year agreement, and

WHEREAS, as stated within the RFP that the College reserves the right to enter into an additional year of service at the conclusion of the two years under the agreed upon terms and conditions.

THEREFORE BE IT RESOLVED that the College enter into an additional one-year agreement with Ocean First Bank for banking services, effective February 1, 2018.

**Res. #53 Approve: Reclassification- Mariangela Sozio, Director, Accounting, Budgets and Foundation Reporting with a 3% base salary increase bringing her salary from \$93,938 to \$96,756 effective January 24, 2018.**

Secretaries Note: Walsh requested that Resolution #53 be moved to regular agenda.

**Res. #56 Board Development-Reaffirm- Approve:** To reaffirm Board of Trustee Policy #103-Outside Employment.

**Res. #56**

**Policy #103-Outside Employment**

WHEREAS, on January 25, 2011 the Board of Trustees approved to revise Policy #103, and

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 policy has been identified by the President's Cabinet and is seeking to be reaffirmed by the Board:

THEREFORE BE IT RESOLVED, that the Board reaffirm Policy #103 Outside Employment described here in.

**Res. #57 Board Development-Adoption- Approve:** To revise Board of Trustee Policy #108-Food/Drink in Classrooms and Lab Areas.

**Res. #57**

**Policy #108-Food/Drink in Classrooms and Lab Areas**

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 following Policy has been identified by President's Cabinet as needing changes and editing for clarity:

THEREFORE BE IT RESOLVED, that the Board reaffirm the Policy #108 Food/Drink in the Classrooms and Lab Areas as described herein.

**Res. #58** Board Development-Adoption- Approve: To revise Board of Trustee Policy #209- Student Academic Integrity.

**Res. #58**

**Policy #209-Student Academic Integrity**

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 following Policy #209-Student Academic Conduct has been identified by President's Cabinet and recommends the removal of the attendance clause and title revision to:

Policy #209- Student Academic Integrity

THEREFORE BE IT RESOLVED, that the Board reaffirm Policy #209 as described herein.

**Res. #59** Executive Session

-Lefke motioned to approve the consent agenda. Byrne seconded.

ROLL CALL:

AYES

NO NAYS

ABSTENTIONS- Lefke, Bumpus, and Mento abstained from Resolution #51.

**VIII. BUDGET REPORT**

- Chairperson Coskey asked Kennedy to provide a budget report as part of regular resolutions and introduce Auditor on behalf of the BFA committee.

**IX. REGULAR RESOLUTIONS**

**Res. #52** - FY18 Financial Statement for six months ended December 31, 2017.

-Jamison stated that as of December 31, 2017, the College has earned 54% of budgeted revenues and expended 51% of budgeted expenditures. Fiscal year to date revenue is down 2.4% from the prior year compared to a budgeted decrease of 5.9%. Fiscal year to date expenditures are down 6.4% from prior year compared to a budgeted decrease of 5.8%.

Summer credits are above budget by 6.29% and Fall credits are above budget by 1.05%. Net summer and fall tuition and fee revenue is above budget by about \$100,000.

Overall, year to date salary and benefit expenditures are down 5.7% compared to year to date through December 31, 2017. Beginning January 1, 2018, the 13% medical and prescription premium increases will be effective. For FY18, these premium increases will add approximately

\$120,000 in expense above the budgeted amount.

-Kennedy motioned to approve, Walsh seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS

**Res. # 46 - Approve:** Authorizing additional marketing services with Townsquare Media.

-Jamison stated that this is a Pay to Play resolution since the College previously utilized the vendor in fiscal year 2018 and total expenses will exceed \$17,500 for fiscal year 2018.

-Chairperson Coskey discussed that this resolution was tabled last month so that the Marketing Committee had a chance to review first.

-Batchelor discussed that the Townsquare Media expense exceeds the Board approval threshold by \$1400. This media buy was requested through the Workforce AC Grant. Internal controls have been established and all media buys are now centralized in Marketing and College Relations department.

**Res. #46**

RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR

Bid Ex #794

Townsquare Media  
New York, NY

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

WHEREAS, the Director of Business Services has determined that the value of the total aggregate dollars for advertising will exceed \$17,500; and,

WHEREAS, the anticipated term of this contract is fiscal year 2018 as approved by this governing body; and

WHEREAS, Townsquare Media has indicated they will provide additional marketing services as a result of grant funds received to advertise the Work AC Program and

WHEREAS, Townsquare Media of New York, NY has completed and submitted a Business Entity Disclosure Certification which certifies that Townsquare Media 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 Townsquare Media 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 additional marketing services with Townsquare Media; and,

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

-Kennedy motioned to approve, Walsh seconded.

ROLL CALL:

ALL AYES  
NO NAYS  
NO ABSECTIONS

X. EXECUTIVE SESSION

-At 6:25pm Chairperson Coskey requested a motion to go into Executive Session.

-Lefke motioned to approve, Clemans seconded.

ROLL CALL:

ALL AYES  
NO NAYS  
NO ABSECTIONS

Secretary's Note-The Board returned from Executive session at 7:15pm.

**Res. #53A Retirement Ms. Marge Mettill** Office Coordinator, Business Services, Mays Landing Campus, since August 9, 1993, effective June 30, 2018.

-Parker read the Resolution in its entirety.

**Res. #53A**

**Retirement-Margaret Mettill**

WHEREAS, Margaret "Marge" Mettill joined Atlantic Cape Community College on August 9, 1993 as Clerk Stenographer II in Business Services; promoted to Office Assistant in 1997 and promoted to Office Coordinator in 2002, and

WHEREAS, the recipient of countless Perfect Attendance awards, Ms. Mettill's dedication to the college is also evident through her volunteer service assisting with Employee Service Awards, search committees, Restaurant Galas, GIS Day, served as the college's 2007 and 2008 Heart Captain for the American Heart Association Heart Walk, and received a note of thanks from Pleasantville's North Main Street School for her assistance with their 1997 yearbook, and

WHEREAS, supervisor Dean August Daquila stated, "When I arrived to Atlantic Cape, I noticed Marge's plaque for Atlantic Cape's fall 2001 Employee of the Quarter. Having worked with Marge and experiencing her conscientiousness, dedication and attention to detail the past several years, I feel Marge's wall should be covered with Employee of the Quarter awards. Additionally Marge performs her tasks following policy very carefully and ethically. The same standards are applied for all which is an admirable attribute," and

WHEREAS, former supervisor Terry Sampson Budd stated, "Marge is very competent and pleasant. She is always willing to help. She polices travel forms with politeness and has made working with Business Services user friendly," and

WHEREAS, the Pomona 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. Mettill effective June 30, 2018.

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

-Parker motioned to approve, Lefke seconded. Motion Carried.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS

**Res. #53B Retirement Dr. Richard Perniciaro**, Executive Vice President, Planning, Research, Information Technology, and Facilities, Mays Landing Campus, since October 13, 1999, effective June 30, 2018.

-Parker read the resolution in its entirety and noted Dr. Perniciaro has been with Atlantic Cape for 19 years and recognized that he was “distinguished and honorable” in his work.

-Lefke stated that Dr. Perniciaro was responsible for all capital projects at all three campuses.

-Walsh noted that Dr. Perniciaro was responsible for the Blueprint 2020 from the planning to each project to getting them built, including the new Student Center.

**Res. #53B**

**Retirement Dr. Richard Perniciaro**

WHEREAS, Dr. Richard Perniciaro was hired October 13, 1999 as Acting Director, Center for Applied Research until his full-time appointment January 26, 2000 as Associate Dean, Regional and Business Research; promoted to Dean of Administration, Planning and Research in 2006; promoted to Dean, Worthington Atlantic City Campus, Community Affairs, Facilities, Planning and Research in 2012; promoted to Vice President, Planning, Research, Facilities and Executive Support in 2014; in July 2015 received a title change to Executive Vice President, Planning, Research and Facilities; and in September 2017 received a title change to Executive Vice President, Planning, Research, Information Technology Services and Facilities, and

WHEREAS, Dr. Perniciaro’s many contributions to the college include having served as the liaison officer to Middle States overseeing the college’s accreditation efforts for the last 12 years, co-chaired the Green Campus Initiative resulting in a plan for sustainable development and solar energy, negotiated the MOU defining the partnership with Rutgers University and its permanent location on the Mays Landing campus, overseeing the facilities master plan including the building of STEM and the Student Center, assisted on the college’s collective bargaining team, provided contributions for the success of the 2009 “Ready to Go” Stimulus Package, and the 2016 NJCCC Student Lobbying Day, and

WHEREAS, the Executive Vice President’s honors include the New Jersey Council of County Colleges “Community Spirit Award” and the N.J. Industrial Developers Association “Economic Developer of the Year” award, and

WHEREAS, Dr. Perniciaro has served the community for 12 years as the director of the Center for Regional and Business Research providing a public service to both private businesses and public entities, and continues to serve, in many economic development leadership endeavors including Atlantic and Cape May County Workforce

Investment Board, the Economic Development Task Force, District 1, NJ, the 2005 Atlantic City Task Force on Economic Development, and Atlantic City Tomorrow, and

WHEREAS, former President, Dr. Peter Mora stated, "Dr. Perniciaro is a recognized regional expert in economic research. His reputation as a professional economist is well established in the college's service area among both the business and public sector communities. He also consistently functions at a very high level of effectiveness in his numerous public presentations and panel discussions in the area of economics and economic development," and

WHEREAS, the Pleasantville 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 Dr. Perniciaro effective June 30, 2018.

BE IT FURTHER RESOLVED that the Board extends to Dr. Perniciaro its best wishes and appreciation for a distinguished career of service to Atlantic Cape Community College.

-Parker motioned to approve Dr. Perniciaro's requirement with a great deal of gratitude and Clemans seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS

**Res. #53 Approve: Reclassification- Mariangela Sozio, Director, Accounting, Budgets and Foundation Reporting with a 3% base salary increase bringing her salary from \$93,938 to \$96,756 effective January 24, 2018.**

-Cristine discussed the rationale for this request.

-Following the Board's discussion of the request, Dr. Gaba requested that the resolution to tabled.

#### XI. COMMITTEE REPORTS: DISCUSSION/QUESTIONS

##### a. Policy and Board Development- Cunningham Ruiz Bill

-Cristine reported that there was a domestic violence report. The domestic violence occurred between customers of the day care center on the Mays Landing campus.

#### XII. FOUNDATION REPORT

-Mento reported that Jean McAlister and Maria Kellett met with Mayor Guardian before he left office and discussed the New Beginnings Endowment. At his request, all funds have been moved into his endowment which is now \$249,193.

-The Foundation received a clean FY17 audit with no findings. Total net assets as of December 30, 2017 including restricted and unrestricted funds are \$4,023,766.36 compared with FY16 of \$3,716,124.11, of which 75% are permanently restricted funds.

-As Dr. Gaba stated that thanks to a generous donation toward the Naming Opportunities Campaign by the Powell Family Foundation, Atlantic Cape will purchase a scholarship software

package. This software package will enable students to apply for scholarships online and streamline the selection process. The funding is for a three year term.

-Erin Evans has approved the location of the David Evans Veteran's Lounge in the new Student Center. Furniture will be donated by W.S. Goff. There are 17 Veterans who have responded to an email to assist in this project. More information will follow.

### XIII. NEW JERSEY COUNCIL OF COMMUNITY COLLEGE REPORT

-Torres reported on the following:

- Aaron R. Fichtner was selected from a field of four finalists to be the next President of the Council. Among his many accomplishments was his former position as the Commissioner of NJ Department of Labor and Workforce Development. His first day is February 5.

-Larry Nespoli's official last official day will be February 2. He has agreed to perform the role of consultant to the Council and Dr. Fichtner through June 30.

-NJCCC has asked Congressman Lobiando to speak at the ACCT's National Legislative Summit on February 13 and honor him on his retirement. The College has followed up with him to see if he can attend. Also, requested to speak is Congressman Joshua Gatheimer of the 5<sup>th</sup> district.

### XIV. OTHER BUSINESS

No other business.

### XV. COMMENTS FROM THE PUBLIC

- E. Marie Hayes asked if she could serve on the Ad Hoc Security Committee to provide support.

- Chairperson Coskey answered affirmatively.

### XVI. ADJOURNMENT

-At 7:42 p.m. Chairperson Coskey asked for motion and a second to adjourn.

-Lefke motioned, Mento seconded.

ROLL CALL:

ALL AYES

NO NAYES

NO ABSTENTIONS