

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 June 21, 2018 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 June 21, 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
✓ Dave Coskey	✓ Eileen Curristine, Dean of Human Resources, Public Safety and Compliance
X James Kennedy	✓ August Daquila, Dean of Administration & Business Services
✓ Brian Lefke	✓ Jean McAlister, Board Secretary, Dean of Resource Development, President/Board Operations

Board Members	College Personnel
✓ Jenna DeLuca	✓ Dr. Josette Katz, Interim Vice President, Academic Affairs
✓ Daniel Money	✓ Leslie Jamison, Dean of Finance
✓ Maria K. Mento	X Dr. Richard Perniciaro, Executive Vice President - Planning, Research, Information Technology Services & Facilities
✓ Thomas Milhous	X Paula Stewart Davis, Acting Dean of Student Affairs and Enrollment Management
✓ Donald J. Parker	X 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	
Others in Attendance	
X Francine Springer, Cape May County Government	✓ Bonnie Lindaw, Atlantic County Government
✓ Caesar Niglio ✓ Nicholas Alexander ✓ Cheryl Garwood	✓ Meghan Clark, alumna ✓ Kathy Landau

IV. CALL TO ORDER

-Chairperson Coskey called the meeting to order at 6:01 pm.

V. PRESIDENT'S REPORT

-Dr. Gaba reported on the following:

K-12 Partnerships

-The Early College High School Program for Pleasantville High School/Atlantic Cape signing ceremony occurred on June 25. This is a partnership with George Washington Carver Foundation.

Financial Aid

-DREAMers Public Law: was signed by Governor Murphy on May 9, which provides the state financial aid for students who meet the requirement of the Tuition Equality Law. Atlantic Cape has taken steps to notify current students who may qualify and high schools counselors.

Technology Upgrades

-The website is in the design stage. The website will be mobile friendly and ADA compliant. The homepage will be first to be redesigned. A variety of focus groups were conducted by Beacon Technologies to get input about the current website.

Student Center

-The Student Center has been named LEED Green Silver certified by the U.S. Green Building Council. This certification acknowledges that the building is a resource-efficient and healthy building.

Community-Cape May

-The Farmers Market will be located on the Cape May County Campus every Thursday through August with up to 25 vendors.

Enrollment/Retention Initiatives

-There are several enrollment and retention initiatives that are currently in progress. Decline in Cape May County high school students continues to be a concern. Our efforts are focused on retention. Enrollment and retention analytics by market segment will continue to be utilized to make smart choices about where we will focus our efforts.

Inside the College

-Dr. Gaba congratulated all of the retirees that we celebrated earlier this evening.

VI. COMMENTS FROM THE PUBLIC

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

VII. EXECUTIVE SESSION

- At 7:03 pm Chairperson Coskey requested a motion to go into Executive Session.
- Trustee Mento motioned to approve, Trustee Lefke seconded.

ROLL CALL:

ALL AYES
NO NAYS
NO ABSTENTION

Secretary's Note: Regular Session resumed at 7:56 pm.

VIII. CONSENT RESOLUTIONS

-McAlister read the following consent resolutions.

Res. #110 Approve: Regular Session Minutes (May 22, 2018)

Res. #114 Approve: To submit an application to the New Jersey Department of Education, FY19 Perkins Grant program for a grant amount TBD by state allocation, over the term of July 1, 2018 through June 30, 2019.

Res. #114

Application and Acceptance of Carl D. Perkins Career and Technical Education Improvement Grant Spending Plan

WHEREAS, Atlantic Cape Community College, as a comprehensive community college, seeks to provide career occupational training programs to prepare Atlantic Cape Community College students and other Atlantic and Cape May County residents for employment, and

WHEREAS, the Carl D. Perkins Career and Technical Education Improvement Grant (“Perkins”) is a Federally authorized Grant whose aim is to increase the academic achievement of career and technical education students and strengthen the connections between secondary and post-secondary education, and

WHEREAS, on or by June 15, 2018, the State of New Jersey Department of Education will notify Atlantic Cape Community College of its Perkins grant funding allocation for FY19, and

WHEREAS, on June 29, 2018 the College will file its Phase I of the application with the State of New Jersey Department of Education for Perkins grant funding in the amount (TBD) for the fiscal year ending June 30, 2019, and

WHEREAS, on or by August 11, 2018, the College will need to file its Phase II of the application after the State of New Jersey Department of Education notifies Atlantic Cape Community College that its Phase I of the application is in “substantially approvable form”, and

WHEREAS, after the State of New Jersey Department of Education notifies Atlantic Cape Community College that its Phase II of the application is in “substantially approvable form”, then as a consequence, obligations against these funds are permissible effective that date.

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Atlantic Cape Community College hereby approves the application of and acceptance of the Carl D. Perkins Career and Technical Education Improvement Grant funds and proposed spending plan as detailed in Exhibits A and B of this Resolution

Res. #113 Approve: **Bid 1839** Fire Protection System Maintenance, \$32,900.00, FY19-21 Facilities Management, Haring Fire Protection, Williamstown, NJ; **Bid 1841** Paper & Envelopes, \$47,195.15, FY19 Central Stores & Print Shop, Paper Mart, East Hanover, NJ, Office Basics, Boothwyn, PA; **Bid 1843** Custodial Supplies \$60,983.67, FY19 Facilities Management, South Jersey Paper, Vineland, NJ, Penn Jersey Paper, Philadelphia, PA, Office Basics, Boothwyn, PA Interboro, Montgomerty, NY, Edward Don, Mount Holly, NJ, Hillyard, Warminster, PA, Bio-Shine, Spotswood, NJ, Central Poly, Linden, NJ, Interline, Mt. Laurel, NJ; **Bid Ex 803** Video System, Theater, State Contract \$97,391.73, Chapter 12, Troxell, Lumberton, NJ; **Bid Ex 804** NJCCC Membership \$48,619.00 FY19 President New Jersey Council of County Colleges, Trenton, NJ; Total \$287,089.55

Res. #113

Award of Bids

Number	Item and Vendor Information	Amount
Bid 1839	Fire Protection System Maintenance FY19-21 Facilities Management Harring Fire Protection Williamstown, NJ	\$32,900.00
Bid 1841	Paper & Envelopes FY19 Central Stores & Print Shop Paper Mart East Hanover, NJ Office Basics Boothwyn, PA	\$47,195.15
Bid 1843	Custodial Supplies FY19 Facilities Management South Jersey Paper Vineland, NJ Penn Jersey Paper Philadelphia, PA Office Basics Boothwyn, PA Interboro Montgomery, NY Edward Don Mount Holly, NJ Hillyard Warminster, PA Bio-Shine Spotswood, NJ Central Poly Linden, NJ Interline Mt. Laurel, NJ	\$60,983.67
Bid Ex 803	Video System, Theater, State Contract Chapter 12 Troxell Lumberton, NJ	\$97,391.73
Bid Ex 804	NJCCC Membership FY19 President New Jersey Council of County Colleges Trenton, NJ	\$48,619.00
		Total \$287,089.55

Res. #113A Approve: RFP 216 Fixed Wing Training Services, FY19 Covered by Student Fees; RFP 217 Helicopter Training Services, FY19 Covered by Student Fees (see resolution for details)

Res. #113A

Award of Bids-Aviation

Number	Item and Vendor Information	Per student, Per course fee	Payments to Vendor
RFP 216	Fixed Wing Training Services FY19 Covered by Student Fees		
	AVIT101 - Experiential Flight	\$ 2,313.00	\$ 1,900.00
	AVIT200 - Aeronautical Skills	\$ 3,469.00	\$ 2,850.00
	AVIT210- Private Pilot	\$ 15,060.00	\$ 10,735.00
	AVIT240 - Instrument Pilot	\$ 11,172.00	\$ 7,600.00
	AVIT278 - Airplane Flight Instructor	\$ 7,982.00	\$ 4,750.00
	AVIT280 - Commercial Pilot	\$ 26,651.00	\$ 22,850.00
	AVIT286 – Multi Engine Pilot	\$ 6,456.00	\$ 4,650.00
	Helicopter Flight Services Medford, NJ		
RFP 217	Helicopter Training Services FY19 Covered by Student Fees		
	Teach-Out		
	AVIT255 - Instrument Pilot Helicopter	\$30,846.00	\$30,846.00
	AVIT265 - Commercial Pilot Helicopter	\$54,433.00	\$54,433.00
	AVIT282 – Flight Instruction	\$16,019.00	\$16,019.00
	AVIT288 – Helicopter Add-on	\$37,945.00	\$37,930.00
	College Does Instruction		
	AVIT145 – Private Pilot	\$29,635.00	\$24,651.00
	AVIT255 - Instrument Pilot Helicopter	\$30,472.00	\$25,288.00
	AVIT265 - Commercial Pilot Helicopter	\$55,946.00	\$49,513.00
	AVIT282 – Flight Instruction	\$15,415.00	\$11,476.00
	AVIT288 – Helicopter Add-on	\$38,090.00	\$32,513.00
	Helicopter Flight Services Medford, NJ		

Note: The difference between the course fee and vendor amounts is due to the fact that the College is teaching several of the classes with College hired adjunct instructors. We are just leasing the required aircraft from the vendors

Res. #112A Approve: Counselor Promotion-Lynette Ingram, from Counselor I, Student Support Services to Counselor II, Student Support Services (grant funded position) with a base salary increase from \$60,706 to \$63,741 effective July 1, 2018.

Res. #112A

Personnel Action-Counselor Promotion

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

Counselor Promotion

Lynette Ingram, from Counselor I, Student Support Services to Counselor II, Student Support Services (grant funded position) with a base salary increase from \$60,706 to \$63,741 effective July 1, 2018.

Res. #112C Transition to Institutional Funding-ElLEN Splaver, Counselor II, Educational Opportunity Fund, at an annual salary of \$66,885, 85.5% Institutional; 14.5% EOF grant, effective FY 19.

Res. #112C

Transition to Institutional Funding

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

Transition to Institutional Funding

ElLEN Splaver, Counselor II, Educational Opportunity Fund, at an annual salary of \$66,885, 85.5% Institutional; 14.5% EOF grant, effective FY19.

Res. #125 Executive Session

-Trustee Byrne motioned to approve the consent agenda, Trustee Walsh seconded.

ROLL CALL:

AYES

NO NAYS

ABSTENTIONS-Trustee Mento and Trustee Kennedy abstained from Resolution #110.

Motion carried.

IX. BUDGET REPORT

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

X. REGULAR RESOLUTIONS

Res. #111 - FY18 Financial Statement for eleven months ended May 31, 2018.

-Jamison stated that as of May 31, 2018, the College has earned 95.8% of budgeted revenues and expended 89.2% of budgeted expenditures. FY18 actual year to date revenue is down 3.8% as compared to the prior fiscal year to date, and actual year to date expenditures are down 6.2% as compared to the prior fiscal year to date totals. The year to date margin is nearly \$800,000, or 56.6%, higher compared to May FY17.

-Jamison stated that Finance will be working on year-end entries which could be material, such as the allowance for bad debt. The PERS employer liability will not be final until the State of New Jersey PERS report is published which is usually not until the Fall. The final FY18 net margin will be contingent upon the final month's revenues and expenses and year-end accruals/adjustments.

-Jamison stated that the FY18 Audit Entrance Conference was held during the BFA committee meeting to review the audit plan and any management concerns. GASB Statement No.75, recording of post-employment benefits other than pension, will be effective for the FY18

financial statements. There may be a delay in audit completion due to awaiting compliance information of GASB No. 75. An extension may be necessary.

-Trustee Kennedy motioned to approve resolution #111, Trustee Torres seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion to Accept: FY19 Annual Budget Message

-Motion to accept the Annual Budget Message for Fiscal Year 2018-2019. A bound copy of the Annual Budget Message has been distributed at tonight's Board meeting.

-Trustee Byrne motioned to accept the Annual Budget Message, Trustee Deluca seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Res. #117 Approve: Naming the Interview Room, G-217 in the Student Center on the Mays Landing Campus as the "Ruth Meredith Curristine Interview Room".

Res. #117

Resolution Official Naming the Ruth Meredith Curristine Interview Room

WHEREAS, the Budget Finance and Audit Committee in collaboration with the Ad Hoc Naming Committee recommended and the Atlantic Cape College Board of Trustees approved the Named Giving Opportunity for the Interview Room, G-217 within the Student Center on the Mays Landing Campus as approved in Resolution #17 on September 27, 2016, and

WHEREAS, this naming opportunity is part of the Atlantic Cape Foundation's Naming Opportunities Campaign, and

WHEREAS, the Atlantic Cape Foundation has successfully obtained commitment from Ms. Eileen Curristine based on the approved Named Giving Opportunities for the Interview Room, G-217.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby approves naming the Interview Room, G-217 in the Student Center on the Mays Landing Campus as the "Ruth Meredith Curristine Interview Room"-

-Curristine described how important her mother Ruth Curristine was to her and provided background employment information. The Board thanked Dean Curristine for her donation.

-Trustee Torres motioned to approve resolution #117, Trustee Byrne seconded.

ROLL CALL:

ALL AYES

NO NAYS
NO ABSEPTIONS

Res. #118 Approve: Naming the Open Lab, G-210 in the Student Center on the Mays Landing Campus in honor of “William W. Kaenzig”.

Res. #118

Resolution Official Naming the Open Lab

WHEREAS, the Budget Finance and Audit Committee in collaboration with the Ad Hoc Naming Committee recommended and the Atlantic Cape College Board of Trustees approved the Named Giving Opportunity for the Open Lab, G-210 within the Student Center on the Mays Landing Campus as approved in Resolution #17 on September 27, 2016, and

WHEREAS, this naming opportunity is part of the Atlantic Cape Foundation’s Naming Opportunities Campaign, and

WHEREAS, Mr. William Wallace Kaenzig is a former Atlantic Community College employee, that served as Dean of Students from 1973 to 1982, and retired with Emeritus status, and

WHEREAS, Mr. William W. Kaenzig, is a WW II veteran that served in the U.S. Marine Corp for 26 years, and

WHEREAS, the Atlantic Cape Foundation has successfully obtained commitment from the Kaenzig and Vernon families based on the approved Named Giving Opportunities for the Open Lab, G-210.

THEREFORE BE IT RESOLVED, that the Board of Trustees of Atlantic Cape Community College hereby approves naming the Open Lab, G-210 in the Student Center on the Mays Landing Campus in honor of “William W. Kaenzig”.

-Trustee Mento motioned to approve resolution #118, Trustee Lefke seconded.

ROLL CALL:

ALL AYES
NO NAYS
NO ABSEPTIONS

Res. #121 Approve: To submit a budget to, and to accept a contract from, the State of New Jersey, Office of the Secretary of Higher Education FY19 Educational Opportunity Fund Article IV – Academic Year Support, with funding of \$208,595 to be awarded over the term of June 1, 2018 through June 30, 2019.

Res. #121

Educational Opportunity Fund (EOF)

WHEREAS, the State of New Jersey, Office of the Secretary of Higher Education has allocated \$208,595 to Atlantic Cape for the FY19 Educational Opportunity Fund (EOF) contract Article IV – Academic Year Support, and

WHEREAS, the purpose of the EOF program is to provide an opportunity for higher education to disadvantaged New Jersey residents who would not be able to attend college without financial assistance and special support services that are part of the EOF program, and

WHEREAS, the FY19 EOF contract will provide Atlantic Cape with \$208,595 for Article IV – Academic Year Support to provide special support services that are part of the EOF Program over the term of June 1, 2018 through June 30, 2019.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to submit a budget to, and to accept a contract from, the State of New Jersey, Office of the Secretary of Higher Education FY19 Educational Opportunity Fund Article IV – Academic Year Support, with funding of \$208,595 to be awarded over the term of June 1, 2018 through June 30, 2019

-Trustee Kennedy motioned to approve Resolution #121, Trustee Money seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS

Res. #64 Rev. Approve: Tuition and Fee Schedule incorporating Aviation course fees and setting a tuition rate for High School Concurrent Culinary Courses commencing with the summer session FY 2019.

Res. #64 Rev.

WHEREAS, the Board of Trustees approved Resolution #64 on February 27, 2018, and

WHEREAS, the Aviation course fees were listed as TBD, and

WHEREAS, the Fixed Wing course fees for College taught courses have been set for FY2019, and

WHEREAS, the Helicopter course fees for College taught courses have been set for FY2019, and

WHEREAS, the Helicopter course fees for Teach-Out courses have been set for FY2019, and

WHEREAS, the need to establish a tuition rate for High School Concurrent Culinary Courses has been identified,

THEREFORE BE IT RESOLVED that, upon recommendation of the President, the Board of Trustees approve Resolution #64 **Revised** incorporating Aviation course fees and setting a tuition rate for High School Concurrent Culinary Courses commencing with the summer session FY 2019.

SCHEDULE OF FEES	FY 2019	FY 2018
PROGRAMS - SPECIAL FEES (continued)	PROPOSED	ACTUAL
<u>Fixed Wing Flight Training</u>		
Experiential Flight Course Fee AVIT 101	\$2,313.00/course	\$2,396.00/course
Aeronautical Skills Course Fee AVIT 200	\$3,469.00/course	\$3,595.00/course
Private Pilot Course Fee AVIT 210	\$15,060.00/course	\$12,060.00/course
Instrument Pilot Course Fee AVIT 240	\$11,172.00/course	\$10,124.00/course
Airplane Flight Instructor Course Fee AVIT 278	\$7,982.00/course	\$8,867.00/course
Commercial Pilot Course Fee AVIT 280	\$26,651.00/course	\$24,180.00/course
Multi-Engine Pilot Course Fee AVIT 286	\$6,456.00/course	\$6,337.00/course

SCHEDULE OF FEES PROGRAMS - SPECIAL FEES (continued)	FY 2019 PROPOSED	FY 2018 ACTUAL
<u>Helicopter Training – College Teaches</u>		
Private Pilot Helicopter Course Fee AVIT 145	\$29,635.00/course	\$27,885.00/course
Instrument Pilot Helicopter Course Fee AVIT 255	\$30,472.00/course	\$30,846.00/course
Commercial Pilot Helicopter Course Fee AVIT 265	\$55,946.00/course	\$54,433.00/course
Flight Instruction Course Fee AVIT 282	\$15,415.00/course	\$16,019.00/course
Helicopter Add-on Course Fee AVIT 288	\$38,090.00/course	\$37,930.00/course
<u>Helicopter Training – Teach-Out</u>		
Instrument Pilot Helicopter Course Fee AVIT 255	N/C	\$30,846.00/course
Commercial Pilot Helicopter Course Fee AVIT 265	N/C	\$54,433.00/course
Flight Instruction Course Fee AVIT 282	N/C	\$16,019.00/course
Helicopter Add-on Course Fee AVIT 288	\$37,945.00/course	\$37,930.00/course

TUITION RATE FY2019	FY 2019 PROPOSED	FY 2018 ACTUAL
High School Concurrent Culinary Courses	\$131.40 Per Credit Hour	

-Trustee Kennedy motioned to approve resolution #64 Rev., Trustee Money seconded.

-Jamison reported that the revision to the FY19 Tuition and Fees Schedule is for the addition of the AVIT Flight course fees (also noted in Resolution #113A below). There are two sets of course fees for the helicopter courses: one for students under the Teach-out program and one for under Part 61. The College has received approval from the VA for the Teach-out program which allows students who have already started in the program to continue under the method where the vendor provides the flight instruction. The College is waiting for final approval from the VA to operate under Part 61 where the College will be leasing the aircraft and instructing the courses.

-Jamison reported that the other revision to Resolution #64 is setting a tuition rate for High School Concurrent Culinary courses at \$131.40 per credit (equal to the general in-county rate). These concurrent culinary courses would also carry all required per credit and semester fees and the culinary program fee.

-Dr. Katz stated that the High School Concurrent Culinary Courses is a pilot program awarding 11 credits upon completion and will be evaluated for completion. ACIT is reviewing budget.

ROLL CALL:

ALL AYES

NO NAYS
NO ABSENTIONS

Res. #115 Approve: Authorizing the award of contract with Borden Perlman for insurance with a premium of \$476,408.00.

Res. #115

Resolution Authorizing the Award of a Contract For

Bid Exempt #801

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 18A:64A-25.5 section 11 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 19, and

WHEREAS, Borden Perlman has submitted a proposal to the NJ Community College Insurance Pool dated May 29, 2018 indicating they will provide coverage at the following premiums:

Type of Coverage	Cost or Estimate
Multi Peril/Commercial	\$272,345
Data Security Liability	\$11,436
Umbrella	\$9,828
E & O	\$65,249
Environmental	\$10,578
Excess	\$15,359
Owned & Non-Owned Aircraft	\$66,613
NJ Surcharges	Included in above
Flood (New Coverage)	\$25,000 (estimate)
Builder's Risk Phase 2	\$0 (paid from construction budget)
Total	\$476,408

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.

-Trustee Kennedy motioned to approve resolution #115, Trustee Money seconded.

ROLL CALL:

ALL AYES
NO NAYS
NO ABSEPTIONS

Res. #116 Approve: Remit the assessment for FY 2018-2019 of \$218,624 to New Jersey Community College Insurance Pool for the New Jersey Community College Insurance Pool Worker's Compensation Fund.

Res. 116

**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR
New Jersey Community College Worker's Compensation Insurance Pool**

WHEREAS, the College has adopted a resolution dated June 23, 1987, agreeing to become a participant in the New Jersey Community College Insurance Pool, and

WHEREAS, the College agreed to participate as a member of the Pool and contribute such sums and pay such assessments into the Pool that are required for the administration costs and claims for Worker's Compensation coverage (see attached), and

WHEREAS, said assessment for FY 2018-2019 is \$218,624, and

WHEREAS, Pay to Play requirements do not apply to this contract.

THEREFORE BE IT RESOLVED that the College remit the assessment of \$218,624 to the New Jersey Community College Insurance Pool for the New Jersey Community College Insurance Pool Worker's Compensation Fund.- Trustee Parker noted that additional responsibilities are necessary to continue the work of the College efficiency and effectively due to downsizing.

-Trustee Kennedy motioned to approve resolution #116, Trustee Byrne seconded.

ROLL CALL:

ALL AYES
NO NAYS
NO ABSEPTIONS

Res. #120 Approve: Authorize a one-year legal services contract with Louis J. Greco for a retainer fee of \$46,916.00 and an hourly rate of \$137.13 for litigation and off campus hearings.

Res. #120

Resolution to Retain Legal Counsel

WHEREAS, under New Jersey Community College Contract Law a formal agreement for professional legal services may be negotiated or awarded without public advertising for bids, and

WHEREAS, Atlantic Cape Community College has determined and certified, in writing, that the value of this acquisition will exceed \$17,500, and

WHEREAS, in addition to advising the Board and administration on local, state and federal regulatory requirements, Mr. Greco has served the trustees and college community effectively as an educator, mediator, spokesperson and contract administrator, and

WHEREAS, his expertise has guided the institution through legal matters and minimized financial exposure when action was taken against the college, and

WHEREAS, an assessment of Mr. Greco's performance has yielded an "excellent" performance rating, and

WHEREAS, Louis J. Greco, Esq., will continue to provide legal counsel for a retainer fee of \$46,916.00 per annum and an hourly rate of \$137.13 for litigation and off campus hearings, and

WHEREAS, Atlantic Cape Community College has completed and submitted a Business Entity Disclosure Certification which indicates that Mr. Greco has not made any reportable contributions to a political committee or candidate in Atlantic or Cape May counties during the previous year, and that the 2018-2019 legal services contract prohibits Mr. Greco from making reportable contributions, and

WHEREAS, the term of this contract is one year, effective July 1, 2018 and ending June 30, 2019.

THEREFORE BE IT RESOLVED, upon the recommendation of the President, the Board authorizes a one-year legal services contract with Louis J. Greco, Esq.

-Trustee Kennedy motioned to approve resolution #120, Trustee Byrne seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS

Res. #123 Approve: The adoption of the Identity Theft Prevention Program.

Res. #123

Identity Theft Prevention Program

WHEREAS, an institution that participates in any Title IV, Higher Education Act (HEA) program is subject to the requirements of the Federal Trade Commission Identity Theft Red Flags Rule, and

WHEREAS, the "Red Flags Rule" requires an institution to develop and implement a written Identity Theft Prevention Program to detect, prevent, and respond to patterns, practices, or specific activities that may indicate identity theft, and

WHEREAS, the College has written an Identity Theft Prevention Program.

THEREFORE BE IT RESOLVED, that the Board approve the adoption of the Identity Theft Prevention Program.

-Trustee Walsh motioned to approve resolution #123, Trustee Byrne seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS

Res. #119 Approve: Termination of the Social Science Option in Liberal Arts, A.A. degree effective Fall 2019.

Res. #119

Termination of the Social Science Option in Liberal Arts, A.A.

WHEREAS, the college currently offers a Social Science Option in Liberal Arts, A.A. degree and a Sociology Option in Liberal Arts, A.A. degree, and

WHEREAS, enrollment in the Social Science Option has been declining since 2012, and

WHEREAS, national trends indicate that students are increasingly enrolling in Sociology programs, and

WHEREAS, the Curriculum Committee has considered and approved the termination of the Social Science Option in Liberal Arts, A.A. degree on April 19, 2018.

THEREFORE BE IT RESOLVED that the Board of Trustees approve termination of the Social Science Option in Liberal Arts, A.A. degree effective Fall 2019.

-Trustee Milhous motioned to approve resolution #119, Trustee Walsh seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS

Res. #112 Approve: Appointment-Richard Garwood, Supervisor, Facilities Operations at an annual salary of \$67,278 effective July 1, 2018; **Ali Iddinn**, Graphic Designer at an annual salary of \$37,615 effective June 27, 2018; **Dr. Vanessa O'Brien-McMasters**, Dean, Institutional Research, Planning & Effectiveness and Information Technology Services at an annual salary of \$95,000 effective July 12, 2018; **Edward Perkins**, Plant Project Manager at an annual salary of \$75,678 effective July 1, 2018; **Denise Petro**, Assistant Professor, Nursing at an annual salary of \$55,515 effective September 4, 2018; **Michael Rennick**, Temporary Senior Manager, Grants at an annual salary of \$54,870 effective July 2, 2018; **John Taggart**, Working Maintenance Foreman II at an annual salary of \$46,049 effective July 1, 2018; **Paula Davis**, Dean, Student Affairs and Enrollment Management at an annual salary of \$112,467 effective July 1, 2018, **Dr. Josette Katz**, Vice President, Academic Affairs at an annual salary of \$136,482 effective July 1, 2018. Promotion-Gracellen Etherton, from Specialist, Office of the President and Board of Trustees Services to Senior Manager, Office of the President/Board of Trustees Operations and Resource Development with a base salary increase from \$39,896 to \$56,242 effective June 27, 2018. Title Change and Salary Adjustment-August Daquila, from Dean, Administration and Business Services to Chief Business Officer with a base salary increase from \$97,101 to \$101,956 effective July 1, 2018; **Leslie Jamison**, from Dean, Finance to Chief Financial Officer with a base salary increase from \$97,686 to \$102,570 effective July 1, 2018. Title Change-Douglas Hedges, from Dean, Information Technology Service to Chief Information Officer at his current salary effective July 1, 2018; **Jean McAlister**, from Dean, Resource Development, President and Board of Trustee Services to Chief of Staff and Dean of Resource Development at her current salary effective July 1, 2018. Resignation-Brittine Pratt,

Senior Manager, Resource Development & President/Board of Trustee Operations retroactive to June 22, 2018.

Res. #112

Personnel Action

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

Appointment

Richard Garwood, Supervisor, Facilities Operations at an annual salary of \$67,278 effective July 1, 2018.

Ali Iddinn, Graphic Designer at an annual salary of \$37,615 effective June 27, 2018.

Dr. Vanessa O'Brien-McMasters, Dean, Institutional Research, Planning & Effectiveness and Information Technology Services at an annual salary of \$95,000 effective July 12, 2018.

Edward Perkins, Plant Project Manager at an annual salary of \$75,678 effective July 1, 2018.

Denise Petro, Assistant Professor, Nursing at an annual salary of \$55,515 effective September 4, 2018.

Michael Rennick, Temporary Senior Manager, Grants at an annual salary of \$54,870 effective July 2, 2018.

John Taggart, Working Maintenance Foreman II at an annual salary of \$46,049 effective July 1, 2018.

Paula Davis, Dean, Student Affairs and Enrollment Management at an annual salary of \$112,467 effective July 1, 2018.

Dr. Josette Katz, Vice President, Academic Affairs at an annual salary of \$136,482 effective July 1, 2018.

Promotion

Gracellen Etherton, from Specialist, Office of the President and Board of Trustees Services to Senior Manager, Office of the President/Board of Trustees Operations and Resource Development with a base salary increase from \$39,896 to \$56,242 effective June 27, 2018.

Title Change and Salary Adjustment

August Daquila, from Dean, Administration and Business Services to Chief Business Officer with a base salary increase from \$97,101 to \$101,956 effective July 1, 2018.

Leslie Jamison, from Dean, Finance to Chief Financial Officer with a base salary increase from \$97,686 to \$102,570 effective July 1, 2018.

Title Change

Douglas Hedges, from Dean, Information Technology Service to Chief Information Officer at his current salary effective July 1, 2018.

Jean McAlister, from Dean, Resource Development, President and Board of Trustee Services to Chief of Staff and Dean of Resource Development at her current salary effective July 1, 2018.

Resignation

Brittine Pratt, Senior Manager, Resource Development & President/Board of Trustee Operations retroactive to June 22, 2018.

-Trustee Milhous motioned to approve resolution #112, Trustee Walsh seconded.

ROLL CALL:

ALL AYES
NO NAYS
NO ABSEPTIONS

Res. #112B Approve: Re-appointments - Effective July 1, 2018, Academy of Culinary Arts Chef Educators (4).

Res. #112B

Personnel Action – Reappointments

It is respectfully recommended, by the President, that the following individuals be re-appointed to one-year terms, effective July 1, 2018:

Academy of Culinary Arts Chef Educators

Annmarie Chelius

Daniel Matt

Joseph Sheridan

Vincent Tedeschi

-Trustee Parker motioned to approve resolution #112B, Trustee Lefke seconded.

-Dr. Gaba noted that ACA chef educators were provided with a 210-day notice. We will continue to monitor enrollment in ACA and bring back chef educators if enrollment increases.

ROLL CALL:

ALL AYES
NO NAYS
NO ABSEPTIONS

Res. #122: Board Development Honorary-Recognize Jenna DeLuca for her outstanding service to the Board of Trustees, the College's Foundation, and the students of Atlantic Cape.

Res. #122

Recognition of Jenna DeLuca

WHEREAS, Ms. Jenna DeLuca was appointed by her peers to the Board's Student Alumni Trustee seat on July 1, 2017, and

WHEREAS, the Board of Atlantic Cape Community College would like to recognize Ms. DeLuca for her outstanding contributions and gracious dedication, and

WHEREAS, Ms. DeLuca's participation on the Academic and Student Affairs Committee, the Atlantic Cape Foundation, the Marketing Committee and service on the Board of Trustees during has been exemplary, and

WHEREAS, the Atlantic Cape Board of Trustees formally expresses its admiration and appreciation of Ms. DeLuca's service this past year.

THEREFORE BE IT RESOLVED, that the Board recognize Ms. Jenna DeLuca for her outstanding service to the Board of Trustees, the College's Foundation and the students of Atlantic Cape.

-Trustee Parker motioned to approve resolution #122, Trustee Clemans seconded.

-Parker read the resolution in its entirety and thanked Trustee DeLuca for her service on the Board.

-Parker noted that Burt Lopez was the College's first student representative on the Board.

-Trustee DeLuca stated that she was grateful for the opportunity to serve on the Board and looks forward to coming back to work at Atlantic Cape upon completion of her Bachelor's Degree.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS

Res. #35 Rev. Approve: Amending Resolution #35 to add the position of Chief Financial Officer as an Authorized Officer for banking depositories/funds transfer agreements.

Res. #35 Rev.

Designation of Banking Depositories/Funds Transfer Agreements

WHEREAS the Board of Trustees approved Resolution #35 on November 28, 2017, and

WHEREAS Resolution #35 designates the Dean of Finance position as an Authorized Officer (signatory) on all college checks, and

WHEREAS Resolution #112 dated June 26, 2018 approves a title change from Dean of Finance to Chief Financial Officer, and

WHEREAS Resolution #35 needs to be updated for this title change.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College approve amending Resolution #35 to add the position of Chief Financial Officer as an Authorized Officer.

-Trustee Parker motioned to approve resolution #35 Rev., Trustee Byrne seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS

Res. #124 Board Development Approve: To adopt changes to Policy #703-Purchasing Authority.

Res. #124

Policy #703-Purchasing Authority

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 as needing the addition of the title of the Chief Business Officer as a person with the authority to act as a contracting and purchasing agent of the College.

THEREFORE BE IT RESOLVED, that the Board approve amending Policy 703 as described here in.

-Trustee Parker motioned to approve resolution #124, Trustee Money seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS

XI. COMMITTEE REPORTS: Discussion/Questions

PERSONNEL AND BOARD DEVELOPMENT

-Trustee Parker noted there were no items on the Cleary Act Report.

FOUNDATION REPORT

Trustee Mento reported the following:

-At the June Foundation Board Meeting, it was reported that the Foundation awarded \$571,827 to the College for scholarships in FY18. The pledge thus far for FY19 is \$552,038. The pledge is expected to increase.

-The online scholarship application is now available and being utilized for incoming scholarships.

-The Alumni Bash on June 17 at Morey's Piers was attended by 480 alumni, families and friends and raised \$4,800.

-The Foundation approved up to \$40,000 for an electronic signboard to be located outside of E-Building to promote Atlantic Cape sports programs and Careme's Restaurant. Sponsorships will be sought to help reimburse the Foundation for the gift to the College.

-Jim Rutala was named the new President of the Foundation effective July 1, and three new Foundation Board members were approved: Vincent D'Alessandro, Senior Regional Vice-President of OceanFirst Bank, Roseann Kobialka, Assistant Vice President of Organizational Development at AtlantiCare and an alumna, and Chris Mularz, Senior Administration Analyst for Atlantic County Government and is also an alum of Atlantic Cape. Nick Cashan will remain on the Executive Foundation Board as third Vice-President.

NEW JERSEY COUNCIL OF COUNTY COLLEGES (NJCCC)

Trustee Torres reported on the most recent NJCCC meeting:

-Dr. Alex Mayer of MDRC Group discussed the future opportunities for community colleges.

-Diana Gonzalez is the Deputy Secretary of Higher Education.

-NJCCC presented their annual budget with no changes.

-Two presidents have retired; Dr. Joann La Perla-Morales of Middlesex County College and Dr. Glen Gabert of Hudson County College. Dr. Yves Salomon-Fernandez, President of Cumberland County College, has resigned.

-Chairperson Coskey will be on NJCCC's Legislative Committee.

XII. OTHER BUSINESS- No other business

XIII. COMMENTS FROM THE PUBLIC-

-Niglio reported that they raised \$220 at the South Jersey Craft Beer, Food and Music Festival.

-Niglio reported that the first contract negotiations meeting of ACCCEA and the College occurred including establishing a meeting schedule.

-Niglio stated that employees (NJEA) oppose the Health Care Bill as healthcare should remain part of labor negotiations bargaining table.

XIV. ADJOURNMENT

-At 7:48pm, Trustee Lefke motioned to adjourn, Trustee DeLuca seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS