

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 April 17, 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 April 17, 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
✓ 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 (phone)	✓ Dr. Josette Katz, Interim Vice President, Academic Affairs
✓ Daniel Money	✓ Leslie Jamison, Dean of Finance
✓ Maria K. Mento	✓ Dr. Richard Perniciaro, Executive Vice President - Planning, Research, Information Technology Services & Facilities
✓ Thomas Milhous	✓ Paula Stewart Davis, Acting Dean of Student Affairs and Enrollment Management
X Donald J. Parker	✓ Donna Vassallo, Dean Worthington Atlantic City Campus, and Dean of Career and Workforce Training
X 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	
✓ Francine Springer, Cape May County Government	✓ Bonnie Lindaw, Atlantic County Government
✓ Caesar Niglio	✓

IV. CALL TO ORDER –

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

V. PRESIDENT'S REPORT

-Dr. Gaba reported on the following:

Middle States

-The Middle States Evaluation team reported that Atlantic Cape met all seven standards of accreditation. This is a reaffirmation of all the good work that we are doing as an institution and a Board. A special thanks to Dr. Perniciaro, Dean McAlister, Professor Nigro, Professor McCall

and Gracellen Etherton as well as the over seventy employees who actively participated. Chairperson Coskey thanked everyone on the Middle States planning team and asked that Dr. Gaba share the thanks of the Board to staff.

K-12 Partnerships

-Atlantic Cape and the Foundation are working together to put together the College's one day Teentech program for girls in grades 9-11. One hundred and twenty students are expected to participate from high schools in Atlantic and Cape May Counties. Classes will be taught by Atlantic Cape faculty. This event is in partnership with AAUW who have provided \$750. South Jersey Gas Foundation has sponsored the event for \$5000 from a grant written by the Foundation.

-Dr. Katz continues to work with ACIT on culinary and other academic agreements.

Community Relations

-Five academic advisory boards have met so far this semester; ACA, New Media Studies, Hospitality, Science and Engineering and Technology. They provide valuable feedback about our curriculum, changes in the workplace and future demands.

-Workforce Training participated in the job fair for Veterans sponsored by The Casino Control Commission. The team showcased both credit and non-credit programs to potential students.

Commencement

-As a reminder, Commencement is May 17. Our President's Distinguished Alumni this year are Police Chief Ray Davis and Trustee Maria Mento. The Distinguished Foundation Board Member is Diane Donio. Lori Herndon, CEO AtlantiCare is the commencement speaker.

Student Services Initiatives

- The new Recruit Admissions Software will replace paper applications and streamline the application process, and will be operational by the end of July.
- A new Ambassador Program has been formed consisting of faculty, staff, and alumni.
- Summer Pell is available to students this year.

Inside the College-National Science Foundation Award

-Jim Taggart presented the college's first National Science Foundation (NSF) award that will be approved at this evening's board meeting.

VI. COMMENTS FROM THE PUBLIC

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

VII. EXECUTIVE SESSION

- At 6:28 pm Chairperson Coskey requested a motion to go into Executive Session.
- Trustee Lefke motioned to approve, Trustee Byrne seconded.

Secretary's Note: At 6:52pm motion return to Regular Session.

ROLL CALL:

ALL AYES
NO NAYS
NO ABSTENTION

VIII. CONSENT RESOLUTIONS

-McAlister read the following consent resolutions.

Res. #84 Approve: Regular Session Minutes (March 27, 2018)

Res. #87 Approve: **RFP215**-Website Redesign, \$190,275.00, FY18 College Relations, Beacon Technologies, Inc., Greensboro, NC; **Bid 1838**-Parking Lot resurface and lighting, Worthington Atlantic City Campus, \$373,793.90, Chapter 12, Arthur R. Henry, Egg Harbor Township, NJ; **Bid Ex 799**, Postage Meter, 5-year contract, \$56,366.40, FY19-23 Mailroom, Pitney Bowes, Riverside, NJ.

Res. #87

Award of Bids

Number	Item and Vendor Information	Amount
RFP215	Website Redesign	\$190,275.00
	FY18 College Relations	
	Beacon Technologies, Inc	
	Greensboro, NC	
Bid 1838	Parking Lot resurface and lighting, WACC	\$373,793.90
	Chapter 12	
	Arthur R. Henry	
	Egg Harbor Township, NJ	
Bid Ex 799	Postage Meter, 5-year contract	\$56,366.40
	FY19-23 Mailroom	
	Pitney Bowes	
	Riverside, NJ	
		Total \$620,435.3

Res. #88 Approve: Offering the Criminal Justice Certificate program effective Fall 2018.

Res. #88

Criminal Justice Certificate Program

WHEREAS, the Criminal Justice Certificate program will provide students with an industry-recognized credential, and

WHEREAS, the Certificate will provide opportunity for those who are currently employed in a criminal justice field, career-transitioning individuals, and students working toward a degree, and

WHEREAS, program is flexible and courses can be completed entirely Online, and

WHEREAS, the Curriculum Committee approved the Criminal Justice Certificate program on February 15, 2018 (see attached),

THEREFORE BE IT RESOLVED that the Board of Trustees approve offering the Criminal Justice Certificate program effective Fall 2018.

Res. #86 Approve: Appointment-Clifton Sudler, Director, Security and Public Safety at an annual salary of \$61,826 effective April 30, 2018. Resignations-Kathryn Flynn, Assistant Director, Health, Safety, and Compliance retroactive to April 17, 2018; Shawn Gorman, Graphic Artist, College Relations retroactive to April 20, 2018.

Res. #86

Personnel Action

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

Appointment

Clifton Sudler, Director, Security and Public Safety at an annual salary of \$61,826 effective April 30, 2018.

Resignation

Kathryn Flynn, Assistant Director, Health, Safety, and Compliance retroactive to April 17, 2018.

Shawn Gorman, Graphic Artist, College Relations retroactive to April 20, 2018.

Res. #62B Rev. Approve: Reappointed to one-year terms, effective 7/1/18: Faculty Without Tenure (7 individuals).

Secretary's Note: **Res. #62B Revised** was removed from the agenda, and no action was taken.

Res. #96 Executive Session

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

ROLL CALL:

ALL AYES

NO NAYS
 NO ABSTENTIONS
 Motion carried.

IX. BUDGET REPORT

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

X. REGULAR RESOLUTIONS

Res. #85 - FY18 Financial Statement for six months ended March 31, 2018.

- As of March 31, 2018, the College has earned 88.6% of budgeted revenues and expended 74.6% of budgeted expenditures. Fiscal year to date revenue is down 3.6% from the prior year compared to a revised budgeted decrease of 1.7%. Fiscal year to date expenditures are down 6.4% from the prior year compared to a revised budgeted decrease of 3.2%.

-Fiscal year credits are above budget by 611 credits, or .5%. Net Tuition and fee revenue, excluding Aviation and Radiology fees which are pass-through, is below budget by \$170 thousand for the fiscal year to date. Culinary revenues are under their budgeted amount and account for the shortfall. On the expense side, salaries and benefits, which account for 80.3% of the budget, are down 5.9% from the prior year. Although, the revenues are down by more than the budgeted decrease, the expenditures are also down by more than budgeted.

-Based on the information known to date for year to date actuals plus projected revenue and expenses through June 30, 2018, management projects that the College will be within the FY18 budgeted margin.

-Trustee Kennedy motioned to approve Res. #85, Trustee Money seconded.

ROLL CALL:

ALL AYES
 NO NAYS
 NO ABSTENTIONS

Res. #90 Approve: To accept a grant of \$224,761 from the National Science Foundation for Atlantic Cape's "Unmanned Aircraft Systems Operations and Maintenance Education and Training Project", over the grant term of July 1, 2018 - June 30, 2021, to advance technician training in the rapidly evolving field of small commercial unmanned aircraft systems (UAS).

-Trustee Kennedy stated that this is the first NSF grant that Atlantic Cape has been directly awarded. With the NSF funding Atlantic Cape will develop a comprehensive academic degree program in the operation, maintenance and repair of small unmanned aircraft systems (UAS).

Res. #90

Resolution to Accept National Science Foundation Grant

WHEREAS, National Science Foundation (NSF), Advanced Technician Education (ATE) Program, Division of Undergraduate Education (DUE) has awarded a grant to Atlantic Cape Community College, and

WHEREAS, the NSF will provide a grant of \$224,761 for Atlantic Cape's "Unmanned Aircraft Systems Operations and Maintenance Education and Training Project", over the grant term of July 1, 2018 - June 30, 2021, and

WHEREAS, this three-year grant will advance technician training in the rapidly evolving field of small commercial unmanned aircraft systems (UAS).

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to accept a grant of \$224,761 from the National Science Foundation for Atlantic Cape's "Unmanned Aircraft Systems Operations and Maintenance Education and Training Project", over the grant term of July 1, 2018 - June 30, 2021, to advance technician training in the rapidly evolving field of small commercial unmanned aircraft systems (UAS).

-Trustee Kennedy motioned to approve resolution #90, Trustee Byrne seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS

Res. #89 Approve: Offering the Medical Laboratory Technology, Associate in Applied Science degree effective Fall 2018.

Res. #89

Medical Laboratory Technology, Associate in Applied Science

WHEREAS, Atlantic and Cape May Counties have a need for trained Medical Laboratory Technicians, and

WHEREAS, Mercer County Community College currently offers an accredited Medical Laboratory Technology, A.A.S. degree program, and

WHEREAS, Atlantic Cape Community College and Mercer County Community College have developed a collaborative agreement to offer a 1+1 Medical Laboratory Technology, A.A.S. degree to students in southern New Jersey, and

WHEREAS, Atlantic Cape will administer the general education coursework, and Mercer will administer the professional phase coursework, and

WHEREAS, the Curriculum Committee has considered and approved the content of the Medical Laboratory Technology, Associate in Applied Science degree on December 21, 2017,

THEREFORE BE IT RESOLVED that the Board of Trustees approve offering the Medical Laboratory Technology, Associate in Applied Science degree effective Fall 2018.

-Trustee Milhous motioned to approve resolution #89, Trustee Money seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSEPTIONS

Res. #91 Board Development- Honorary: Approve: To approve an honorary degree to an honorary Associate in Science degree to Ms. Lori Herndon in recognition of her admirable service to Atlantic Cape as the keynote speaker at our 51st annual commencement ceremony.

Res. #91

Honorary Resolution Ms. Lori Herndon-51st Annual Keynote Address

WHEREAS, Ms. Lori Herndon, RN, BSN, MBA, joined AtlantiCare in 1983 as a staff nurse in AtlantiCare Regional Medical Center's Intensive Care Unit (ICU), has served in executive roles since 2007, leading to her being named president and CEO of AtlantiCare in 2016, a member of Geisinger Health System, and

WHEREAS, Ms. Herndon provides leadership for the more than 5,500 AtlantiCare employees and 900 physicians and providers who serve the community in five New Jersey counties, and

WHEREAS, Ms. Herndon was a key member of the team that sought strategic clinical and process integration with Geisinger Health System. She served as the administrative and clinical leader for the delivery of care throughout the organization and was responsible for creating and implementing and transforming healthcare delivery strategy across AtlantiCare's system, and

WHEREAS, AtlantiCare and Atlantic Cape Community College are partners who serve as the leading healthcare and educational providing pillars for the city of Atlantic City and the Counties of Atlantic and Cape May, and

WHEREAS, Atlantic Cape is truly grateful for its enduring and symbiotic partnership with AtlantiCare including meaningful experiential learning opportunities for the students of Atlantic Cape as well as invaluable workforce training for numerous AtlantiCare employees, and

WHEREAS, Ms. Herndon truly exemplifies a business leader who partners with its community to care for its residents, and

WHEREAS, Ms. Herndon has shown a commitment to the success of Atlantic Cape Community College and will deliver the keynote address at our 51st annual commencement ceremony.

THEREFORE BE IT RESOLVED, upon the recommendation of the President, that the Board of Trustees of Atlantic Cape Community College grants an honorary Associate in Science degree to Ms. Lori Herndon in recognition of her admirable service to the community and Atlantic Cape.

-Trustee Milhous motioned to approve Resolution #91, Trustee Money seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSEPTIONS

Res. #92 Board Development- Honorary: Approve: To grant an honorary posthumous Associate in Science degree in General Studies to Mr. Robert "Bob" Benner in recognition of his educational persistence and admirable service to Atlantic Cape.

Res. #92

Posthumous Honorary Degree Mr. Robert "Bob" Benner

WHEREAS, Mr. Robert “Bob” Benner joined the Atlantic Cape Community College’s library as a part-time clerk in 1995 until his full-time appointment to Library Clerk, July 1, 2002, and was promoted to Senior Clerk on April 26, 2016, and

WHEREAS, Mr. Benner was passionate about New Jersey's history and natural assets, especially the New Jersey Pinelands, and extensively corresponded with biologists at Rutgers University as he identified and verified rare native plant species, insects, amphibians, and reptiles, and

WHEREAS, Mr. Benner started to compile his correspondence as part of his Prior Learning Assessment application to obtain his associates degree from Atlantic Cape, and

WHEREAS, despite his lengthy illness, Mr. Benner was determined to get back to work returning the summer of 2017 to assist his coworkers and students in the library, and

WHEREAS, on Tuesday, July 11, 2017, Mr. Benner passed away before he was able to complete his degree at Atlantic Cape.

THEREFORE BE IT RESOLVED, upon the recommendation of the President, that the Board of Trustees of Atlantic Cape Community College grants an honorary posthumous Associate in Science degree in General Studies to Mr. Robert “Bob” Benner in recognition of his educational persistence and admirable service to Atlantic Cape.

-Trustee Milhous motioned to approve resolution #92, Trustee Torres seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS

Res. #93 Approve: The Named Giving Opportunity for the David Evans Veterans’ Center at the Mays Landing Campus.

Res. #93

Resolution Official Naming the Dave Evans Veterans’ Center

WHEREAS, Mr. David Evans served in the United States Navy from 1965-1969 in Vietnam as well as Guantanamo Bay, Cuba, and

WHEREAS, Mr. Evans received five commendations while serving as well as being Attack Squadron 42 Sailor of the Month in February 1969, and

WHEREAS, his military experience altered the course of his life by teaching him what was important and inspired him to be the change he wanted to see in the world, and

WHEREAS, Mr. Evans went to the California University of Pennsylvania, became a teacher, and taught for 39 years, serving Galloway School District for 35 years, and

WHEREAS, Mr. Evans was appointed to the Board of Trustees on July 12, 2005 as a State Appointee, and

WHEREAS, Mr. Evan’s service on the board included serving as an officer of the board for more than half of his tenure including the positions of Treasurer (2008-2010), Vice-Chair (2010-2012), and ultimately as Chair (2012-2014), and

WHEREAS, the Budget Finance and Audit Committee in collaboration with the Ad Hoc Naming Committee recommended and the Atlantic Cape Community College Board of Trustees approved the Named Giving Opportunity for room G-214 within the Student Center on the Mays Landing Campus in Resolution #17 on September 27, 2016, and

WHEREAS, the College's Foundation is working closely with the Board of Trustees and Ms. Erin Evans for the Naming Opportunity in the Student Center on the Mays Landing Campus in memory of David Evans.

THEREFORE BE IT RESOLVED, that the Board of Trustees of Atlantic Cape Community College hereby approves the naming of G-214 and surrounding area as the David Evans Veterans' Center.

-Trustee Walsh motioned to approve resolution #93, Trustee Milhous seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS

Res. #94 Approve: To further amend the College's FY18 Perkins grant budget, specifically related to revisions for equipment.

Res. #94

Second Amendment to 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 June 21, 2017 the College filed its application and Spending Plan with the State of New Jersey Department of Education for Perkins grant funding in the amount of \$491,152 for the fiscal year end June 30, 2018.

WHEREAS, on July 26, 2017 the State of New Jersey Department of Education notified Atlantic Cape Community College that its Perkins application was in "substantially approvable form" and, as a consequence, obligations against these funds were permissible effective that date, and

WHEREAS, the State of New Jersey Department of Education requires that reallocations of budgeted amounts between and among Spending Plan component line items be presented through an amendment to the Spending Plan which is due no later than March 31, 2018, and

WEHERAS, on February 27, 2018 the Board of Trustees approved Resolution #67 the amendment to the Spending Plan of the Carl D. Perkins Career and Technical Education Improvement Grant, and

WHEREAS, on April 20, 2018 Atlantic Cape received notification that the amendment to the Spending Plan was returned for changes, and

WHEREAS, Atlantic Cape will submit a new amendment to the Spending Plan of the Carl D. Perkins Career and Technical Education Improvement Grant, and

WHEREAS, revisions to equipment resulted in reallocations of the total amount budgeted among component line items.

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Atlantic Cape Community College hereby approves the second amendment to the Spending Plan of the Carl D. Perkins Career and Technical Education Improvement Grant as detailed in Exhibits A and B of this Resolution

-Trustee Kennedy motioned to approve upon reading the resolution in its entirety, Trustee Clemans seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS

Res. #87A Approve: Bid Ex. 800, Sim Jr., \$60,634.64, FY18 Perkins Funds, Laerdal Medical Group, Wappingers Falls, NY.

Res. #87A

Perkins Purchase

Number	Item and Vendor Information	Amount
Bid Ex. 800	Sim Jr.	\$60,634.64
	FY18 Perkins Funds	
	Laerdal Medical Group	
	Wappingers Falls, NY	
		Total \$60,634.64

-Trustee Kennedy motioned to approve resolution #87A, Trustee Clemans seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS

Res. #95 Approve: To accept a grant from Easton Sports Development Foundation II, 2018 Collegiate Archery Grant Program, in the amount of \$500, dated April 2, 2018, to help to support travel costs for the team's intended trip to the 2018 National Collegiate Championships in Newberry, FL in May 2018.

Res. #95

Archery Travel Grant

WHEREAS, Easton Sports Development Foundation II has awarded a grant to Atlantic Cape Community College through the Foundation's 2018 Collegiate Archery Grant Program, and

WHEREAS, on February 27, 2018 the Board of Trustees approved Resolution #68 to apply for a grant of in support of travel for the team's intended trip to the 2018 National Collegiate Championships in Newberry, FL in May 2018, and

WHEREAS, the grant awarded to Atlantic Cape is in the amount of \$500, dated April 2, 2018, and

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to accept a grant from Easton Sports Development Foundation II, 2018 Collegiate Archery Grant Program, in the amount of \$500, dated April 2, 2018, to support travel costs for the team's intended trip to the 2018 National Collegiate Championships in Newberry, FL in May 2018.

-Trustee Kennedy motioned to approve resolution #95, Trustee Milhous seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS

Res. # 62C Approve: To reappoint non-tenured teaching staff member **Dr. Curtis Andrews** to a one year term of employment commencing July 1, 2018.

Res. #62C

Reappointment

Upon the recommendation of the President, The Board hereby reappoints non-tenured teaching staff member **Dr. Curtis Andrews** to a one year term of employment commencing July 1, 2018.

-Trustee Lefke motioned to approve resolution #62C, Trustee Money seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS

XI. COMMITTEE REPORTS: Discussion/Questions

Policy and Board Development- Chairperson Coskey noted that the Cunningham Ruiz Bill was in the Board packet.

XII. FOUNDATION REPORT

-Trustee Mento thanked everyone that attended the Restaurant Gala at Harrah's Waterfront Conference Center. The gross proceeds are currently \$217,350.

-Trustee Walsh informed the Board that Jean McAlister is being honored by the United Way of

Greater Philadelphia and South Jersey's Women United at the Power of the Purse event on June 1 at Historic Smithville Inn.

XIII. NEW JERSEY COUNCIL OF COUNTY COLLEGES (NJCCC)

-Trustee Torres reported that the Executive Board of the NJCCC met to discuss the FY19 budget which is expected to be approved at the next meeting.

XIV. OTHER BUSINESS

- Trustee Torres reported that the Governor is proposing \$50 million for tuition for students, but nothing has been approved thus far. TAG awards for needy undocumented students were also discussed.

-Trustee Torres and Dean Vassallo are working with a group called Casa de Americana, who will provide free English classes at the Worthington Atlantic City Center this Summer.

-Trustee DeLuca reminded the Board of the Communications Awards, April 27 at 7pm and that she will be getting an alumni award.

XV. COMMENTS FROM THE PUBLIC

- Niglio advised the Board that Earth Day was a very successful student event and this Thursday, Kevin Hines, who was a survivor of jumping off the Golden Gate Bridge, will discuss his story and there will be a book signing.

XVI. ADJOURNMENT

-At 7:25pm, Trustee Lefke motioned to adjourn, Trustee Mento seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS