

## **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 10, 2020, 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 January 10, 2020, 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.

## **II. FLAG SALUTE**

- Chairperson Mento asked everyone to rise and salute the flag.

## **III. ROLL CALL**

- McAlister provided a roll call for board members and marked others in attendance.

<b>Board Members</b>	<b>College Personnel</b>
✓ Robert Bumpus	✓ Dr. Barbara Gaba, President
✓ Ellen Byrne	✓
✓ Christina Clemans (telephone)	✓ Laura Batchelor, Executive Director of Marketing and College Relations
X Dave Coskey	✓ August Daquila, Chief Business Officer
✓ Dr. Judith DeStefano-Anen	✓ Paula Stewart Davis, Dean of Student Affairs and Enrollment Management
X Harrison Furman	✓ Natalie Devonish, Dean, Worthington Atlantic City Campus and Workforce Development
✓ James Kennedy	✓ Leslie Jamison, Chief Financial Officer

<b>Board Members</b>	<b>College Personnel</b>
✓ Brian Lefke	✓ Dr. Josette Katz, Vice President, Academic Affairs
✓ Maria K. Mento	✓ Maria Kellett, Dean of Cape May County Campus, Associate Dean of Resource Development
✓ Daniel Money (telephone)	✓ Jean McAlister, Board Secretary, Chief of Staff, and Dean of Resource Development
X Donald J. Parker	✓ Dr. Vanessa O'Brien-McMasters, Dean, Institutional Research, Planning & Effectiveness and Information Technology Services
✓ Ahmet Sahingoz	✓ Mickey Trageser, Executive Director, Human Resources
✓ Maria Ivette Torres	<b>Legal Counsel</b> ✓ Lou Greco, Esq., Board Solicitor
✓ Helen Walsh	
<b>Public in Attendance</b>	
✓ Bonnie Lindaw, Atlantic County Comptroller	✓ J.B Baron, Student/Baseball Representative ✓ Jamal Edwards, Athletic Director ✓ Caesar Niglio, ACCCEA, Master Technician, Student Affairs ✓ Heather Peterson, ACCCEA, Registrar ✓ Joseph Rooney, Director Recruitment and Admissions ✓ Bert Rosica, Baseball Assistant Coach ✓ Rodney Velardi, Baseball Coach

#### **IV. CALL TO ORDER**

- Chairperson Mento called the meeting to order at 6:00pm.

#### **V. PRESIDENT'S REPORT**

Dr. Gaba highlighted the following items from the report:

- Jamal Edwards, the College's new Director of Athletics was introduced to the Board.

- The College’s enrollment in heads and credits continues to be above the forecasted 5% decline.
- Tuition-Free College (CCOG) – During the Fall 2019 semester there were 488 students who were awarded more than \$790,000. The highest award was \$3,009, and the lowest award was \$1,500.
- Community Engagement (Boards) – Dr. Gaba noted that she has been elected to serve a 3-year term on the Board of the Atlantic County Economic Alliance (ACEA).
- Community Engagement (Atlantic City) – Dean Natalie Devonish has recently been added to the Board of the Atlantic City Arts Foundation (ACAF). Additionally, Atlantic Cape partnered with the ACAF for the “Day of Service” in celebration of Dr. Martin Luther King Jr. Day and held a community dialogue on campus called, “What Do YOU Dream for Atlantic City.”
- Community Engagement (Cape May County) – The Cape May County Campus hosted the “Veteran’s Community Engagement Forum” on January 15 and was visited by the County’s SWAT team on January 6 and January 16.
- Workforce Development – Dr. Gaba, Dean McAlister and Dean Devonish met with Atlantic City Mayor Marty Small Jr. to discuss a partnership between the College and the City to offer professional development training for its staff and to promote Tuition-Free College (CCOG) to its employees.
- Workforce Development – Dr. Gaba and Dr. Katz attended the Wind Institute Community College Roundtable to explore workforce needs and community college partnerships for this emerging industry.
- Workforce Development – Dr. Gaba, Dr. Katz, and Assistant Dean Morales-Keklak met with AtlantiCare to discuss the proposed LPN program and possibly utilizing space at the AtlantiCare Health Park to conduct classes.
- Technology Infrastructure – With Board approval, the College, led by Sandi Greco, Director of Systems and Hardware Projects, will invest in its technology infrastructure to improve WIFI capacity at all three campuses. This upgrade is funded through Chapter 12.
- Technology Enhancement – As part of the CCOG planning grant, we have implemented a chatbot, an artificial intelligence (AI) tool, to answer questions for potential students, current students, and other website users 24/7. There have been 3,000 AI conversations since September, and we are now able to answer questions live during regular working hours.

*Secretary’s Note-The President’s full monthly report is posted on the Board webpage under the Minutes section.*

## **VI. COMMENTS FROM THE PUBLIC**

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

- None noted.

## **VII. CONSENT RESOLUTIONS**

McAlister read the following consent resolutions.

**Res. #47** Approve: Regular Session Minutes (November 26, 2019)

**Res. #48** Approve: Reorganization Minutes (November 26, 2019)

**Res. #50**

### **Personnel Action**

*Appointments:* **Jamal Edwards**, Athletic Director at an annual salary of \$65,636 retroactive to January 2, 2020; **Robert Kusmiesz**, Program Coordinator, Health Professions Institute at an annual salary of \$47,565 effective January 29, 2020; **John Piazza, Sr.**, Chief Information Officer at an annual salary of \$140,000, effective on or before March 2, 2020.

*Salary Adjustment:* **Laura Batchelor**, Executive Director Marketing and College Relations increase of annual salary from \$82,110 to \$92,000 effective January 29, 2020.

*Extension:* **Rachel Dieterly**, Full time temporary Lab Assistant, STEM at her current base salary retroactive to January 4, 2020 through June 30, 2020.

*Reclassifications:* **Tom DiPietro**, Working Grounds Foreman I to Working Grounds Foreman II with a base salary increase from \$50,121 to \$55,133 effective January 29, 2020; **Terri-Lynn Hamby**, Assistant Director Lab Sciences to Director Lab Sciences with a base salary increase from \$68,166 to \$75,153 effective January 29, 2020.

**Res. #51**

### **Award of Bids**

**Bid Ex. 842** Ellucian Professional Services, Ellucian, Fairfax, VA, \$99,500.00; **Bid Ex. 843** Fixed Wing Aircraft Lease, Christiansen Aviation, Inc., Tulsa, OK, \$26,880.00 (minimum); **Bid Ex. 844** WIFI Replacement - HPE Aruba Wireless, Turn-Key Technologies, Inc., Sayreville, NJ, \$220,556.00; Total \$346,936.00.

**Res. #52**

### **Student Support Services Program**

To submit an application to the U.S. Department of Education for the Student Support Services Program for an anticipated grant totaling \$336,234 per year over five years, over the anticipated term of July 1, 2020 – June 30, 2025.

**Res. #54** Executive Session

- Trustee Lefke motioned to approve consent resolutions, Trustee Byrne seconded.

ROLL CALL:

AYES

NO NAYS

ABSTENTIONS – Trustee Byrne and Trustee Lefke abstain from #47 and #48.

Motion carried.

### **VIII. BUDGET REPORT**

- Trustee Byrne reported under Resolution #2 – Regular Resolutions.

### **IX. REGULAR RESOLUTIONS**

#### **Motion to Accept**

DRAFT (as of 1/16/2020) Comprehensive Annual Financial Report (CAFR) for the Fiscal Year ended 6/30/19.

- Mr. Caltabiano, partner at Bowman and Company LLC, reported that there were no audit findings requiring action. There were three audit opinions for Board review. Mr. Caltabiano complimented Leslie Jamison, CFO and her staff for their cooperation during the audit.
- Mr. Caltabiano commented on the budget and the College's ability to operate in a net positive position with an increase in the unrestricted surplus. He noted that this is an accomplishment given this enrollment climate and stressed that it is still challenging to work within an environment of declining enrollment in the sector.
- Trustee Mento congratulated Leslie Jamison and the team.
- Trustee Byrne motioned to accept the CAFR, Trustee Bumpus seconded.

*Secretary's Note-Bound Copies of the CAFR will be provided to the Board at its February Board Meeting.*

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS

Motion Carried.

#### **Res. #2 FY19 Financial Statement for twelve months ended June 30, 2019.**

- Trustee Byrne stated that the final FY19 net margin is a positive \$553,901. The College had budgeted to use fund balance, but instead the fund balance was increased. There is \$148,940 in outstanding encumbrances carried forward to FY20.
- Trustee Byrne motioned to approve Resolution #2, Trustee Bumpus seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion Carried.

**Res. #49** FY20 Financial Statement for six months ended December 31, 2019.

- Trustee Byrne stated that as of December 31, 2019, the College has earned 54.8% of budgeted revenues and expended 51.1% of budgeted expenditures. Year to date revenue is up 3.2% compared to this time last year, and year to date expenditures are up 1.1%. The year to date margin is up 16.6% compared to the prior year. Fall credit enrollment is up 1.16% compared to a budgeted -5.0% decrease. Net Summer and Fall tuition and fees revenue is \$577,000 above budget.
- Trustee Byrne motioned to approve Resolution #49, Trustee Bumpus seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

**Res. #53**

### **2020 Employee of the Year**

*Recognition:* To congratulate **Mr. Thomas DiPietro** on becoming Atlantic Cape's 2020 Employee of the Year.

- Trustee Torres read the resolution in its entirety and congratulated Mr. DiPietro.
- Trustee Torres motioned to approve Resolution #53, Trustee Byrne seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

## **X. COMMITTEE REPORTS**

- PERSONNEL AND BOARD DEVELOPMENT

- Trustee Torres reported to the Board on one incident included in the Cunningham-Ruiz report.

#### **XI. FOUNDATION REPORT**

- The Board Secretary reported on Trustee Sahingoz’s behalf:
  - The Restaurant Gala will be held on April 16, 2020 at Harrah’s Waterfront Conference Center. The Foundation hopes that all Trustees will attend. The Restaurant Gala Community Honorees are Foundation Trustee Stephen Nehmad and his wife Dianne who are both alumni of Atlantic Cape, and the Culinary Honoree is Chef Bill McGinnity of Nobil Food Service and a graduate of the College’s Academy of Culinary Arts.
  - Trustees have received two raffle tickets to sell and were thanked for their efforts. Trustees should return payments or unsold tickets to Jean McAlister by the March Board Meeting.

#### **XII. NEW JERSEY COUNCIL OF COUNTY COLLEGES (NJCCC)**

- No report.

#### **XIII. OTHER BUSINESS**

- Trustee Walsh stated that the Board received the first quarter Strategic Plan outcomes. The outcomes, that were presented by Jean McAlister during Long Range Planning, were “quite impressive” with many updates.
- Trustee Mento stated that the Board Retreat is this Saturday in the Board Room with breakfast served at 8:30am. The program begins at 9am and concludes by 3:30pm. More information will be communicated regarding the excellent program planned.

#### **XIV. COMMENTS FROM THE PUBLIC**

- Caesar Niglio wished the Trustees a Happy New Year. The annual Atlantic Cape Community College Education Association (ACCCEA) Holiday Party raised \$1,450 in scholarships, which includes donations from leadership team.
- Coach Velardi introduced baseball player J.B. Barron who achieved a 3.94 GPA this Fall semester. Thus far, the 11 baseball players’ average is 3.15. Coach Velardi stated that he was proud of the academic accomplishments of the baseball team. In closing, Coach Velardi stated that they will do their best to win baseball games this Spring and thanked the Board for their support.

#### **XV. ADJOURNMENT**

- At 6:35pm, Trustee Lefke motioned to adjourn, Trustee Bumpus seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.