

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 September 4, 2019, 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 September 4, 2019, 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.

Board Members	College Personnel
X Robert Bumpus	✓ Dr. Barbara Gaba, President
✓ Ellen Byrne	✓ Lou Greco, Esq., Legal Counsel
✓ Christina Clemans	✓ Laura Batchelor, Executive Director of Marketing and College Relations
✓ Dave Coskey	X August Daquila, Chief Business Officer
✓ Dr. Judith DeStefano-Anen	✓ Paula Stewart Davis, Dean of Student Affairs and Enrollment Management
X Harrison Furman	✓ Leslie Jamison, Chief Financial Officer

Board Members	College Personnel
✓ James Kennedy	✓ Dr. Josette Katz, Vice President, Academic Affairs
✓ Brian Lefke	✓ Maria Kellett, Dean of Cape May County Campus, Associate Dean of Resource Development
✓ Maria K. Mento	✓ Jean McAlister, Board Secretary, Chief of Staff, and Dean of Resource Development
✓ Daniel Money	X Dr. Vanessa O'Brien-McMasters, Dean, Institutional Research, Planning & Effectiveness and Information Technology Services
X Donald J. Parker	✓ Donna Vassallo, Dean of Worthington Atlantic City Campus, and Dean of Career Education
X Ahmet Sahingoz	
✓ Maria Ivette Torres	
✓ Helen Walsh	
Other Public in Attendance	
✓ Bonnie Lindaw, Atlantic County Chief Financial Officer ✓ Brittany Smith, Cape May Country Chief Financial Officer	✓ Caesar Niglio, ACCCEA ✓ Heather Peterson, ACCCEA ✓ Victor Moreno, Admissions Recruiter ✓ Joseph Rooney, Director, Admissions ✓ Bert Rosica, Baseball Coach

IV. CALL TO ORDER

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

V. PRESIDENT'S REPORT

Dr. Gaba reported on the following highlights from the report distributed to Board members:

Enrollment

- While Fall 2019 enrollment was budgeted to be down -5%, for the first time in 6 years there is a slight increase of .3%, or basically flat enrollment compared to last year. There

are currently more than 5,000 students enrolled this Fall. Enrollment at the Cape May County Campus and Worthington Atlantic City Campus are up year-to-year.

Community College Opportunity Grant Update (CCOG)

- There are 330 students who qualify for \$462,466 in CCOG funds this Fall. This is an increase from the Spring 2019 semester when 304 students received \$410,000.

Recruitment and Retention

- Enhancements have been made to the Mays Landing Campus' aging infrastructure including the new digital sign on the Black Horse Pike and the new digital sign, funded by the Foundation, near Building E (gym). The J-Building lobby and the adjoining hallway have been updated with new flooring and student pictures. There are also new banners on the flagpoles around campus and new directional signs. The A-building classroom renovations are also complete. Additionally, over the summer the phone system was replaced after more than 30 years.
- The new/redesigned website is up and running, with our new Chatbot active on our webpages to provide answers to students' questions 24/7. Additionally, we are utilizing texting, geofencing, and other AI features to attract new and returning students and remind them of key dates and activities.

Nursing Program Milestone

- This year we are celebrating 50 years of the first graduating class of the Nursing program. Our Nursing graduates have made a tremendous impact in our community since the first graduating class in 1969 when 18 nurses graduated. In 2019, 66 nurses graduated from the Nursing program. In its 50-year history, 2,824 nurses have graduated from the program. There are 225 students enrolled this year, which is the highest number of students enrolled since the programs' inception.

Cape May County Programs

- The College is working with Cape May County, which was awarded a planning grant through the New Jersey Economic Development Authority (NJEDA) to look at growing and sustaining entrepreneurship in the County. Additionally, the Cape May County Campus will be the home of the UAS/Drone program in support of the economic development initiatives taking place in Cape May County at their Tech Village.

Inside the College

- Paula Davis, Dean of Student Affairs and Enrollment Management, and Joseph Rooney, Director of Admissions, delivered a presentation on the College's admissions and recruitment efforts.

VI. COMMENTS FROM THE PUBLIC

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

- None noted.

VII. EXECUTIVE SESSION

- At 6:45pm, Trustee Byrne motioned to go into Executive Session, and Trustee Money seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

Secretary's Note: Regular Session resumed at 7:40pm.

VIII. CONSENT RESOLUTIONS

McAlister read the following consent resolutions.

Res. #15 Approve: Regular Session Minutes (August 20, 2019)

Res. #20

Accept College Readiness Now VI Grant

WHEREAS, New Jersey Council of County Colleges (NJCCC) and the Office of the Secretary of Higher Education have provided a Memorandum of Understanding to Atlantic Cape Community College (Atlantic Cape) for the implementation of the College Readiness Now VI Project, and;

WHEREAS, the grant award to Atlantic Cape is \$37,304, and;

WHEREAS, the project term is September 2019 – August 20, 2020, and;

WHEREAS, Atlantic Cape will be required to use grant funds in order to meet the following goals and programmatic responsibilities:

- 1) Identify students in the 11th and/or 12th grades who are not likely to be college ready at the end of high school, with priority given to students who are living below the poverty line applicable to the individual's family size; and
- 2) Provide a diagnostic assessment that identifies those areas of weakness that these students must address to be considered college ready; and
- 3) Provide a transition program to address those learning outcomes necessary for the identified students to achieve college ready skills.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to enter into a Memorandum of Understanding with NJCCC and the Office of the Secretary of Higher Education for the implementation of the College Readiness Now VI Project, with a grant award of \$37,304, a grant term of September 2019 – June 30, 2020.

Res. #22 Executive Session

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

ROLL CALL:

ALL AYES

NO NAYS

ABSTENTIONS for Resolution #15-Trustee Walsh, Trustee Lefke, Trustee DeStefano-Anen, Trustee Clemans, and Trustee Mento.

Motion carried.

IX. BUDGET REPORT

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

X. REGULAR RESOLUTIONS

Res. #2 FY19 Draft Financial Statement for twelve months ended June 30, 2019 as of September 9, 2019.

- As of this draft report, the College has earned 99.24% of revenues and expended 96.54% of expenditures. Management projects that the College will have a positive net margin and not need to use the budgeted fund balance. This is largely due to cost savings. The fiscal year end closing process is on-going, and the final FY19 net margin is dependent on completing the year end entries. The auditors' fieldwork will begin next week.
- Trustee Byrne motioned to approve Resolution #2, Trustee Walsh seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion Carried.

Res. #16 FY20 Financial Statement for one month ended August 31, 2019.

- As of August 31, 2019, the College has earned 13.01% of budgeted revenues and expended 22.27% of budgeted expenditures. FY20 Summer enrollment is 157 credits below the budgeted goal of 10,876, or -1.44%. Summer tuition revenue is (\$15,093) below budget and Summer fee revenue is \$2,085 above budget. Expenditures are tracking according to budget and almost exactly the same as this time last year.
- Trustee Byrne motioned to approve Resolution #16, Trustee Torres seconded.

ROLL CALL:

ALL AYES
NO NAYS
NO ABSTENTIONS
Motion carried.

Res. #18

Award of Bids

Number	Item and Vendor Information	Amount
Bid Ex. 837	Cape May Campus Fire Detection System Johnson Controls/SimplexGrinnell Horsham, PA	\$342,600.00
OQ169	STEM Building Boiler Stack replacement Falasca Mechanical Vineland, NJ	\$22,800.00
RQ2207	Desk Phones, all campuses Oakdale Communications Englishtown, NJ	\$24,998.00
		Total \$390,398.00

– Trustee Byrne motioned to approve Resolution #18, Trustee Money seconded.

ROLL CALL:

ALL AYES
NO NAYS
NO ABSTENTIONS
Motion carried.

Res. #17

Personnel Action

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

Appointments

Brian Birch, Senior Manager, Financial Aid at an annual salary of \$58,710 retroactive to September 3, 2019.

Natalie Devonish, Dean, Worthington Atlantic City Campus and Workforce Development at an annual salary of \$89,000 effective September 25, 2019.

Carol Melkonian, Assistant Director, Purchasing at an annual salary of \$61,130 effective October 1, 2019.

Michele Trageser, Executive Director, Human Resources at an annual salary of \$95,000 effective November 11, 2019.

Reclassification

Michael McHale from Maintenance Mechanic II, Facilities to Journeyman, Facilities with a base salary increase from \$46,689 to \$51,358 effective September 25, 2019.

Title Change

Donna Vassallo, from Dean, Worthington Atlantic City Campus/Dean Career Education and Workforce Development to Dean, Professional Studies, High School Initiatives and Internships at her current base salary effective September 25, 2019.

- Trustee Walsh thanked Dean Vassallo for her efforts while serving as Dean, Worthington Atlantic City and Workforce Training and wished her good luck in her next position.
- Trustee Torres motioned to approve Resolution #17, Trustee Money seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

Res. #17A

Retirement Chef Daniel Matt

WHEREAS, Chef Daniel Matt joined Atlantic Cape Community College on August 24, 1987 as Chef Educator for Pastry and Baking, and;

WHEREAS, Chef Matt's consistently displayed commitment and dedication to the students of the Academy of Culinary Arts as he served as Culinary Student Association Club advisor, cooperative education coordinator, developed Culinary Career Day and supported numerous recruitment, scholarship and promotional events including the annual Restaurant Gala, and;

WHEREAS, Chef Matt served in several leadership roles for the Culinary program such as Area Coordinator, Department Chair and Acting Director for Culinary Operations; he also served as a mentor for new chef educators and adjuncts, and;

WHEREAS, after more than 32 years of exemplary service, the Atlantic City resident has indicated his desire to retire from Atlantic Cape Community College.

THEREFORE BE IT RESOLVED upon the recommendation of the President that the Board approve the retirement of Chef Daniel Matt effective February 1, 2020.

BE IT FURTHER RESOLVED that the Board extends to Chef Matt its best wishes and appreciation for his years of service to Atlantic Cape Community College.

- Trustee Torres motioned to approve Resolution #17A, Trustee Lefke seconded.

ROLL CALL:

ALL AYES
NO NAYS
NO ABSTENTIONS
Motion carried.

Res. #19

Bylaws Revisions

WHEREAS, it is periodically necessary for the Board to review and recommend changes to the Board of Trustees Bylaws of Atlantic Cape Community College in order to ensure orderly operation, and;

WHEREAS, the “Duties and Responsibilities of Board Officers” section requires additional information to reflect current Board practices, and;

WHEREAS, an addition to the Budget, Finance and Audit Committee charges is needed to reflect the Committee’s current practice of considering resolutions to apply for and accept grants, and;

WHEREAS, the stipulation of 11 regular meetings per year will be edited to 10 meetings per year in order to grant the Board greater flexibility in its meeting scheduling, and;

WHEREAS, the “Amendments to the Bylaws” process will be changed so that the Personnel and Board Development Committee will review proposed bylaw changes with approval at a regular meeting of the Board, allowing the Board to operate more expediently.

THEREFORE BE IT RESOLVED that the Board of Trustees hereby approves changes to the Board of Trustees Bylaws as described herein.

- Trustee Torres motioned to approve Resolution #19, Trustee Byrne seconded.

ROLL CALL:

ALL AYES
NO NAYS
NO ABSTENTIONS
Motion carried.

Res. #21

Policy Reaffirmations

Policy No. 307 Graphic Design/Production Services

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 President recommends reaffirmation by the Board for Policy No. 307 with part of the policy becoming Procedure No. 307.1 as it details administrative operating procedure.

THEREFORE BE IT RESOLVED, that the Board approve the change to Policy No. 307 *Graphic Design/Production Services* as described herein.

- Trustee Torres motioned to approve Resolution #21, Trustee Lefke seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

XI. COMMITTEE REPORTS

– PERSONNEL AND BOARD DEVELOPMENT

- Trustee Torres stated that the security report indicated that there was a theft of a truck that was parked outside A-Building that belonged to a construction subcontractor doing A-Building renovations. The truck was recovered and the person was apprehended. No further action is needed.

XII. FOUNDATION REPORT

– Trustee Clemans reported the following:

- *Day of Giving* is a national fundraising activity that will take place on December 3. This event will kick off the Foundation's Annual Giving Campaign. Most giving to charitable organizations takes place in the last quarter, so this is an important activity for the Foundation.
- The President's Annual Donor Appreciation Holiday Reception will take place on December 4. Please save the date, as this year the event will be catered by the Academy of Culinary Arts. Invitations to follow.
- The Foundation's annual scholarship pledge for FY2019-2020 is \$589,600. This pledge includes endowments, fundraising events, annual scholarships, and grants. This is close to last year's pledge of \$595,000. This amount is in addition to the \$40,000 the Foundation gave for the digital sign outside Building E (gymnasium), its \$65,000 commitment to the College for administrative expenses, and \$5,000 for additional fundraising software.
- The annual Scramble 'FORE' Scholarships Golf Tournament will be held October 4 at the Cape May National Golf Club. This is sponsored by the Mullock family and 100% of the proceeds come back to the Foundation for student scholarships. Please consider supporting this event by sponsoring, golfing or purchasing an ad.

Secretary's note-Thank you to Trustee Clemans for her unwavering support of this event.

XIII. NEW JERSEY COUNCIL OF COUNTY COLLEGES (NJCCC)

- No report.

XIV. OTHER BUSINESS

- None.

XV. COMMENTS FROM THE PUBLIC

- Caesar Niglio commented that the Atlantic Cape Community College Education Association (ACCCEA) supported New Student Day and Club Recruitment Day at the Mays Landing Campus and will also support events at all campuses. They also provided \$80 in donations for the food pantry.

XVI. ADJOURNMENT

- At 8:10pm, Trustee Money motioned to adjourn, Trustee Lefke seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.