

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:

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 May 6, 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 May 6, 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
✓ Meghan Clark, Alumni Representative	✓ Eileen Curristine, Chief Officer, Human Resources, Public Safety and Compliance
✓ Christina Clemans	✓ August Daquila, Chief Business Officer (Mays Landing)
✓ Dave Coskey	✓ Jean McAlister, Board Secretary, Chief of Staff, and Dean of Resource Development

Board Members	College Personnel
X Dr. Judith DeStefano-Anen	✓ Dr. Josette Katz, Vice President, Academic Affairs
✓ Harrison Furman	✓ Leslie Jamison, Chief Financial Officer
✓ James Kennedy	✓ Dr. Vanessa O'Brien- McMasters, Dean, Institutional Research, Planning & Effectiveness and Information Technology Services
✓ Brian Lefke	✓ Paula Stewart Davis, Dean of Student Affairs and Enrollment Management
✓ Maria K. Mento	✓ Donna Vassallo, Dean of Worthington Atlantic City Campus, and Dean of Career Education
✓ Daniel Money	✓ Laura Batchelor, Executive Director of Marketing and College Relations
✓ Donald J. Parker	✓ Maria Kellett, Dean of Cape May County Campus, Associate Dean of Resource Development
✓ Maria Ivette Torres	
✓ Helen Walsh	
Other Public in Attendance	
✓ Effie Russell, Professor of English	✓ Caesar Niglio, ✓ Heather Peterson

IV. CALL TO ORDER

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

V. PRESIDENT'S REPORT

Dr. Gaba presented **Inside the College** and stated the following:

Commencement

- The College celebrated its 52nd Annual Commencement last Thursday, May 23, 2019. Approximately 779 students graduated this year, and 289 graduates participated in Commencement.
- Students came from diverse backgrounds and had a wide variety of challenges that they overcame to accomplish their educational goals. Our ceremony was the **front page story** in the *Press of Atlantic City* and many pictures were shared on social media.
- The Color Guard was provided by the ACIT Air Force JROTC Unit; Bishop Gandy from the Abundant Life Worship Center Church in Egg Harbor City delivered the Invocation and Benediction; our student speakers were Mr. Nicolas Rollins, SGA President and Ms. Tori Tomlin, representing the 10 students who earned a 4.0.
- E. Marie Hayes of the Cape May County Board of Chosen Freeholders and 1978 alumna was the Keynote Speaker. She spoke about her inspirational journey and the positive impact Atlantic Cape had on her life.
- Chairwoman Amy Gatto, Freeholder Ernest Coursey, and Freeholder John Risley from the Atlantic County Board of Chosen Freeholders attended Commencement, as well as Mayor of Atlantic City, Frank Gilliam.

Dr. Gaba presented the **President's Report** and stated the following:

Garden State Graduation Tour

- Dr. Zakiya Smith Ellis, New Jersey Secretary of Higher Education, and David Socolow, Executive Director of HESAA, have been visiting campuses across the State to discuss Governor Murphy's State Plan for Higher Education and the importance of college affordability. They visited Atlantic Cape on May 20th for the "Garden State Graduation Tour." A panel of 10 students from diverse backgrounds shared the stories of their personal educational journeys and spoke eloquently about the importance of college affordability and how continued funding of CCOG will create access to higher education.

Advocacy

Meeting with State Leaders

- Dr. Gaba, along with 13 other community college presidents and representatives from the New Jersey Council of County Colleges, convened in Trenton to meet with Dr. Zakiya Smith Ellis, New Jersey Secretary of Higher Education, David Socolow, Executive Director of HESAA, and Cary Booker, Governor Murphy's Senior Policy Advisor. The purpose of the meeting was to discuss community college experiences with the CCOG pilot and to share suggestions for strengthening, expanding and modifying the program in preparation for the Assembly and Senate Budget hearings. The meeting was positive and the State leaders reaffirmed their commitment to working closely with the community colleges to further implement and advance the CCOG program.

State Budget Hearings

- Dr. Gaba attended the Senate Budget Hearing in Trenton with regard to the Governor’s higher education budget. Both Secretary Smith Ellis and David Socolow provided compelling testimony for the continuation of the “free college” program. Their testimony included many of the concerns addressed by the community college presidents.

South Jersey Magazine Panel

- Dr. Gaba participated in the South Jersey Magazine Panel for a roundtable discussion on education and its challenges. Congressman Donald Norcross, who serves on the Congressional Education Committee, and Secretary Smith Ellis led the discussion with several presidents of South Jersey institutions. Dr. Gaba focused on affordability of community colleges and the impact that CCOG has had on providing opportunity by removing financial barriers.

Community College Opportunity Grant (CCOG)

- The state announced that the CCOG pilot program will be expanded to all 19 community colleges for the Spring Semester of 2019. Six additional colleges will now work with HESAA to enroll eligible students in CCOG. This is one of the positive outcomes of the meeting that the presidents had with the Secretary of Higher Education.
- In addition, the presidents advocated for program fees to be covered, and the State has agreed to cover partial fees. To date 307 Atlantic Cape students have been awarded over \$400,000, and the average award was \$1,300 per student.
- Each president was asked to prepare an “Op-Ed” about CCOG. Dr. Gaba’s “Op-Ed” appeared in both the *Cape May Herald* and the *Press of Atlantic City*.
- We await to see if there will be a continuation of CCOG with the Governor’s budget on June 30.

Academics

- The Nursing Program will increase by 37 students for Fall 2019 to 110 seats. Clinical sites will be available on weekends and at night to accommodate working students’ schedules.
- Dr. Katz reported that there are currently 237 applicants.

Partnerships - Higher Education

- Atlantic Cape has signed an articulation agreement with the Philadelphia Academy of Fine Arts so that students can seamlessly transfer from Atlantic Cape's Associate in Fine Arts to their Bachelor of Fine Art Studies. A formal signing ceremony is being coordinated.

High School Partnerships

Early College Programs

- Dr. Gaba reported on the “Early College Programs” starting in the fall at Greater Egg Harbor Regional High School District (Absegmi, Cedar Creek, and Oakcrest High Schools), and Middle Township High School. More high schools are expected to be added.

Academy of Culinary Arts

- This month the Academy of Culinary Arts hosted students from Absegami, Cedar Creek and Oakcrest High Schools. Students toured the campus, had a demonstration and presentation about the Academy and dined in the restaurant.

Dare to Dream

- The Cape May County Campus hosted *Dare to Dream*, a student leadership conference, sponsored by the New Jersey Office of Special Education, on May 7. Over one hundred (100) Cape May County and Pleasantville High School students, their parents, teachers and administrators participated in the program. This was the first time the conference was held in Cape May County and the organizers plan to return next year. Dean Maria Kellett greeted and welcomed the group, and Ms. Lucy McGlynn gave a presentation about the *Center for Accessibility* and the services offered by Atlantic Cape for students with disabilities and Individual Educational Plans (IEPs).

Grants

- Atlantic Cape received a \$10,000 grant from the Special Project to End Food Insecurity on Campus, funded by the NJ Office of the Secretary of Higher Education. One of the elements of the grant was "Food for Finals". The grant helped to feed students fresh fruit in the morning and lunch during final exams week at the Worthington Atlantic City Campus and Mays Landing Campus. Additionally, the SGA provided coffee and donuts in the evening, and the Engineering Club served additional food on Monday, May 13. Staff from all across the campus volunteered to ensure that students were able to get the food they wanted and complete the surveys regarding food insecurity that was required in the grant. In addition, each campus has identified a Food Pantry location; the grant will allow for the purchase of shelving and refrigeration. The Food Pantries are expected to be open this Fall.

Construction

- The A-Building renovation, funded by Chapter 12, is underway as classrooms and offices have been vacated and the contractor has mobilized.
- This renovation includes: a roof replacement; a replacement of the cedar shake facade with blue seamed metal sheeting to match what was recently installed on C-building; and nine (9) classrooms on the outer rim of A-Building will be renovated including new flooring, windows, lighting, ceilings, doors, painting, whiteboards and Epson projection systems; the lockers in A-building that are unused will be removed and replaced with bench seating with charging stations; heating registers and fire extinguishers will be updated; new water fountains will be installed; and six (6) offices will be updated with new windows, doors, heating and painting.

Student Engagement

- Recognizing the importance of sports in student recruitment and retention, Student Services initiated a celebration of our athletes entitled "Breakfast of Champions." The event was held in the gym on May 10. Students, families, and coaches attended from our team sports:

women's and men's basketball, co-ed archery, and men's baseball. There were approximately 50 students playing in team sports this year.

- The keynote speaker was Dennis Kelly. Mr. Kelly was an alum from 1978 and played in four team sports in 1971 and 1972, then served in the military and came back to the college to graduate. He described the value of his education at Atlantic Cape. He is currently a Senior Vice President and Chief Enrollment Officer at Wilmington College.

Student Services - Accessibility

- Recently Atlantic Cape was featured in *InsideHigherEd.com*, which is read by 2.25 million readers monthly, in an article entitled "ADA Lawsuit Prompts Institutional Change, Draws More Students." In the article, Director of the Center for Accessibility, Michael Barnes, and Director of Instructional Technology, Michelle Perkins, detailed our accessibility journey, how we have helped our students succeed, and the resulting increase in enrollment for student with disabilities seen by the CFA.
- In celebration of *Global Accessibility Awareness Day*, Michael Barnes, Michele Perkins, and Chad Bullock, Senior Manager, Adaptive Technology, facilitated a webinar entitled, "Atlantic Cape Community College: Journey to A More Inclusive Campus." The webinar attracted over 800 registrants both nationally and internationally.

Community Relations – Cape May

- As Chairwoman of the Cape May County Women's Commission, Maria Kellett, in collaboration Freeholder E. Marie Hayes, hosted a discussion on human trafficking at the Cape May County Campus, on May 17. Twenty five (25) members of the Women's Commissions from both Cape May and Atlantic Counties attended the meeting. Danielle Heitman, a survivor of Human Trafficking, and her parents, spoke about their experience and the issues surrounding how human trafficking happens and is addressed by law enforcement.
- On May 1, the Cape May County Chamber of Commerce held a seminar for local business owners about changes in New Jersey and federal laws, including the new minimum wage law and changes in the paid Family Leave Act that will impact their companies. Approximately 50 people attended the event.
- During Small Business Week, eight Postmasters from towns in Cape May County presented "Every Day Direct Mail Seminar" (EDDM). They taught business owners and nonprofit leaders how to create cost effective mailings and provided a detailed step-by-step guide on how to use the online services and information offered by the US Postal Service. Approximately 25 people attended the event.

Foundation

- On May 21, the Atlantic Cape Foundation hosted the 52nd Scholarship Awards Ceremony.

Faculty & Staff Recognitions

- Chef Ann Marie Chelius has received the IPC Innovation Award from the Center for Advancement for Foodservice Education. She will accept the award during their annual conference in June.

- Two faculty members, Rich Russell, Associate Professor of English, and Paula Manns, Associate Professor of Business & Economics, will be in Prague, June 1–15, teaching English language/conversation classes at the *Czech Technical University*.
- At the recent National Association for Career and Technical Training Information (NACTEI) Conference, Grants Accountant, Jeff Wenzel was elected to represent Region 1.

Student Recognition

Community College Scholars Celebration

- On May 8, the New Jersey Council of County Colleges hosted the New Jersey Community College Scholars Celebration. The annual statewide ceremony honored New Jersey's 38 best and brightest community college Phi Theta Kappa student scholars. Atlantic Cape students Sangida Akther and Carissa Roselli were honored for their academic achievements at the event. Professor Effie Russel and Dr. Gaba attended the event in Trenton with the students.
- Brian Ross, the incoming president of the Student Government Association (SGA), has been appointed to serve on the 2019-20 Student Advisory Committee of HESAA. He will engage in discussions about the State's student assistance policy.

VI. COMMENTS FROM THE PUBLIC

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

-Professor Russell commented on the academic promotions, security expense and thanked the Board of Trustees for acknowledgement of her award.

VII. EXECUTIVE SESSION

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

ROLL CALL:

ALL AYES

NO NAYS

NO ABSECTIONS

Motion carried.

Secretary's Note: The Board returned from Executive Session at 6:52 pm.

VIII. CONSENT RESOLUTONS

-McAlister read the following consent resolutions.

Res. #94 Approve: Regular Session Minutes (April 30, 2019)

Res. #96**Personnel Action**

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

Appointments

Joshua Bevan, Security Officer I, Security and Public Safety effective, June 10, 2019 at an annual salary of \$30,944.

Robinson Groves, Security Officer I, Security and Public Safety effective, May 29, 2019 at an annual salary of \$30,944.

Kimberly Weber, Receiving Clerk, Business Services, effective, May 29, 2019 at an annual salary of \$25,891.

Faculty Promotions

Heather Boone, from Associate Professor, Social Science to Professor, Social Science effective September 3, 2019 at a salary increase from \$64,631 to \$73,858.

Susan DePhilippis, from Associate Professor, English as a Second Language to Professor, English as a Second Language effective September 3, 2019 at a salary increase from \$67,167 to \$73,858.

Karl Giulian, from Assistant Professor, Business Studies to Associate Professor, Business Studies effective September 3, 2019 at a salary increase from \$59,061 to \$62,371.

William Lemons, from Associate Professor, Accounting and Business Law to Professor, Accounting and Business Law effective September 3, 2019 at a salary increase from \$65,712 to \$73,858.

Res. #97**Award of Bids**

Number	Item and Vendor Information	Amount
RFP226	Risk Assessment for Security and Public Safety Chapter 12 Atriade Security Consulting Hoboken, NJ	\$47,360.00
Bid Ex. 818	Comcast Ethernet, 6-month contract FY20 Information Technology Services Comcast Trevose, PA	\$37,920.00
Bid Ex. 820	Furniture, Building A Renovation, State Contract Chapter 12 W.S. Goff Mays Landing, NJ	\$181,675.20
Bid Ex. 821	Adult Basic Skills Cape May County Technical School Cape May Court House, NJ	\$160,590.00
Bid Ex. 822	Lenovo ThinkCentre Computers FY19 Workforce Development Ocean Computer Group Matawan, NJ	\$46,529.68
		Total \$474,074.88

Res. #100

RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR PROFESSIONAL SERVICES

**Universal Protection Service DBA Allied Universal Service
Voorhees, NJ**

WHEREAS, under New Jersey Community College Contract Law a contract to a State Contract vendor may be awarded without public advertising for Bids, and as required by Pay-To-Play law when a Business Disclosure Entity Certification is on file, and;

WHEREAS, as required by Pay-To-Play law a Business Disclosure Entity Certification for Universal Protection Services DBA Allied Universal Service is on file, and;

WHEREAS, at the November 24, 2015 meeting the Board of Trustees approved resolution #35 to have an armed security presence on each of the College's three campuses, and;

WHEREAS, Universal Protection Services DBA Allied Universal Service is a New Jersey State contract vendor for security services, and;

WHEREAS, Universal Protection Services DBA Allied Universal Service purchased our current armed security firm, US Security Associates, Inc., and;

WHEREAS, the State contract price for armed security with Universal Protection Services DBA Allied Universal Service in Atlantic and Cape May counties will provide a cost savings of \$70,000 per year for the period between fiscal year 2018 to fiscal year 2019, and;

WHEREAS, the State contract price is currently the same for fiscal year 2020.

THEREFORE BE IT RESOLVED, that the Board of Trustees of Atlantic Cape Community College awards a contract to Universal Protection Services DBA Allied Universal Services for security services in an amount not to exceed \$350,000.00 to June 30, 2020.

Res. #102 Executive Session

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

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

IX. BUDGET REPORT

Trustee Byrne provided a budget report as part of the regular resolutions.

X. REGULAR RESOLUTIONS

Res. #95 FY19 Financial Statement for ten months ended April 30, 2019.

Trustee Byrne reported the following:

- As of April 30, 2019, the College has earned 92.33% of budgeted revenues and expended 81.54% of budgeted expenditures. FY19 enrollment is within (687) credits of the 109,619 budget which is only 0.6% below budget. Net FY19 Credit tuition and fees revenue shortfall is \$258,599. In total, revenue is tracking up 0.3% versus a budgeted increase of 0.1%, and expenses are tracking less than the 0.9% budgeted decrease. A timing difference exists for expenses and encumbrances between FY18 and FY19.
- Our Ellucian MIS annual maintenance payment of \$300,000 was paid in April in FY18, while, in FY19, it was paid in May. The budgeted margin this year compared to last year is up approximately \$700,000 after taking the Ellucian payment timing difference into consideration. Although there is a net tuition and fee revenue shortfall, there are salary and benefits savings on the expense side to offset the revenue shortfall.
- Management projects to be within the budgeted margin at this time.

Trustee Byrne motioned to approve Resolution #95, Trustee Money seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion Carried.

Res. #98

Termination of the Paralegal Studies, A.A.S. Degree

WHEREAS, the Paralegal Studies, A.A.S. has shown a decrease in enrollment, and;

WHEREAS, the Curriculum Committee has approved the termination of the Paralegal Studies, A.A.S. degree on April 18, 2019 (see attached).

THEREFORE BE IT RESOLVED that the Board of Trustees approve termination of the Paralegal Studies, A.A.S. degree effective, fall 2019.

Trustee Money motioned to approve Resolution #98, Trustee Furman seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

- Trustee Walsh asked about the certificate program that was recently approved.

- Dr. Katz noted that it was hoped that the certificate program would help increase the number of students interested in Paralegal Studies, however, enrollment in this program has not improved.

Res. #67 Rev.

Personnel Action

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

Sabbatical Leave

Judith Otterburn-Martinez, Associate Professor, English as a Second Language, a one year leave for the Spring 2020 and Fall 2020 at half salary.

Trustee Parker motioned to approve Resolution #67 Rev., Trustee Money seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

Res. #101

Dr. Barbara Gaba's Employment Contract Addendum

WHEREAS, on December 20, 2016, the Board of Trustees approved Resolution #81, appointing Dr. Barbara Gaba, President of Atlantic Cape Community College and approving an employment contract, and;

WHEREAS, the employment contract stipulated terms for use of vacation and sick leave, but not for personal, emergency and bereavement leave, and;

WHEREAS, the Board of Trustees and Dr. Barbara Gaba intend to amend the contract to include terms for personal, emergency and bereavement leave, and;

WHEREAS, the Board of Trustees and Dr. Barbara Gaba intend to amend the number of allowed vacation days and the number of allowed carry-over of unused vacation days.

THEREFORE BE IT RESOVLED, that the Board of Trustees of Atlantic Cape Community College approve an addendum to Dr. Barbara Gaba's employment contract as described herein.

Trustee Parker motioned to approve Resolution #101, Trustee Clark seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

Res. #99

Honorary Resolution Professor Ethel “Effie” Russell

WHEREAS, Professor Ethel “Effie” Russell has served Atlantic Cape Community College teaching composition and literature since 1987, and;

WHEREAS, Professor Russell has demonstrated her commitment to improving the educational offerings at Atlantic Cape, evident by her vital role in two student success initiatives: the Honors Program which she implemented and serves as coordinator, and the Accelerated Learning Program (ALP) in English which she piloted in 2013, initiating what would become one of the college’s most effective student success initiatives, and;

WHEREAS, Professor Russell was recognized on May 14, 2019 as the recipient of the 2019 New Jersey Council of Teachers of English Award and a recipient of the Governor’s Award for Excellence in Teaching of the Humanities, and;

WHEREAS, In addition to recognizing students, the Governor’s Awards in Arts Education recognizes educators whose leadership has helped nurture the development of students in the arts across the State of New Jersey, and;

WHEREAS, Professor Russell’s passion for engaging students with literature and her diligence in helping them improve their communication skills is evident to her students and all those who work with her.

THEREFORE BE IT RESOLVED, that the Board of Trustees of Atlantic Cape Community College hereby extends to Professor Ethel “Effie” Russell its sincere congratulations on these esteemed recognitions.

Trustee Parker motioned to approve Resolution #99, Trustee Money seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

XI. COMMITTEE REPORTS

PERSONNEL AND BOARD DEVELOPMENT

- No report under Cunningham Ruiz Bill.

XII. FOUNDATION REPORT

Trustee Furman reported the following:

- The 52nd Annual Scholarship Awards Ceremony took place on May 21 and was attended by more than three hundred scholarship recipients, donors, Foundation

and College Trustees. Remarks were made by Foundation Trustee, Christopher Mularz, Professor Richard Russell, and students Karen Moylen and Jalen Hudgins. There were 189 recipients who received \$280,266 in scholarship awards.

XIII. NEW JERSEY COUNCIL OF COUNTY COLLEGES (NJCCC)

- No additional report.

XIV. OTHER BUSINESS

- No other business.

XV. COMMENTS FROM THE PUBLIC

- Caesar Niglio reported that water bottles and sleeves were provided to guests at graduation and they raised \$139 in donations for scholarships.
- The Union also supplied the ice cream truck for Employee Appreciation Day.
- Negotiations are ongoing.

XVI. ADJOURNMENT

- At 7:10pm, Trustee Furman motioned to adjourn, Trustee Money seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.