

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 November 6, 2018, 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 November 6, 2018, 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
✓ Ellen Byrne (phone)	✓ Dr. Barbara Gaba, President
✓ Christina Clemans (phone)	✓ Lou Greco, Esq., Legal Counsel
✓ Dave Coskey	✓ Eileen Curristine, Dean, Human Resources, Public Safety and Compliance
✓ James Kennedy	✓ August Daquila, Chief Business Officer
✓ Brian Lefke	✓ Jean McAlister, Board Secretary, Chief of Staff, and Dean of Resource Development
X Meghan Clark, Alumni Representative	✓ Dr. Josette Katz, Vice President, Academic Affairs

Board Members	College Personnel
✓ Daniel Money	✓ Leslie Jamison, Chief Financial Officer
✓ Maria K. Mento	✓ Dr. Vanessa O'Brien-McMasters, Dean, Institutional Research, Planning & Effectiveness and Information Technology Services
✓ Robert Bumpus	✓ Paula Stewart Davis, Dean of Student Affairs and Enrollment Management
✓ Dr. Judith DeStefano-Anen	✓ Donna Vassallo, Dean of Worthington Atlantic City Campus, and Dean of Career Education
X Donald J. Parker	✓ Laura Batchelor, Executive Director of Marketing and College Relations
✓ Maria Torres	X Maria Kellett, Dean of Cape May County Campus, Associate Dean of Resource Development
✓ Helen Walsh	
Others in Attendance-	
Freeholder E. Marie Hayes	Bonnie Lindow, Atlantic County Treasurer

IV. CALL TO ORDER –

-Chairperson Mento called the meeting to order at 6:55 pm, immediately following the Reorganization Meeting.

V. PRESIDENT'S REPORT

Dr. Gaba discussed the following:

- Professor Karl Giulian, Area Coordinator and Associate Professor of Business was awarded the Distinguished Faculty award by the New Jersey Council of County Colleges at its *Vision 2028 Leadership Summit*.

Community Engagement-Cape May County

-The Media Studies Department produced a public service announcement (PSA) for Cape May County Freeholders on November 19. This student opportunity was part of a Digital Video Course, providing real-life experience.

Community Engagement-Atlantic County

-Dr. Gaba was recently appointed to serve on the Atlantic City Executive Council (ACEC), chaired by Lt. Governor Sheila Oliver. The group of key stakeholders is comprised of state, city and other officials, including community associations. Lt. Governor Oliver is tasked with laying out a strategy that would put the State's transition report into action.

On-Campus Engagement

-A Veteran's Day Ceremony was held on the Mays Landing Campus on November 12, continuing our tradition of honoring all of the men and women, past and present, who have served to safeguard our country. The event was held in the Student Center.

-"Coffee with the President" occurred at each campus to address any concerns and ideas from faculty and staff.

Community College Opportunity Grant (CCOG)-(Free College)

-Over the last month, the finance department, along with institutional research, student services and marketing have focused on implementation of the CCOG grant. Our marketing strategies are being implemented.

-The CCOG Financial Aid Lead Navigator position has been hired and is scheduling one-on-one appointments with prospective students to help them prepare their financial aid application and answer State HESSA question.

-Presentations are being made in the community, including at the Atlantic City Planning and Development meeting, Gateway Head Start staff and parent meetings, Chelsea Neighborhood Association, and more.

Operational Enhancement

-Transcript requests have been streamlined to an electronic process through the National Student Clearinghouse. Students obtain transcripts directly through the service.

Inside the College

-Michael Barnes, Director of the Center for Accessibility and Chad Bullock, Senior Manager, Adaptive Technology Specialist presented on enrollment trends of students being served, the types of services the Center provides, and the technology available to students.

-Freeholder Hayes stated that she was impressed with services we offer students and provided a firsthand account, thanking Mr. Bullock.

-Lou Greco commented on the successes of the Center for Accessibility, especially in the fulfillment of the Consent Decree.

-Trustee Kennedy commented that the number of students requiring services appears to have increased, while overall enrollment decreases. Mr. Barnes noted that perhaps students feel more

comfortable seeking services as we provide an inclusive welcoming environment and they are proactive in anticipating the needs of the students.

VI. COMMENTS FROM THE PUBLIC

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

- None noted

VII. No Executive Session.

VIII. CONSENT RESOLUTONS

-McAlister read the following consent resolutions.

Res. #29 Approve: Regular Session Minutes (October 30, 2018)

Res. #32

Award of Bids

Number	Item and Vendor Information	Amount
RFP168 Revised	Professional Engineering Services	Current: \$169,500.00
	Chapter 12/R&R Projects	Revision A: \$ 25,350.00
	The DaVinci Group	Revision B: \$ 43,850.00
	Woodbury, NJ	\$238,700.00
Bid Ex. 812	Lenovo Thinkpads	\$42,933.36
	Go Bonds	
	Ocean Computer Group	
	Matawan, NJ	
		Total: \$112,133.36

Res. #31

Personnel Action

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

Appointments

Erin Mercer, Public Relations/Social Media Manager at an annual salary of \$45,718 effective November 26, 2018.

Res. #38 Executive Session

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

ROLL CALL:

AYES

NO NAYS

ABSTENTIONS-Trustee Walsh and Trustee Lefke abstained from #29.

Motion carried.

IX. BUDGET REPORT

- Chairperson Mento asked Trustee Kennedy and Ms. Jamison to provide a budget report as part of regular resolutions.

X. REGULAR RESOLUTIONS

Res. #2 FY18 Draft Financial Statement for twelve months ended June 30, 2018 as of November 6, 2018.

Jamison reported the following:

-Preliminary Fiscal Year data summarized in the Board Summary Report for the twelve months ended June 30, 2018, indicate the College has earned 97.6% of budgeted revenues and expended 96.3% of budgeted expenses.

-The final year-end PERS adjustment is now reflected in this draft Board report.

-Management projects that the College will not use all of the FY18 budgeted fund balance approved by the Board of Trustees. As of this draft report, \$512,436 of budgeted fund balance will not be used.

-A new accounting pronouncement, GASB 75, Accounting for Postemployment Benefits Other than Pensions, is effective for Fiscal Year 2018. The State's report, which is needed for the GASB 75 disclosure requirements, is not expected until the first week of December. Due to this expected timing, it is likely that the FY18 CAFR will be delayed until January.

Secretary's Note- Each Trustee present received a copy of the Total Credit Hour Enrollments and Base Chargeback Rate Per In-County Credit Hour Report for period ending June 30, 2018.

-Trustee Kennedy motioned to approve Resolution #2, Trustee Bumpus seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSEPTIONS

Motion carried.

Res. #30 FY19 Financial Statement for four months ended October 31, 2018.

-Jamison reported that as of the end of October, the College has earned 46.7% of budgeted revenues and expended 36.3% of budgeted expenditures. FY19 Summer enrollment is above budget by 5.6%, while FY19 Fall credit enrollment is below budget by 4.7%. The net Fall and Summer tuition and fees revenue shortfall is \$385,602 (excluding radiology and aviation).

Although there is a net Fall and Summer revenue shortfall, there are savings on the expense side to offset the revenue shortfall. Overall expenses are tracking 1.4% less than last year which is exactly in line with the 1.4% budgeted decrease. Salaries are tracking 3.2% less than the prior year, compared to a 2.0% budgeted decrease. Management is monitoring revenue and expenses and, at this point, expects to be within the budgeted margin.

-Trustee Kennedy motioned to approve Resolution #30, Trustee Coskey seconded.

ROLL CALL:

ALL AYES
 NO NAYS
 NO ABSEPTIONS

Motion Carried.

Res. #64 Rev.

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

WHEREAS, the Transcript Evaluation Fee was listed as \$25.00, and

WHEREAS, management has identified the fee as a barrier to enrollment and recommends that the Transcript Evaluation Fee be removed.

THEREFORE BE IT RESOLVED that, upon recommendation of the President, the Board of Trustees approve Resolution #64 Revised removing the \$25.00 Transcript Evaluation Fee, effective immediately.

<u>SCHEDULE OF FEES</u> <u>MISCELLANEOUS FEES</u>	<u>FY 2019</u> <u>REVISED</u>	<u>FY 2019</u> <u>PROPOSED</u>
Transcript Evaluation Fee: Evaluation of credits from other colleges, articulation agreements, Advanced Placement, CLEP, military, Police Training agreements, PONSI & Tech Prep.	Fee Removed	\$25.00

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

ROLL CALL:

ALL AYES
 NO NAYS
 NO ABSEPTIONS

Motion carried.

Res. #33**Resolution to Sell Property to the State of New Jersey**

WHEREAS, the State of New Jersey Department of Transportation (NJDOT) is undertaking a project to construct a walkway along Route 322 from Route 50 to Leipzig Avenue, and

WHEREAS, the NJDOT has determined that a small portion of Atlantic Cape Community College property is needed for this project, and

WHEREAS, the NJDOT has notified Atlantic Cape Community College that the property is 250 square feet along Route 322 just east of the traffic light known as Parcel 10 on Route 322, Route 50 Section 12, and

WHEREAS, the NJDOT is acquiring this property in accordance with Eminent Domain Act, and

WHEREAS, the NJDOT appraised and evaluated the property to determine its fair market value, and

WHEREAS, The NJDOT is offering the College a price of \$6.00 a square foot which totals \$1,500.00, and

WHEREAS, the College official have determined that \$1,500.00 is a fair price, and

WHEREAS, the NJDOT's Title Unit will prepare the deed, record the deed and title transfer, so there will be no cost to the College, and

WHEREAS, Atlantic Cape Community College is a public entity established by the State of New Jersey under New Jersey Statutes 18A:64A-3, and

WHEREAS, New Jersey Statute 18A:64A-12m bestows to the Board of Trustees of Atlantic Cape Community College the authority to authorize the sale of real estate.

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College agrees to sell this 250 square feet to the NJDOT for \$1,500.00, and

BE IT FURTHER RESOLVED, that the Board of Trustees of Atlantic Cape Community College empowers College officials to execute and deliver the necessary documents that are legally necessary to convey title to the NJDOT.

-Trustee Walsh motioned to approve Resolution #33, Trustee Lefke seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS

Motion carried.

Res. #35**Small Unmanned Aircraft Systems Field Technician, A.A.S.**

WHEREAS, the FAA Aerospace Forecast for 2017-2037 projects a rapid expansion of consumer and professional grade small Unmanned Aircraft Systems (sUAS) use in the coming years, and

WHEREAS, the rapid development of UAS products and the rules governing their use will create a growing need for skilled drone technicians, and

WHEREAS, the Small Unmanned Aircraft Systems Field Technician, A.A.S. degree will provide students with the knowledge and skills needed to safely operate, maintain, and repair small Unmanned Aircraft Systems, and

WHEREAS, the Curriculum Committee approved the Small Unmanned Aircraft Systems Field Technician, A.A.S. on October 18, 2018 (see attached).

THEREFORE BE IT RESOLVED that the Board of Trustees approve offering the Small Unmanned Aircraft Systems Field Technician, A.A.S. effective, Fall 2019.

Res. #36

Small Unmanned Aircraft Systems Field Technician Certificate

WHEREAS, the FAA Aerospace Forecast for 2017-2037 projects a rapid expansion of consumer and professional grade small Unmanned Aircraft Systems (sUAS) use in the coming years, and

WHEREAS, the rapid development of UAS products and the rules governing their use will create a growing need for skilled drone technicians, and

WHEREAS, the Small Unmanned Aircraft Systems Field Technician Certificate will provide students with the knowledge and skills needed to safely operate, maintain, and repair small Unmanned Aircraft Systems, and

WHEREAS, students may apply all certificate coursework toward the Small Unmanned Aircraft Field Technician, A.A.S. degree requirements, and

WHEREAS, the Curriculum Committee approved the Small Unmanned Aircraft Systems Field Technician Certificate on October 18, 2018 (see attached).

THEREFORE BE IT RESOLVED that the Board of Trustees approve offering the Small Unmanned Aircraft Systems Field Technician Certificate effective, Fall 2019.

Res. #37

Small Unmanned Aircraft Systems Repair Specialist Professional Series

WHEREAS, the FAA Aerospace Forecast for 2017-2037 projects a rapid expansion of consumer and professional grade small Unmanned Aircraft Systems (sUAS) use in the coming years, and

WHEREAS, the rapid development of UAS products and the rules governing their use will create a growing need for skilled drone technicians, and

WHEREAS, the Small Unmanned Aircraft Systems Repair Specialist (professional series) will provide students with the knowledge and skills needed to safely operate, maintain, and repair small Unmanned Aircraft Systems, and

WHEREAS, students may apply all professional series coursework toward the completion of the Certificate and/or Associate in Applied Science degree in Small Unmanned Aircraft Field Technician, and

WHEREAS, the Curriculum Committee approved the Small Unmanned Aircraft Systems Field Repair Specialist (professional series) on October 18, 2018 (see attached).

THEREFORE BE IT RESOLVED that the Board of Trustees approve offering the

Small Unmanned Aircraft Systems Repair Specialist effective, Fall 2019.

-Resolutions #35, #36 and #37 were approved in one vote. Trustee Lefke motioned to approve resolutions, Trustee Money seconded.

-Dr. Katz discussed that as stated in our National Science Federation (NSF) grant, the college is offering stackable credentials in UAS repair. Atlantic Cape will be advising area high schools of this new program. "Drone Day" will be held in Spring 2019.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSECTIONS

Motion carried.

Res. #31A

Retirement Ms. Barbara Clark

WHEREAS, Barbara Clark was hired as a part-time employee in 1994 in Admissions, securing a full-time appointment as Admissions Transcript Evaluation Specialist on October 1, 2001, and

WHEREAS, the Perfect Attendance recipient exhibited extraordinary professionalism and excellent customer service skills while serving as the on-campus liaison in support of college initiatives for eArmyU and Aviation programs and in support of recruitment events and activities including serving as a member of the Jump Start team, and

WHEREAS, the Egg Harbor Township resident has indicated her 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 Ms. Clark effective April 1, 2019.

BE IT FURTHER RESOLVED that the Board extends to Ms. Clark its best wishes and appreciation for over 24 years of service to Atlantic Cape Community College.

-Trustee Walsh motioned to approve Resolution #31A, Trustee Bumpus seconded.

-Trustee Torres read the resolution in its entirety and thanked Ms. Clark for her years of service.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSECTIONS

Motion carried.

XI. COMMITTEE REPORTS

PERSONNEL AND BOARD DEVELOPMENT-No incidents to report.

FOUNDATION REPORT

Trustee Mento reported the following:

-The Foundation's audit was completed by Bowman and Company and approved by the Foundation Board at its November meeting. Of note is that the Foundation supported the college by providing \$70,000 in support of Foundation Operations for the second year in a row, and more than \$628,000 in scholarships for students. This is the largest award in the history of the Foundations 40 years supporting the mission of the college and its students.

-The *Women of Wonder Event (WOW)* in collaboration and partnership between the Foundation and the Cape May County Women's Advisory Commission was held on Nov. 8 at Avalon Links honoring Vicki Clark for her years of outstanding service to her community and education advocacy. More than 150 people attended and the event netted approximately \$4,200 for at risk youth who want to attend Atlantic Cape. Maria Kellet and Susan Adelizzi-Schmidt were chairs of the event.

NEW JERSEY COUNCIL OF COUNTY COLLEGES (NJCCC)

-No report. Trustee Torres will report to the board after the NJCCC's reorganization meeting.

XII. OTHER BUSINESS-None

XIII. COMMENTS FROM THE PUBLIC -None

XIV. ADJOURNMENT

-At 8:40pm, Trustee Lefke motioned to adjourn, Trustee Torres seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS

Motion carried.