

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 February 15, 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 February 15, 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 (phone thru 7:10pm)	✓ 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	✓ Dr. Josette Katz, Interim Vice President, Academic Affairs
✓ Maria K. Mento	✓ Leslie Jamison, Dean of Finance
✓ Thomas Milhous (phone)	✓ Dr. Richard Perniciaro, Executive Vice President - Planning, Research, Information Technology Services & Facilities
✓ Donald J. Parker (6:45pm)	✓ Dr. Mitchell Levy, Vice President, Student Affairs and Enrollment Management
X Robert Bumpus	✓ Donna Vassallo, Dean Worthington Atlantic City Campus, and Dean of Career and Workforce Training
✓ Maria Torres	✓ Maria Kellett, Dean of Cape May County Campus, Associate Dean of Resource Development
✓ Helen Walsh	✓ Laura Batchelor, Executive Director of College Relations and Marketing
✓ Leslie White-Coursey	
✓ Others in Attendance	
✓ Professor Effie Russell	
✓ Associate Professor, Svetlana Marzelli	✓ Francine Springer, Cape May Chief Financial Officer
✓ Cindy DeFalco, Director of Human Resources	✓ Bonnie Lindaw, Atlantic County Treasurer
✓ Rahshana Davis, SSAACCC	✓ Caesar Niglio, ACCCEA
✓ Heather Boone, Faculty Member 7:23pm	✓ Heather Peterson, ACCCOSAP

IV. CALL TO ORDER –

-Chairperson Coskey called the meeting to order at 6:05pm.

V. PRESIDENT’S REPORT

-Dr. Gaba reported on the following:

Middle States

We continue to be on track for Middle States. The Self-Study and all documentation sent on Friday 2/23/18. The team visit, led by Dr. Moono is scheduled for April 8-11. The team will arrive on Sunday, April 8 and depart on Wednesday, April 11. They will meet with various constituents of the college community. We are awaiting the schedule of meetings, including the meeting with the Board.

University Partnerships

Rutgers University

Rutgers is in the process of their own Middle States visit; since we are partners with them we are a part of that process. Dr. Katz and I were invited to meet with members of their evaluation team to discuss our partnership. Rutgers has six off-site campuses at community colleges in New Jersey. We are the only site with a building on campus and one of the highest enrollments, with over 350 students annually.

The nursing “3+1” program is the most popular. We are going to be placing more emphasis on this as a part of our marketing strategy.

Rowan University

Dr. Katz and I signed an articulation agreement with Rowan University so that our students can seamlessly transfer into their Mechanical Engineering program providing an affordable means for gaining bachelor’s degree in engineering.

Stockton University

We continue to meet with Stockton University to implement the Transfer Pathways Program. We are very early stages of the agreement signed in September, we should not expect to see major enrollment growth in the short term.

K-12 Partnerships

Dr. Gaba meet with Dr. Kathleen Taylor, Superintendent, Ocean City High School. Our main agenda was strengthening our relationship so that more student are taking dual enrollment program and will ultimately enroll at Atlantic Cape. Introducing students to Atlantic Cape while they are in high school is important so that we become “top of mind” when decisions are made about going to college. We have received a confirmation that a bus load of students will be attending the ceremonial ribbon cutting for the Student Center.

Community Relations – Atlantic City

As we continue to play an important role in Atlantic City Dr. Gaba has been asked to serve on the Mayor Gilliam’s Transition Education Team, chaired by Dr. Harvey Kesselman. A major goal of the team is to define the relationship of education to the overall community and economic development of the city.

Dr. Gaba stated that we continue to outreach to our local community, Donna Vassallo, Dean of our Worthington Atlantic City Campus has recently been appointed to the Board of the *United Way of Greater Philadelphia and Southern NJ*.

Public Relations

Dr. Gaba stated that she was invited for a sit down with the editorial board of The Press of Atlantic City and was also interviewed by the Ocean City Sentinel. Both provided good opportunities to promote the college highlighting our mission, our affordability, our committed faculty, the programs that we offer, and our unwavering commitment to serve the communities in which we are located.

Dr. Gaba has subsequently been asked to serve as a judge for their “Young Leaders”, an annual awards program where 25 outstanding high school seniors will be honored.

Capital Improvement Plan-Long Range Planning

Dr. Gaba reported that our new Student Center is completed and is now open with the official ceremonial ribbon cutting tomorrow. This is one of our final projects in our “Blueprint 2020” Demonstrating our commitment to students is unwavering; space is already being used and provides a warm, engaging, and welcoming environment for students and enhance the quality of the student experience on campus.

Communications

Dr. Gaba stated that she continues to address concerns regarding the need for improving communication at the College and continues to hold “Coffee w/the President” at each of our campuses. Faculty and staff have the opportunity to ask me questions and offer suggestions as to how we can move the college forward.

Closing Remarks

Dr. Gaba discussed one of the Academy of Culinary Arts 2016 Alumn, Blaise Colamerino. He will be graduating next month from Drexel’s Food Science. He has accepted a stagier position for the summer at Noma Restaurant in Copenhagen, Denmark, which has been named one of the top restaurants. The restaurant carries two Michelin starts and is owned by Chef Rene Redzepi.

Our graduate is off to a very good start in his career as a chef and he got his start right here at Atlantic Cape Community College.

Inside the College

Faculty Spotlight

-Dr. Katz introduced Associate Professor Svetlana Marzelli and discussed her exceptional customer service to passengers of the Russian airliner that had made an unplanned stop to Atlantic City Airport. She provided interrupter service for the passengers.

-Dr. Katz announced that Professor Effie Russell was awarded by the Association of Community College Trustees the Dale P. Parnell, Faculty of the Year Award. Dr. Katz reviewed Professor Russell’s accomplishments such as Accelerated Learning Program (ALP) and the Honors program.

-Lefke read resolution #73 and #74.

-Chairman Coskey and Dr. Gaba presented both faculty with a Resolution noting their respective accomplishments.

VI. COMMENTS FROM THE PUBLIC

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

VII. EXECUTIVE SESSION

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

Secretary's note: The Board returned to regular session at 7:26 pm

ROLL CALL:

ALL AYES
NO NAYS
NO ABSENTIONS

VIII. CONSENT RESOLUTIONS

-McAlister read the following consent resolutions:

Res. #60 Approve: Regular Session Minutes (January 23, 2018)

Res. #63 Approve: **Bid 1837**-Science Supplies, FY18 – Science: VWR, Rochester, NY, \$19,904.67, Frey Scientific, Lancaster, PA, \$4,723.44, Bio Corporation, Alexandria, MN, \$3,544.23; **OQ157**-Microsoft Campus License, \$30,081.67, FY18-19 Information Technology, Zones, Inc., Auburn, WA,.

Res. #63

Award of Bids		
Number	Item and Vendor Information	Amount
Bid 1837	Science Supplies	\$28,172.34
	FY18 – Science	
	VWR	\$19,904.67
	Rochester, NY	
	Frey Scientific	\$4,723.44
	Lancaster, PA	
	Bio Corporation	\$3,544.23
	Alexandria, MN	
OQ157	Microsoft Campus License	\$30,081.67
	FY18-19 Information Technology	
	Zones, Inc.	
	Auburn, WA	Total: 58,254.01

Res. #67 Approve: To amend the College's FY18 Perkins grant budget, specifically related to revisions in needs and pricing.

Res. #67

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

WHEREAS, revisions to needs and pricing resulted in reallocations of the total amount budgeted among component line items but amounted to no change to the total amount of the Perkins Grant as detailed on attached Exhibits A and B;

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Atlantic Cape Community College hereby approves the 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

Res. #68 Approve: To submit an application to Easton Foundations/USA Archery by the deadline of Feb. 26, 2018 for a travel grant to support the team's intended trip to the 2018 National Collegiate Championships in Newberry, FL in May 2018.

Res. #68

Archery Travel Grant

WHEREAS, Easton Foundations/USA Archery is soliciting applications for its 2018 Collegiate Archery Grant Program, and

WHEREAS, the 2018 Collegiate Archery Grant Program will provide funding for equipment, travel, and instructor

and coach certification and development, and

WHEREAS, all applications are due February 26, 2018, and

WHEREAS, Atlantic Cape's archery program would like to apply for a grant of \$1,000 in support of travel for the team's intended trip to the 2018 National Collegiate Championships in Newberry, FL in May 2018.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to submit an application to Easton Foundations/USA Archery by the deadline of Feb. 26, 2018 for a travel grant to support the team's intended trip to the 2018 National Collegiate Championships in Newberry, FL in May 2018.

Res. #71 Approve: A transfer of \$17,067.60 from Unexpended Plant Fund Balance to the Current Unrestricted Fund.

Res. #71

Transfer from Plant Fund to Current Unrestricted Fund

WHEREAS, the College has unused funds available from completed Board Designated Plant Fund projects for project years ranging from FY03 to FY09 (see attached list) totaling \$17,067.60,

WHEREAS, those funds were originally transferred from the College's Current Unrestricted Fund Balance,

THEREFORE BE IT RESOLVED that the Board of Trustees approve the transfer of \$17,067.60 from Unexpended Plant Fund Balance to the Current Unrestricted Fund.

Res. #62 Appointment-Heriberto Afanador, Technician, Information Technology Services at an annual salary of \$30,944 effective February 28, 2018.

Res. #62

Personnel Action

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

Appointment

Heriberto Afanador, Technician, Information Technology Services at an annual salary of \$30,944 effective February 28, 2018.

Res. #62A Personnel Approve: - Upon the recommendation of the President, that the Board approves the issuance of notices of layoff to select members of the Atlantic Cape Community College Organization of Supervisory and/or Administrative Personnel, ACCCOSAP.

Res. #62A

Personnel Action – ACCCOSAP 90 Day Notice

WHEREAS, Atlantic Cape Community College has experienced a significant decline in student enrollment, and,

WHEREAS, the Atlantic Cape Community College Board of Trustees and the Atlantic Cape Community College Organization of Supervisory and/or Administrative Personnel (ACCCOSAP) are parties to a Collectively Negotiated Agreement, and

WHEREAS, Article XIII of the Agreement calls for 90 days of notice to members of ACCCOSAP before layoffs/reduction in force, and

WHEREAS, the College will present a list of the ACCCOSAP members who have received such notice to the Board of Trustees at its March 2018 meeting.

THEREFORE BE IT RESOLVED, upon the recommendation of the President, that the Board approves the issuance of notices of layoff to select members of ACCCOSAP.

Res. #62B Personnel Approve: -_Reappointed to one-year terms, effective 7/1/18: Administrative & Supervisory Personnel included in the Bargaining Unit (31 individuals); Exempt Administrative & Supervisory Personnel (20 individuals); Faculty Without Tenure (6 individuals); Faculty Earning Tenure (1 individual), Librarian (1 individual).

Res. #62B

Personnel Action

It is respectfully recommended, by the President, that the following individuals be re-appointed to one-year terms, effective July 1, 2018:

Supervisory and Administrative Personnel Included in the Bargaining Unit

Jennie Ayres	Assistant Director, Conferences, Events and Contracts
Michael Barnes	Assistant Director, Center for Accessibility
Cynthia Correa	Director, WACC Student Services and Institutional Career Services
Paula Davis	Director, Counseling and Support Services
Tammy DeFranco	Director, CMCC Student Services and Campus Management
Victoria DeLaurentis	Assistant Director, Financial Aid
Linda DeSantis	Director, Financial Aid
John Feldbauer	Director, Personal Computer Services and Telephony
Christine Gamboa	Director, Testing
Crista Golden	Assistant Bursar
Sandra Greco	Assistant Director, PC Services
Terri-Lynn Hamby	Assistant Director, Science Labs
Patricia Heller	Assistant Director, Administrative Computing
Dorie Keener	Director, Business Services
Michael Kernan	Associate Director, Cash Reconciliation
Barbara Kozek	Assistant Director, Adult Basic Ed/ESL/HSE
Robert Kusmiesz	Assistant Director, Gear Up
Kathleen Landau	Bursar
Richard Luderitz	Assistant Director, Paramedic and EMT Training
Linda Palmer	Director, Worthington Atlantic City Campus Administration and Support Services
Michelle Perkins	Director, Instructional Technology
Heather Peterson	Registrar
Anita Polanco	Assistant Director, Educational Opportunity Fund
Nancy Porfido	Director, Student Development and Judicial Officer
Joseph Rooney	Director, Admissions and Recruitment
Michael Sargente	Assistant Director, LAC and Library Services
Mariangela Sozio	Director, Accounting, Budgets and Foundation Reporting
Patrick Sweeney	Director, Administrative Computing
Sherwood Taylor	Director, Workforce Development
Harry Whitelam	Director, Purchasing and Storeroom Operations
Stacey Zacharoff	Assistant Director, Student Support Services

Exempt Supervisory and Administrative Personnel

Laura Batchelor	Executive Director, Marketing and College Relations
Denise Coulter	Dean, Liberal Studies
Eileen Curristine	Dean, Human Resources, Public Safety and Compliance
August Daquilla	Dean, Administration and Business Services
Stephanie Davies	Supervisor, Custodial and Building Services
Cindy DeFalco	Director, Human Resources
Douglas Hedges	Dean, Information Technology Services
Leslie Jamison	Dean, Finance
Bruce Johns	Director, Culinary Operations
Maria Kellett	Associate Dean, Resource Development and Dean, Cape May County Campus
Joy Little	Controller
Ravi Manimaran	Dean, STEM Programs
Janet Marler	Associate Dean, Academic Support Services
Jean McAlister	Dean, Resource Development, President and Board of Trustee Services
Patricia McClay	Dean, Academy of Culinary Arts
Luis Montefusco	Director, Institutional Research Assessment and Planning
Edward Perkins	Supervisor, Facilities Operations
Robert Townsend	Supervisor, Facilities Management
Donna Vassallo	Dean, Career Education and Workforce Development and Dean, Worthington Atlantic City Campus
Russell Waugh	Director, Facilities

Faculty Without Tenure

Kenyatta Collins	Assistant Professor, Psychology
Deborah DaGrosa	Assistant Professor, Nursing
John Heenan	Assistant Professor, Criminal Justice
Lorraine Monzo	Assistant Professor, Nursing
Polly Thieler	Assistant Professor, Nursing
Dean Wyks	Assistant Professor, Criminal Justice

Faculty Earning Tenure with this Appointment

Richard Russell	Assistant Professor, English
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Librarian I

Leslie Murtha

Res. #62C Personnel Approve: - Upon the recommendation of the President, that the Board rename Policy No. 8 and endorse the Faculty Transition to Retirement Program.

Res. #62C

Personnel Action-Faculty Transition to Retirement Program

WHEREAS, The New Jersey Division of Pensions and Benefits (NJDPB) administers the Alternate Benefit Program (ABP), a tax-sheltered, defined contribution retirement program for higher education faculty and certain administrators, and

WHEREAS, the NJDPB offers within the ABP a Transition to Retirement Program (TTRP) allowing full-time faculty members who meet specific eligibility requirements to collect retirement benefits in conjunction with continued active employment without penalty, and

WHEREAS, the TTRP includes the following terms:

- Participating faculty must officially retire from the college or university, then seek re-employment under the terms of the program requirements;
- As retirees, participating faculty have no claims of tenure or other rights and/or obligations of a tenured faculty member;
- In no event shall the total assignment exceed 50% of a full-time faculty load;
- Participating faculty shall receive compensation proportional to the assignment approved by the college which shall not exceed 50% of their final year's salary, and

WHEREAS, under N.J.A.C. 17:7-8.11, members are limited to a maximum TTRP period of one year after the retirement date, and

WHEREAS, Atlantic Cape Community College Board of Trustee Policy No. 8, Faculty Transition to Retirement Program, permits such offering upon the establishment and approval by the Board, and

WHEREAS, the NJDPB has approved the college's proposal for a TTRP, known at the college as the Faculty Transition to Retirement Program (FTTRP).

THEREFORE BE IT RESOLVED, upon the recommendation of the President, that the Board rename Policy No. 8 and endorse the Faculty Transition to Retirement Program.

Res. #75 Executive Session

-Lefke motioned to approve the consent agenda. Torres seconded.

ROLL CALL:

ALL AYES

NO NAYS

ABSTENTIONS

IX. BUDGET REPORT

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

X. REGULAR RESOLUTIONS

Res. #61 - FY18 Financial Statement for six months ended January 31, 2017.

-Jamison reported on behalf of Kennedy that as of January 31, 2018, the College has earned 81.42% of budgeted revenues and expended 58.16% of budgeted expenditures. Fiscal year to date revenue is down 3.0% from the prior year compared to a budgeted decrease of 5.9%. Fiscal year to date expenditures are down 5.9% from the prior year, which is in line with the budgeted 6.1% decrease.

-Jamison stated that this Board report reflects all three semesters as the Spring semester is now included. In total, credits are down 6.25% compared to this time last year, compared to a budgeted decrease of 7%.

-Jamison stated that based on the information known to date, management projects that the College will be within the FY18 budgeted margin.

-Kennedy motioned to approve, Torres seconded.

ROLL CALL:

ALL AYES
NO NAYS
NO ABSENTIONS

Res. #64 Approve: Tuition and Fee Schedule for FY 2019.

-Jamison stated that the proposed increase in cost for general tuition and fees is \$8.90 per credit, which equates to a \$213.60 annual increase for an average full-time student taking 24 credits. The increased cost with the addition of a \$10 per semester registration fee is \$233.60.

Res. #64

RESOLUTION #64

WHEREAS, the college has considered the FY 2019 current revenue and expenditure budget, and

WHEREAS, the college has considered inflationary and incremental increases in the current expenditures, and

WHEREAS, the administration is recommending an average 5.85% increase in general education (in-county) and online tuition and mandatory per credit fees noted below.

THEREFORE BE IT RESOLVED that, upon recommendation of the President, the Board of Trustees approve the following tuition and fees schedule commencing with the summer session FY 2019.

“N/C” means No Change/ cr. means credit.

TBD means To Be Determined

<u>TUITION RATE</u> <u>Per Credit Hour</u>	<u>GENERAL</u> <u>EDUCATION</u>	<u>CULINARY</u>	<u>ONLINE*</u>
In County	\$131.40	\$362.00	\$163.00
Out-of County	\$181.40	\$387.00	\$163.00
Out-of State	\$231.40	\$425.00	\$163.00
Foreign	\$231.40	\$425.00	\$163.00

<u>SCHEDULE OF FEES</u> <u>MANDATORY FEES, ALL STUDENTS</u>	<u>FY 2019</u> <u>PROPOSED</u>	<u>FY 2018</u> <u>ACTUAL</u>
General Fee (excluding online courses)	\$24.30/cr.	\$22.80/cr.
Information Services Fee (online courses only)	\$7.30/cr.	\$6.90/cr.
Student Activity Fee, Fall and Spring semesters (excluding online courses)	N/C	\$1.20/cr.
Facilities Fee (excluding online courses) Designated for Renewals & Replacements	N/C	\$3.70/cr.
Campus Safety Fee, Summer, Fall, and Winter/Spring per semester	N/C	\$20.00
Student Accident Insurance, Summer semester	N/C	\$3.50
Student Accident Insurance, Fall and Spring per semester	N/C	\$5.50

<u>APPLICATION, ENROLLMENT & REGISTRATION FEES</u>	<u>FY 2019</u> <u>PROPOSED</u>	<u>FY 2018</u> <u>ACTUAL</u>
General College Application Fee, includes Placement Test and ESL Placement Test	Fee Removed**	\$35.00

APPLICATION, ENROLLMENT & REGISTRATION FEES	FY 2019 PROPOSED	FY 2018 ACTUAL
International Students Application Fee, F1 Visa only, non-refundable	Fee Removed**	\$100.00
Allied Health/Nursing Program Evaluation Fee, NURS	\$25.00	\$20.00
Air Traffic Control Application Fee	Fee Removed**	\$20.00
Prior Learning Assessment (PLA) Application Fee	Fee Removed**	\$20.00
Registration Fee, Summer, Fall, and Winter/Spring per semester	\$10.00	

*Independent Study courses are billed at the Online tuition and fees rates

**Removal of Application Fees is effective immediately upon approval of the Board of Trustees

Atlantic Cape Tuition Rate & Fees Schedule FY 2019 (commencing Summer FY 2019)

“N/C” means No Change/ cr. means credit.

TBD means To Be Determined

PROGRAMS - SPECIAL FEES	FY 2019 PROPOSED	FY 2018 ACTUAL
ACADEMY OF CULINARY ARTS:		
Culinary Arts credit-by-exam fee, non-refundable	N/C	\$260.00/course
Culinary Awards Ceremony Fee	N/C	\$30.00
Culinary Program Fee	\$350.00/cr.	\$338.00/cr.
ALLIED HEALTH AND NURSING PROGRAMS:		
TEAS V (nursing entrance exam fee)	N/C	\$95.00
Clinical Fee: NURS	\$310.00/cr.	\$304.00/cr.
Professional Liability Insurance Fee, all clinical courses	N/C	\$5.00

SCHEDULE OF FEES	FY 2019 PROPOSED	FY 2018 ACTUAL
PROGRAMS - SPECIAL FEES (continued)		
<u>Radiologic Technology</u>		
Radiographic Procedures I Course Fee RADX 102	TBD	\$1,865.25/course
Principles of Imaging I Course Fee RADX 103	TBD	\$1,243.50/course
Clinical Radiography I Course Fee RADX 104	TBD	\$1,243.50/course
Radiographic Procedures II Course Fee RADX 105	TBD	\$1,865.25/course
Principles of Imaging II Course Fee RADX 106	TBD	\$1,243.50/course
Clinical Radiography II Course Fee RADX 109	TBD	\$1,243.50/course
Clinical Radiography III Course Fee RADX 201	TBD	\$1,865.25/course
Radiographic Procedures III Course Fee RADX 202	TBD	\$1,243.50/course
Digital Imaging Course Fee	TBD	\$1,243.50/course

SCHEDULE OF FEES PROGRAMS - SPECIAL FEES (continued)	FY 2019 PROPOSED	FY 2018 ACTUAL
RADX 203		
Radiation Biology & Protection Course Fee RADX 204	TBD	\$1,865.25/course
Introduction to Advanced Modalities Course Fee RADX 205	TBD	\$621.75/course
Clinical Radiography IV Course Fee RADX 206	TBD	\$1,865.25/course
Clinical Radiography V Course Fee RADX 207	TBD	\$2,487.00/course

Atlantic Cape Tuition Rate & Fees Schedule FY 2019 (commencing Summer FY 2019)

“N/C” means No Change/ cr. means credit.

TBD means To Be Determined

SCHEDULE OF FEES PROGRAMS - SPECIAL FEES (continued)	FY 2019 PROPOSED	FY 2018 ACTUAL
Technology Studies Institute		
Air Traffic Control Terminal Program Fee ATCT 220, 225, 280, 285	\$372.00/cr.	\$372.00/cr.
Aviation Program Fee AVIT 101, 145, 200, 210, 220, 240, 255, 265, 278, 280, 282, 286, 288	\$372.00/cr.	\$372.00/cr.
UAS Operations Course Fee AVIT 140	\$250.00/course	
Simulated Flight Course Fee AVIT 103	N/C	\$650.00/course
<u>Fixed Wing Flight Training</u>		
Experiential Flight Course Fee AVIT 101	TBD	\$2,396.00/course
Aeronautical Skills Course Fee AVIT 200	TBD	\$3,595.00/course
Private Pilot Course Fee AVIT 210	TBD	\$12,060.00/course
Instrument Pilot Course Fee AVIT 240	TBD	\$10,124.00/course
Airplane Flight Instructor Course Fee AVIT 278	TBD	\$8,867.00/course
Commercial Pilot Course Fee AVIT 280	TBD	\$24,180.00/course
Multi-Engine Pilot Course Fee AVIT 286	TBD	\$6,337.00/course
SCHEDULE OF FEES PROGRAMS - SPECIAL FEES (continued)	FY 2019 PROPOSED	FY 2018 ACTUAL
<u>Helicopter Training</u>		
Private Pilot Helicopter Course Fee AVIT 145	TBD	\$27,885.00/course
Instrument Pilot Helicopter Course Fee AVIT 255	TBD	\$30,846.00/course
Commercial Pilot Helicopter Course Fee	TBD	\$54,433.00/course

SCHEDULE OF FEES PROGRAMS - SPECIAL FEES (continued)	FY 2019 PROPOSED	FY 2018 ACTUAL
AVIT 265		
Flight Instruction Course Fee AVIT 282	TBD	\$16,019.00/course
Helicopter Add-on Course Fee AVIT 288	TBD	\$37,930.00/course

Atlantic Cape Tuition Rate & Fees Schedule FY 2019 (commencing Summer FY 2019)

N/C means No Change/cr. means credit

TBD means To Be Determined

COURSE-RELATED FEES	FY 2019 PROPOSED	FY 2018 ACTUAL
Developmental Service Fee MATH 070, 071, 073, 074, 099, ENGL 070, 080, 099 DEVA, DEVS	N/C	\$42.50/course
English as a Second Language Service Fee	N/C	\$42.50/course
Light Technology Course Fee (excluding Online sections) ARTS 115, 116, 128, 135, 208, ARTS/CISM 165 CISM SPAN, FREN, ITAL AVIT 125 ENGR (excluding ENGR 202 and 204) GIST (excluding GIST170) OSTM, TCOM, TVRF ACCT 150, 162 CRIM/CISM 262 MATH 220, 256 HOSP 200 Studio Arts Course Fee: ARTS 100, 110, 111, 112, 120, 200, 205, 206, 207, 209, 210, 211, 212, 214, 217, 218, 221, 222, 223	\$24.20/cr.	\$22.80/cr.
Heavy Technology Course Fee (excluding Online Science Labs) Science Labs BIOL (excluding BIOL/ PHIL 104), ENVL, CHEM, PHYS, ESCI 100, HPED 117, 118 AVIT 185, AVIT/TRVF 263	\$35.60/cr.	\$33.60/cr.
Site Visits Fee (Fieldwork, Internships, Practicums)	\$24.20/cr.	\$22.80/cr.
Certification Fee (CDCC 120, ALHT 130)	N/C	\$20.00
High School Dual Credit Enrollment	\$54.50/cr.	\$51.50/cr.

TESTING FEES	FY 2019 PROPOSED	FY 2018 ACTUAL
Institutional Credit-by Examination Testing Fee upon successful completion, cost will be the current per-credit rate minus the \$25.00 testing fee.	N/C	\$25.00
Learning Disability Testing Fee	N/C	\$300.00
Proctored External Testing Fee, per exam	N/C	\$20.00

<u>TESTING FEES</u>	<u>FY 2019 PROPOSED</u>	<u>FY 2018 ACTUAL</u>
Accuplacer Retest Fee	N/C	\$15.00
Portfolio Assessment Fee	N/C	\$125.00

Atlantic Cape Tuition Rate & Fees Schedule FY 2019 (commencing Summer FY 2019)

N/C means No Change/cr. means credit

TBD means To Be Determined

<u>SCHEDULE OF FEES MISCELLANEOUS FEES</u>	<u>FY 2019 PROPOSED</u>	<u>FY 2018 ACTUAL</u>
Collection Fee, Delinquent Accounts	N/C	\$30.00
Returned Check Service Charge	N/C	\$35.00
Deferred Payment Plan Fee	N/C	\$25.00
Graduation Fee, all graduating students (Graduation Audit)	N/C	\$30.00
Professional Series Audit Fee	N/C	\$30.00
Late Payment Plan Fee	N/C	\$25.00
Student ID Card Replacement	N/C	\$5.00
Transcript Evaluation Fee: Evaluation of credits from other colleges, articulation agreements, Advanced Placement, CLEP, military, Police Training agreements, PONSI & Tech Prep.	N/C	\$25.00

-Kennedy motioned to approve, DeLuca seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS

Res. #65 Approve: The FY 2018-2019 revenue budget contingent on the Board of School Estimate approval of county appropriations of \$8,535,828 for the College's fiscal year 2018-2019.

-Jamison stated that the College has projected current revenues including a fund balance transfer of \$604,871 and expenditures for educational and general purposes to be \$37,803,290 and the FY19 budget plan is a decrease of \$435,594, or a 1.1% decrease, from the FY18 original budget.

-Jamison stated that College's major sources of revenue are; tuition and Fees \$22.2 million, or 58.7% of total revenue (incl. fund balance), County appropriations \$8.5 million, or 22.6%, State appropriations \$5.6 million, or 14.9%.

-Jamison stated that the College recognizes the support provided by the State and Counties with both operating and capital appropriations.

Res. #65

FY19 Revenue Budget

WHEREAS, the Budget, Finance and Audit Committee has reviewed the proposed budget developed to meet the requirements of the college for fiscal year 2018-2019, and

WHEREAS, the college has projected current revenues including a fund balance transfer of \$604,871 and expenditures for educational and general purposes to be \$37,803,290 (see attached), and

WHEREAS, the college budget request includes county appropriations of \$8,535,828 for the college's fiscal year 2018-2019 contingent on approval of a resolve at the Atlantic Cape Community College Board of School Estimate meeting.

THEREFORE BE IT RESOLVED by the Atlantic Cape Community College Board of Trustees that the fiscal year 2018-2019 revenue budget be approved contingent on the Board of School Estimate approval of county appropriations of \$8,535,828 for the college's fiscal year 2018-2019.

-Kennedy motioned to approve, Walsh seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS

Res. #66 Approve: Submittal of the attached list of renovations and upgrades for funding from the Chapter 12 FY 2019 allocation at a sum not to exceed \$6.1 million.

-Jamison stated that this is the College's annual Chapter 12 submission. The FY19 Chapter 12 allocation is \$6.1 million which is about double from recent years. The projects on the list include interior and exterior improvements to existing buildings, roof replacements, lighting and security camera/ alarm projects and funding towards One-Stop Center renovations. The next step is requesting approval from the Board of School Estimate.

Res. #66

Chapter 12 FY 2019

WHEREAS, the State of New Jersey, with the passage of Chapter 12 Bill S-2139/A3145, has established a process which enables community colleges to submit their capital projects for state funding with a match from their local county, and

WHEREAS, the Board of Trustees of Atlantic Cape Community College has approved the College's Master Plan Blueprint 2020 which demonstrated the need for new construction and renovation and upgrades as necessary for funding projects including but not limited to those documented on the attached, and

WHEREAS, Atlantic County and Cape May County have agreed to issue bonds to support the funding for Master Plan Blueprint 2020 projects which includes new construction and renovations and upgrades; and

WHEREAS, the State of New Jersey will pay one half of the principal and interest on the Chapter 12 projects.

THEREFORE BE IT RESOLVED that, pending Atlantic and Cape May counties and Atlantic Cape Community College Board of School Estimate approval, the Board of Trustees approves the attached list of renovations and upgrades for funding from the Chapter 12 FY 2019 allocation at a sum not to exceed \$6.1 million.

-Kennedy motioned to approve, Clemans seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS

Res. #69 – Approve: To partner in the application being submitted by Rutgers University Marucci Blueberry and Cranberry Research and Extension Center to the United States Department of Agriculture, Specialty Crop Research Initiative program, with deadline of March 16, 2018, requesting a subgrant of \$500,000 to Atlantic Cape for development of fieldwork learning activities for the collection of geospatial and agriculture data by Atlantic Cape students over the anticipated term of July 1, 2018 through June 30, 2022. Participating students will be paid hourly under the grant and will have the opportunity to participate in “real-world” applications to enhance their training and resumes.

-Kennedy read the resolution into the record.

-McAlister asked that the resolution be changed to “up to” \$500,000. Katz clarified that final budget is now complete and submission is \$279,166, which includes 28% indirect cost recovered and in-kind match is not required.

Res. #69

USDA Grant for Specialty Crop Research Initiative (SCRI)

WHEREAS, the United States Department of Agriculture (USDA) is soliciting applications for the Specialty Crop Research Initiative (SCRI) program, and

WHEREAS, the SCRI program will provide competitive funding to address the critical needs of the specialty crop industry, and

WHEREAS, Rutgers University Marucci Blueberry and Cranberry Research and Extension Center in Dec. 2017 submitted a pre-application for the SCRI, with Atlantic Cape as a funded partner (subgrantee), and

WHEREAS, in Feb. 2018 the pre-application that Rutgers University submitted to SCRI was selected by a panel of industry reviewers for invitation to submit a full application, due March 16, 2018, and

WHEREAS, if funded, Atlantic Cape’s subgrant will total up to \$500,000 (over 48 months) for development of fieldwork learning activities for the collection of geospatial and agriculture data collection by Atlantic Cape students over the anticipated term of July 1, 2018 through June 30, 2022.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to partner in the application being submitted by Rutgers University Marucci Blueberry and Cranberry Research and Extension Center to the USDA SCRI program, with deadline of March 16, 2018, requesting a subgrant of up to \$500,000 to Atlantic Cape for development of fieldwork learning activities for the collection of geospatial and agriculture data collection by Atlantic Cape students over the anticipated term of July 1, 2018 through June 30, 2022.

-Kennedy motioned to approve, DeLuca seconded.

ROLL CALL:

ALL AYES
NO NAYS
NO ABSEPTIONS

Res. # 70 Board Development Honorary - The Board of Trustees of Atlantic Cape Community College hereby extends to Dr. Richard Stepura its appreciation for service to the Board, the College, and its students.

-Parker motioned to approve, Clemans seconded. Motion Carried.

Res. # 70

Honorary Resolution Trustee Dr. Richard Stepura

WHEREAS, Dr. Stepura began his career in education as a teacher and has served as an assistant principal, principal, interim business administrator and superintendent of schools, and

WHEREAS, Dr. Richard Stepura was appointed to the Board of Trustees on December 2, 2011 and

WHEREAS, Dr. Stepura has served the Board intermittently since 2011 as the Executive County Superintendent of Schools for Cape May County and ultimately as the Interim Executive County Superintendent of Schools for Atlantic and Cape May Counties, and

WHEREAS, Dr. Stepura has served for the past seven years on a number of Board Committees including the Atlantic Cape Foundation, President's Search Committee and the President's Evaluation Committee, and

WHEREAS, Dr. Stepura was instrumental in the appointment of the ninth President of Atlantic Cape Community College, Dr. Barbara Gaba, and

WHEREAS, Dr. Stepura ardently promoted collaboration between the College and its K-12 sending districts, and

WHEREAS, Dr. Stepura has passionately advocated for the students of Atlantic and Cape May Counties as well as Atlantic Cape Community College with unwavering distinction.

THEREFORE BE IT RESOLVED, that the Board of Trustees of Atlantic Cape Community College hereby extends to Dr. Stepura its appreciation for service to the Board, the College, and its students.

ROLL CALL:

ALL AYES
NO NAYS
NO ABSEPTIONS

Res. #72 Board Development Approve - Adoption of Policy language and hereby amends the Lodging of Policy section of the Board of Trustee Bylaws to enable the Board to adopt Policies in a single reading.

-Greco confirmed that one reading was sufficient on policies and a standard on most boards.

Res. #72

Bylaws Revision-Adoption and Lodging of Policy

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

WHEREAS, new policies or updates to policies are endorsed by the Personnel and Board Development Committee and submitted to the full Board for approval during its regular board meeting through a 3 month: read, review and adopt process, and

WHEREAS, in order for the College to operate more efficiently and expediently, the Board seeks to include within its bylaws a policy for "Adoption of Policy", and

WHEREAS, this Policy will allow for the Board to adopt policies after a single reading, and

WHEREAS, the Board seeks to further clarify the language of Lodging of Policy section as a result in the newly included policy.

THEREFORE BE IT RESOLVED that the Board of Trustees hereby approves the Adoption of Policy and hereby amends the Lodging of Policy sections of the Board of Trustee Bylaws.

Adoption of Policy

The Board of Trustees may periodically develop, update and affirm policies governing the College. New policies or updates to policies are endorsed by the Personnel and Board Development Committee and submitted to the full Board for approval during its regular board meeting. Policies are implemented upon a vote of the majority of the Board after a single reading.

-Parker motioned to approve DeLuca seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS

Res. #73 Board Development Honorary - The Board of Trustees of Atlantic Cape Community College hereby extends to Professor Svetlana Marzelli its appreciation for going above and beyond to service the needs of our community.

Res. #73

Honorary Resolution Associate Professor Svetlana Marzelli

WHEREAS, on January 31, 2018, the airline, Azur Air, was taking 294 passengers and 14 crew members from Moscow, Russia to Havana, Cuba, and

WHEREAS, the plane suddenly became low on fuel and made an emergency landing at Atlantic City International Airport, and

WHEREAS, Atlantic Cape answered a call for help from Mr. Charles Garret, South Jersey Transportation Authority (SJTA), in need of a Russian translator, and

WHEREAS, the President's Office and Academic Affairs Office coordinated to connect Mr. Garrett with Professor Marzelli, and

WHEREAS, Professor Marzelli selflessly devoted her time and assisted with translation services for the 294 passengers of the plane, and

WHEREAS, Professor Marzelli's demonstrated willingness to serve the needs of the community in time of need is testament to her being a model faculty member of Atlantic Cape.

THEREFORE BE IT RESOLVED, that the Board of Trustees of Atlantic Cape Community College hereby extends to Professor Marzelli its appreciation for going above and beyond to service the needs of our community.

-Lefke motioned to approve Walsh seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS

Res. #74 Board Development Honorary - The Board of Trustees of Atlantic Cape Community College hereby extends to Professor Ethel "Effie" Russell its sincere congratulations on receiving the American Association of Community Colleges Faculty Distinction Recognition.

Res. #74

Honorary Resolution Professor Ethel "Effie" Russell

WHEREAS, Professor Ethel "Effie" Russell has served Atlantic Cape for 35 years, and

WHEREAS, Professor Russell has positively impacted the lives of countless students and colleagues, and

WHEREAS, Professor Russell has been committed to transforming education at Atlantic Cape throughout her tenure, and

WHEREAS, Professor Russell's natural tendency to share knowledge, resources, and advice has made her one of the most beloved faculty members by both students, colleagues and employees, and

WHEREAS, the American Association of Community Colleges Faculty Distinction Recognition, named in honor of former AACC President and CEO Dale P. Parnell, has been established to recognize individuals making a difference in the classroom, and

WHEREAS, Professor Russell has demonstrated all of the qualities necessary to receive such a recognition: service to our students, enthusiasm for learning and dedication to the success of her students, and

WHEREAS, on February 16, 2018, the American Association of Community Colleges confirmed that Professor Russell is the recipient of their honored award.

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 this esteemed recognition.

-Lefke motioned to approve DeLuca seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS

XI. COMMITTEE REPORTS: Discussion/Questions
Policy and Board Development- Cunningham Ruiz Bill-No incidents to report.

Ad-Hoc Security -Tabled until the March Meeting.

XII. FOUNDATION REPORT

-Scholarship Pledge-Mento reported that the Foundation's scholarship pledge will be approved at tomorrow's Foundation meeting and is \$549,149.85. This marks the highest one year contribution in the Foundation's 40th history. This amount exceeds the \$515,000 pledge in FY17.

-Naming Opportunities-Mento reported that the Foundation will be kicking off a two year campaign, "Create a Lasting Legacy, Help Build a Future", which officially commences tomorrow at the Student Center Ribbon Cutting Ceremony. The campaign will focus on naming opportunities at the Student Center and at all three campuses. The brick campaign is also part of this initiative. The funds raised will support programs, technology and facility enhancement and provide emergency funds for students. We do expect donors to choose to directly fund scholarships as demonstrated by the Create Opportunity Campaign that ended in 2013. Please consider being a part of the wonderful opportunity to create your legacy as we help build the future for our students together.

XIII. NEW JERSEY COUNCIL OF COUNTY COLLEGES (NJCCC)

-Members of the NJCCC attended the Association of Community College Trustees' National Legislative Summit, February 11-14, 2018.

-Torres reported that 11 out of 19 colleges attended the ACCT National Legislative Summit. Christina Clemans, Leslie White-Coursey, Maria Torres, Dave Coskey and Dr. Gaba attended on behalf of Atlantic Cape.

- Torres discussed the Summit and its benefits. Discussion ensued around return to Title IV funding which will have an impact if passed, and asking for an increase in the Pell maximum funding to seven years, especially for ESL students.

-Congressman LoBiando was the guest speaker at the breakfast session.

-Clemans stated that there was full support from Senators Booker and Menendez offices.

-White-Coursey stated that the workshops were excellent especially the K-12 workshop.

-Dr. Gaba spoke at the Summit on a panel entitled, "Conducting an Effective CEO Search in a Competitive Market".

XIV. OTHER BUSINESS

-DeLuca stated that the Communications Club Awards is April 27 at 7pm.

-Torres stated that the "Inside Out" presentation at the art gallery begins on March 10.

XV. COMMENTS FROM THE PUBLIC

-Niglio thanked the Board for the Ad-Hoc Security meeting and the opportunity to serve.

-Niglio discussed that the team was working on getting ready for Summer Pell, Earth Day and Commencement.

XVI. ADJOURNMENT

-At 8:10p.m. Chairperson Coskey asked for motion and a second to adjourn.

-Lefke motioned, Torres seconded.

ROLL CALL:

ALL AYES

NO NAYES

NO ABSTENTIONS