

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 June 5, 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 June 5, 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.

Secretary's note: Prior to the Board Meeting the Board of Trustees held the annual retiree celebration at Careme's Restaurant.

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
✓ Robert Bumpus	✓ Dr. Barbara Gaba, President
✓ Ellen Byrne	✓ Lou Greco, Esq., Legal Counsel
✓ Meghan Clark, Alumni Representative	✓ Laura Batchelor, Executive Director of Marketing and College Relations
✓ Christina Clemans	✓ Eileen Curristine, Chief Officer, Human Resources, Public Safety and Compliance
✓ Dave Coskey	✓ August Daquila, Chief Business Officer (Mays Landing)
X Dr. Judith DeStefano-Anen	✓ Paula Stewart Davis, Dean of Student Affairs and Enrollment Management

Board Members	College Personnel
X Harrison Furman	✓ Leslie Jamison, Chief Financial Officer
✓ 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	✓ Dr. Vanessa O'Brien-McMasters, Dean, Institutional Research, Planning & Effectiveness and Information Technology Services
X Donald J. Parker	X Donna Vassallo, Dean of Worthington Atlantic City Campus, and Dean of Career Education
✓ Maria Ivette Torres	
✓ Helen Walsh	
Other Public in Attendance	
✓ Bonnie Lindaw, Atlantic County Chief Financial Officer ✓ Caesar Niglio, ACCCEA ✓ Keith Forrest, Associate Professor, Communication <i>Communication Major students/guests:</i> ✓ Briar Gibbons ✓ Eric Conklin ✓ Nicolas Rollins ✓ Taylor Henry ✓ Jennifer Johnston ✓ Evan Fisher	<i>Communication Major students/guests:</i> ✓ Jalen Hudgins ✓ Jenna Deluca ✓ Devon Garahan ✓ Chris Russo ✓ Philip Giangialo ✓ Nathan Evans, Jr. ✓ Kaleef Lloyd ✓ Katie Weightman ✓ Kristin Devine ✓ Nicole Mingo ✓ Ann Devin

IV. CALL TO ORDER

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

V. PRESIDENT'S REPORT

Dr. Gaba reported the following:

Business Partnerships

National Aviation Research and Technology Park (NARTP)

- The College is an academic partner to the National Aviation Research and Technology Park (NARTP) as we work together to expand the aviation industry in Atlantic County. A major front page article of the *Press of Atlantic City* on June 19th featured the “Ribbon Cutting” at their location in Egg Harbor Township where Atlantic Cape was represented by Dr. Josette Katz, Vice President of Academic Affairs, and Mr. Tim Cwik, Aviation Coordinator. This was a celebration of the opening of the first building in the NARTP, a key component of the new aviation innovation hub.
- With the opening of the NARTP, ACIT has moved their classes from Atlantic Cape to the new Research Park where our credit aviation classes will be taught.

Community Relations-Atlantic City

Latino Town Hall

- Atlantic City Economic Council (ACEC) held a Spanish-language Town Hall meeting on June 18th as a follow up to their initial Town Hall several months ago. As with the first Town Hall meeting, Atlantic Cape was well-represented at this event by Mr. Victor Moreno, College Recruiter, and Ms. Danays Hernandez, Financial Aid Specialist, who provided translating services during the event. Both Victor and Danays have been actively engaging with the Hispanic community. Victor Moreno was recently elected as Secretary for the Hispanic Association of Atlantic County.

Richmond Avenue School

- On June 14, Dr. Gaba delivered the keynote address for the 8th Grade Graduation at the Richmond Avenue School in Atlantic City. Dr. Gaba gave the graduates advice for their upcoming high school experience and spoke about the opportunities awaiting them beyond high school, including at Atlantic Cape.

Community Relations-Cape May

Cape May County Coalition for a Safe Community

- Dr. Gaba and Dean Maria Kellett recently attended a Coalition for Safe Community meeting with Trustee Money and Trustee DeStefano-Anen. Also in attendance were faith-based leaders, staff from the Prosecutor's Office, and representatives from various community service offices. Mr. Perry Mays, Founder of the Atlantic County Coalition of Safe Communities, discussed expansion of the coalition to Cape May County.

Senior Art Show

- The Cape May County Campus recently hosted the 45th Annual Senior Art Show from June 4-19. The Senior Art Show is produced by the Cape May County Division of Aging and Disability. The show offers Cape May County seniors (60 years of age and older) to display their artistic works in a public setting. The show is juried and prizes are awarded to the winners.

Law Enforcement Symposium

- The FBI-Newark Office, and the Cape May County Prosecutor’s Office offered a law enforcement symposium, “Civil Rights/The Color of Law.” The event was attended by nearly 100 local and regional law enforcement representatives as well as members of the public.

Community Relations-Mays Landing*Coalition for Safe Community Teen Youth Summit Teen Youth Summit*

- Atlantic Cape was one of the sponsors for the annual Atlantic County Coalition for Safe Community “Teen Youth Summit.” Approximately 200 students from twelve (12) area high schools attended this all-day event at the Mays Landing Campus. The theme of the day for the teens was “I Choose”, which focused on teens making the right choices for their lives that could impact them in the future. They heard several speakers on topics such as school safety, mental health resilience, breathing and yoga techniques, vaping dangers, and peer to peer safety. Dr. Gaba provided the welcome and closing remarks focusing on making the choice to enroll in Atlantic Cape when they graduate from high school.

Professional Development*Chair Academy*

- Atlantic Cape has been committed to investing in professional development opportunities for our leadership team. Several of our staff participated in a leadership program administered by the Chair Academy for Leadership and Development, a premier leadership development organization for higher education and organizational leaders globally. The Worthington Atlantic City Campus was the host site for the training this summer. We had 12 of our leaders participate along with over 60 participants from community colleges across the state. We sent seven (7) College leaders to their first year at The Chair Academy which took place from June 3-7, while five (5) College leaders returned for their second year from June 10-14 and graduated from the Chair Academy.

Finance

SOIL Program

- The College began participating in the New Jersey Division of Taxation’s “Set-off of Individual Liability (SOIL)” program about 18 months ago for collection of past due student receivables. The Bursar’s Office, led by Kathy Landau, initiated and administers the program. This year was the first year that the College’s claims were matched against the current tax season’s returns. Over the past week, we received over **\$200,000** recovered through the SOIL program which reduces student payments due/receivables. Since inception, we have collected about **\$220,000**. This will have a positive impact on our year-end bad debt reserve.

Inside the College

- L. Batchelor presented information about the launch and features of the College’s new website.

VI. COMMENTS FROM THE PUBLIC

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

VII. CONSENT RESOLUTIONS

McAlister read the following consent resolutions.

Res. #103 Approve: Regular Session Minutes (May 28, 2019)

Res. #115

RESOLUTION TO GRANT ACADEMIC AFFAIRS PERMISSION TO OFFER THE MEDICAL LABORATORY TECHNOLOGY, A.A.S. DEGREE IN EXCESS OF 60 CREDITS

WHEREAS, legislation N.J.S.A. 18A:62-57 mandates that the standard number of credit hours required for the award of an associate degree from a county college is 60 credit hours beginning fall 2019, and;

WHEREAS, N.J.S.A. 18A:62-58 mandates that the governing board of a public institution of higher education, in consultation with the Secretary of Higher Education, may approve exceptions to the credit hour requirements, and;

WHEREAS, the Medical Laboratory Technology, A.A.S. degree program is offered jointly through a consortium agreement with Mercer County Community College, and;

WHEREAS, this program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), and;

WHEREAS, the need to exceed 60 credits is due to mandatory clinical hours and the consortium agreement with Mercer County Community College.

THEREFORE BE IT RESOLVED that the Board of Trustees herby authorizes the college to offer the Medical Laboratory Technology, A.A.S. degree in excess of 60 credits beginning, September 3, 2019.

Res. #116

RESOLUTION TO GRANT ACADEMIC AFFAIRS PERMISSION TO OFFER RADIOLOGIC TECHNOLOGY, A.A.S. DEGREE IN EXCESS OF 60 CREDITS

WHEREAS, legislation N.J.S.A. 18A:62-57 mandates that the standard number of credit hours required for the award of an associate degree from a county college is 60 credit hours beginning fall 2019, and;

WHEREAS, N.J.S.A. 18A:62-58 mandates that the governing board of a public institution of higher education, in consultation with the Secretary of Higher Education, may approve exceptions to the credit hour requirements, and;

WHEREAS, Radiologic Technology, A.A.S. Degree program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) and the NJ Department of Environmental Protection, Bureau of X-ray Compliance, and;

WHEREAS, the degree is offered in partnership with Shore Medical Center School of Radiologic Technology (SMC-SRT), and;

WHEREAS, the need to exceed 60 credits is due to mandatory clinical hours and the partnership agreement with SMC-SRT.

THEREFORE BE IT RESOLVED that the Board of Trustees herby authorizes the college to offer the Radiologic Technology, A.A.S. Degree in excess of 60 credits beginning, September 3, 2019.

Res. #117

RESOLUTION TO GRANT ACADEMIC AFFAIRS PERMISSION TO OFFER NURSING, A.A.S. DEGREE IN EXCESS OF 60 CREDITS

WHEREAS, legislation N.J.S.A. 18A:62-57 mandates that the standard number of credit hours required for the award of an associate degree from a county college is 60 credit hours beginning fall 2019, and;

WHEREAS, N.J.S.A. 18A:62-58 mandates that the governing board of a public institution of higher education, in consultation with the Secretary of Higher Education, may approve exceptions to the credit hour requirements, and;

WHEREAS, Nursing, A.A.S. Degree program is accredited by the N.J. Board of Nursing and the Accrediting Commission for Education in Nursing, and;

WHEREAS, the need to exceed 60 credits is due to mandatory clinical practice hours.

THEREFORE BE IT RESOLVED that the Board of Trustees herby authorizes the college to offer the Nursing, A.A.S. Degree in excess of 60 credits beginning, September 3, 2019.

Res. #105**Personnel Action**

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

Appointment

Julie Schmedding, Office Coordinator, EOF at an annual salary of \$37,615 effective July 1, 2019.

Robyn Berenato, Admissions and Enrollment Specialist, Admissions, at an annual salary of \$37,615 effective July 1, 2019.

Faculty Promotions

Keith Forrest, from Associate Professor, Communication to Professor, Communication effective September 3, 2019 at a salary increase from \$64,631 to \$73,858.

Title Change

Timothy Cwik, from Interim Division Chair, Aviation Studies to Division Chair, Aviation Studies at his current base salary effective June 26, 2019.

Tammy DeFranco, from Director, Cape May County Campus Student Services and Campus Management to Director, Student Affairs Cape May County Campus at her current base salary effective June 26, 2019.

Reclassification

Maria Giordano, from Office Assistant, Financial Aid to Specialist, Financial Aid with a base salary increase from \$37,545 to \$39,422 effective June 26, 2019.

Myrna Morales Keklak, Division Chairperson, Nursing and Health Sciences to Assistant Dean, Nursing and Health Sciences with a base salary increase from \$66,159 to \$84,021 effective June 26, 2019.

August Daquila, Chief Business Officer, with a base salary increase from \$101,956 to \$107,054, effective July 1, 2019.

Vita Stovall from Specialist, Student Services Worthington Atlantic City Campus to Program Coordinator, Student Affairs Worthington Atlantic City Campus with a base salary increase from \$47,053 to \$49,406 effective June 26, 2019.

Res. #106**Award of Bids**

Number	Item and Vendor Information	Amount
OQ166	Continuing Education Guide Trumbull Printing Trumbull, CT	\$21,504.00
RFP225	Media Buying JL Media Union, NJ	\$250,000.00 (not to exceed)
Bid Ex. 825	Professional Services, Database Hosting 5 year contract Entech Engineering, Inc. Reading, PA	\$35,000.00

Number	Item and Vendor Information	Amount
Bid Ex. 826	NJCCC Membership New Jersey Council of County Colleges Trenton, NJ	\$47,758.00
Bid Ex. 828	J-Building Flooring Frank Mazza and Sons, Inc. Hammonton, NJ	\$149,894.49
Bid 1850	Custodial Supplies Home Depot Mt. Laurel, NJ South Jersey Paper Vineland, NJ Dispose N' Save Monroe, NY Hillyard Warminster, PA United Sales Brooklyn, NY Central Poly Linden, NJ Office Basics Boothwyn, PA Joseph Gartland Bellmawr, NJ Bio-Shine Spotswood, NJ General Chemical Moorestown, NJ	\$40,806.57
Bid 1852	Paper & Envelopes Office Basics Boothwyn, PA Paper Mart East Hanover, NJ	\$47,784.20
Bid 1855	Elevator Maintenance, 5 year contract Tec Elevator Marmora, NJ	\$88,970.00
Bid 1856	Waste Hauling & Disposal 3 year contract Gold Medal Environmental Sewell, NJ	\$91,854.00
		Total \$773,571.26

Res. #107**Application and Acceptance of Strengthening Career and Technical Education for the 21st Century Act Funds (“Perkins”)**

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 Strengthening Career and Technical Education for the 21st Century Act (“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 May 30, 2019, the College submitted its Phase I resubmission of the application with the State of New Jersey Department of Education for Perkins grant funding in the amount of \$591,159 for the fiscal year ending June 30, 2020, and

WHEREAS, on June 14, 2019, the State of New Jersey Department of Education notified Atlantic Cape Community College that its Phase I of the application was in “substantially approvable form,” and will then proceed to file its Phase II of the application.

WHEREAS, after the State of New Jersey Department of Education notifies Atlantic Cape Community College that its Phase II of the application is in “substantially approvable form,” then as a consequence, obligations against these funds are permissible effective that date.

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Atlantic Cape Community College hereby approves the application of and acceptance of the Strengthening Career and Technical Education for the 21st Century Act funds.

Res. #108**Grant-To Apply Labor and Workforce Development’s Workforce Innovation and Opportunity Act (WIOA) Title II**

WHEREAS, the State of New Jersey Dept. of Labor and Workforce Development is soliciting applications for Workforce Innovation and Opportunity Act (WIOA) Title II, Adult Education and Family Literacy Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant Programs-FY 18, 19 and 20, and;

WHEREAS, the Board of Trustees approved Resolution #107 at the March 28, 2017 meeting to submit an application to the State for FY 18, 19 and 20, to provide adult basic education, literacy, and English as a second language services in Atlantic County and Cape May County, applying for these funds as a single entity in Atlantic County and as a lead agency with Cape May County Technical School District as a partner in Cape May County, and;

WHEREAS, Workforce Innovation and Opportunity Act (WIOA) Title II, Adult Education and Family Literacy Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant Programs, Fiscal Year 2020 will provide Atlantic County with a continuation grant of \$463,769 and Cape May County with a continuation grant of \$161,895, over the term of July 1, 2019 – June 30, 2020.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to submit an application to the State of New Jersey Dept. of Labor and Workforce Development’s Workforce Innovation and Opportunity Act (WIOA) Title II, Adult Education and Family Literacy Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant

Programs, Fiscal Year 2020 to provide adult basic education, literacy, and English as a second language services in Atlantic County and Cape May County, applying for these funds as a single entity in Atlantic County and as a lead agency with Cape May County Technical School District as a partner in Cape May County, requesting a continuation grant of \$463,769 for Atlantic County and a continuation grant of \$161,895 for Cape May County, over the term of July 1, 2019 – June 30, 2020.

Res. #109

Educational Opportunity Fund (EOF)

WHEREAS, the State of New Jersey, Office of the Secretary of Higher Education has allocated \$223,625 to Atlantic Cape for the FY20 Educational Opportunity Fund (EOF) contract Article IV – Academic Year Support, and;

WHEREAS, the purpose of the EOF program is to provide an opportunity for higher education to disadvantaged New Jersey residents who would not be able to attend college without financial assistance and special support services that are part of the EOF program, and;

WHEREAS, the FY20 EOF contract will provide Atlantic Cape with \$223,625 for Article IV – Academic Year Support to provide special support services that are part of the EOF Program over the term of June 1, 2019 through June 30, 2020.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to submit a budget to, and to accept a contract from, the State of New Jersey, Office of the Secretary of Higher Education FY20 Educational Opportunity Fund Article IV – Academic Year Support, with funding of \$223,625 to be awarded over the term of June 1, 2019 through June 30, 2020.

Res. #110

Resolution Authorizing the Award of a Contract for Insurance

Multi-Peril/Commercial, Data Security Liability, E & O, Umbrella, Environmental, Excess Flood, Non-Owned Aircraft Liability and Builders Risk

WHEREAS, under New Jersey Community College Contract Law 18A:64A-25.5 section 11 a contract for insurance may be negotiated or awarded without public advertising for bids; and

WHEREAS, the Purchasing Office has determined and certified in writing that the value of the acquisition will exceed the Pay to Play Requirements of \$17,500, and

WHEREAS, the prices documented represent the contract for Fiscal Year 2020, and

WHEREAS, Borden Perlman has submitted a proposal to the NJ Community College Insurance Pool dated May 23, 2019 indicating they will provide coverage at the following premiums:

Insurance Type	Premium
Multi-Peril/Commercial	\$283,158
Data Security Liability	\$ 11,441
Umbrella	\$ 10,417
E & O	\$ 78,249
Environmental	\$ 7,757
Excess	\$ 15,401

Insurance Type	Premium
Aviation General Liability (Owned moved to Commercial)	\$ 34,708
NJ Surcharges	Included in above
Flood (New Coverage)	<u>\$ 18,000</u> (estimate)
Total	\$459,131

, and;

WHEREAS, the Borden Perlman did seek competitive pricing on behalf of the insurance consortium, and

WHEREAS, Borden Perlman has completed and submitted a Business Entity Disclosure Certification which certifies that Borden Perlman has not made any reportable contributions to a political or candidate committee in Atlantic County or Cape May County in the previous one year, and that the contract will prohibit Borden Perlman from making any reportable contributions through the term of the contract.

NOW THEREFORE BE IT RESOLVED that the board of Trustees of Atlantic Cape Community College authorizes a contract with Borden Perlman as described herein, and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

Res. #111

Resolution Authorizing the Award of a Contract for New Jersey Community College Worker's Compensation Insurance Pool

WHEREAS, the College has adopted a resolution dated June 23, 1987, agreeing to become a participant in the New Jersey Community College Insurance Pool, and;

WHEREAS, the College agreed to participate as a member of the Pool and contribute such sums and pay such assessments into the Pool that are required for the administration costs and claims for Worker's Compensation coverage (see attached), and;

WHEREAS, said estimated assessment for FY 2019-2020 is \$160,563, and;

WHEREAS, Pay to Play requirements do not apply to this contract.

THEREFORE BE IT RESOLVED that the College remit the assessment of \$160,563 to the New Jersey Community College Insurance Pool for the New Jersey Community College Insurance Pool Worker's Compensation Fund.

Res. #112

Resolution to Retain Legal Counsel

WHEREAS, under New Jersey Community College Contract Law a formal agreement for professional legal services may be negotiated or awarded without public advertising for bids, and;

WHEREAS, Atlantic Cape Community College has determined and certified, in writing, that the value of this acquisition will exceed \$17,500, and;

WHEREAS, in addition to advising the Board and administration on local, state and federal regulatory requirements, Mr. Greco has served the trustees and college community effectively as an legal advisor, mediator, spokesperson and contract administrator, and;

WHEREAS, his expertise has guided the institution through legal matters and minimized financial exposure when action was taken against the college, and;

WHEREAS, Louis J. Greco, Esq., will continue to provide legal counsel for a retainer fee of \$46,916.00 per annum and an hourly rate of \$137.13 for litigation and off campus hearings, and;

WHEREAS, Atlantic Cape Community College has completed and submitted a Business Entity Disclosure Certification which indicates that Mr. Greco has not made any reportable contributions to a political committee or candidate in Atlantic or Cape May counties during the previous year, and that the 2019-2020 legal services contract prohibits Mr. Greco from making reportable contributions, and;

WHEREAS, the term of this contract is one year, effective July 1, 2019 and ending June 30, 2020.

THEREFORE BE IT RESOLVED, upon the recommendation of the President, the Board authorizes a one-year legal services contract with Louis J. Greco, Esq.

Res. #118

Resolution Authorizing the Award of a Contract for Student Insurance - Accident and Catastrophic for Sports

WHEREAS, under New Jersey Community College Contract Law, a contract for Insurance may be negotiated or awarded without public advertising for bids, and;

WHEREAS, the Purchasing Office has determined and certified in writing that the value of the acquisition should exceed the Pay to Play requirements of \$17,500, and;

WHEREAS, the term of this contract is one year, and;

WHEREAS, T.L. Groseclose Associates have submitted a proposal indicating they will provide Student Insurance per the attached schedules with the same rates as the prior year, and;

WHEREAS, T.L. Groseclose Associates have completed and submitted a Business Entity Disclosure Certification which certifies that T.L. Groseclose Associates have not made any reportable contributions to a political or candidate committee in Atlantic County or Cape May County in the previous one year and that the contract will prohibit T.L. Groseclose Associates from making any reportable contributions through the term of the contract.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College authorizes a contract with T.L. Groseclose Associates as described herein.

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

Res. #119

Banking Services Agreement

WHEREAS, the college sought competitive proposals for banking services, and;

WHEREAS, four proposals were received and reviewed (see attached), and;

WHEREAS, the proposal provided by OceanFirst Bank best fits the college's specifications for banking services and does so most cost-effectively.

THEREFORE BE IT RESOLVED that the college accept the proposal from OceanFirst Bank for banking services and enter into a two-year agreement.

Res. #120

**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR ELLUCIAN/DATATEL
FAIRFAX, VA
BID EXEMPT 829
Five Year Software Maintenance**

WHEREAS, under New Jersey Community College Contract Law, a Contract for providing goods or services for the use, support or maintenance of proprietary computer hardware, software, peripherals and system development for the hardware may be negotiated or awarded without public advertising for Bids, and;

WHEREAS, the Board had originally approved the purchase of Ellucian administrative software, and;

WHEREAS, the Board had approved extending the contract for five years in 2014, and;

WHEREAS, the College has received a proposal for a five year contract for renewals of specific software maintenance and support services from Ellucian for an estimated amount of \$3,024,459, and;

WHEREAS, Ellucian has offered a max increase, up to 5%, guarantee on specific maintenance packages for some products, and;

WHEREAS, Ellucian has offered a max increase, up to 3%, guarantee on specific maintenance packages for some products, and;

WHEREAS, Ellucian has offered a value added option which discounts the purchase and maintenance for products the College is seeking, and;

WHEREAS, acceptance of the five year package would provide savings for the college, and;

WHEREAS, the Chief Business Officer has determined that the value of the total aggregate dollars to Ellucian will exceed \$17,500 and therefore fall under NJ Pay to Play regulations, and;

WHEREAS, the anticipated term of this contract is five years as approved by this governing body, and;

WHEREAS, Ellucian of Fairfax, VA has completed and submitted a Business Entity Disclosure Certification which certifies that Ellucian has not made any reportable contributions to a political or candidate committee in the Counties of Atlantic and Cape May in the previous one year, and that the contract will prohibit Ellucian from making any reportable contributions through the term of the contract.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College authorizes August Daquila, Chief Business Officer, to enter into a contract with Ellucian as described herein.

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification will be placed on file with this resolution.

Ellucian
Fairfax, VA
\$3,024,459

Res. #122 Executive Session

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

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

VIII. BUDGET REPORT

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

IX. REGULAR RESOLUTIONS

Res. #104 FY19 Financial Statement for eleven months ended May 31, 2019.

Trustee Byrne reported the following:

- As of May 31, 2019, the College has earned 96.15% of budgeted revenues and expended 88.45% of budgeted expenditures. FY19 enrollment is within (719) credits of the 109,619 budget. In total, revenue is tracking up 0.5% versus a budgeted increase of 0.1%, and expenses are tracking 2.0% less than last year compared to a 0.9% budgeted decrease. The budgeted margin this year compared to last year is up 38.4%.
- Finance will be working on year-end entries which could be material, such as the allowance for bad debt. The PERS employer liability will not be final until the State of New Jersey PERS report is published which is usually not until the Fall. The final FY19 net margin will be contingent upon the final month's revenues and expenses and year-end accruals/ adjustments.
- The FY19 Audit Entrance Conference was held during the BFA committee meeting to review the audit plan. Field work is expected to begin at the end of August.
- Trustee Byrne motioned to approve Resolution #104, Trustee Money seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion Carried.

Motion to Accept: FY20 Annual Budget Message

- Motion to accept the Annual Budget Message for Fiscal Year 2019-2020. Bound copies of the Annual Budget Message were distributed.
- Trustee Byrne motioned to accept the Annual Budget Message, Trustee Money seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

Res. #113**Personnel Action**

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

WHEREAS, the Board of Trustees of Atlantic Cape Community College gives the College President, Dr. Barbara Gaba, the authority to recall Chef Educators as the Academy of Culinary Arts student enrollment warrants such recalls, and;

WHEREAS, this authority is granted as the college continues to monitor enrollment for the Academy of Culinary Arts at Atlantic Cape Community College.

THEREFORE BE IT RESOLVED, upon the recommendation of the President, that the Board approve the authority to recall Chef Educators prior to the Board meeting with endorsement at the Board of Trustees' August and/or September 2019 meetings.

- Trustee Money asked why the President does not have authority to approve appointments until the next Board Meeting in August. He stated that the Board should be considerate of Dr. Gaba's role as College President and certify positions through consent agenda with prior approval of the Executive Board as was done with the Chef Educators.
- Trustee Byrne stated that historically the Board may not have approved appointments made by a President.
- Trustee Mento stated that as a Board we have a fiduciary responsibility with key responsibility in approving hiring and budgeting. Trustee Mento stated that while she has great respect for Dr. Gaba, the Board should not be rubber stamping personnel actions as part of the process.
- Trustee Coskey motioned to approve Resolution #113, Trustee Walsh seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

Res. #105A**Retirement Ms. Dorie Keener**

WHEREAS, Dorie Keener was hired as Academic Support Services Secretary on January 24, 1994, followed by a series of promotions including Office Assistant, Purchasing in 1997; Program Coordinator, Purchasing in 2000; Senior Manager, Purchasing in 2006; and Director, Business Services in 2010 and;

WHEREAS, Ms. Keener's dedication to the college is evident as she has been a recipient of more than 10 Perfect Attendance awards, served as a volunteer for NECC '99, Employee Service Awards and Middle States committees, and served on numerous search committees, and;

WHEREAS, Ms. Keener successfully completed the Rutgers' Registered Public Purchasing Program to become a Registered Public Purchasing Specialist in 2007, and;

WHEREAS, Ms. Keener's knowledge served the college with exceptional guidance to comply with New Jersey public purchasing regulations, and;

WHEREAS, in addition to overseeing purchasing, Ms. Keener oversaw the activities of Receiving, Mail Room, Print Shop and Central Stores, and;

WHEREAS, Ms. Keener provided oversight for purchasing of the College's major projects such as STEM, Student Center, Worthington Atlantic City Campus addition, and the addition of the Cape May County Campus, and;

WHEREAS, after more than 25 years of service, the Cologne 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 of Trustees approve the retirement of Ms. Keener effective October 1, 2019.

BE IT FURTHER RESOLVED that the Board extends to Ms. Keener its best wishes and appreciation for over 25 years of service to Atlantic Cape Community College.

- Trustee Torres read the resolution in its entirety.
- Trustee Torres motioned to approve Resolution #105A, Trustee Money seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

Res. #114**Recognition of Meghan Clark**

WHEREAS, Ms. Meghan Clark was appointed by her peers to the Board's Student Alumni Trustee seat on July 1, 2018, and;

WHEREAS, the Board of Atlantic Cape Community College would like to recognize Ms. Clark for her valued contributions and dedication, and;

WHEREAS, Ms. Clark's participation on the Academic & Student Affairs and Marketing Committees, as well as service to the Board of Trustees and Atlantic Cape Foundation has been exemplary, and;

WHEREAS, the Atlantic Cape Board of Trustees formally expresses its appreciation of Ms. Clark's service this past year.

THEREFORE BE IT RESOLVED, that the Board recognize Ms. Meghan Clark for her service to the Board of Trustees, the College's Foundation and the students of Atlantic Cape.

-Trustee Torres read the resolution in its entirety.

-Trustee Money motioned to approve Resolution #114, Trustee Byrne seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

Res. #121

Recognize Dennis L. Stacy for His 18 Years of Service as Treasurer

WHEREAS, Dennis Stacy was named to the Foundation Board of Trustees as its Treasurer on November 16, 2000 and,

WHEREAS, Dennis Stacy served on the Foundation Board for 18 years, until June 19, 2019, and gave generously of this time, talent and treasure and,

WHEREAS, Dennis Stacy was recognized as the 2015 President's Distinguished Foundation Trustee Award for his dedication and commitment to the his work with the Foundation and,

WHEREAS, Dennis Stacy provided guidance to the Atlantic Cape Foundation Board on investment strategies helping to ensure the assets were maximized to support the students in need, and

WHEREAS, during Dennis Stacy's tenure as Treasurer, the Atlantic Cape Foundation's assets increased from \$747,000 to more than \$5 million,

THEREFORE BE RESOLVED that the Atlantic Cape Community College Board of Trustees at its regular meeting on June 25, 2019, honors Dennis L. Stacy for his 18 years of outstanding service, unwavering commitment and dedication to the mission and vision of the Foundation, the College and its students.

– Trustee Lefke motioned to approve Resolution #121, Trustee Clark seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

X. COMMITTEE REPORTS

PERSONNEL AND BOARD DEVELOPMENT

- No report.

XI. FOUNDATION REPORT

Trustee Clark reported the following:

- At its Reorganization Meeting on June 19, the Foundation Board recognized Thomas Cakert as the President’s Distinguished Foundation Trustee for his 11 years of outstanding service as Vice-President and Treasurer from 1989-2000, and recognized Dennis Stacy for his 18 years of dedication and outstanding service as Treasurer. Mr. Stacy was presented with a \$1,000 named scholarship that was donated by the Foundation Trustees. Three new Trustees were approved: alumna and retiree Terry Budd of Cape May County, Leslie DiLuigi of Republic Bank, and Kimberly McCarron of SOSH Architects.
- The Foundation also approved \$220,083 as the final FY19 scholarship payment to the College for the Spring award, bringing this year’s total scholarship and emergency fund payment to the College to more than \$595,000.

XII. NEW JERSEY COUNCIL OF COUNTY COLLEGES (NJCCC)

- No report.

XIII. OTHER BUSINESS

- None.

XIV. COMMENTS FROM THE PUBLIC

- Ms. Briar Gibbons, Atlantic Cape Alumna, former Alumni Board Trustee and current President of the Communication Council of Atlantic Cape’s Alumni Association spoke on behalf of current and former Communication students and parents in attendance regarding Prof. Keith Forrest. She thanked the Board for approving Professor Forrest’s promotion. She shared her personal story while attending Atlantic Cape including how inspirational Professor Forrest was to her in staying in school and choosing a career path. She noted several accomplishments of Professor Forrest including the Communication Awards Show, providing guest speakers, and being elected five times as “Faculty of the Year” by students.
- Mr. Caesar Niglio discussed that NJEA was recognizing public schools and because of their efforts, are now also focusing their promotion efforts on New

Jersey community colleges. Lawn signs area available to display in Atlantic and Cape May Counties.

- Niglio recognized Eileen Curristine on her retirement and wished her the best.
- Niglio stated that negotiations were still in progress and would reconvene in mid-July.

XV. EXECUTIVE SESSION

- At 7:05pm Byrne motioned to go into Executive Session to discuss a matter of litigation. Formal action may be taken following the Executive Session, Clark seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

- Upon return from Executive Session at 7:12pm, the Board Solicitor Mr. Lou Greco, Esq. read Resolution #123 into the Agenda.

Res. #123

Petition of Appeal

BE IT RESOLVED that the petition of appeal filed with the Board of Trustees on behalf of employee Linda DeSantis be denied and that the chairperson of the Board, with the assistance of the Board Solicitor, issue a written decision letter setting forth the reasons of the denial as discussed by the Board.

- Trustee Bumpus motioned to approve Resolution #123, Trustee Money seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

XVI. ADJOURNMENT

- At 7:15pm, Trustee Byrne motioned to adjourn, Trustee Clark seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.