

MN 2018 0007

Notice of Meeting Agenda Atlantic Cape Community College Board of Trustees

A meeting of the Atlantic Cape Community College Board of Trustees shall be held on Tuesday, January 23, 2018 at 6:00 p.m., on the Cape May County Campus, Room 113, at 341 Court House South Dennis Road, Cape May Court House, Cape May County, NJ. Portions of the meeting may be held in executive session if needed.

The proposed AGENDA is subject to revision:

- I. Statement by Board Secretary confirming adequate notice of the meeting
- II. Flag Salute
- III. Roll Call
- IV. Call to order - regular session
- V. Report of the President
- VI. Comments from the Public on Agenda Items**Resolutions
- VII. Consent Resolutions

<u>Res. No.</u>	<u>Name</u>	<u>Committee</u>
Res. #51	<u>Approve:</u> Regular Session Minutes (December 19, 2017)	
Res. #54	<u>Approve:</u> Bid Ex. 796 , PBX Technician Support, \$45,000.00 (not to exceed), FY18 Information Technology Services, Tricomm Service Group, Moorestown, NJ; Bid Ex. 797 , Student Collection Services, Commission Rate of 18%, FY18-FY20 Bursar, AR Resources, Inc., Blue Bell, PA	Bud. Fin. & Aud.
Res. #55	<u>Approve:</u> To enter into an additional one-year agreement with Ocean First Bank for banking services, effective February 1, 2018.	Bud. Fin. & Aud.
Res. #53	<u>Approve:</u> <u>Reclassification-</u> Mariangela Sozio , Director, Accounting, Budgets and Foundation Reporting with a 3% base salary increase bringing her salary from \$93,938 to \$96,756 effective January 24, 2018.	Per. & Bd. Dev.
Res. #56	<u>Board Development-Reaffirm- Approve:</u> To reaffirm Board of Trustee Policy #103-Outside Employment.	Per. & Bd. Dev.
Res. #57	<u>Board Development-Adoption- Approve:</u> To revise Board of Trustee Policy #108-Food/Drink in Classrooms and Lab Areas.	Per. & Bd. Dev.
Res. #58	<u>Board Development-Adoption- Approve:</u> To revise Board of Trustee Policy #209-Student Academic Integrity.	Per. & Bd. Dev.
Res. #59	Executive Session	

VIII. Budget Report

IX. Regular Resolutions

<u>Res. No.</u>	<u>Name</u>	<u>Committee</u>
Res. #52	FY18 Financial Statement for six months ended December 30, 2017.	Bud. Fin. & Aud.
Res. #46	<u>Approve:</u> Authorizing additional marketing services with Townsquare Media.	Bud. Fin. & Aud.
Res. #53A	<u>Retirement Ms. Marge Mettille</u> Office Coordinator, Business Services, Mays Landing Campus, since August 9, 1993, effective June 30, 2018.	Per. & Bd. Dev.

<u>Res. No.</u>	<u>Name</u>	<u>Committee</u>
Res. #53B	<u>Retirement Dr. Richard Perniciaro</u> , Executive Vice President, Planning, Research, Information Technology, and Facilities, Mays Landing Campus, since October 13, 1999, effective June 30, 2018.	Per. & Bd. Dev.

- X. Committee Reports: Discussion/Questions
 - a. P&BD- Cunningham Ruiz Bill
- XI. Report of the Atlantic Cape Foundation
 - a. New Beginnings Endowment
- XII. Report of the NJ Council of County Colleges
- XIII. Other Business
- XIV. Comments from the Public
- XV. *Call to order - executive session – discussion of personnel, litigation, anticipated contracts and matters of attorney-client privilege
- XVI. Adjournment

*Matters may be discussed in a trustee session closed to the public

**Formal action may be taken by trustees

Attachments: Academic and Student Affairs, January 17, 2018 (draft)
 Budget, Finance and Audit, January 16, 2018 (draft)
 Long-Range Planning & Capital Projects, January 16, 2018 (draft)
 Marketing Committee, January 18, 2018 (draft)
 Personnel & Board Development, January 17, 2018 (draft)
 Security Ad-hoc Committee, January 19, 2018 (draft)

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 December 19, 2017 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 December 19, 2017 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, 2017.

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	✓ Dr. Barbara Gaba, President
✓ Christina Clemans	✓ Lou Greco, Esq., Legal Counsel (by phone)
✓ Dave Coskey	✓ Eileen Curristine, Dean of Human Resources, Public Safety and Compliance
✓ James Kennedy	X August Daquila, Dean of Administration & Business Services
X Brian Lefke	✓ Jean McAlister, Board Secretary, Dean of Resource Development, President/Board Operations

Board Members	College Personnel
	X Dr. Otto Hernandez, Vice President, Academic Affairs
X Jenna DeLuca	✓ Leslie Jamison, Dean of Finance
X Maria K. Mento	✓ Dr. Richard Perniciaro, Executive Vice President - Planning, Research, Information Technology Services & Facilities
✓ Thomas Milhous	✓ Dr. Mitchell Levy, Vice President, Student Affairs and Enrollment Management
X Donald J. Parker	X Donna Vassallo, Dean Worthington Atlantic City Campus, and Dean of Career and Workforce Training
X Richard Stepura	✓ Maria Kellett, Dean of Cape May County Campus, Associate Dean of Resource Development
✓ Maria Torres	✓ Laura Batchelor, Executive Director of College Relations and Marketing
✓ Helen Walsh	
✓ Leslie White-Coursey	
Others in Attendance	
✓ Fred Caltabiano, Partner with Bowman & Company LLP	✓ Rahshana Davis, Secretary, SSAACCC
✓ Bonnie Lindaw, Atlantic County Treasurer	✓ Kelly McClay, Dean ACA
✓ Francine Springer, Cape May County, Chief Financial Officer	✓ Theresa McCann, Chef Educator
✓ E. Marie Hayes, Freeholder, Cape May County	✓ Linda Wohlman, Chef Educator
✓ Cindy DeFalco, Human Resources	✓ Annmarie Chelius, Chef Educator
✓ Heather Fischer, Academic Affairs	✓ Caesar Niglio, President, ACCCEA
✓ Robert Fischer, Financial Aid	✓ Effie Russell, Faculty

IV. CALL TO ORDER –

-Chairperson Coskey called the meeting to order at 7pm.

V. PRESIDENT'S REPORT

-Dr. Gaba reported on the following:

Middle States

-We continue to be on track for Middle States. As we prepare for the visit, a team from Atlantic Cape recently attended the annual Middle States Conference in Philadelphia.

Final draft is in progress. Jan 15 – Verification of Compliance is due and February 26 the final report is due to the team members for the April 8-11 visit.

Community Outreach/Relations

-Dr. Gaba stated that she continues to reach out to the community in different venues. She made guest appearances on the radio: Thelma Witherspoon Radio show – WEHA, Latino Motion TV Show w/Bert Lopez, Bob Burns (coming up soon), as well as Keynote speaker at the SJ Development Council Board. Topics I have discussed include; Atlantic Cape is the place for an affordable high quality education, serving the residents of Atlantic and Cape May Counties, outstanding faculty, affordable; community colleges are a driver in economic development, partnerships with K-12, 4-year colleges, Aviation Academy, our commitment to the 65/25 initiative and transfer and degree programs.

-Additionally, Dr. Gaba met with Joanne Carrocino, President/CEO at Cape Regional Medical Center about the “RN to BSN Express” program in partnership with Rutgers.

Community Relations in Cape May County

-Dean Kellett and I met with Art Hall Publisher of the Cape May Herald and the Education Subcommittee of Cape Issues Committee. This was our second meeting and we agreed to have ongoing dialog. I informed them that we will be launching a “Cape May Seasonal Semester” starting this Spring semester, with seven courses. We are aligning our course schedule with Cape May County’s tourism seasonality as we are sensitive to the needs of the students and the owners of businesses. Publicity is currently underway for this schedule option.

Student Service Enhancements

-Our new online payment plan option that began in October has yielded 400 students. This reflects 70% of new Online Self Service feature.

K-12 Partnerships

Cape May Campus-We are working with Middle Township High School to send sophomores to visit the campus. During phase one, there have been 71 students who have visited the campus. Admissions will follow up with these students. Our staff are currently at the high school one day a week for a few hours.

Inside the College

-Dr. Gaba introduced Heather Fischer, Employee of the Year. Thirteen employees were

nominated by their peers as demonstrating outstanding customer service. The thirteen nominees were then voted upon by the entire staff. A breakfast was held in their honor where Heather was recognized as the winner.

Heather's contributions to the College include; execution of the 2016 Teen Tech Program; assisting with Commencement; participating with Advising Days; and assisting with the 2017 President Inauguration event to name a few.

-Milhous read Resolution 43C in its entirety recognizing Heather Fischer, Employee of the Year.

Res. #43C Recognition: Upon the recommendation of the President that the Board recognize **Heather Fischer** for her outstanding service to the College, and congratulates Heather Fischer on becoming Atlantic Cape's 2018 Employee of the Year.

Res. #43C

Recognition-Heather Fischer 2018 Employee of the Year

WHEREAS, Heather K. Fischer was nominated by her colleagues and selected as Atlantic Cape Community College's 2018 Employee of the Year, and

WHEREAS, Ms. Fischer was recognized as an employee who has helped to make Atlantic Cape a place where students are comfortable, where staff members are pleasant and efficient and where visitors feel welcome, and

WHEREAS, Ms. Fischer joined Atlantic Cape April 28, 2010 as Administrative Assistant to the Vice President of Academic Affairs and earned a B.S. from LaSalle University, and

WHEREAS, supervisor Dr. Otto Hernandez said, "Heather is well deserving of this honor. She demonstrates her value to our College on a daily basis. Heather never has a bad day; she always comes to work ready to be helpful to her colleagues and our students. She makes my job easier and I treasure her highly!" and

WHEREAS, former supervisor Dr. Arthur Wexler stated, "Heather is a strong team member and consistently demonstrates a cooperative attitude with peers and supervisory personnel. Her work is characterized by efficiency, organized effectiveness, strong analytical skills and an admirable work ethic." and

THEREFORE BE IT RESOLVED upon the recommendation of the President that the Board recognize Ms. Fischer for her outstanding service to the college.

BE IT FURTHER RESOLVED that the Board congratulates Ms. Fischer on becoming Atlantic Cape's 2018 Employee of the Year

-Chairperson Coskey and Milhous congratulated Ms. Fischer.

-Byrne approved, Torres 2nd. The Board congratulated Heather Fischer. Motion carried.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

VI. COMMENTS FROM THE PUBLIC

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

- Professor Effie Russell expressed concern about the passing of Resolution #35-US Securities. Russell explained the role of faculty in student success beyond teaching, and the need for additional full-time English faculty; noting there are now five full-time professors and 60 adjunct professors in English. She then expressed concern of the cost of armed guards and asked the board to consider the expense before voting on Resolution #35.

-Niglio supported Professor Russell's comments.

-Niglio commented on the overall reduction in faculty and upper management not being reduced.

VII. EXECUTIVE SESSION I

-Byrne motioned to go into Executive Session. Walsh seconded at 6:25p.m.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSEPTIONS

Secretary's Note- Board returned at 6:48pm.

VII. CONSENT RESOLUTONS

-McAlister read the following consent resolutions.

Res. #41 Approve: Regular Session Minutes (November 24, 2017)

Res. #48 Approve: Reorganization Session Minutes (November 24, 2017)

Res. #44 Approve: Bid Ex. 792-Software purchase plus 5 year support contract \$308,173.00, FY18-FY23, Ellucian Company, Fairfax, VA; **Bid Ex. 793**-Desktop computers, state contract, \$47,225.00, FY18 Perkins Funds, Ocean Computer Group, Matawan, NJ; **Bid Ex. 795**-Labor Negotiations, \$25,000.00, Blaney & Karavan, Avalon, NJ; **RFP 212**-Consulting Services, \$70,800.00(not to exceed), FY18 Consent Decree, Interactive Accessibility, Sudbury, MA.

Res. #44

Number	Award of Bids Item and Vendor Information	Amount
Bid Ex. 792	Software purchase plus 5 year support contract FY18-FY23 Ellucian Company Fairfax, VA	\$308,173.00
Bid Ex. 793	Desktop computers, state contract FY18 Perkins Funds Ocean Computer Group Matawan, NJ	\$47,225.00
Bid Ex. 795	Labor Negotiations Blaney & Karavan Avalon, NJ	\$25,000.00
RFP 212	Consulting Services FY18 Consent Decree Interactive Accessibility	\$70,800.00 (not to exceed)

Secretary Note: Resolution #46 Approve: Authorizing additional marketing services with Townsquare Media was tabled pending additional information and approval from the Marketing Committee.

Secretary Note: Resolution #35 Rev. was moved to regular agenda at the request of Byrne.

Res. #43 Approve: Appointment- Scott Griffin, Manager, Workforce Solutions, Workforce Development effective January 2, 2018 at an annual salary of \$45,718.

Res. #43

Personnel Action

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

Appointment

Scott Griffin, Manager, Workforce Solutions, Workforce Development effective January 2, 2018 at an annual salary of \$45,718.

Res. #36 Board Development-Adopt- Approve: The Board of Trustees approves the charge for the Marketing Committee and hereby revises the Bylaws to be inclusive of the statement.

Res. #36

Adoption of Charge-Marketing Committee

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, on September 26, 2017 the Board of Trustees approved Resolution #158 to establish the Marketing Committee as a Standing Committee and revised its Bylaws to be inclusive of this action, and

WHEREAS, it is necessary for a Standing Committee to adopt a charge statement and be included in the bylaws, and

WHEREAS, the Marketing Committee has endorsed the following charge statement:

The Marketing Committee shall review marketing and communication policies and the marketing plan including outcomes and performance indicators. The Marketing Committee serves in an advisory capacity to the College President and the Executive Director of Marketing.

THEREFORE BE IT RESOLVED, that the Board of Trustees approves establishing the above statement as the charge for the Marketing Committee and hereby revises the Bylaws to be inclusive of this statement.

Res. #45 Board Development-Adopt- Approve: To revise Board of Trustees Policy #107 for clarity and to be now known as Adjunct Credit Tuition Waivers.

Res. #45

Policy #107-Adjunct Credit Tuition Waivers

WHEREAS, on January 25, 2011 Policy #107 Adjunct Tuition Waivers was revised by the Board of Trustees to include the following changes: title, area oversight, and to include the requirement of earning a grade of "C" or better , and

WHEREAS, it is periodically necessary to review, reaffirm, and recommend changes to policies in order to ensure orderly operation of the College, and

WHEREAS, the following Policy has been identified by President's Cabinet as needing a further change in title and editing for clarity:

Policy #107- Adjunct Credit Tuition Waivers

THEREFORE BE IT RESOLVED, that the Board reaffirm the Policy as described herein.

Res. #50 Executive Session

-Walsh motioned to approve. Torres seconded.

ROLL CALL:

ALL AYES

NO NAYS

ABSTENTIONS- Byrne and Clemans abstained from Resolution #41.

IX. BUDGET REPORT

- Chairperson Coskey asked Kennedy to provide a budget report as part of regular resolutions and introduce Auditor on behalf of the BFA committee.

X. REGULAR RESOLUTIONS

Res. #2 FY17 Draft Financial Statement for twelve months ended June 30, 2017 as of November 16, 2017.

- Jamison stated that the final Fiscal Year 2016-17 year-to-date data summarized in the Board Summary Report indicated the College earned 99.96% of revised budgeted revenues and expended 99.53% of revised budgeted expenses. The College used \$1.528 million of fund balance plus \$90,000 for encumbrances carried forward to FY18, which is \$169,000 less than the revised \$1,786,660 fund balance transfer approved by the Board this March.

-Kennedy motioned to approve, Milhous seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS

Motion to Accept Draft Comprehensive Annual Financial Report (CAFR) for Fiscal Year ended 6/30/17.

-Fred Caltabiano , Partner with Bowman & Company LLP gave a presentation on the FY17 CAFR and Audit.

- Caltabiano stated that the statements were fairly presented, there were no material issues, no audit findings, and no corrective action. He complimented Jamison and her staff for their cooperation during the audit.

-Catalbiano expressed his concern that the unrestricted fund balance had decreased by \$1.5 million from prior year. In FY16, the College utilized \$500,000. He stated that while there is a decent surplus, the trend is not sustainable.

-Kennedy motioned to accept CAFR, Byrne seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS

Res. # 42 FY18 Financial Statement for three months ended November 30, 2017.

-Jamison stated that as of November 30, 2017, the College has earned 50.68% of budgeted revenues and expended 43.75% of budgeted expenditures. Fiscal year to date revenue is down 2.3% from the prior year compared to a budgeted decrease of 5.9%. Fiscal year to date expenditures are down 5.6% from prior year compared to a budgeted decrease of 5.8%, which is in line with the budget. Overall, year to date salary and benefit expenditures are down 5% compared to year to date through November 30, 2016.

-Net summer and fall tuition and fee revenue is above budget by about \$130,000, and chargeback revenue of \$36,628 has been recorded.

-Kennedy motioned to approve, Byrne seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS

Res. # 43A Retirement Joseph Krafft, Assistant Professor, Nursing, Mays Landing Campus since August 30, 2010, effective June 30, 2018.

Res. #43A

Retirement- Joesph Kraft

WHEREAS, Joseph Krafft joined Atlantic Cape Community College as a Clinical Field Specialist September 2, 2008 until his full-time appointment to Assistant Professor, Nursing August 30, 2010, and

WHEREAS, the Nationally certified critical care nurse and nationally board certified Adult Nurse Practitioner served on committees such as International, Education and Multicultural Awareness, Nursing Department Curriculum, College Faculty Assembly Executive Committee, faculty searches, and also served as co-advisor for the Nursing Club, and

WHEREAS, former department chair Carol Mohrfeld stated, "Professor Krafft has a good sense of humor that makes the environment less stressful for students. He is very knowledgeable and has gained the respect of his students. He has made excellent contributions to the department and to the college community and is a good role model for students," and

WHEREAS, the Cape May Court House resident has indicated his desire to retire from employment with Atlantic Cape Community College.

THEREFORE BE IT RESOLVED upon the recommendation of the President that the Board approve the retirement of Mr. Krafft effective June 30, 2018.

BE IT FURTHER RESOLVED that the Board extends to Mr. Krafft its best wishes for retirement years filled with health and happiness.

Milhaus motioned to approve, Clemans seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS

Res. #43B Retirement Ms. Anna Simmons, Office Coordinator, College Relations, Mays Landing Campus since 1994, effective June 30, 2018.

Res. #43B

Retirement-Anna Simmons

WHEREAS, Anna Simmons was hired as a part-time employee in 1991 working in print shop, purchasing and library, securing a full-time Clerk Typist II position in College Relations in 1994, promoted to Office Assistant in 1997 and promoted to Office Coordinator in 1999, and

WHEREAS, Ms. Simmons' dedication is evident through her volunteer service participating in Mall Day, Cape May County Extension Center Open House, NECC '99, New Student Day, A.C. 2000, golf tournaments, Restaurant Galas, the college's 40th Celebration and Presidential Installation, Commencements, Governor Corzine's 2008 Town Hall, 2013 NJCCC Best Practices Conference, SWAT Drill, and 2017 Inauguration Planning Committee, and

WHEREAS, former supervisor Kathy Corbalis stated, "Anna is the 'nerve center' of the College Relations office, keeping everything running smoothly. She is a doer and other departments often call on her for advice on expediting projects," and

WHEREAS, the Mays Landing resident has indicated her desire to retire from employment with Atlantic Cape Community College.

THEREFORE BE IT RESOLVED upon the recommendation of the President that the Board approve the retirement of Ms. Simmons effective June 30, 2018.

BE IT FURTHER RESOLVED that the Board extends to Ms. Simmons its best wishes for retirement years filled with health and happiness.

Milhaus read resolution in entirety and motioned to approve. Torres seconded.

ROLL CALL:

ALL AYES
NO NAYS
NO ABSENTIONS

Res. #47 Approve: Upon the recommendation of the President, that the Board approves the issuance of notices of layoff to members of the Academy of Culinary Arts Faculty Association due to a natural diminution of the number of students in programs offered by the Academy of Culinary Arts.

Res. #47

Personnel Action –ACAFA 210 Day Notice

WHEREAS, Atlantic Cape Community College has experienced a significant decline in student enrollment in its Academy of Culinary Arts programs, and,

WHEREAS, the Atlantic Cape Community College Board of Trustees and the Academy of Culinary Arts Faculty Association are parties to a Collectively Negotiated Agreement, and

WHEREAS, Article XIV of the Agreement calls for 210 days notice to members of the Academy of Culinary Arts Faculty Association before layoffs can occur due to a natural diminution of the number of students in programs offered by the Academy of Culinary Arts.

THEREFORE BE IT RESOLVED, upon the recommendation of the President, that the Board approves the issuance of notices of layoff to members of the Academy of Culinary Arts Faculty Association

-Milhaus read resolution in entirety and motioned to approve. Torres seconded.

ROLL CALL:

ALL AYES
NO NAYS
NO ABSENTIONS

Res. #43D Approve: Appointment- Deborah DaGrosa, Assistant Professor, Nursing effective January 16, 2018 at an annual salary of \$55,515.

Res. #43D

Personnel Action

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

Appointment

Deborah DaGrosa, Assistant Professor, Nursing effective January 16, 2018 at an annual salary of \$55,515.

-Milhous motioned to approve. Walsh seconded.

ROLL CALL:

ALL AYES
NO NAYS
NO ABSEPTIONS

Res. #49 Board Development-Adopt- Approve: The Board of Trustees approves the adoption of Policy #513-Instituional Review Board as described herein.

Res. #49

Policy #513-Insitutional Review Board (IRB) Compliance

WHEREAS, it is periodically necessary to review, reaffirm, and recommend changes to policies in order to ensure orderly operation of the College, and

WHEREAS, in order to be eligible to receive a grant from the National Science Foundation (NSF), Atlantic Cape Community College is required to adopt a Board approved policy for an Institutional Review Board (IRB), and

WHEREAS, an IRB is an administrative body established to protect the rights and welfare of human research subjects recruited to participate in research activities conducted under the auspices of the institution with which it is affiliated, and

WHEREAS, the following Policy has been recommended by the President’s Cabinet.

THEREFORE BE IT RESOLVED, that the Board hereby approves the adoption of Policy #513-Instituional Review Board as described herein.

-Milhous motioned to approve, Torres seconded including an amendment requested by Byrne to the policy inclusive of additional language stating, “IRB to be initiated by Institutional Research.”

ROLL CALL:

ALL AYES
NO NAYS
NO ABSEPTIONS

Res. #35 Rev. Approve: To extend the contract to U. S. Security Associates, Inc.to June 30, 2018 at a total cost not to exceed \$1,045,000.00 including an increase of \$195,000.00 for this extension and a total of \$420,000.00 for fiscal year 2017-2018.

Res. #35 Rev.

RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR PROFESSIONAL SERVICES

**U. S. Security Associates, Inc.
Atlantic City, NJ**

WHEREAS, under New Jersey Community College Contract Law (18A:64a-25.5) a Contract for Professional Services may be negotiated or awarded without public advertising for Bids; and

WHEREAS, as required by Play-To-Play law a Business Disclosure Entity Certification is on file; and

WHEREAS, at the November 24, 2015 meeting the Board of Trustees approved Resolution #35 to have U. S. Security Associates, Inc. provide an armed security presence on each of the College's three campuses, and

WHEREAS, the Board of Trustees approved extending the contract to U. S. Security Associates Inc. on multiple occasions with the most recent being at the May 23, 2017 meeting resolution #35 Revised to December 31, 2017, and

WHEREAS, the use of a private security firm providing retired police and sheriff officers as security guards, will enhance the capacity for a more rapid, on-site armed response to an active violent incident at the College, and

WHEREAS, U. S. Security Associates, Inc. exclusively engages retired police and sheriff officers, who are trained to respond to an active shooter event, and

WHEREAS, U. S. Security Associates, Inc. will allow the College to oversee and assign duties to their guards, which means they can rapidly assimilate into the College culture in their interaction with the students, employees, and visitors

THEREFORE BE IT RESOLVED, that the Board of Trustees of Atlantic Cape Community College extends the contract to U. S. Security Associates, Inc. to June 30, 2018 at a total cost not to exceed \$1,045,000.00 including an increase of \$195,000.00 for this extension and a total of \$420,000.00 for fiscal year 2017-2018.

Milhaus motioned, Byrne seconded noting six month extension.

-Chairperson Coskey stated that he will entertain requests from faculty and staff to form an Ad-hoc Security Committee to discuss issues related to armed guards. It was asked that the meeting take place prior to the next Board Meeting. Professor Russell and Caesar Niglio volunteered.

-Byrne stated that it had been two years since we approached this issue and welcomes comments.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS

XI. COMMITTEE REPORTS: Discussion/Questions

Policy and Board Development- Cunningham Ruiz Bill-no report

XII. FOUNDATION REPORT

-Byrne reported on behalf of the Foundation.

-The Foundation is now conducting their annual appeal. The Restaurant Gala tickets and raffle tickets are available for \$225 and \$100 respectively. The raffle drawing will be at the Restaurant Gala which is Wednesday, March 28, 2018 at Harrah's Waterfront Conference Center. Sponsorships are available.

XIII. NEW JERSEY COUNCIL OF COMMUNITY COLLEGE REPORT

-No report.

XIV. OTHER BUSINESS

-Chairperson Coskey reported that he reached out to Senator Bell and Assemblyman Mazzeo regarding the status of Bill 3535. The bill will transfer New Jersey county college employees and retirees from membership in the School Employees' Health Benefits Program to membership in the State Health Benefits Program. All efforts to move the transfer along have been unsuccessful,

so the Bill is not scheduled for consideration during the lame duck session.

XV. COMMENTS FROM THE PUBLIC

-Niglio thanked the Board for reviewing Resolution #35 related to armed guards and inviting faculty and staff to participate in the Ad-Hoc Committee.

-Niglio noted that the annual Holiday Party was a success despite the snow and raised \$1,100 for the ACCCEA's scholarships for the Foundation.

-Union leadership received a \$6900 grant to sponsor guest speaker Kevin Hines who will speak to our students this Spring about suicide prevention.

-E. Russell stated that she will serve on armed guard committee.

XVI. EXECUTIVE SESSION II

-Milhous motioned to go into Executive Session. Byrne seconded at 7:27 p.m.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSENTIONS

XVII. ADJOURNMENT

-At 8:40 p.m. Chairperson Coskey asked for motion and a second to adjourn.

-Milhous motioned, Byrne seconded.

ROLL CALL:

ALL AYES

NO NAYES

NO ABSTENTIONS