

I. STATEMENT OF ADEQUATE NOTICE

McAlister read the statement of adequate notice:

In compliance with the "Open Public Meetings" Act of the State of New Jersey, adequate notice of this regular meeting of the Board of Trustees was provided in the following manner:

1. On November 3, 2020, due to the Coronavirus, advance written notice was requested for posting in Press of Atlantic City, and posted on the Board of Trustee's website and the College's Calendar, and advanced written notice was 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,
2. On November 3, 2020, copies of advance written notice of this meeting were emailed to all persons who, according to the records of Atlantic Cape Community College, requested such notices.

II. FLAG SALUTE

Chairperson Mento asked everyone to rise and salute the flag.

III. ROLL CALL

- McAlister provided a roll call for board members and marked others in attendance on the telephone. A quorum of the Board is permitted by telephone due to the emergency caused by the Coronavirus.

Board Members	College Personnel
✓ Robert Bumpus	✓ Dr. Barbara Gaba, President
✓ Ellen Byrne	✓ Laura Batchelor, Executive Director of Marketing and College Relations
✓ Christina Clemans	✓ George Booskos, Chief Business Officer
✓ Dave Coskey	X Paula Stewart Davis, Dean of Student Affairs and Enrollment Management
✓ Dr. Judith DeStefano-Anen	✓ Dr. Natalie Devonish, Dean, Worthington Atlantic City Campus and Workforce Development
✓ 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

Board Members	College Personnel
✓ 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
X Valerie Myland	✓ John Piazza, Chief Information Officer
✓ Donald J. Parker	✓ Mickey Trageser, Executive Director, Human Resources
✓ Maria Ivette Torres	Legal Counsel ✓ Lou Greco, Esq., Board Solicitor
✓ Helen Walsh	
Public in Attendance	
✓ Bonnie Lindaw, Chief Financial Officer, County of Atlantic	
Faculty and Staff in Attendance	
✓ Dr. Denise Coulter, Dean of Liberal Studies	✓ Gracellen Etherton, Senior Manager, Office of the President / Board of Trustees Operations and Resource Development
✓ Heather Peterson, Registrar, ACCCEA	

IV. CALL TO ORDER

- Chairperson Kennedy called the meeting to order at 6:15pm on November 24, 2020.

V. PRESIDENT'S REPORT

Dr. Gaba discussed the following:

Covid-19 Update

- Dr. Gaba shared local data reminding everyone that there has been a spike in cases locally and throughout the country. We have all been reminded to follow CDC Guidelines and to limit travel as much as possible during the holiday season.
- We have been very fortunate in that we have had minimal positive cases of COVID-19 on campus. After a notification of a possible exposure, housekeeping deep cleans and sanitizes the contact areas and uses infrared light and a fogging machine to disinfect the areas.
- Notifications of possible exposure are made to students by Student Services or Campus Deans, and notifications to faculty and staff are made by Human Resources.

- The majority of the cases we are dealing with are *third-party cases* whereby a staff member or student has been exposed but they themselves are not experiencing symptoms.

Grants

- Dr. Gaba reviewed three Workforce Development grants: Foundations for Success Program (\$194,321), COVID-19 Relief Funds through the CARES Act (\$40,000), and COVID-19 Dislocated Worker Grant, NJ Endures (\$342,047)

Public Relations

- Dr. Gaba was a panelist on the Greater Atlantic City Chamber’s “*Leadership Series: Creating an Innovative Workplace through Diversity and Inclusion*” on October 28. She spoke about Atlantic Cape’s commitment to diversity, equity and inclusion, and strategies the college undertakes to create a more equitable institution for the entire college community.
- Dean Kellett was a speaker on the “*Promise of Economic Development Opportunities with Medical Marijuana*” panel held on November 12. The panel discussion was facilitated by INSA, a cannabis company seeking to build a facility in Middle Township that will provide up to 100 new year-round jobs for Cape May County residents. Dean Kellett's comments were quoted in [*The Press of Atlantic City*](#).

Professional Studies Advisory Board

- Dr. Gaba welcomed the Professional Studies Advisory Board at their meeting on November 13. The Advisory Board is comprised of a diverse group of representatives from partner K-12 schools, colleges, and universities, as well as leaders from local businesses and industries. She spoke about the college’s response to the COVID-19 pandemic; financial aid opportunities for students, including Tuition-Free College through the Community College Opportunity Grant (CCOG); and the value of the input garnered by the advisory board participants on college programming.

Student Support

“Turkey in a Box” Food Giveaway

- The college provided 62 complete turkey dinners for our students at all three campuses. This was a joint community effort, bringing together the college’s Food Pantries, Student Engagement Department, the Atlantic Cape Community College Education Association (ACCCEA), the Community FoodBank of South Jersey, and ShopRite of Middle Township, to bring much-needed holiday cheer to our students in need.

Student Government Association (SGA) - New Initiatives 2020

- In response to COVID-19 and transitioning student engagement activities to a virtual environment, the Student Government Association began a new series of “Let’s Talk Tuesdays”. These virtual discussions focus on topics impacting students such as diversity, social issues, professional networking, careers, and campus life.

- Faculty, alumni, or campus community members facilitate these open-forum style discussions to provide students with information and engaging dialogue.
- Student Engagement has hosted two sessions:
 - “Mental Health Check In: Living in A COVID World”, Facilitated by Professor Kenyatta Collins with 80 students in attendance. Key topics included: COVID-19 stress - ways to cope and how to deal with the loss of a loved one; political tensions - before and after the VOTE; virtual classroom stressors; anxiety and fears; triggers; what should students know/do to stay healthy and focused; and where do we go from here - finding help.
 - “VOTE, Why Though?”, Facilitated by Professor Augustine Nigro with 40 students in attendance. Key topics included: the importance of voting; how to register to vote; how to vote (mail vs in-person); and sharing resources (useful websites, etc.).

Foundation

- While the annual Scramble 'Fore' Scholarships Golf Tournament was cancelled due to inclement weather, the 50/50 and Merchandise Raffles were still held on October 29. The raffle pull was videotaped and was posted on the college and Foundation Facebook pages. The raffles raised \$2,360, which contributed to the overall success of the tournament and the final total of \$48,740.

Secretary's Note-The President's full monthly report is posted on the Board webpage.

Inside the College

- Mr. George Booskos and Mr. John Piazza presented on “Campus Security and Public Safety”.
- Trustee Money noted that security is important and a cause for concern in these times. He noted his gratitude for the information and the college's efforts to improve security.

VI. COMMENTS FROM THE PUBLIC

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

VII. CONSENT RESOLUTIONS

- McAlister read the following consent resolutions.

Res. #42 Regular Session Minutes (October 27, 2020)

Res. #48

Baseball Field Naming Giving Opportunities

Baseball Field Naming Opportunities.

Res. #72 Rev.**Tuition and Fee Schedule**

Tuition and Fee Schedule for FY2021, changing the Course-Related Fees to exclude Remote sections from the Heavy Technology Course Fee (except for BIOL 250) and include those sections in the Online Course Fee.

Res. #45**Award of Bids**

Number	Item and Vendor Information	Amount
Quote 2219	Geo-Thermal Building Mechanical Services Replacement and Repair Fund Falasca Mechanical Vineland, NJ	\$32,520.00
RFP 233	Customer Relationship Management (CRM) Community College Opportunity Grant (CCOG) - Student Success Incentive Funding (Grant Funded - Pending Budget Approval) SalesForce, Inc. San Francisco, CA \$17,500.00 OffPrem Technology, LLC Fishers, IN \$25,320.00	\$42,820.00
		Total \$75,340.00

Res. #46**Resolution Authorizing the Award of Contract for Employee Dental Insurance**

Authorize a 1.5-year contract with Delta Dental.

Res. #8 Rev.**COVID-19 Dislocated Worker Grant Program**

To accept an allocation of \$342,047 from the State of New Jersey Department of Labor and Workforce Development for the COVID-19 Dislocated Worker Grant Program to address the training needs of individuals suffering job loss or substantially reduced hours due to the COVID-19 pandemic, with a grant term of September 1, 2020 – August 31, 2021.

Res. #26 Rev.**Strengthening Community Colleges Training Grants Program**

To participate as a subgrantee applicant in Rowan College of South Jersey's application to the U.S. Department of Labor, Employment and Training Administration's Strengthening Community Colleges Training Grants Program to expand community colleges' ability to meet labor market demand for a skilled workforce, accepting an allocation of \$822,192 over the grant term of 48 months with an anticipated start date of January 1, 2021.

Res. #95 Rev.**CARES ACT Higher Education Emergency Relief Fund - Strengthening Institutions Program**

To accept an additional \$2,242 for a total allocation of \$194,701 from the Higher Education Emergency Relief Fund - Strengthening Institutions Program (CFDA Number 84.425M) over the grant term of May 6, 2020 - May 5, 2021.

Res. #50**Student Success Incentive Funding to County Colleges to Support the Goals of the Community College Opportunity Grant (CCOG) Program**

To submit an application to and accept an allocation from the New Jersey Office of the Secretary of Higher Education for the Student Success Incentive Funding to County Colleges to Support the Goals of the Community College Opportunity Grant (CCOG) Program, requesting a grant of up to \$265,000 with a grant term of July 1, 2020 – June 30, 2021.

Res. #52**To Apply for College Readiness Now VII Grant Funds**

To enter into a Memorandum of Understanding with NJCCC and the Office of the Secretary of Higher Education for the implementation of the College Readiness Now VII Project, with a grant award of \$36,929 and a grant term of December 2020 – August 20, 2021.

Res. #15A**Coronavirus Relief Fund (CRF)**

To submit an application to and accept an allocation of \$849,664.28 from the Office of the Secretary of Higher Education (OSHE) for the Coronavirus Relief Fund (CRF).

Res. #54 Executive Session

– Trustee Money motioned to approve consent resolutions; Trustee Coskey seconded.

ROLL CALL:

ALL AYES
 NO NAYS
 NO ABSTENTIONS

Motion carried.

VIII. BUDGET REPORT

Trustee Money reported under Resolution #2 and Res. #43 – Regular Resolutions.

IX. REGULAR RESOLUTIONS

Res. #2 FY20 Draft Financial Statement for twelve months ended June 30, 2020 as of November 12, 2020.

Trustee Money stated the following:

- As of this draft report, the College has earned 99.28% of budgeted revenues and expensed 95.41% of budgeted expenses. The State published the PERS Employer Billing which is now reflected in this FY20 Board Report.
- Management expects that there will be a positive net margin for FY20. The final net margin will be dependent on final closing entries and audit. The financial statement audit has begun but is in preliminary stages.
- Note: The PDF of the ‘FY20 Enrollment Audit’ was included in tonight’s Board packet. The report was submitted to the State on November 2nd.
- Trustee Byrne motioned to approve Resolution #2; Trustee Torres seconded.

ROLL CALL:

ALL AYES
 NO NAYS
 NO ABSTENTIONS

Motion carried.

Res. #43 FY21 Financial Statement for four months ended October 31, 2020.

Trustee Money stated the following:

As of October 31, 2020, the College has earned 43% of budgeted revenues and expended 33% of budgeted expenditures. Revenue is tracking -8.5% down from this time last year, but expenditures are also tracking lower at -10.2%, trending to be within the approved FY21 margin. Over \$140,000 in tuition and fee revenue was realized in the month of October for the late start session beginning at the end of October. Cumulative Summer and Fall tuition and fee revenue is (-\$750,000) below budget. The College has implemented strategies to help mitigate the revenue shortfall.

- Trustee Parker motioned to approve Resolution #43, Trustee Byrne seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

Res. #51

Securing Our Children’s Future Bond Act

To submit an application to the NJ Office of the Secretary of Higher Education for the Securing Our Children’s Future Bond Act – County College Career and Technical Education Program Expansion Grant program, requesting a grant of \$4 million with a 25% match from non-state sources, in order to construct and/or expand classrooms, laboratories, libraries, computer facilities, and other academic structures to increase Career and Technical Education (CTE) program capacity, with a grant term of approximately June 1, 2021 – May 31, 2022.

- Trustee Parker motioned to approve Resolution #51, Trustee Bumpus seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

Res. #53

Fund Balance Transfer

Transfer of \$333,500 from the FY20 year-end unrestricted fund balance to the unrestricted Plant Fund.

- Trustee Bumpus motioned to approve Resolution #53, Trustee Torres seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

Res. #44**Personnel Action**

Appointments - **Kim Weber**, Senior Clerk, Perishable Storeroom, at a salary of \$32,352 effective November 30, 2020; **Apryl Johnson**, Administrative Assistant, Worthington Atlantic City Campus, at a salary of \$40,000 effective November 30, 2020; **Aigner Holmes**, Assistant Director, Center for Student Success/Director EOF at a salary of \$65,636 effective after November 30, 2020; **Anthony Esposito**, Assistant Professor, Small UAS Aircraft Instructor at a salary of \$56,625 effective January 1, 2021 (*Grant Funded*).

Extension of Appointment - **Kasey Dunlap**, extension of appointment as temporary fulltime Financial Aid Specialist through February 5, 2021.

Promotion - **April Wolff**, promoted from Information Technology Technician to Network Specialist at a salary of \$38,367 effective November 30, 2020.

Reclassification/Salary Change - **Josh Carroll**, Master Technician, Instructional Technology is recommended for Reclassification in salary only with a 5% increase from \$63,407 to \$66,577 effective December 1, 2020 with a stipend equal to 5% of salary prorated from July 2020 to November 30, 2020.

Resignation - **Michele Trageser**, Executive Director of Human Resources, effective on or before January 31, 2021.

– Trustee Bumpus motioned to approve Resolution #44; Trustee Walsh seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

Res. #44A**Retirement of Regina Van Epps, Associate Professor of English**

To acknowledge the retirement of **Regina Van Epps**, Associate Professor, English, effective January 1, 2021.

Res. #44B**Retirement Charita McClain, Human Resources Administrative Secretary**

To acknowledge the retirement of **Charita McClain**, Human Resources Administrative Secretary, effective January 1, 2021.

Res. #44C**Retirement of Jed Soifer, Associate Professor of Physics and Mathematics**

To acknowledge the retirement of **Jed Soifer**, Associate Professor of Physics and Mathematics, effective January 1, 2021.

- Trustee Torres noted that these three retirees represent 106 years of distinguished service to the college and our students. Trustee Torres thanked each retiree on behalf of the Board of Trustees.
- Trustee Byrne motioned to approve Resolution #44A-C; Trustee Money seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

Res. #47

Trustee Brian Lefke Achieves 25 Years of Service

To congratulate **Trustee Brian Lefke** on reaching the milestone of 25 years of service on the Board and for receiving the New Jersey Council of County College's Trustee Spotlight Award; extend appreciation for his many contributions to the Board, the College, and its students; and thank him for his continued service and support of Atlantic Cape.

- Trustee Walsh noted Trustee Lefke's service on the Presidential Search Committees.
- Trustee Parker spoke about Trustee Lefke's participation in the Presidential Inauguration.
- Trustee Torres thanked Trustee Lefke for his expertise that he shares generously with his fellow Trustees.
- Trustee Lefke stated that the college has come a long way in the past 25 years, but he is particularly proud of the capital program. The highlights of his service have been his work with the staff at the college and with his colleagues on the Board, as well as seeing the students' accomplishments at Commencement.
- Trustee Parker motioned to approve Resolution #47; Trustee Byrne seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

X. COMMITTEE REPORTS

PERSONNEL AND BOARD DEVELOPMENT

- There was no report under the Cunningham-Ruiz Bill.

XI. FOUNDATION REPORT

- Trustee Furman reported on behalf of the Foundation.
- Giving Tuesday is December 1. Please consider giving to the Foundation during this national day of giving for student scholarships, emergency fund, or the baseball field renovation project. You may give in honor or memory of someone special. I am hoping for 100% Board participation. Thank you in advance. Please go to atlantic.edu/give to find out more. Thank you to the Trustees who have already given.
- The Foundation is beginning to work on the baseball field renovation project and its capital campaign. The Naming Opportunities approved this evening will be sent to potential donors after the holidays. Spiezele Architects has agreed to do the architectural design of the dugouts as an in-kind sponsorship.

XII. NEW JERSEY COUNCIL OF COUNTY COLLEGES (NJCCC)

- Dr. Gaba reported the following:
- Dr. Aaron Fichtner (President of the New Jersey Council of County Colleges), Dr. Gaba, and several other community college presidents attended a briefing with Cynthia Hogan, Senior Advisor to the Biden-Harris Transition Team. Also on the call were senior executives of companies across the country. Ms. Hogan provided unique insights into the operations and priorities of the Biden-Harris transition. She also discussed what the first 100 days of the Biden administration could look like, potential cabinet members, and President-elect Biden's initiatives impacting the business community.
- Dr. Gaba is now serving as the Chair of the New Jersey Council of County Colleges State-wide Presidents Meetings.

XIII. OTHER BUSINESS

- None noted.

XIV. COMMENTS FROM THE PUBLIC

- Heather Peterson spoke about the “Turkey in a Box” giveaway that provided 60 Thanksgiving meals to our students in need. Peterson thanked Jean McAlister for coordinating the donation of turkeys. The ACCCEA donated the sides, and the FoodBank of South Jersey also provided donations. Peterson noted this was a great partnership to help meet the basic needs of our students, and the ACCCEA hopes to partner again in the future to help our community.
- Trustee Money also noted the need to help the community during this time.

XV. ADJOURNMENT

- At 7:00 pm, Trustee Money motioned to adjourn; Trustee Torres seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.