

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 September 9, 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 September 9, 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
X Robert Bumpus	✓ Dr. Barbara Gaba, President
✓ Ellen Byrne	✓ Laura Batchelor, Executive Director of Marketing and College Relations
✓ Christina Clemans	✓ George Booskos, Chief Business Officer
X Dave Coskey	✓ Paula Stewart Davis, Dean of Student Affairs and Enrollment Management
✓ Dr. Judith DeStefano-Anen	✓ 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	X John Piazza, Chief Information Officer
✓ Daniel Money	✓ Jean McAlister, Board Secretary, Chief of Staff, and Dean of Resource Development
✓ Valerie Myland	✓ Dr. Vanessa O'Brien-McMasters, Dean, Institutional Research, Planning & Effectiveness
✓ 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	✓ Bert Rosica, Assistant Baseball Coach
✓ Brittany Smith, Chief Financial Officer, County of Cape May	✓ Rodney Velardi, Baseball Coach
✓ Stephen Nehmad, Atlantic Cape Foundation	
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
✓ Jamal Edwards, Director, Athletics	✓ Caesar Niglio, Master Technician, Student Affairs, ACCCEA

IV. CALL TO ORDER

- Chairperson Mento called the meeting to order at 6:12pm on September 22, 2020.

V. PRESIDENT'S REPORT

State Budget Update

- Dr. Gaba shared that the Legislature released the revised FY2021 state budget, which includes level funding in county college state operating aid for the period of October 1, 2020 to June 30, 2021.
- State operating aid to county colleges was reduced by 50% for the period April through September 2020. This 50% reduction caused a shortfall in both FY20 and FY21 state operating appropriations for Atlantic Cape, so the restoration for the 9-month period is very good news.

- The revised FY2021 state budget includes all of the budget items requested by the New Jersey Council of County Colleges (NJCCC).
- The budget includes the following increases to the Governor's proposed budget:
 - *State Operating Aid*: \$100.6 million in state operating aid, which represents level funding for October 1, 2020 to June 30, 2021 to ensure a high-quality and affordable education for New Jersey residents. This is an increase of \$25 million over the Governor's proposal.
 - *Chapter 12*: An increase of \$3.826 million over the Governor's proposal for the Chapter 12 program.
- The budget also includes funding that was expected to be signed by the Governor:
 - *Funding for CCOG for Students*: \$10 million for the Community College Opportunity Grant (CCOG) to ensure that the program will continue with the same parameters that are in place for the Fall 2020 semester, expanding access to a post-secondary education for more New Jersey residents.
 - *Student Success Incentive Funding*: \$5 million in CCOG Student Success funds to community colleges to provide critical advising, mentoring and other assistance to students.
 - *College Readiness Now*: \$1 million in College Readiness Now to support dual enrollment partnerships between community colleges and high schools throughout the state and further expand economic opportunity.
- Dr. Gaba thanked everyone for their support, especially from Senator Testa, the Foundation Board, the College's Board, Atlantic Cape's faculty and staff, and all of those who sent messages to their legislators through the Council's Legislative Action Center, to restore community college funding.
- Dr. Gaba also highlighted the following items from the President's Report:

Campus Restart

- Nursing admissions were completed successfully with 128 new students admitted to the Nursing Program for a total of 231 students this semester.
- Verizon Hotspots have been purchased with CARES Act funding to address students' internet connectivity needs off campus. The Laptop Loaner Program also continues to provide laptops to students to help ensure they have the tools they will need to be successful this semester.

College Update for Board of Chosen Freeholders

- Dr. Gaba spoke to the Atlantic County Board of Chosen Freeholders at their regular meeting on September 15 and with the Cape May County Board of Chosen Freeholders on September 22. She spoke about the college's restart plans and use of the CARES Act funds. She also thanked both of the Freeholder Boards for their support of Atlantic Cape and our students.

USDA Supports bizHub at Cape May County Campus

- The United States Department of Agriculture (USDA) announced that Atlantic Cape Community College will receive \$40,000, through the department’s Rural Business Development Program, to create Cape May County’s first small business and entrepreneur resource center at the Cape May County Campus.
- The resource center, or “bizHub”, will identify, train, and provide technical assistance to existing and prospective entrepreneurs and business managers. This project will deliver new economic development capacity to Cape May County by serving small businesses, with special outreach to women, minority, and veteran-owned businesses.

Student Accomplishments

- Nick Atohi is the Spring 2020 recipient of the Buccaneers Baseball Academic Achievement Award (AAA), which is awarded each semester to the top GPA earner on the team. A top baseball prospect from Mainland Regional High School, Nick transferred to Atlantic Cape from Rowan College at Burlington County (RCBC) in the Spring of 2019.

Inside the College

- Jean McAlister, Coach Rodney Velardi, and Stephen Nehmad, Esq. presented on the Atlantic Cape Baseball Field “Hit It Out of the Park” Foundation Capital Campaign Project.
- Chairperson Mento noted that baseball games will bring students and the community to the college and will allow us to be more competitive with other institutions of higher education. She noted that baseball was a “big deal” when she was a student at Atlantic Cape, so she is personally excited for this important initiative.

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

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. #19 Approve: Regular Session Minutes (August 25, 2020)

Res. #21

Personnel Action

Appointment - Gerald Fox, Instructional Technology Program Coordinator, at a salary of \$46,632, effective October 1, 2020.

Promotions - Dennis Jones from EOF Counselor I to EOF Counselor II effective retroactive to July 1, 2020 at a salary of \$65,337 (**Grant Funded**); **Michael Forest** from SSA Grant funded Counselor I to Counselor II effective retroactive to July 1, 2020 at a salary of \$63,639 (**Grant Funded**).

Res. #24**Policy Update**

Revisions to Policy No. 610 Asset Capitalization Policy.

Res. #24A**Policy Update**

Revisions to Policy No. 213 *General Admission*.

Res. #22**Award of Bids**

Number	Item and Vendor Information	Amount
Bid Ex. 878	Closed Captioning Service CARES Act Higher Education Emergency Relief Fund – Institutional Portion (Grant Funded) 3Play Media Boston, MA	\$20,700.00
Bid Ex. 879	AV Equipment - D & K Building Renovations Chapter 12 Funded Troxell Lumberton, NJ	\$55,889.54
Bid Ex. 880	Computer Lab for Small Unmanned Aircraft Field Technician Perkins (Grant Funded) Ocean Computer Group Matawan, NJ	\$44,074.80
Bid Ex. 881	Nurse Tim V-Clinical Virtual Clinical Program Perkins (Grant Funded) Nurse Tim, Inc. Waconia, MN	\$43,750.00

Total \$164,414.34

Res. #23**Resolution Authorizing the Award of a Contract for Professional Services****Allied Universal Service**

To award a contract to Allied Universal Service for security services on an “as needed” basis for all three (3) campuses with the sum in excess of \$17,500.00 to June 30, 2021.

Res. #94 Rev.**Accept College Readiness Now VI Additional Grant Funds**

To accept an additional \$1,820 for the implementation of the College Readiness Now VI Project for a total grant award of \$54,552 and a grant term of July 1, 2019 – August 20, 2020.

Res. #25**United States Department of Agriculture Rural Business Development Grants (RBDG)**

To accept a grant of \$40,000 from the United States Department of Agriculture’s Rural Business Development Grants (RBDG) program to identify, train and provide technical assistance to existing and prospective rural entrepreneurs and managers; establish the bizHub as a Business Support Center in Cape May County; and assist in the creation of new rural businesses.

Res. #26**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, requesting a consortia award of up to \$5 million over the grant term of 48 months with an anticipated start date of January 1, 2021.

Res. #27**Casino Reinvestment Development Authority (CRDA) Grant – “Atlantic City Works”**

To submit an application to the Casino Reinvestment Development Authority (CRDA) for a workforce training program titled “Atlantic City Works” that will deliver training to Atlantic City residents and employees of Atlantic City casinos, focused on Foundations for Success (Adult Basic Education and English as a Second Language); Certification and Credential Programs; and Incumbent Worker Training programs, with a grant request of \$492,780 over a term of one year (Jan. 1, 2021 - Dec. 31, 2021, anticipated).

Res. #28 Executive Session

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

ROLL CALL:

ALL AYES

NO NAYS

ABSTENTIONS

Motion carried.

VIII. BUDGET REPORT

Trustee Byrne reported under Resolution #2 and Res. #20 – Regular Resolutions.

IX. REGULAR RESOLUTIONS

Res. #2 FY20 Draft Financial Statement for twelve months ended June 30, 2020 as of September 10, 2020.

Trustee Byrne stated the following:

- As of this draft report, the College has earned 99.34% of budgeted revenues and expensed 95.14% of budgeted expenses. FY20 credit tuition and fee revenue exceeded budget. The College implemented cost savings measures yielding expense savings. As a result, it is expected that there will be a positive net margin for FY20. The fiscal year end closing process is on-going, and the final FY20 net margin is dependent on finalizing the year end entries and audit. The FY20 audit is expected to begin in the next month.
- Trustee Byrne motioned to approve Resolution #2; Trustee Money seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

Res. #20 FY21 Financial Statement for two months ended August 31, 2020.

Trustee Byrne stated the following:

- As of August 31, 2020, the College has earned 11.07% of budgeted revenues and expensed 19.84% of budgeted expenditures. FY21 Summer credit enrollment is 5.2% above the budgeted goal. Summer tuition and fee revenue is \$87,483 above budget. There are some expense and encumbrance timing differences as the College is taking advantage of extended vendor payment terms. This report reflects Summer term revenue only. Next month's report will include Fall.

- As Dr. Gaba noted in her President’s Report, it is expected the Legislature's revised nine-month State budget will be signed by September 30, which will restore State appropriations for October-June.
- Trustee Byrne motioned to approve Resolution #20, Trustee Money seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

Res. #21A

Retirement of Jennie Ayres, Assistant Director, Conferences, Events and Contracts

To acknowledge the retirement of **Jennie Ayres**, Assistant Director, Conferences, Events and Contracts, effective October 30, 2020.

Res. #21B

Retirement of Virginia Macrie, Instructional Technology Program Coordinator

To acknowledge the retirement of **Virginia Macrie**, Instructional Technology Program Coordinator, effective September 30, 2020.

- Trustee Myland motioned to approve Resolution #21A and #21B; Trustee Torres seconded.

ROLL CALL:

ALL AYES

NO NAYS

ABSTENTIONS

Motion carried.

X. COMMITTEE REPORTS

PERSONNEL AND BOARD DEVELOPMENT

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

XI. FOUNDATION REPORT

- Trustee Furman report on behalf of the Foundation.
- The annual Scramble ‘Fore’ Scholarships Golf Tournament will be held on Friday, October 16 at Cape May National Golf Club.

- There are still sponsorships available. Trustee Furman thanked Dr. Gaba and Jean McAlister for their Hole Sponsorships, and Trustee Clemans for her Hospitality Sponsorship.
- Funds raised from this event will support scholarships for students pursuing an education in the healthcare field.
- For more information, please visit atlantic.edu/golf.

XII. NEW JERSEY COUNCIL OF COUNTY COLLEGES (NJCCC)

- Dr. Gaba reported the following:
- Trustee Brian Lefke has been selected for the New Jersey Council of County Colleges’ “Trustee Spotlight Award”, which is given in recognition of exemplary trustee leadership and service. He will be honored at the next Council meeting in November.
 - Chairperson Mento congratulated Trustee Lefke and thanked Jean McAlister and her staff for writing and submitting the nomination.
 - Trustee Parker congratulated Trustee Lefke and thanked him for his service to the Board, especially when he served as Chairperson.
- The Council’s new initiative, *Pathway and Skills Collaborative*, was launched this week with the purpose of promoting stackable, industry-valued credentials. The focus will be on the following industries:
 - Health Sciences
 - Global Manufacturing and Supply Chain Management
 - Innovation and Technology
 - Energy
- The collaborative will bring together key employers, industry associations, labor unions, workforce development boards, technical high schools, community colleges, four-year colleges and universities, and community-based organizations.

XIII. OTHER BUSINESS

- None noted.

XIV. COMMENTS FROM THE PUBLIC

Caesar Niglio stated the following:

- A proposal has been submitted to NJEA for grant funds that will allow us to support our students in their time of need, especially for things that financial aid does not cover.

- Faculty and staff are working over and above to keep the college functioning, as this is a semester like we have never seen before. Faculty members are very engaged in their virtual classrooms.
- The NJEA heavily promoted and engaged the Governor’s Office for the restored funding for community colleges.

XV. ADJOURNMENT

- At 6:57 pm, Trustee Lefke motioned to adjourn; Trustee Torres seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.