

## 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 January 4, 2021, due to the Coronavirus, advance written notice was posted on the Board of Trustees 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 Commissioners of Atlantic and Cape May counties, and was posted in the Press of Atlantic City on December 9, 2020.
- 2) On January 4, 2021, 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 Kennedy 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 (arrived at 6:15PM)	✓ George Booskos, Chief Business Officer
✓ Dave Coskey	X Paula Stewart Davis, Dean of Student Affairs and Enrollment Management
✓ Dr. Judith DeStefano-Anen	X 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

<b>Board Members</b>	<b>College Personnel</b>
X Maria K. Mento	✓ Jean McAlister, Board Secretary, Chief of Staff, and Dean of Resource Development
✓ Daniel Money (arrived at 6:15PM)	✓ 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	<b>Legal Counsel</b> ✓ Lou Greco, Esq., Board Solicitor
<b>Public in Attendance</b>	
✓ Bonnie Lindaw, Chief Financial Officer, County of Atlantic	✓ Richard Goldstein, Esq.
✓ Brittany Smith, Chief Financial Officer, County of Cape May	✓ Helen Walsh
<b>Faculty and Staff in Attendance</b>	
✓ Robyn Berenato, Admissions & Enrollment Services Specialist	✓ Dr. Denise Coulter, Dean, Liberal Studies
✓ Gracellen Etherton, Senior Manager, Office of the President / Board of Trustees Operations and Resource Development	✓ Edward Perkins, Plant Project Manager
✓ Donna Vassallo, Dean, Professional Studies, High School Initiatives and Internships	✓ Valerie Weller, Program Coordinator, Academic Affairs

#### IV. CALL TO ORDER

- Chairperson Kennedy called the meeting to order at 6:00pm on January 26, 2021.

#### V. PRESIDENT'S REPORT

Dr. Gaba discussed the following:

##### COVID-19 Update

- The pandemic has presented challenges and opportunities since March 2020, but we continue to serve students and our community.
- We follow the Health & Safety Committee protocols for student, staff, faculty, and visitors on all three campuses. The new process involves confirming completion of the *Daily Health Assessment Form*, taking temperatures, and issuing wristbands to anyone entering campus. Additionally, we have added a COVID-19 dashboard on the website to keep everyone informed about the number of faculty, staff and students on campus.

- Atlantic Cape partnered with Union First to provide free COVID-19 drive-thru testing to students, staff, and community members at the Worthington Atlantic City Campus on January 20 and January 21, 2021.
- The Mays Landing Campus will continue to serve as a vaccination site for frontline medical workers (Group 1A) until mid-February.

## **Grants**

- Dr. Gaba reported on the grants, including the United States Department of Education’s Higher Education Emergency Relief Fund II (HEERF II) under section 314(a)(1) of the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA), which makes available approximately \$22.7 billion for institutions of higher education.
- Atlantic Cape has been allocated a maximum institutional portion of \$6,574,977 and a minimum student aid portion of \$1,980,171, for a total grant allocation of \$8,555,148. We are currently working on a process for dispersing aid to students.

## **Legislative Advocacy**

### *Community College Opportunity Grant (CCOG)*

- The Community College Opportunity Grant (CCOG) was passed by the legislature and awaits the Governor’s signature, making it a permanent state financial aid program, such as NJ STARS and TAG. Since the program’s inception in FY19, 18,000 students statewide have received grants. Atlantic Cape has awarded 1,922 CCOG grants since the start of the program in Spring 2019, awarding a total of \$2,645,576.

## **Student Support**

### *Registration Hold Limit Raised*

- Atlantic Cape recently increased the registration hold limit to \$200, meaning that students carrying an unpaid balance under \$200 can still register for courses. Prior to this change, students could not register for courses until their balance was paid.

### *Loaner Laptop Program*

- The college continues to provide loaner laptop computers to students. Demand for the program is increasing as a result of economic hardships. Two hundred fifty (250) laptops have been distributed to date.

### *Enhanced Support for Spanish-Speaking Community*

- In order to serve our Spanish-speaking community more effectively, the registration and registration checklist webpages have been translated into Spanish. Additionally, bilingual members of staff in each student services area have been identified to give Spanish-speakers contacts who can effectively assist them.

### *Career Services*

- A “Career Hub” was added to the website that includes career-related videos and articles to help our students, such as step-by-step resume and cover letter writing, how to join LinkedIn, and how to do a virtual interview.

### **Workforce Development**

- Workforce Development and the Office of Community Outreach hosted Atlantic Cape’s Training & Opportunity Virtual Fair under the slogan “*Take 2021 in a New Direction,*” on December 18, 2020. One hundred ninety-seven (197) individuals participated in this event. The purpose of this virtual fair was to support those in the community getting back into the workforce, especially those who have been affected by the COVID-19 pandemic.

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

### **Inside the College**

- Dr. Gaba noted that the college is applying for a competitive state grant under the Securing Our Children’s Bond Act, which is due on March 1. A requirement of the grant application is a 25% match for the total cost of the project, and the Atlantic County Board of Commissioners unanimously approved a resolution to fund the 25% match.
- Mr. George Booskos and Dr. Josette Katz presented on “Securing Our Children’s Future Bond Act (B-Bldg. Renovation)”.

## **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. #56** Reorganization Meeting Minutes (November 24, 2020); Regular Session Minutes (November 24, 2020); Special Meeting Minutes (December 10, 2020)

**Res. #58**

### **Personnel Action**

*Appointments* - **David Lewis**, Receiving Clerk, at a salary of \$26,409, effective January 27, 2021; **Deena Happersett**, Graphic Designer, at a salary of \$38,367, effective January 27, 2021.

*Resignation* - Harry Whitlam, Director, Purchasing and Receiving, retroactive to September 30, 2020.

**Res. #61**

**Policy Updates**

Approve: The elimination of the following Board policies as they will be reclassified as Facilities Department policies:

- Policy No. 900 *Facilities Management*
- Policy No. 903 *Utility Services*
- Policy No. 906 *Exterminating Services*
- Policy No. 909 *Campus Refuse Disposal*
- Policy No. 916 *Vehicles on Grounds and Paths*

**Res. #62**

**Policy Updates**

The elimination of Policy No. 822 *Emergency Closings* and the revision of Policy No. 502 *Emergency Closings*.

**Res. #63**

**New Policy**

Policy No. 11 *Sustainability Policy*

The adoption of Policy No. 11 *Sustainability Policy*.

**Res. #64**

**New Policy**

Policy No. 506 *Campus Demonstrations and Gatherings*

The adoption of Policy No. 506 *Campus Demonstrations and Gatherings*.

**Res. #68** Executive Session

- Trustee Lefke motioned to approve consent resolutions; Trustee Parker seconded.

ROLL CALL:

ALL AYES

NO NAYS

ABSTENTIONS – Trustee Byrne abstained from Res. #56 (Reorganization Minutes-November 24, 2020)

Motion carried.

## VIII. BUDGET REPORT

- Trustee Money reported under Resolution #2 and Res. #57 – Regular Resolutions.

## IX. REGULAR RESOLUTIONS

**Res. #2** FY20 Draft Financial Statement for twelve months ended June 30, 2020 as of January 13, 2021.

- Trustee Money stated the following:
  - As of this draft report, the College has earned 99% of budgeted revenues and expensed 95% of budgeted expenses. The main change from the previous draft is a decrease in salary and benefit expenses for allocations to CRF grants for positions dedicated to COVID prevention.
  - Management expects that there will be a positive net margin for FY20. The final net margin will depend on the audit which is in process.
- Trustee Torres motioned to approve Resolution #2; Trustee Parker seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

**Res. #57** FY21 Financial Statement for six months ended December 31, 2020.

- Trustee Money stated the following:
  - As of December 31, 2020, the College has earned 49.97% of budgeted revenues and expended 48.25% of budgeted expenditures. Net Summer and Fall tuition and fee revenue is \$820,000 below budget.
  - Despite the lower revenue and reduction of State Appropriations for the first quarter, FY21 is still tracking to be within the approved FY21 margin. This is mainly due to cost reduction strategies and the use of CARES Act funding where allowable.
- Trustee Byrne motioned to approve Resolution #57, Trustee Lefke seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

**Res. #65**

**Official Naming of Cape May County Campus Distance Learning Room**

Naming the Distance Learning Room on the Cape May County Campus in honor of Joseph McSorley and Trina Wolgemuth McSorley.

- Trustee Parker motioned to approve Resolution #65, Trustee Coskey seconded.

ROLL CALL:

ALL AYES  
NO NAYS  
NO ABSTENTIONS

Motion carried.

**Res. #35 Revised**

**MDRC Institutional Transformation Project**

To accept \$10,000 in funding from the MDRC to offset costs related to participation in the Institutional Transformation Project and to provide institutional scholarships to underserved students.

- Trustee Byrne motioned to approve Resolution #35 Revised, Trustee Parker seconded.

ROLL CALL:

ALL AYES  
NO NAYS  
NO ABSTENTIONS

Motion carried.

**Res. #66**

**Higher Education Emergency Relief Fund II**

To accept an allocation of \$8,555,148 from the United States Department of Education for the Higher Education Emergency Relief Fund II (HEERF II) under section 314(a)(1) of the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA).

- Trustee Torres motioned to approve Resolution #66, Trustee Byrne seconded.

ROLL CALL:

ALL AYES  
NO NAYS  
NO ABSTENTIONS

Motion carried.

**Res. #67****Amendment to Strengthening Career and Technical Education for the 21st Century Act  
(Perkins V Grant)**

Amendment to the Spending Plan of the Strengthening Career and Technical Education for the 21st Century Act (Perkins V Grant).

– Trustee Coskey motioned to approve Resolution #67, Trustee Parker seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

**Res. #59****Award of Bids**

<b>Number</b>	<b>Item and Vendor Information</b>	<b>Amount</b>
RFP 235	Public Relations Services Marketing Institutional Funds Laura Bishop Communications Cherry Hill, NJ	\$36,800.00 (not to exceed)
Bid Exempt 883	Furniture New Public Safety Building Chapter 12 W.S. Goff Company, Inc. Mays Landing, NJ	\$24,565.25
Bid Exempt 886	Facilities Vehicle Repair & Replacement Fund Local or State Dealership Location to be Determined	\$35,000.00 (not to exceed)
Bid Exempt 891	Network & Communications Infrastructure Repair and Replacement ITS Institutional Funds TriComm Network & Communications Hammonton / Moorestown, NJ	\$35,000.00 (not to exceed)



<b>Number</b>	<b>Item and Vendor Information</b>	<b>Amount</b>
Bid Exempt 892	Aviation Program Flight Services Academics Departmental Funds Signature Flight Services Tulsa, Oklahoma	\$30,000.00 (Minimum)
Bid Exempt 893	iMac Computers for Fine Arts and Media Studies Programs Perkins ( <b>Grant Funded</b> ) Apple Computers Waconia, MN	\$67,476.00
		Total \$228,841.25

- Trustee Byrne motioned to approve Resolution #59, Trustee Parker seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

### **Res. #58C**

#### **Personnel Action**

**Kasey Dunlap**, extension of appointment as temporary full-time Financial Aid Specialist at an annual salary of \$38,367 through June 30, 2021 (Grant Funded).

- Trustee Coskey motioned to approve Resolution #58C; Trustee Byrne seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

### **Res. #58A**

#### **Retirement of Dean Donna Vassallo**

To acknowledge the retirement of **Donna Vassallo**, Dean, Professional Studies, High School Initiatives and Internships, effective June 30, 2021.

- Trustee Parker highlighted Dean Vassallo's many contributions to the college.

- Dean Vassallo thanked Dr. Barbara Gaba, Dr. Josette Katz, and the Board. She expressed her gratitude for the support the college placed in her when she was appointed Dean, leading an academic division, the Perkins grant, the Worthington Atlantic City Campus, and high school partnerships and initiatives.
- It was noted that Dean Vassallo is an alumna of Atlantic Cape from the Class of 1985.

**Res. #58B**

**Employee of the Year**

To congratulate **Valerie Weller** on becoming Atlantic Cape's 2021 Employee of the Year.

- Trustee Parker read the resolution in its entirety.
- Ms. Weller expressed her gratitude for the award, noting her thanks to Dr. Denise Coulter, Dr. Josette Katz, and all of her colleagues.
- Trustee Parker motioned to approve Resolution #58A-B, Trustee Money seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

**Res. #60**

**Honorary Resolution – Ms. Helen Walsh**

To extend to **Ms. Helen Walsh** appreciation for her service to the Board, the College, and its students.

- Trustee Parker read the resolution in its entirety.
- Trustee Parker noted that he was privileged to work for Ms. Walsh in the Atlantic County Government and thanked her for mentoring him for many years.
- Ms. Walsh thanked the Board for the acknowledgement and for sending her flowers. She said that it has been a privilege to be involved in the college and seeing projects come to completion. She has served on many boards of the years, but the Atlantic Cape Board of Trustees was distinguished by its compassion, enthusiasm, and professionalism, as well as its unity in serving the students.
- She noted that she was glad to see today's presentation on the B-building renovation and how it will meet student needs.
- The Trustees expressed thanks to Ms. Walsh for her service.
- Trustee Byrne motioned to approve Resolution #60, Trustee Money 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.
- The 2020 GivingTuesday campaign was held on Tuesday, December 1, and this year's goal was set at \$10,000. By the end of the day, we had raised \$6,000, mostly due to a glitch in the online platform. However, we extended the campaign through the end of the month, which enabled us to close the campaign on December 31 with a grand total of \$18,000. Thank you to all who gave to the Foundation during this annual giving event.
- The Foundation is planning this year's 50/50 raffle and a fun, al fresco (outside) event at Harrah's Casino for Academy of Culinary Arts and other scholarships on June 23. This event replaces the annual Restaurant Gala. More information forthcoming.
- The Foundation extends its thanks to the McSorley family for their generous \$10,000 gift. This donation is for a naming opportunity of the Distance Education Room at the Cape May County Campus.
- The Foundation also recognizes the endowment gift of \$25,000 from the Previti Family, and other annual gifts and donations, including the OceanFirst Scholarship of \$50,000, Sturdy Savings Bank Scholarship of \$2,000, Steve Nehmad's donation of \$5,000 for the baseball field renovation, Cape May National's donation of \$5,000, and Dr. and Mr. Gaba's donation of \$5,000. We are so thankful for these special gifts that support our neediest students and our baseball renovation campaign.

**XII. NEW JERSEY COUNCIL OF COUNTY COLLEGES (NJCCC)**

- Dr. Gaba reported the following:
- Representing the NJCCC, Dr. Gaba recently gave testimony before the *Senate Higher Education Committee* on the challenges community colleges in the State faced as a result of the COVID-19 pandemic. Remarks addressed how colleges, staff, faculty, and students were affected, including the programs and initiatives implemented by Atlantic Cape to address the challenges.

**XIII. OTHER BUSINESS**

- None noted.

**XIV. COMMENTS FROM THE PUBLIC**

- None noted.

**XV. ADJOURNMENT AND EXECUTIVE SESSION**

- At 6:52pm, Trustee Money motioned and Trustee Furman seconded adjournment of the public meeting and went into Executive Session, noting that no action was to follow the Executive Session.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.