

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 February 1, 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 informing them of the upcoming meeting on February 23, 2021.
- 2) On February 1, 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 for the flag salute.

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
✓ Dave Coskey	✓ Paula Davis, Dean of Student Affairs and Enrollment Management
X Dr. Judith DeStefano-Anen	✓ Dr. Natalie Devonish, Dean, Worthington Atlantic City Campus and Workforce Development
X Harrison Furman	✓ Leslie Jamison, Chief Financial Officer
✓ James Kennedy	✓ Dr. Josette Katz, Vice President, Academic Affairs

Board Members	College Personnel
✓ 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
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
Public in Attendance	
✓ Bonnie Lindaw, Chief Financial Officer, County of Atlantic	✓ Alex Keiner
✓ Brittany Smith, Chief Financial Officer, County of Cape May	✓ Steve Keiner
	✓ Audra Malerba
Faculty and Staff in Attendance	
✓ Nicholas Alexander, Tutor	✓ Annmarie Chelius, Chef Educator, Academy of Culinary Arts
✓ Dr. Denise Coulter, Dean, Liberal Studies	✓ Gracellen Etherton, Senior Manager, Office of the President / Board of Trustees Operations and Resource Development
✓ Dr. Karl Giulian, Associate Professor of Business	✓ Marilyn Keiner, Professor of Business and Paralegal Studies
✓ Kelly McClay, Dean, Academy of Culinary Arts	✓ Caesar Niglio, Master Technician, Student Affairs, ACCCEA
✓ Donna Vassallo, Dean, Professional Studies, High School Initiatives and Internships	✓ Linda Wohlman, Chef Educator, Academy of Culinary Arts

IV. CALL TO ORDER

- Chairperson Kennedy called the meeting to order at 6:00pm on February 23, 2021.

V. PRESIDENT'S REPORT

Dr. Gaba discussed the following:

COVID-19 Update

- As we navigate COVID-19, the Spring semester is in full swing, and we continue to follow CDC guidelines.

- The pandemic has had an impact on community college enrollment throughout the country. In spite of that, here at Atlantic Cape we continue to forge ahead so that when we are past the pandemic, residents of Atlantic and Cape May County will look to us as the place to restart their lives following being “paused” for so long by the unprecedented stress of the pandemic.

Atlantic Cape’s Role Supporting Vaccine Initiatives

- We continue to partner with the Atlantic County Department of Health who have been administering the COVID-19 vaccine in the gym on our Mays Landing Campus since early January. It is expected they will continue at our site until early March.
- The Atlantic City Convention Center has been designated as one of the six Mega Vaccination Sites in the state. We have been involved there also as 96 of our nursing students have been on site administering the vaccine and assisting at the Mega Site.
- The senior nursing students administered vaccines at the Mega Site for 5 days week for 3 weeks in February. In addition to vaccinating, the students also assisted with vaccine registration and transporting people in wheelchairs. Next month the freshmen Nursing students will also be assisting at the Mega site for 8 days.
- This endeavor is a source of pride for the students, our college community, and the community at large. The students and instructors were thrilled to be there.
- Dr. Gaba thanked not only the nursing students, but also the nursing faculty who supervised the students: Polly Thieler, Sharon Andress, and Stephanie Neville, along with adjunct faculty David Grassi, Huiching Wang, Joy Cuartocruz, Elsa Varghes, Deb Parlett, and Kim Lopez.

Op-Ed from New Jersey College and University Presidents of Color

- Many people of color have been reluctant to take the vaccine for a number of reasons. In an effort to encourage vaccine participation, the 6 presidents of color in the state (including Dr. Gaba) published an op-ed on the importance of the vaccine, which appeared in several newspapers and on various social media platforms.

Grants

- The Casino Reinvestment Development Authority (CRDA) approved funding for a grant of \$492,778 to Atlantic Cape Community College to provide training programs under the “Atlantic City Works Program,” which addresses the training needs of Atlantic City residents who are unemployed or underemployed. The program will assist Atlantic City casino employees by expanding their training to help ensure continued employment and access to promotion opportunities.

Technology Upgrades

- Plans are underway to upgrade our outdated Comcast legacy intra-campus network connectivity technology. The upgrade will enhance the connectivity between each of our campuses. This project is in addition to the phone system upgrade and WIFI upgrade completed over the last two years.
- With rapid advancements in internet bandwidth, we will be able to increase our bandwidth, reduce costs, and create redundancy of service in case of an emergency.

Retention Initiatives

- Dr. Gaba discussed the REACH award from Phi Theta Kappa (PTK) and the online “Transfer Tuesday” project highlighting our transfer pathways initiatives.

Student Success Stories

Yudelka Columna, MSW, LCSW

- Yudelka Columna, MSW, LCSW is a former Atlantic Cape ESL student who has made an incredible impact in her community and the counseling field. A Licensed Clinical Social Worker and Motivational Speaker, she has over 15 years of experience helping children, adults, and families overcome the difficult aftermath of mental, physical, and emotional trauma and is currently leads a counseling practice, Healing Road Counseling Services, in Hackettstown, New Jersey. Most recently she has published her first book, *Emotional Resilience: Practical Solutions for Overcoming Challenges to Thrive in Life*.

Mae Tietje, APN

- Mae Tietje, APN (Advanced Practice Nurse) is an alumna of Atlantic Cape’s Nursing Program, class of 2010, and Rutgers’ RN-BSN Program, class of 2012. Mae continued her education, and in November 2020 became a licensed Nurse Practitioner. Mae is now practicing Family Medicine in Atlantic City. Mae is the daughter of Scott Tietje, an Atlantic Cape employee in Security.

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

Inside the College

- Dr. Vanessa O’Brien-McMasters presented on “Diversity, Equity, and Inclusion”.
- Trustee Money noted that he is impressed with the data gathered, which will aid the college in moving forward.

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. #69 Regular Session Minutes (January 26, 2021)

Res. #71A**Reappointments**

Reappointed to one-year terms, effective 7/1/2021: Supervisory and Administrative Personnel included in the Bargaining Unit (26 individuals); Exempt Supervisory and Administrative Personnel (19 individuals); Faculty without Tenure (8 individuals); Academy of Culinary Arts Chef Educators (4 individuals).

Res. #71B**Increase for Employees Not Represented in Bargaining Unit Negotiations**

All full-time Atlantic Cape Community College employees not represented in bargaining unit negotiations receive a 2.0 percent base salary increase effective July 1, 2021.

Res. #44 Revised**Personnel Action**

Promotion - April Wolff, promoted from Information Technology Technician to Network Specialist at a salary of \$39,326 effective November 30, 2020.

Res. #74**Policy Updates**

Policy No. 401 *Acceptable Use of Technology* (adopt)

Policy No. 401 *Technological Infrastructure* (delete)

Policy No. 402 *Intellectual Property* (delete)

Policy No. 411 *Use of College Technology by Faculty and Staff and College Community* (delete)

Policy No. 410 *Use of Personal Technology on Campus* (reaffirm)

Adoption of Policy No. 401 *Acceptable Use of Technology*; elimination of Policy No. 401 *Technological Infrastructure*, Policy No. 402 *Intellectual Property*, and Policy No. 411 *Use of College Technology by Faculty and Staff and College Community*; reaffirmation of Policy No. 410 *Use of Personal Technology on Campus* with minor revisions.

Res. #73**Endorsement of Facilities Master Plan 2021-2025 and Deferred Maintenance Plan**

Endorsement of *Facilities Master Plan 2021-2025* and *Deferred Maintenance Plan*.

Res. #75**New Jersey Council for the Humanities Democracy Conversations Project**

To accept a grant of \$4,250 from New Jersey Council for the Humanities for its Democracy Conversations Project.

Res. #72**Award of Bids**

Number	Item and Vendor Information	Amount
Bid Exempt 894	Microsoft Campus License ITS Institutional Funds Software House International (SHI) Somerset, NJ	\$30,108.47
Bid Exempt 895	Comcast Internet Services Contract ITS Institutional Funds, FY21-24 Comcast Corporation - Business Services Philadelphia, PA	\$284,940.00
		Total \$315,048.47

Res. #45 Revised**Award of Bids**

Number	Item and Vendor Information	Amount
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 \$19,300.00 OffPrem Technology, LLC Fishers, IN \$25,320.00	\$44,620.00

Res. #55 Revised**Award of Bids**

Number	Item and Vendor Information	Amount
Bid Exempt 890	Information Technology Infrastructure Upgrades CARES Act Higher Education Emergency Relief Fund – Institutional Portion (Grant Funded) Continental Resources Mt. Laurel, NJ	\$461,029.01

Res. #76 Executive Session

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

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

VIII. BUDGET REPORT

- Trustee Money reported under Resolution #2 and Res. #70 – Regular Resolutions.

IX. REGULAR RESOLUTIONS

Res. #2 FY20 Draft Financial Statement for twelve months ended June 30, 2020 as of February 12, 2021.

- Jean McAlister stated the following on Trustee Money's behalf:
- As of this draft report, the College has earned 99.34% of budgeted revenues and expensed 95.08% of budgeted expenses. There are minimal changes from the previous draft.
- There will be a positive net margin for FY20 adding to fund balance, which will be important for FY21 and beyond. The final net margin will depend on finalizing year-end and is estimated to be at least \$1.4 million, net of outstanding encumbrances.
- The FY20 CAFR will be brought to the Board next month for acceptance.
- Trustee Money motioned to approve Resolution #2; Trustee Mento seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

Res. #70 FY21 Financial Statement for seven months ended January 31, 2021.

- Trustee Money stated the following:
- As of January 31, 2021, the College has earned 74.98% of budgeted revenues and expensed 54.28% of budgeted expenditures. Revenue is tracking -9.2% down from this time last year, and expenditures are lower at -9.5%.

- Spring credit enrollment is down -17 % from the prior year. Total fiscal year enrolled credits are down -11.4% from the prior year.
- Despite the lower tuition and fee revenue and reduction of State appropriations for the first quarter, FY21 is still tracking to be within the approved FY21 margin. This is largely due to cost reduction strategies and the use of Coronavirus Relief Fund (CRF), Governor's Emergency Education Relief Fund (GEERF), and CARES Act funding where allowable.
- Trustee Parker motioned to approve Resolution #70, Trustee Money seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

Res. #71

Personnel Action

Appointments: **Richard Anzelone**, appointed to the position of Senior Director Facilities and Security effective March 1, 2021 at a salary of \$85,000; **Mark Hanko**, appointed to the position of Executive Director Human Resources effective March 29, 2021 at a salary of \$100,000; **Tomas Moya**, appointed to the position of Security Officer I effective March 8, 2021 at a salary of \$31,563.

Promotions: **Brenda Kuhar**, Human Resources Specialist promoted to Benefits Administrator effective March 1, 2021 at a salary of \$60,000.

Resignations: **Michael Barnes**, Director of Center for Accessibility, resignation effective March 31, 2021; **Christian McDonal**, Security Officer I, resignation retroactive to February 5, 2021.

- Trustee Torres motioned to approve Resolution #71, Trustee Money seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

Res. #71C

Retirement of Marilyn Keiner, Professor of Business and Paralegal Studies

To acknowledge the retirement of **Marilyn Keiner**, Professor, Business and Paralegal Studies, effective June 30, 2021.

- Professor Keiner spoke about how thankful she is to have taught at the college for 31 years alongside faculty who are highly committed to their students, both in the Business and Paralegal Studies department and the college as a whole.
- She noted that teaching at the college has been at the fabric of who she is, and she will miss her colleagues and students. She noted that the college is a family of dedicated people.
- She thanked Dr. Josette Katz, Dean Donna Vassallo, and Professor Emeritus Daniel Thoren.

Res. #71D

Retirement of Chef Patricia Kelly McClay, Dean, Academy of Culinary Arts

To acknowledge the retirement of **Chef Patricia Kelly McClay**, Dean, Academy of Culinary Arts, effective June 30, 2021.

- Dean McClay noted her gratitude for the opportunity to lead the Academy of Culinary Arts (ACA).
- She stated that her career of 27 years at Atlantic Cape has been a wonderful experience, and it has been a pleasure to watch the graduates of the ACA succeed. The annual Restaurant Galas have been a special time to reconnect with our graduates and see their success.
- She noted that it has been a great honor to work with the faculty of the ACA; they are dedicated people who give their time and energy above and beyond what is expected of them. They always gave their heart and soul to their students, and she will always be grateful for them.
- Trustee Money noted that the college is family, and he is impressed with how great this community college is and how well it continues to serve the communities of Atlantic and Cape May Counties. This is the culture at Atlantic Cape.
- Trustee Mento noted that these resolutions are not enough thanks to Professor Keiner and Dean McClay who are leaving big shoes to fill. She thanked them for their time and commitment.
- Trustee Parker motioned to approve Resolution #71C-D, Trustee Mento 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 Byrne reported on behalf of the Foundation.

- The Baseball Field Renovation Capital Campaign will begin in about two weeks, just in time for the kick off of the first Buccaneer home game at Surf Stadium on March 19 against Rowan College of South Jersey-Cumberland. Our goal is to raise \$500,000 during the first phase of the campaign. All Trustees will receive information regarding the campaign. We ask that you pass the word to potential donors and consider donating. There is something for everyone, from bricks to the naming of the field. The Foundation’s website is set up for the campaign. Please go to atlantic.edu/bringithome. If you know someone who loves baseball and would love to contribute to this cause, please let Jean McAlister know for follow up. We look forward to the campaign “hitting it out of the park”!
- The Restaurant Gala goes al fresco with a casual event on June 23 at 6PM, outside at Harrah’s near the Waterfront Conference Center. We are in the process of engaging sponsors, and we will also sell 50/50 raffle tickets. More information to follow. Many thanks to Harrah’s for being our premier sponsor, and Petro Cohen Petro Matarazzo for committing to the “Icing on the Cake” giveaway sponsorship at \$5,000.
- One of the major efforts of the Foundation is to connect with alumni. We have formalized the Alumni Association and the newly formed Executive Council. Our bylaws are complete. Trustee Furman is the President of the first Executive Council, serving with other alumni to support the mission of the Foundation and Atlantic Cape. We look forward to engaging with alumni as they are our future advocates and sponsors.

XII. NEW JERSEY COUNCIL OF COUNTY COLLEGES (NJCCC)

Dr. Gaba reported the following:

- The Association of Community College Trustees’ virtual National Legislative Summit (NLS) was held February 8-10. This conference is the major advocacy initiative for community colleges nationwide.
- This year, Trustee Clemans, Trustee Furman, and Dr. Gaba participated. There were 80 representatives from New Jersey, including presidents, trustees, and students, to advocate for the state’s community colleges.
- The New Jersey Council of County Colleges (NJCCC) coordinated visits with the New Jersey Congressional Delegation. These meetings expanded our relationships and informed the members of our Congressional Delegation that New Jersey’s Community Colleges, the essential partner in this urgent time, provides open and affordable access to all New Jerseyans offering the tools to transform the lives of our citizens and rebuilding the economy by offering degrees, credentials, and critical workforce training to close the skills gaps.
- Dr. Gaba led the prescheduled meetings with Senator Booker, who was represented by the Legislative Aid, and Congressman Van Drew to tell our community college story. Thank you to Trustee Furman for setting up the meeting with Congressman Van Drew.

- During our meeting with Congressman Van Drew, Atlantic Cape student Paula Martin Vega of Hammonton spoke passionately about the impact of the Tuition-Free College (CCOG) on her life. She and her family came to the United States from Columbia just three years ago. Her parents and siblings are all college educated, and they instilled the value of education in Paula. She is pursuing her degree in child psychology.

Trustee Clemans reported the following:

- Trustee Clemans noted that the NLS was excellent.
- During the meetings with the Congressional Delegation, community college representatives focused on the following objectives:
 - building a strong relationship with members of our Congressional Delegation;
 - briefing the members of the Delegation on our strategic approach to the delivery of education and workforce training, our bold state legislative agenda, and ACCT’s national legislative agenda;
 - informing members of the Delegation and their staff of the many programs, services and opportunities offered by Community Colleges to residents and the business community; and
 - showcasing the impact of our New Jersey’s Community Colleges on CCOG students.
- One could see the positive impact that CCOG has had on so many student speakers from across the state as they told their stories.

XIII. OTHER BUSINESS

- None noted.

XIV. COMMENTS FROM THE PUBLIC

- Caesar Niglio extended congratulations from the Atlantic Cape Community College Education Association (ACCCEA) to Dean McClay and Professor Keiner. Their dedication will be remembered for a long time, and they leave big shoes to fill. Congratulations and best wishes for the next chapters of your lives.
- In the fall, the ACCCEA sponsored several food distribution events for students in need at all three campuses. The ACCCEA recently received approval for funding from NJEA for three more events serving approximately 50 students per event; the first event is scheduled for March 9, the second event will be held at the end of March, and the final event will be held in April. Each event will be themed. First event will be a “winter comfort food” theme with the food boxes containing comfort food items like soups, mac and cheese. The April event will be spring-oriented with fresh produce.

XV. ADJOURNMENT

– At 7:00 pm, Trustee Lefke motioned to adjourn; Trustee Torres seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.