

## 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 May 4, 2021, advance written notice of the May 25, 2021 meeting 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 May 4, 2021, copies of advance written notice of the May 25, 2021 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.

<b>Board Members</b>	<b>College Personnel</b>
✓ 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	X 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
✓ Harrison Furman	✓ Mark Hanko, Executive Director, Human Resources
✓ James Kennedy	✓ Leslie Jamison, Chief Financial Officer
✓ Brian Lefke	✓ Dr. Josette Katz, Vice President, Academic Affairs

<b>Board Members</b>	<b>College Personnel</b>
✓ Maria K. Mento	✓ Maria Kellett, Dean of Cape May County Campus, Associate Dean of Resource Development
✓ 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	✓ John Piazza, Chief Information Officer
✓ Dr. Robert Previti	<b>Legal Counsel</b> ✓ Lou Greco, Esq., Board Solicitor
✓ Maria Ivette Torres	
<b>Public in Attendance</b>	
✓ Bonnie Lindaw, Chief Financial Officer, County of Atlantic	
<b>Faculty and Staff in Attendance</b>	
✓ Dr. Denise Coulter, Dean, Liberal Studies	✓ Tim Cwik, Department Chair, Aviation Studies
✓ Cindy DeFalco, Director, Human Resources	✓ Gracellen Etherton, Senior Manager, Office of the President / Board of Trustees Operations and Resource Development
✓ Janet Hauge, Director of Academic Support Services	✓ Lynda Phommathep, Specialist, Career Education
✓ Donna Vassallo, Dean of Professional Studies, High School Initiatives and Internships	✓ Jeffrey Wenzel, Grants Accountant

#### **IV. CALL TO ORDER**

- Chairperson Kennedy called the meeting to order at 6:00PM on May 25, 2021.

#### **V. PRESIDENT'S REPORT**

Dr. Gaba discussed the following:

##### **Commencement**

- Dr. Gaba spoke about this year's Commencement celebrations. Due to COVID-19, the college could not hold our traditional ceremony, but the celebration did include two (2) successful drive-through ceremonies.

##### *Early College Drive-Through Commencement – 5/19/2021*

- The first drive-through ceremony was held on May 19 for the graduates of the Early College Program. High School students from Pleasantville (10 students), ACIT (8 students) and

Middle Township (16 students) received their Associate Degree and high school diploma at the end of the academic year.

- As of right now, in the coming 2021-22 Academic Year, we will be working with 14 high schools: Atlantic City, Egg Harbor Township, Atlantic County Institute of Technology (ACIT), Charter Tech, Pleasantville, Cedar Creek, Absegami, Oakcrest, Hammonton, St. Joseph, Middle Township, Lower Cape May, Cape May Tech, and Wildwood.
- These high schools will be offering CTE and General Education courses for Atlantic Cape concurrent credit or dual enrollment models. Many of the CTE courses will have tuition funded through the Perkins Grant, and a small cohort of students from Greater Egg Harbor Regional School District will be attending Culinary classes on the Mays Landing Campus.

#### *Drive-Through Commencement – 5/20/2021*

- The Drive-Through Commencement for the Class of 2021 on May 20 was a great success. One hundred fifty (150) graduates and their families participated and were grateful for the opportunity to celebrate their accomplishments.
- The graduates were congratulated and recognized by members of the Board of Trustees, Dr. Gaba, and the President's Cabinet. They also received gifts from the Student Government Association (SGA), the Alumni Association, and Rutgers at Atlantic Cape.
- Dr. Gaba thanked the Commencement Planning Committee, as well as the faculty and staff, who volunteered to create a memorable experience for our graduating students and their families.
- Dr. Gaba also thanked the Trustees who attended, noting that their presence meant a great deal to our students.
- The Commencement Ceremony was also highlighted on 6ABC News.

#### *Virtual Graduation – 6/9/2021*

- Atlantic Cape's Virtual Graduation for the Class of 2021 will stream live on June 9 at 7PM at [atlantic.edu/graduation](http://atlantic.edu/graduation) and the college's YouTube channel.
- Commencement is the high point of the academic year and serves as a satisfying reminder of the important work we do here at the College.

### **Grants**

- The American Rescue Plan's (ARP) HEERF III allocations were announced by the US Department of Education on May 11, 2021. Atlantic Cape's allocation totaling \$14,682,301 is as follows:
  - \$7,529,218 Minimum Amount for Student Emergency Aid
  - \$7,153,083 Maximum Amount for Institutional Portion
  - \$14,682,301 Total Allocation
- Per the guidelines, more than half of the funds will be used for emergency grants to students, prioritizing students with exceptional needs.
- Strategies for dispersing the funds to support vulnerable students and to improve retention and reengagement of students in accordance with the grant guidelines are being developed. One

example of re-engaging students is the discharge of student debt accrued during the pandemic so students can re-enroll, continue their education, or obtain their official transcript. The funds will also be used to continue to monitor and suppress the coronavirus and to provide outreach to financial aid students.

- The performance period is for one year from the award, or May 2022.

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

### **Inside the College**

- Donna Vassallo, Dean of Professional Studies, High School Initiatives and Internships, presented on “Strengthening Career and Technical Education for the 21st Century Act (a.k.a. “Perkins V”)”.

## **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. #105** Regular Session Minutes (April 27, 2021)

**Res. #107**

### **Personnel Action**

*Promotions* - **Robyn Berenato**, from Admissions and Enrollment Specialist to Enrollment Navigator effective May 26, 2021 at an annual salary of \$48,754; **Matthew Miller**, from Senior Research Technician to Senior Manager, Institutional Research and Assessment effective May 26, 2021 at an annual salary of \$57,366; **Lynda Phommathep**, from Specialist to Academic Grants Coordinator effective May 26, 2021 at an annual salary of \$48,754; **Jeffrey Wenzel**, from Senior Manager, Grants Accounting to Assistant Director, Restricted Accounts effective May 26, 2021 at an annual salary of \$75,545.

*Faculty/Librarian Promotions* - **Carolyn Coulter**, from Assistant Professor to Associate Professor, Social Science effective August 30, 2021 at an annual salary of \$68,408; **Maryann Flemming-McCall**, from Associate Professor to Professor, English effective August 30, 2021 at an annual salary of \$76,842; **Dr. Barbara Heard**, from Associate Professor to Professor, Biology effective August 30, 2021 at an annual salary of \$76,842; **Leslie Murtha**, from Librarian I to Librarian II effective July 1, 2021 at an annual salary of \$65,994; **Stephanie Natale-Boianelli**, from Associate Professor to Professor of Developmental English effective August 30, 2021 at an annual salary of \$76,842; **Dr. Augustine Nigro**, from Associate Professor to Professor, History and Government effective August 30, 2021 at an annual salary of \$76,842.

*Chef Educator Promotions* - **Annmarie Chelius**, from Chef Educator I to Chef Educator II effective August 30, 2021 at an annual salary of \$68,436; **Linda Wohlman**, from Chef Educator I to Chef Educator II effective August 30, 2021 at an annual salary of \$63,029.

*Resignations* - **Leila Crawford**, Associate Professor, English effective June 30, 2021; **Briar Gibbons**, Program Assistant, Business Services effective May 14, 2021; **Joseph Rooney**, Director, Admissions and Recruitment effective June 18, 2021.

**Res. #115** Executive Session

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

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

**VIII. BUDGET REPORT**

- Trustee Money reported under Resolution #2 and Res. #78 – Regular Resolutions.

**IX. REGULAR RESOLUTIONS**

**Res. #106** FY21 Financial Statement for ten months ended April 30, 2021.

- Trustee Money stated the following:
  - As of April 30, 2021, the College has earned 92.2% of budgeted revenues and expended 72.8% of budgeted expenditures. Revenue is tracking -0.7% down from this time last year, and expenditures are lower at -9.0% which is attributable to salaries and benefits reductions.
  - This report reflects the recovery of \$1.2 million in Spring semester tuition and fees revenue loss through the HEERF II grant. This plus the Fall tuition and fee revenue recovery are largely the reason that the cumulative to date FY21 revenue is now tracking within -1% of the prior year.
- Trustee Byrne motioned to approve Resolution #106, Trustee Myland seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

**Res. #108****Award of Bids**

<b>Number</b>	<b>Item and Vendor Information</b>	<b>Amount</b>
Bid Exempt 906	Technology Equipment for Building D Renovation Chapter 12 Funded Continental Resources Mt. Laurel, NJ	\$27,958.57
RFP 237	Workforce Development Microsite Design and Development High Education Emergency Relief Fund II (HEERF-II) / Institutional Funds Cascade Factory Cedar Park, TX	\$46,000.00 (not to exceed)
Bid Exempt 907	Computers for Libraries and Testing Offices Institutional Funds Ocean Computer Group Matawan, NJ	\$157,183.20
Bid Exempt 908	Engineering Design Services – Baseball Field Chapter 12 Funded Dixon Associates Engineering, LLC Galloway, NJ	\$33,500.00
		Total \$264,641.77

– Trustee Torres motioned to approve Resolution #108, Trustee Byrne seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

**Res. #113****Extension of Banking Services Agreement**

Extension of the banking services agreement with OceanFirst Bank for the period of July 1, 2021 to June 30, 2022.

– Trustee Previti stated that he is an Advisory Board member for OceanFirst Bank.

– Trustee Byrne motioned to approve Resolution #113, Trustee Parker seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

**Res. #114**

**Higher Education Emergency Relief Fund III (HEERF III)**

To accept an emergency aid grant allocation of \$7,529,218 as Student Emergency Aid and \$7,153,083 as Institutional Portion, for a total grant allocation of \$14,682,301, from the United States Department of Education, Higher Education Emergency Relief Fund III (HEERF III), authorized by the American Rescue Plan.

– Trustee Previti motioned to approve Resolution #114, Trustee Byrne seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

**Res. #109**

**Respiratory Care, Associate in Applied Science**

Offering the Respiratory Care A.A.S. degree effective Fall 2021 in partnership with Brookdale Community College.

**Res. #110**

**Resolution to Grant Academic Affairs Permission to Offer the Respiratory Care, A.A.S. Degree in Excess of 60 Credits**

Offering the Respiratory Care, A.A.S. degree in excess of 60 credits beginning August 30, 2021.

**Res. #111**

**Termination of the Windows Server Specialist Professional Series**

Termination of the Windows Server Specialist Professional Series program effective Summer 2021.

**Res. #112**

**Graphic Design Certificate**

Offering the Graphic Design Certificate effective Fall 2021.

- Trustee Money motioned to approve Resolution #109, #110, #111, and #112, Trustee Byrne seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

## **Res. #107A**

### **Personnel Action**

*Appointments* - **Michael DiCamillo**, appointed to the position of Librarian I effective June 21, 2021 at an annual salary of \$56,625; **Chad Bullock**, appointed to the position of Director, Center for Accessibility effective May 26, 2021 at an annual salary of \$73,172; **Timothy O'Donnell**, appointed to the position of Director, Academy of Culinary Arts and Hospitality effective June 7, 2021 at an annual salary of \$85,000; **Dr. Kalpana Jain**, appointed to the position of Dean, STEM effective July 6, 2021 at an annual salary of \$95,000; **Sandra Criscione**, appointed to the position of Executive Director, Innovation and Academic Resources effective August 2, 2021 at an annual salary of \$90,000; **Karen McCormick**, appointed to the position of Assistant Director, Grant Program Operations effective May 26, 2021 at an annual salary of \$62,353 (Grant Funded – Year 1).

- Trustee Parker noted that Resolution #107 had a significant number of faculty promotions which is a testament of the good work being done by the faculty.
- Trustee Parker also noted that the college has done an outstanding job of recruiting talented individuals during a difficult time.
- Trustee Parker and Trustee Torres noted that Dr. Kalpana Jain is well qualified.
- Trustee Money motioned to approve Resolution #107A, Trustee Clemans 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 Restaurant Gala Goes Al Fresco will take place on June 23, 2021. There are approximately 100 seats remaining, and the event capacity will be limited to approximately 550. There are 24 restaurants participating, in addition to breweries, wineries, and dessert sponsors. 50/50 raffle tickets should be turned in before June 23. Event Sponsorships, tickets, and additional raffle tickets can be purchased online [atlantic.edu/gala](http://atlantic.edu/gala).

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

Dr. Gaba reported the following:

- The Council continues to advocate for an increase in the state appropriation to community colleges.
- The Governor’s budget proposes an additional \$5M in operating aid to community colleges (the first increase in 13 years); however, the Council continues to advocate for the original \$10M requested.
- The State operating aid currently accounts for less than 15% of the total budget for New Jersey community colleges.

## **XIII. OTHER BUSINESS**

- Chairperson Kennedy thanked Dr. Gaba for coordinating an informative and collaborative Board Retreat which was held on May 3, 2021. He thanked the Board members for attending and noted that this is a good first step in establishing priorities for the 2022-2026 Strategic Plan. The next Board Retreat will be held on October 5, 2021.

## **XIV. COMMENTS FROM THE PUBLIC**

- None.

## **XV. ADJOURNMENT**

- At 6:45PM, Trustee Torres motioned to adjourn; Trustee Money seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.