

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 October 2, 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 October 2, 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	✓ 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 (Acting Chairperson)	✓ 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
X Maria K. Mento	✓ John Piazza, Chief Information Officer
✓ Daniel Money (joined at 6:30 PM)	✓ 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	✓ Rachel Alina
Faculty and Staff in Attendance	
✓ Mark Camma, Professor of Business	✓ Leila Crawford, Associate Professor of English
✓ Bill Dougherty, Professor of Computer Information Systems	✓ Gracellen Etherton, Senior Manager, Office of the President / Board of Trustees Operations and Resource Development
✓ Dr. Ron McArthur, Professor of History	✓ Maryann McCall, Associate Professor of English
✓ Donna Marie McElroy, Professor of Social Science	✓ Stephanie Natale Boianelli, Associate Professor of English
✓ Caesar Niglio, Master Technician, Student Affairs, ACCCEA	✓ Ed Perkins, Plant Project Manager
✓ Heather Peterson, Registrar, ACCCEA	✓ Effie Russell, Professor of English
✓ Richard Russell, Assistant Professor of English	✓ Daniel Thoren, Retired Professor of Government and Business Administration

IV. CALL TO ORDER

- Chairperson Kennedy called the meeting to order at 6:05pm on October 27, 2020.

V. PRESIDENT'S REPORT

Dr. Gaba discussed the following:

Campus Restart

- The Health and Safety Committee was created as required by the Office of the Secretary of Higher Education's (OSHE) Return to Work Plans. The committee has been charged with

reviewing compliance with the college's Return to Campus Plan, evaluating existing protocols, and recommending new protocols for the Spring Semester.

- Student Study Hall space is now available on the Worthington Atlantic City Campus. Rooms 141 and 142 have been temporarily converted into learning space for students who are unable to create quiet space within their homes. Additional space is also available in the cafeteria.

Commencement

- We held a successful Virtual Commencement Ceremony for the Class of 2020 back in June and were in progress for a traditional in-person ceremony in December. However, due to the uncertainty presented by COVID-19, the in-person Commencement scheduled for December 5 has been cancelled.

Technology Upgrades

- The Atlantic Cape Community College Wireless Upgrade project for all three campuses has been completed. The new wireless infrastructure provides higher bandwidth / performance and allows students, faculty and staff to access the internet seamlessly without the need to continue to authenticate to the wireless system.
- The IT department is continuing to design and configure the Ellucian Ethos cloud platform. The new platform will provide future data analytics, improved reporting, and the foundation for future Single Sign On capabilities. The project will be complete within the next 3 weeks.
- Loaner Laptops and Verizon Internet HotSpots continue to be distributed to students for remote distance learning opportunities. The program has been well received by the students.

South Jersey STEM & Innovation Partnership

- Atlantic Cape is a partner with the newly formed Atlantic City's cohort to the South Jersey STEM & Innovation Partnership (SJSIP), which is a community of collaborative partners seeking to improve science, technology, engineering, and math education and career pathways for people across southern New Jersey. This partnership is focused on providing a STEM pathway for Atlantic City students.
- Other partners include the Atlantic City School District, Stockton University, Boys and Girls Club of Atlantic City, Our Lady Star of the Sea Regional School, and Ideal Institute of Technology. The industry partners include AtlantiCare, Atlantic City Electric, South Jersey Industries, Exelon Corporation, Ørsted, the Greater Atlantic City Chamber of Commerce, and the Atlantic County Workforce Development Board.

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

Inside the College

- Dr. Josette Katz presented on the history and significance of the Lindback Distinguished Teaching Award.

Res. #37**Recognition of Lindback Distinguished Teaching Award Recipient****Richard Russell, Assistant Professor of English**

To congratulate **Richard Russell** for earning the 2020 Lindback Distinguished Teaching Award.

- Trustee Torres congratulated Professor Richard Russell for being selected for the 2020 Lindback Distinguished Teaching Award, noting that the award recognizes the impact of Professor Russell’s teaching craft on students, promoting cross-communication, imagination, and love of learning.
- Trustee Parker motioned to approve Resolution #37; Trustee Byrne seconded.

ROLL CALL:

ALL AYES

NO NAYS

ABSTENTIONS

Motion carried.

- Professor Richard Russell noted his gratitude to the Board and his colleagues for this recognition. He spoke about how important the college has been throughout his life, the impact that Atlantic Cape professors had on him when he was a student here, and how much teaching at the college means to him.
- Professor Effie Russell noted that, while not on the selection committee, she is very proud of Professor Russell’s accomplishment.
- Maria Kellett stated that Professor Russell has always been an advocate and supporter of the college, and noted that this award is well-deserved.

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. #29 Approve: Regular Session Minutes (September 22, 2020)

Res. #31**Personnel Action**

Appointments - **Dana Barnes**, Senior Nursing Clinical Instructor, at a salary of \$55,967 effective November 9, 2020; **Shara DeBerry**, Temporary Instructional Technology Program Coordinator, at a salary of \$26,800 effective October 28, 2020 (CARES Act Grant Funded); **Najah Jones**, EOF Counselor II, at a salary of \$63,639, effective October 28, 2020 (EOF Grant Funded – 85%); **Lindley Thacker**, Food Buyer Manager, at a salary of \$46,632 effective November 2, 2020; **JaNay Johnson**, Enrollment Services and Admissions Specialist, at a salary of \$38,367, effective October 28, 2020.

Res. #38

Memorandum of Agreement

Memorandum of Agreement with the Supportive Staff Association of Atlantic Cape Community College (SSAACCC).

Res. #38A

Reduction in Force Notice

Notices of lay off to select members of SSAACCC.

Res. #39

Reinstatement of Faculty Promotions Salary Increases

Reinstatement of Faculty Promotions Salary Increases retroactive to August 31, 2020.

Shirley Shields, promoted from Associate Professor, ESL to Professor, ESL, effective August 31, 2020 with a salary increase from \$66,812 to \$75,335.

Gwen McIntyre, promoted from Associate Professor, ESL to Professor, ESL, effective August 31, 2020 with a salary increase from \$66,712 to \$75,335.

Donna Marie McElroy, promoted from Associate Professor, Social Science to Professor, Social Science, effective August 31, 2020 with a salary increase from \$67,596 to \$75,335.

Michael Bolicki, promoted from Associate Professor, Education to Professor, Education, effective August 31, 2020 with a salary increase from \$67,596 to \$75,335.

Al Jou, promoted from Associate Professor, Mathematics to Professor, Mathematics, effective August 31, 2020 with a salary increase from \$67,596 to \$75,335.

Beth Sanders-Rabinowitz, promoted from Assistant Professor, Social Science to Associate Professor, Social Science, effective August 31, 2020 with a salary increase from \$62,415 to \$66,557.

Bojan Zilovic, promoted from Assistant Professor, CIS to Associate Professor, CIS, effective August 31, 2020 with a salary increase from \$62,387 to \$66,816.

Laurie Lemons, promoted from Assistant Professor, Chemistry to Associate Professor, Chemistry, effective August 31, 2020 with a salary increase from \$61,640 to \$66,016.

Zhe June Xu, promoted from Assistant Professor, Biology to Associate Professor, Biology, effective August 31, 2020 with a salary increase from \$61,620 to \$65,995.

Res. #40**Policy Updates**

Policy No. 205 *Intercollegiate and Intramural Athletics*
 Policy No. 207 *Student Publications*

Reaffirmation of Policy No. 205 *Intercollegiate and Intramural Athletics* with minor changes, and removal of Policy No. 207 *Student Publications*.

Res. #32**Award of Bids**

Number	Item and Vendor Information	Amount
Bid 1860	New Public Safety Building Chapter 12 Funded Ogren Construction Company, Inc. Vineland, NJ	\$612,000.00
Bid Ex. 882	Network, Communications, and Control Infrastructure for New Public Safety Building Chapter 12 Funded Tricomm Services Corporation Moorestown, NJ	\$44,200.00
Bid Ex. 885	Fire Alarm System and Command Center Controls for New Public Safety Building Chapter 12 Funded Johnson Controls / Simplex Horsham, PA	\$92,990.00
Bid Ex. 884	Ultraviolet Lighting Air Filtration Project Pending Coronavirus Relief Fund (Grant Funding) Honeywell Mount Laurel, NJ	\$370,000.00
RFP 234	Surveillance Security System Chapter 12 Funded Ocean Computer Group Matawan, NJ	\$375,728.04
		Total \$1,494,918.04

Res. #33

Resolution Authorizing the Award of a Contract for Ashley Foods

To award of a contract for Ashley Food to provide culinary food items as needed for class instruction for the sum in excess of \$17,500.00.

Res. #33A

Resolution Authorizing the Award of a Contract for B.F. Mazzeo Fruit & Produce

To award of a contract for B.F. Mazzeo to provide culinary food items as needed for class instruction for the sum in excess of \$17,500.00.

Res. #33B

Resolution Authorizing the Award of a Contract for US Food Service

To award of a contract for B.F. Mazzeo to provide culinary food items as needed for class instruction for the sum in excess of \$17,500.00.

Res. #117 Rev.

CARES ACT Governor's Emergency Education Relief Fund (GEERF)

To accept an allocation of \$500,373 from the Office of the Secretary of Higher Education (OSHE) for the Governor's Emergency Education Relief Fund (GEERF).

Res. #34

Ellucian Progress, Accomplishment, Thriving, Hope (PATH) Grant

To submit an application to Ellucian, requesting a PATH grant of \$20,000 to provide scholarships in the range of \$500 to \$2,000 to students experiencing economic hardship due to the COVID-19 pandemic.

Res. #35

MDRC Institutional Transformation Project

To accept \$10,000 in funding from the MDRC to offset costs related to participation in the Institutional Transformation Project.

Res. #41 Executive Session

– Trustee Walsh motioned to approve consent resolutions; Trustee Myland seconded.

ROLL CALL:

ALL AYES

NO NAYS

ABSTENTIONS

Motion carried.

VIII. BUDGET REPORT

Trustee Byrne reported under Resolution #2 and Res. #30 – Regular Resolutions.

IX. REGULAR RESOLUTIONS

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

Trustee Byrne stated the following:

- As of this draft report, the College has earned 99.28% of budgeted revenues and expensed 95.07% of budgeted expenses. There are no major changes from last month's draft. The PERS year-end adjustment is not complete, as the State has not yet published the PERS Employer Billing. Management expects that there will be a positive net margin for FY20. The final net margin will be dependent on the closing entries and audit. The auditors controls test work has begun.
- Trustee Torres motioned to approve Resolution #2; Trustee Parker seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

Res. #30 FY21 Financial Statement for three months ended September 30, 2020.

Trustee Byrne stated the following:

- As of September 30, 2020, the College has earned 39.26% of budgeted revenues and expended 26.81% of budgeted expenditures. FY21 Summer enrollment is above the budgeted goal by 6.14%, however Fall enrollment is below the budgeted goal by (-9.35%). Cumulative Summer and Fall tuition and fee revenue is nearly (-\$900,000) below budget. In addition, State appropriations are at 12.5%, reflecting the 50% reduction for the first quarter of FY21. State appropriations have been restored to level funding for the last nine months of the fiscal year. The College has implemented strategies to help mitigate these revenue shortfalls and will be closely monitoring budget to actual activity.
- Trustee Parker motioned to approve Resolution #30, Trustee Myland seconded.

ROLL CALL:

ALL AYES
NO NAYS
NO ABSTENTIONS

Motion carried.

Res. #31A

Retirement of Kim Oliveto, Office Coordinator, ITS

To acknowledge the retirement of **Kim Oliveto**, Office Coordinator, ITS, effective December 1, 2020.

Res. #31B

Retirement Shirley Shields, Professor of English as a Second Language

To acknowledge the retirement of Shirley Shields, Professor, ESL, effective December 31, 2020.

Res. #31C

Retirement of Ronald McArthur, Professor of History

To acknowledge the retirement of Ronald McArthur, Professor, Arts & Humanities, effective June 30, 2021.

Res. #31D

Retirement of Anita Polanco, Assistant Director, Center for Student Success and Director, Educational Opportunity Fund (EOF)

To acknowledge the retirement of Anita Polanco, Assistant Director, Center for Student Success and Director, Educational Opportunity Fund (EOF).

- Trustee Walsh motioned to approve Resolution #31A-D; Trustee Parker seconded.

ROLL CALL:

ALL AYES
NO NAYS
ABSTENTIONS

Motion carried.

- Trustee Torres noted that these four retirees represent 120 years of distinguished service to the college and our students. Trustee Torres thanked each retiree on behalf of the Board of Trustees for the difference in the lives of our students.
- Professor McArthur spoke about his appreciation for the college and his colleagues throughout his many years at Atlantic Cape.

Res. #36**Professor Daniel Thoren, Professor Emeritus Status**

To grant **Daniel Thoren** the rank of Professor Emeritus, with all the rights and privileges pertaining thereto.

- Trustee Walsh motioned to approve Resolution #36; Trustee Parker seconded.

ROLL CALL:

ALL AYES

NO NAYS

ABSTENTIONS

Motion carried.

- Professor Emeritus Thoren thanked the Board of Trustees for conferring this honor, and thanked the faculty, Dr. Gaba, and Dr. Katz for their support. He noted his appreciation for the kind words and for the honor of being conferred the rank of Professor Emeritus.

X. COMMITTEE REPORTS**PERSONNEL AND BOARD DEVELOPMENT**

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

XI. FOUNDATION REPORT

- Trustee Myland report on behalf of the Foundation.
- The Foundation was due to hold the annual Scramble ‘Fore’ Scholarships Golf Tournament at its rescheduled date of October 29. Unfortunately, due to inclement weather, it is cancelled. Thanks to the generosity of the Mullock family, all sponsors/players will receive complimentary tickets to play golf any time this year.
- Many thanks for the 120 golfers and 30 very generous sponsors, including our presenting sponsors, Cape May National Golf Club, IBEW Local 351, Crest Wealth Management, Ameriprise Financial Services, McMahon Insurance Company, Ocean First Bank, Chris Clemans Sotheby’s International Realty, and many more.
- Tickets for raffle prizes and the 50/50 raffle are currently on sale, and can be purchased at atlantic.edu/golf. Anyone can purchase tickets, and the drawing will be held on October 29.

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, and Dr. Gaba, were invited by to the National Governors Association (NGA) and the American Association of Community Colleges’ (AACC) Reskilling and Recovery Network to give a presentation on NJ’s new initiative the “Pathway and Skills Collaboratives.”
- As reported last month, the mission of the Pathway and Skills Collaboratives is to create a statewide network of education and workforce preparation that is industry-driven, partnership-based and focused on equity and inclusion.
- Dr. Gaba’s portion of the presentation highlighted efforts at Atlantic Cape that connect to the statewide efforts for recovery and reskilling.

XIII. OTHER BUSINESS

- Chairperson Kennedy thank the nominating committee in advance led by Trustee Torres for their upcoming work in nominating a Chairperson, Vice-Chairperson, Treasurer and Board Secretary for the November meeting.

XIV. COMMENTS FROM THE PUBLIC

- Heather Peterson thanked Dr. Gaba and the Board of Trustees for the appointment of the Enrollment Services and Admissions Specialist position. The Enrollment Services Department has experienced staffing challenges, which they attempted to meet through part-time positions. She noted her appreciation for the Board’s commitment to giving the Enrollment Services Department the tools and staff they need to deliver excellent service to our students.
- Caesar Niglio noted that the ACCCEA was awarded a grant from NJEA for fresh food giveaway last month, which will be used for the Turkey in a Box food giveaway for students, and thanked Nancy Porfido for coordinating the food giveaway and to Jean McAlister for securing food donations.

XV. ADJOURNMENT

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

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.