

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 August 11, 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 August 11, 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-departed 6:20pm	✓ Leslie Jamison, Chief Financial Officer
✓ James Kennedy	✓ Dr. Josette Katz, Vice President, Academic Affairs
✓ Brian Lefke	X Maria Kellett, Dean of Cape May County Campus, Associate Dean of Resource Development

Board Members	College Personnel
✓ Maria K. Mento	✓ 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	Faculty and Staff in Attendance
✓ Bonnie Lindaw, Chief Financial Officer, County of Atlantic	Emily Smykla, Office of the President
X Brittany Smith, Cape May County	Dr. Denise Coulter, Dean of Liberal Studies
	Dan Sweeney, Security
	Mildred Ciruolo, Retired Library Specialist

IV. CALL TO ORDER

- Chairperson Mento called the meeting to order at 6:00pm.

V. PRESIDENT'S REPORT

Dr. Gaba highlighted the following items from the President's Report:

Overview

- Our region has been significantly hard hit with unemployment in both Atlantic and Cape May counties, with Atlantic County at 34.3%, Atlantic City at 46.6%, and Cape May County at 20%. These are *staggering statistics*, and it is important to note that many of the unemployed are our current and potential students. Trustees are well aware of these factors, and the impact on enrollment.

Campus Reopening Plan

- The Fall Semester opens on August 31. The college submitted our Restart Plan to the Office of the Secretary of Higher Education (OSHE) for review.
- Most classes are being offered in online, live online, and hybrid formats, with only nursing, aviation, and culinary labs being held on campus.

- The Laptop Loaner Program is being continued for students with the addition of home internet service through Verizon. This will ensure that students who do not have a computer and/or internet at home will have the technology they need to succeed this semester. This is being funded through CARES Act.
- Physical safety measures have been implemented including installation of plexiglass, and signage on our mask requirement and social distancing.
- Employees have been working remotely since March, and are now beginning to return to campus in a phased-in approach. Employees completed a Return to Campus orientation that offered an overview of new processes and best practices for safety. Staff are splitting time between remote and on-campus work in order to allow for a lower population density on campus.
- Before entering campus, employees, students, and visitors are required to complete a Health Assessment form.
- The website is updated with new information as it becomes available, and Dr. Gaba continues to send regular communication to faculty, staff, and students.

Legislative Advocacy

- Dr. Gaba continues to meet with our legislatures to advocate for restored funding of community colleges. Dr. Gaba recently met with Senator Michael Testa to advocate for restored state funding. She also met with Congressman Jeff Van Drew to request his assistance for additional federal funding.

Grants and Contracts

CARES Act

- To date the college has received \$3,530,276 in relief funds from state and federal government because of the CARES Act. These funds do not provide any new operating aid but rather support of remote learning and COVID-19 related purchases and staff. This amount does not include the \$1,980,171 in aid to students.

Student Support Services (SSS) Program Grant

- On August 17, 2020, the United States Department of Education, Office of Postsecondary Education, formally announced that Atlantic Cape's application for the Student Support Services (SSS) Program grant was approved for \$1,740,010 beginning September 1, 2020 through August 31, 2025. The program will serve 200 at risk students annually through counseling, academic advising, individualized tutoring, career planning, financial literacy training, cultural activities, and four-year college and university campus tours.
- The SSS program has assisted more than 5,000 students since 1994, serving as a catalyst in providing and promoting academic and career success and outlining a pathway of opportunity upon graduation.

Student Support

Academic Orientation

- Academic Orientation sessions on *How to be Successful in a Remote Learning Environment* were offered to registered students via Zoom. The workshop was developed by the *Center for Teaching and Learning Excellence*. Nearly 100 students attended with additional sessions planned.
- Plans are underway to offer assistance for students in remote science courses 7 days a week. Sciencehelp@atlantic.edu has been setup to offer students an additional method for seeking assistance.

Virtual Student Orientation

- The College has partnered with Innovative Educators to develop our first virtual, interactive orientation, "*Go2Orientation*". The new platform provides students with an ADA accessible program that fosters engagement and connection that they can explore at their pace. Students also have access to over 50 student success workshops, Title IX content, and videos. The workshops are available with captioning in English and Spanish.

Public Relations and Marketing

- Raising awareness about the college continues to be an important goal as we move forward especially during these challenging times. Dr. Gaba was interviewed by Mayor Marty Small on his weekly radio show and an Op-Ed appeared in the local press emphasizing the college's affordability and suggested to parents and students to consider attending college closer to home during the pandemic.
- Marketing began aggressively advertising since May, focusing on TV, social media, and digital. The latest campaign that started at the end of July also included radio. This campaign will run through September 3. The next campaign will target late start classes.

Inside the College

- Mickey Trageser, Executive Director of Human Resources, presented, "Atlantic Cape's Reopening Plan."

Secretary's Note-The President's full monthly report is posted on the Board of Trustees 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. #1 Approve: Regular Session Minutes (June 23, 2020)

Res. #4**Personnel Action**

Appointments - **Elizabeth Franchetti**, Senior Clerk, Accounts Payable, effective August 26, 2020, at a salary of \$44,190; **Kasey Dunlap**, temporary Specialist, Financial Aid, effective August 26, 2020 at a salary of \$38,367; **Tasha Rivera**, Specialist, Admissions, effective August 26, 2020, at a salary of \$38,367; **Stephanie Neville**, Assistant Professor-Nursing, effective August 31, 2020, at a salary of \$56,625.

Sabbatical - Reclassification of the previously Board-approved sabbatical for **Judith Otterburn-Martinez**, changing it from a full year sabbatical to a half-year sabbatical due to COVID-19.

Promotion - **Crista Golden**, promoted from Assistant Bursar to Bursar effective September 1, 2020 at a salary of \$79,000.

Res. #17**Deferment of Payment of Salary Increase for Exempt Employees**

Deferral of the annual increase to Union Exempt Personnel until October 1, 2020 retroactive to July 1, 2020.

Res. #9**Policy Updates**

Reaffirmation of Policy No. 801 *Affirmative Action Equal Opportunity*, the revisions to Policy No. 802 *Employment of Relatives*, and the conversion of Policy No. 848 *Salary Advance* to Procedure No. 804.2.

Res. #10**Policy Adoption**

Adoption of Policy No. 865 *Infectious Disease Control Policy*.

Res. #72 Revised**Tuition and Fees**

To revise the Tuition and Fee Schedule for FY2021, changing the Course-Related Fees to exclude Remote sections from the Light Technology and Studio Arts Course Fees and including those sections in the Online Course Fee.

Res. #5**Award of Bids**

Number	Item and Vendor Information	Amount
Bid Ex. 870	MacBook Laptops for Faculty and Staff CARES Act Higher Education Emergency Relief Fund – Institutional Portion (Grant Funded) Apple Store for Educational Institution E Commerce	\$76,860.00
Bid Ex. 871	Security & Safety Services Operational Funds Johnson Controls Horsham, PA	\$52,094.00
Bid Ex. 872	ATI Learning Resources for Nursing Program Perkins (Grant Funded) ATI Nursing Education Lakewood, Kansas	\$100,500.00
Bid Ex. 873	Laptops for Remote Staff CARES Act Higher Education Emergency Relief Fund – Institutional Portion (Grant Funded) Ocean Computer Group Matawan, NJ	\$46,127.00
Bid Ex. 876	Fixed Wing Aircraft Lease Academics Departmental Funds Christiansen Aviation, Inc. Tulsa, Oklahoma	\$26,880.00 (Minimum)
RFP 232	Media Buying Marketing and ACA Operational Funds JL Media Union, NJ	\$250,000.00 (not to exceed)
Bid Ex. 877	Virtual Laboratory Software Operational Funds Labster Inc. New York, NY	\$19,200.00
		Total \$571,661.00

Res. #106 Revised**Award of Bids**

To revise Res. #106 *Award of Bids*, noting that the funding source for Bid Exempt 867 is revised from the CARES Act Higher Education Emergency Relief Funds to the Governor's Emergency Education Relief Fund (GEERF).

Res. #6

Resolution Authorizing the Award of a Contract for Legal Services

To authorize a contract with Marshall Dennehey Warner Coleman & Goggin.

Res. #12

Resolution to Award a Contract for Helicopter Rental

To authorize a contract with Herlihy Helicopters Inc., DBA Helicopter Flight Services.

Res. #7

National Science Foundation Advanced Technological Education Program

To submit an application to the National Science Foundation, Advanced Technological Education (ATE) Program, for a competitive grant to develop education of technicians for the high-technology fields that drive our nation's economy, requesting \$600,000 over the grant term of three years (July 1, 2021 – June 30, 2024).

Res. #8

COVID-19 Dislocated Worker Grant Program

To submit an application to the State of New Jersey Department of Labor and Workforce Development for the COVID-19 Dislocated Worker Grant Program to address the training needs of individuals suffering job loss or substantially reduced hours due to the COVID-19 pandemic, requesting a cost reimbursement grant, with total amount TBD based on number of participants to be served and dollar cost average per participant over a grant term of 12 months (Sept. 1, 2020 – Aug. 31, 2021).

Res. #15

Coronavirus Relief Fund (CRF)

To submit an application to and accept an allocation of \$856,855 from the Office of the Secretary of Higher Education (OSHE) for the Coronavirus Relief Fund (CRF).

Res. #18 Executive Session

– Trustee Lefke motioned to approve consent resolutions, Trustee Money seconded.

ROLL CALL:

ALL AYES

NO NAYS

ABSTENTIONS

Motion carried.

VIII. BUDGET REPORT

Trustee Byrne reported under Resolution #2 and Res. #3 – Regular Resolutions.

IX. REGULAR RESOLUTIONS

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

Trustee Byrne stated the following:

- As of this draft report, the College has earned 99.49% of revenues and expended 95.14% of expenditures. 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 Audit Entrance conference took place at this month's Budget, Finance and Audit meeting. The auditors' fieldwork will begin in the next month.
- Trustee Lefke motioned to approve Resolution #2, Trustee Money seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

Res. #3 FY21 Financial Statement for one month ended July 31, 2020.

Trustee Byrne stated the following:

- As of July 31, 2020, the College has earned 8.54% of budgeted revenues and expended 9.44% of budgeted expenditures. FY21 Summer enrollment is 7.3% above the budgeted goal. Summer tuition and fee revenue is \$98,742 above the budget. There are expense and an encumbrance timing differences in this Board Report compared to the prior year, which will even out in next month's report.
- Trustee Byrne motioned to approve Resolution #3, Trustee Torres seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

Res. #14

Student Support Services (SSS) Program

To accept funding from the U.S. Department of Education for the Student Support Services (SSS) Program with a grant of \$348,002 per year over five years (total \$1,740,010 over 5 years) over the anticipated term of September 1, 2020 – August 31, 2025.

- Trustee Byrne motioned to approve Resolution #14, Trustee Parker seconded.

ROLL CALL:

ALL AYES

NO NAYS

ABSTENTIONS

Motion carried.

Res. #13

Retirement Library Specialist, Mildred Ciraolo

Retirement: **Mildred Ciraolo**, Library Specialist, retroactive to June 30, 2020.

- Trustee Torres motioned to approve Resolution #13, Trustee Clemans seconded.

ROLL CALL:

ALL AYES

NO NAYS

ABSTENTIONS

Motion carried.

Res. #11

Honorary Resolution Trustee Andrew Melchiorre

To honor the legacy of former Trustee Andrew Melchiorre and extend to his family and friends its sincere condolences.

- Trustee Money stated that Mr. Melchiorre was a “great man who loved kids,” that he is glad we honor his memory today, and that we should “follow in his footsteps.”
- Trustee Parker stated that he was a “great advocate for children and a servant to the community.”
- Trustee Torres stated that he “always took us to a different level of thinking.”
- Trustee Parker motioned to approve Resolution #11, Trustee Clemans seconded.

Res. #16**Annual Performance Evaluation and Compensation of Dr. Barbara Gaba**

To commend Dr. Barbara Gaba for her service as an outstanding leader, and approve the continued remuneration of Dr. Barbara Gaba's salary under the current contract terms.

- Trustee Kennedy read the resolution and cited “outstanding performance”. He also acknowledged her outstanding leadership during COVID-19.
- Trustee Mento thanked Dr. Gaba for her leadership especially during these difficult times.
- Trustee Byrne stated, “We are lucky to have you.”
- Dr. Gaba thanked the Board for their support, and thanked the senior leadership team for their work especially during COVID-19. She also noted the high level of commitment shown by all staff to assist students during these challenging times.
- Trustee Byrne also noted the quality of teamwork being outstanding.
- Trustee Kennedy motioned to approve Resolution #16, Trustee Torres seconded.

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

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

XI. FOUNDATION REPORT**XII. Report of the Atlantic Cape Foundation-**

- Trustee Myland reported on behalf of the Foundation:
- The Atlantic Cape Scramble 'Fore' Scholarships Golf Tournament will take place on Friday, October 16 at Cape May National Golf Club. This annual event has raised over \$300,000 in scholarship funds for our students. All Trustees are invited to participate by playing golf, becoming a sponsor, and helping us spread the word about this important event. The proceeds this year will be going to those students who are studying in the Healthcare field. Many thanks for the Mullock Family for their unwavering support and generosity of the golf course and dinner. A special thank you to Christina Clemans for her amazing support as the Hospitality Sponsor.
- Since our last Board Meeting, the Foundation has received \$150,000 from the Doherty Family Foundation for scholarships for Cape May County residents. In addition, the Foundation received \$25,000 from Atlantic City Electric for scholarships in STEM. These students will be invited to interview for Summer Intern positions within Atlantic City Electric. We received \$10,000 from Robert Sydney Needham Foundation and \$25,000 for Bacharach Rehabilitation Center for nursing scholarships.

XIII. NEW JERSEY COUNCIL OF COUNTY COLLEGES (NJCCC)

- Dr. Gaba reported the following:
- The NJCCC submitted a state budget request on behalf of New Jersey’s 18 community colleges which includes five priorities:
 - Level funding in state operating aid to ensure that our colleges can deliver high quality and affordable educational opportunities to citizens of New Jersey.
 - Continued funding for Community College Opportunity Grants (CCOG) in Spring 2021.
 - \$5 million for CCOG student success efforts.
 - Restoration of the Chapter 12 program to its full capacity.
 - Continued funding of \$1 million for the College Readiness Now Program.
- The NJCCC and NJ County Vocational-Technical Schools (NJCVTS) Partnership was launched on August 19 to collaborate on creating pathways and high quality education to be successful in high-demand careers.

XIV. OTHER BUSINESS

- None

XV. COMMENTS FROM THE PUBLIC

- None

XVI. ADJOURNMENT

- At 6:38 pm, Trustee Lefke motioned to adjourn, Trustee Money seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.