

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 the regular meeting of the Board of Trustees was provided in the following manner:
- On August 4, 2022, advance written notice of the August 23, 2022 meeting was emailed to all persons who requested such notices, posted on the Board of Trustees website and the College's Calendar, 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 posted in the *Press of Atlantic City* on August 1, 2022 and the *Cape May County Herald* on August 3, 2022.

II. FLAG SALUTE

- Chairperson Maria Mento asked everyone to rise for the flag salute.

III. ROLL CALL

- Chairperson Mento welcomed Trustee Flora Castillo of Ventnor, appointed by the Atlantic County Board of County Commissioners, and Alumni Trustee Julia Train of Mays Landing, appointed by the Class of 2022.
- Trustee Castillo expressed her gratitude for the opportunity to serve on the Board, noting that her background is in healthcare and transportation and she currently runs her own consulting firm.
- Trustee Train said she is excited to serve on the Board. A member of the Atlantic Cape Class of 2022, she will be attending Rider University in the fall.
- McAlister provided a roll call for Board members and marked others in attendance on the telephone.

Board Members	College Personnel
✓ Ellen Byrne	✓ Dr. Barbara Gaba, President
✓ Flora Castillo	✓ Laura Batchelor, Executive Director of Marketing and College Relations
X Christina Clemans	✓ George Booskos, Chief Business Officer
X Dave Coskey	✓ Dr. Natalie Devonish, Vice President of Student Affairs and Enrollment Management
✓ Dr. Thomas Dawson	✓ Tom Hendrixson, Executive Director, Human Resources
✓ Dr. Judith DeStefano	✓ Leslie Jamison, Chief Financial Officer
✓ Harrison Furman (phone)	✓ Dr. Josette Katz, Senior Vice President, Academic Affairs
✓ Monica Kyle	✓ Maria Kellett, Dean, Cape May County Campus and Senior Advancement Officer
✓ Maria K. Mento	✓ Jean McAlister, Chief of Staff and Chief Advancement Officer

Board Members	College Personnel
✓ Daniel Money	✓ Dr. Vanessa O'Brien-McMasters, Vice President, Institutional Effectiveness and Chief Strategy Officer
X Donald J. Parker	✓ John Piazza, Chief Information Officer
✓ Dr. Robert Previti	✓ Gracellen Thorstensen, Executive Assistant, Office of the President/Board of Trustee Operations and Resource Development
✓ Maria Ivette Torres	Legal Counsel ✓ Will Donio, Esq., Board Solicitor
✓ Julia Train	
✓ Leslie White-Coursey	
Staff in Attendance	
✓ Caesar Niglio, Enterprise Architect, ACCCEA President	
Public in Attendance	
✓ Daniel Hendrixson '17	✓ Bonnie Lindaw, Chief Financial Officer, County of Atlantic (phone)
✓ Daniel Philippi '10	

IV. CALL TO ORDER

- Chairperson Mento called the meeting to order at 6:03PM on August 23, 2022 at the Mays Landing Campus.

V. PRESIDENT'S REPORT

Dr. Gaba discussed the following:

Higher Education Capital Facilities Program

- Dr. Gaba discussed the college's applications to the Higher Education Facilities Trust Fund (HEFT), a \$12M grant request (no match) to transform the Worthington Atlantic City Campus; the Higher Education Equipment Leasing Fund (ELF), a \$600,000 grant request with a \$200,000 (25%) match that the Atlantic County Government has agreed to fund, to purchase laptops for the flexible academic classrooms at the Worthington campus (project total is \$800,000); and the Higher Education Technology Infrastructure Trust Fund Act (HETI), a \$460,000 grant request with a \$460,000 (50%) match of which the Cape May County Government has agreed to fund 20% (\$92,000) and the Atlantic County Government has agreed to fund 80% (\$368,000), to replace the college's data center and distribution switch (project total is \$920,000).

Cape May County Campus

- The new evening nursing program cohort and the Academy of Culinary Arts program will begin at the Cape May County Campus this Fall Semester. The Nursing program begins on August 29 and the Culinary Arts program begins during the 13-week Fall session on September 19. We are thrilled to make these programs more accessible to our Cape May County students.

Technology Upgrades

- Our new Applicant Tracking System is up and running, allowing applicants for Atlantic Cape employment opportunities to complete an electronic employment application, eliminating the need for paper applications.

Construction Update

- Dr. Gaba discussed the B-building complex renovation project, noting that the project has been impacted by the nationwide supply chain issues which have made it a challenge to secure equipment. The Wind Training Center addition at the Worthington Atlantic City Campus was also discussed.

ACCT New Trustee Governance Leadership Institute

- Trustee Monica Kyle, Trustee Flora Castillo, Dr. Gaba, and Jean McAlister attended the Association of Community College Trustees' New Trustee Governance Leadership Institute (GLI) on August 4-6.
- Dr. Gaba was a presenter at the conference for a session titled, "*CEO Evaluation as a Teambuilding Strategy and Retreats as Strategic Vehicle for Board Cohesion.*" She will present on this topic again at the ACCT Leadership Congress in October; Dr. Gaba and Trustee Byrne will also present on the college's food insecurity initiatives at that conference.

Student Engagement

New Student Orientations

- New Student Orientations were held in-person this year for the first time since September 2019. The College hosted orientations on both the Mays Landing and Worthington Atlantic City campuses. The Cape May County Campus New Student Orientation will be held September 7

Food Pantries

- The Food Pantries on all three campuses are stocked for the Fall Semester. Continuing the Food Pantries is made possible by many generous donors, including Happy Hour for Hunger and the Atlantic Cape Community College Education Association (ACCCEA).

Community Engagement – Atlantic County

AtlantiCare Community Health Fair

- Atlantic Cape hosted AtlantiCare on our Worthington Atlantic City Campus for their annual Community Health Fair on August 12, as part of the celebration for National Health Center Week. This event was held in support of AtlantiCare's HealthPlex Center in Atlantic City, which cares for approximately 10,000 unique individuals a year.

La Casa Dominicana Graduation

- The *La Casa Dominicana* Graduation Ceremony was held on the Worthington Atlantic City Campus on June 30. Jean McAlister, Chief of Staff and Chief Advancement Officer, delivered remarks on behalf of the college, and our Admissions Department was available to the students.

- The college has provided space at no cost for this non-profit for the last three years so they can offer entry-level ESL and citizenship classes. The students then can progress to Atlantic Cape’s Title II ESL no-cost program as they improve their English.

Community Engagement – Atlantic & Cape May

Smithsonian Voices and Votes Exhibit

- Atlantic Cape was proud to host the Smithsonian Institution’s traveling “Voices and Votes: Democracy in America” exhibition at the Mays Landing Campus this summer, July 11-August 13, made possible through a \$7,500 grant from the New Jersey Council for the Humanities. This effort was coordinated by Dr. Denise Coulter, Dean of Professional and Liberal Studies.
- The reception opening the exhibit was held on July 7 with Maureen Kern, Chairwoman of the Atlantic County Board of County Commissioners, and Trustee Ellen Byrne delivering remarks.

Community Engagement – Cape May County

- Atlantic Cape participated in the Cape May County 4H Fair. Tim Cwik, Aviation Operations Chair, provided drone demonstrations; the Academy of Culinary Arts Food Truck served food at the event; and our Admissions Department represented the college at a tent where they shared information about college programs and services.

Honorary Resolutions

- Trustee Previti presented Resolution #8 and Resolution #9 honoring Atlantic Cape Alumni Daniel Hendrixson ’17 and Daniel Philippi ’10.

Res. #8

Recognition of Alumnus Daniel Hendrixson ’17 Special Olympics 2022

Honorary: to recognize Daniel Hendrixson ’17 for his success at the Special Olympics USA Games; commend him for his perseverance and leadership; and offer him best wishes in his future endeavors.

Res. #9

Recognition of Alumnus Daniel Philippi ’10 Special Olympics 2022

Honorary: to recognize Daniel Philippi ’10 for his success at the Special Olympics USA Games; commend him for his perseverance and leadership; and offer him best wishes in his future endeavors.

- Trustee Previti read each of the resolutions in their entirety.
- Trustee Previti also shared a quote from President Calvin Coolidge: *“Nothing in this world can take the place of persistence. Talent will not; nothing is more common than unsuccessful men with talent. Genius will not; unrewarded genius is almost a proverb. Education will not; the world is full of educated derelicts. Persistence and determination alone are omnipotent.”* Trustee Previti told the alumni that their persistence in their sports has brought pride to them, their families, the college, and the community, for which the Board commends them.
- Mr. Philippi presented Team New Jersey shirts and pins to Dr. Gaba and Trustee Previti.
- Trustee Torres motioned to approve Resolutions #8-9; Trustee Byrne seconded.
- Motion carried.

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 Regular Session Minutes (June 28, 2022); Special Meeting Minutes (July 21, 2022)

Res. #4

Personnel Action

Appointments - **Ruth Latorre**, Chef Educator at an annual salary of \$50,248 effective August 24, 2022; **Raquel Martin**, Director, Facilities and Construction at an annual salary of \$85,000 effective August 1, 2022; **Dereck Pruszinski**, Security Officer I at an annual salary of \$32,194 effective August 24, 2022; **Joshua Menninger**, Director, Wind Training Center and Renewable Energy Programs at an annual salary of \$66,949 effective August 24, 2022; **Megan Taxiera**, EMS Educator/Clinical Coordinator, Workforce Development at an annual salary of \$47,565 effective August 29, 2022; **Rashawn Martin**, Director, Student Support Services at an annual salary of \$66,949 effective August 24, 2022; **Marian Woodson**, Manager, Career Services and Experienced-based Learning at an annual salary of \$47,565 effective August 29, 2022; **Kevin Urrutia-Arias**, Technician, Information Technology Services at an annual salary of \$32,194 effective August 24, 2022; **Kayla Scannell**, Senior Manager, Early College Programs at an annual salary of \$57,087 effective August 29, 2022.

Resignations - **Kenyatta Collins**, Assistant Professor, Psychology, effective September 1, 2022; **Alondra Martinez**, Temporary EOF Counselor I, effective August 26, 2022; **Edward Perkins**, Plant Project Manager, effective August 31, 2022; **Jacob Sprague**, Science Lab Assistant, effective September 9, 2022; **Rick Stowell**, Senior Manager of Grants, effective July 14, 2022; **Claire Sylvester**, Public Relations Manager and Copywriter, effective July 29, 2022; **Dana Barnes**, Assistant Professor, Nursing effective October 1, 2022; **JaNay Johnson**, Student Support Specialist effective August 26, 2022.

Res. #5

Award of Bids

Number	Item and Vendor Information	Amount
Bid Exempt 993	Phone System and Cabling Maintenance Network Cabling, Inc. Freehold, NJ	\$27,500.00 (not to exceed)
Bid Exempt 994	TurnItIn 3-Year Contract Turnitin, LLC Oakland, CA	\$38,620.80
Bid Exempt 995	Building Management Support System 5-Year Contract Honeywell Building Solutions Mt. Laurel, NJ	\$755,379.00

Number	Item and Vendor Information	Amount
Bid Exempt 1000	Emergency Medical Technician (EMT) Training Program Mutual Aid Absecon, NJ	\$150,000.00 (not to exceed)
Bid Exempt 1001	Emergency Medical Technician (EMT) Training Services Public Safety Training of NJ Hammonton, NJ	\$150,000.00 (not to exceed)
Bid Exempt 1002	Advanced Cardiac Life Support Training Services Life Support Training Center Egg Harbor Township, NJ	\$60,000.00 (not to exceed)
Bid Exempt 1003	Uniforms for Workforce Development Programs Action Uniform Pleasantville, NJ	\$35,000.00 (not to exceed)
Bid Exempt 1004	Exam Materials for Medical Assistant and Phlebotomy Programs National Healthcare Association Chicago, IL	\$45,000.00 (not to exceed)
Bid Exempt 1006	Adult ESL Curriculum Online Access Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant Program (Partially Grant Funded) Burlington English, Inc Boca Raton, FL	\$55,000.00 (not to exceed)
Bid Exempt 1007	Adult Basic Education Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant Program (Grant Funded) Literacy New Jersey, Inc. Edison, NJ	\$33,248.00 (not to exceed)
Bid Exempt 1008	Adult Basic Education Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant Program (Grant Funded) Cape May County Technical School District Cape May, NJ	\$204,724.00 (not to exceed)

Number	Item and Vendor Information	Amount
Bid Exempt 1010	Workforce Development Training Sessions Bult & Associates, LLC Galloway, NJ	\$18,000.00 (not to exceed)
RFP 256	Live Streaming of Athletic Games BFA Productions, Co. Vineland, NJ	\$46,100.00 (not to exceed)
RFP 257	Consulting Services for Center for Transition Success Office of the Secretary of Higher Education (OSHE) Center for Adult Transition (Grant Funded) Shelly Meyers, EdD (SFMEC, LLC) Linwood, NJ	\$23,100.00 (not to exceed)
Regular Quote – 2234	GLBA Consultant SECNAP National Security Ft. Lauderdale, FL	\$24,000.00
		Total \$1,665,671.80

Res. #6**Establishment of the Inlet Community Development Corporation 501(c)(3)**

Certificate of Incorporation for the Inlet Community Development Corporation, a 501(c)(3) that will lead and implement the Inlet Neighborhood Strategy Plan.

Res. #7**Resolution Authorizing the Award of a Contract for Student Insurance
Accident and Catastrophic for Sports**

Contract with T.L. Groseclose Associates for student insurance.

Res. #13**New Jersey Pathways to Career Opportunities**

Acceptance of \$103,467 from the New Jersey Community College Consortium for Workforce and Economic Development for the college's participation in the work phase of the New Jersey Pathways to Career Opportunities initiative and the Patient Care and Renewable Energy Centers of Workforce Innovation.

Res. #103 Revised**State of New Jersey Labor and Workforce Development's Workforce Innovation and Opportunity Act (WIOA) Title II Grant – FY 2022**

Acceptance of an additional \$152,000 from the Workforce Innovation and Opportunity Act (WIOA) Title II, Adult Education and Family Literacy – Consolidated Adult Basic Skills (ABS) and Integrated English Literacy and Civics Education (IELCE) Grant Program, bringing the total grant to \$872,556 over the term July 1, 2021 – September 30, 2022 with Atlantic Cape (serving Atlantic County) receiving an additional

\$79,000 for a total allocation of \$590,396; Cape May County Technical School District (serving Cape May County) receiving an additional \$65,000 for a total of \$249,160; and Literacy Volunteers Association Cape-Atlantic Inc. (serving Atlantic and Cape May counties) receiving an additional \$8,000 for a total of \$33,000.

Res. #14 Executive Session

- Trustee Previti motioned to approve consent resolutions; Trustee Dawson seconded.
- Motion carried.

VIII. BUDGET REPORT

- Trustee Money reported under Resolution #2 and Resolution #3 – Regular Resolutions.

IX. REGULAR RESOLUTIONS

Res. #2 FY22 Draft Financial Statement for twelve months ended June 30, 2022 as of August 8, 2022.

Trustee Money stated the following:

- As of this draft, the College has earned 100.8% of budgeted revenues and expended 97.7% of budgeted expenditures.
- The fiscal year closing is in process.
- At this month's Budget, Finance & Audit Committee meeting, the FY22 audit entrance conference was held with the new partners of Ford-Scott & Associates. Fieldwork will begin mid-September starting with the Enrollment audit.
- Trustee Torres motioned to approve Resolution #2; Trustee Dawson seconded.
- Motion carried.

Res. #3 FY23 Financial Statement for one month ended July 31, 2022.

Trustee Money stated the following:

- As of July 31, 2022, the College has earned 10.7% of budgeted revenues and expended 12.0% of budgeted expenditures.
- FY23 Summer enrollment is 21% above the budgeted goal. Summer credits are in line with Summer 2020 totals, and an improvement of 24.6% from the prior year.
- Students who registered by May 3 received a HEERF three-credit re-engagement waiver for Summer 2022 which was not available last Summer.
- Colleges in New Jersey were recently notified of a pending double-digit increase in health insurance cost, effective January 2023. We anticipate that this increase will have a substantial impact on the FY23 budget.
- Trustee Byrne motioned to approve Resolution #3; Trustee Castillo seconded.
- Motion carried.

Res. #68 Revised

Award of Bids

Number	Item and Vendor Information	Amount
Regular Quote 2232	Cape May County Campus Chiller Repair Johnson Controls Pennsauken Township, NJ	\$81,113.49

- Trustee Byrne motioned to approve Resolution #68 Revised; Trustee Previti seconded.
- Motion carried.

Res. #5A

Award of Bids

Number	Item and Vendor Information	Amount
Bid 1872/1872A	Working at Heights Structure for Wind Training Center New Jersey Offshore Wind Safety Training Challenge Grant (Grant Funded) Weatherby Construction & Renovation, Corp. Atlantic City, NJ	\$320,000.00
		Total \$320,000.00

- Trustee Previti motioned to approve Resolution #5A; Trustee Byrne seconded.
- Motion carried.

Res. #111 Revised

Resolution Authorizing the Award of a Contract for Insurance

Multi-Peril/Commercial, Data Security Liability, E & O, Umbrella, Environmental, Excess Liability, Aviation and Builders Risk

Award a contract with Borden Perlman for insurance with a total premium of \$517,332, which includes insurance for the Aviation program.

- Trustee Castillo motioned to approve Resolution #111 Revised; Trustee Dawson seconded.
- Motion carried.

Res. #10

Higher Education Capital Facilities Program

Higher Education Facilities Trust (HEFT) Fund

Submission of an application to the NJ Office of the Secretary of Higher Education for the Higher Education Facilities Trust Fund (HEFT) grant program for the renovation of the Worthington Atlantic City Campus at cost not to exceed \$12,000,000 with financing all or portions of the project through HEFT.

Res. #12

**Higher Education Capital Facilities Program
Higher Education Equipment Leasing Fund (ELF)**

Submission of an application to the NJ Office of the Secretary of Higher Education for the Higher Education Equipment Leasing Fund (ELF) grant program for technology equipment for the Worthington Atlantic City Transformation Project at a cost not to exceed \$800,000 with financing all or portions of the project through ELF and an institutional match.

Res. #11

**Higher Education Capital Facilities Program
Higher Education Technology Infrastructure Trust (HETI) Fund**

Submission of an application to the NJ Office of the Secretary of Higher Education for the Higher Education Technology Infrastructure Trust Fund (HETI) grant program for the Data Center Replacement and Network Distribution Switch Replacement at a cost not to exceed \$920,000 with financing all or portions of the project through HETI and an institutional match.

- Trustee Previti motioned to approve Resolution #10-12; Trustee Byrne seconded.
- Motion carried.

Res. #4A

**Retirement of Maria Kellett, Dean of the Cape May County Campus
and Senior Advancement Officer/Associate Director of the Foundation**

Acknowledge: Retirement of **Maria Kellett**, effective October 1, 2022.

- Trustee Previti read the resolution in its entirety
- Ms. Kellett stated that the college gave her an opportunity to pursue her passion of fundraising and that she has seen at the college that education is a path out of poverty.
- Trustee Torres motioned to approve Resolution #4A; Trustee Dawson seconded.
- Motion carried.

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

- There were no incidents to report under the Cunningham-Ruiz Bill.

XI. FOUNDATION REPORT

Trustee Train reported on behalf of the Foundation.

- The Foundation received \$190,000 for FY23 scholarships from the Doherty Family Foundation and the Caroline Hunter Charitable Trust to support Cape May County students attending Atlantic Cape's credit, workforce training, dual, and concurrent enrollment programs. This fund provides tuition scholarships for students attending the new culinary program, as well as the drone, nursing, medical assistant, phlebotomy and EMT programs being held at the Cape May County Campus as well as

students attending classes across the campuses.

XII. Report of the NJ Council of County Colleges

- No report.

XIII. OTHER BUSINESS

- Chairperson Mento stated that the Board Retreat is scheduled for November 5.
- Chairperson Mento thanked Trustees Byrne, Money, Parker, Previti and Torres for their work on the President Evaluation Committee.
- In preparation for the annual Board Reorganization, Chairperson Mento will be establishing the annual Nominating Committee, which will begin its work in late September.

XIV. COMMENTS FROM THE PUBLIC

- Caesar Niglio, president of the Atlantic Cape Community College Education Association (ACCCEA), noted that the union provided food for the New Student Orientations and donated food to the Food Pantry. They were also approved for a grant to help support Welcome Back Week.
- Niglio also stated that mediation for negotiations is scheduled for September 9, and he offered Maria Kellett his best wishes.

XV. ADJOURNMENT AND EXECUTIVE SESSION

- At 6:50PM, Chairperson Mento called for a motion to adjourn the Board meeting and enter into Executive Session to discuss personnel, litigation, anticipated contracts and matters of attorney-client privilege, noting that no action would be taken and the Board will not return after the Executive Session.
- Trustee Previti motioned to adjourn the Board meeting and go into Executive Session; Trustee Torres seconded.
- Motion carried.