

## 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 November 30, 2021 meeting of the Board of Trustees was provided in the following manner:
- On November 3, 2021, advance written notice of the November 30, 2021 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 20, 2021.

## II. FLAG SALUTE

- Chairperson Mento 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.

Board Members	College Personnel
✓ Robert Bumpus (phone)	✓ Dr. Barbara Gaba, President
✓ Ellen Byrne	✓ Laura Batchelor, Executive Director of Marketing and College Relations
✓ Christina Clemans (phone)	✓ George Booskos, Chief Business Officer
✓ Dave Coskey	X Dr. Natalie Devonish, Vice President of Student Affairs and Enrollment Management
✓ Dr. Thomas Dawson	✓ Signe Huff, Interim Executive Director, Human Resources
✓ Dr. Judith DeStefano-Anen (phone)	✓ Leslie Jamison, Chief Financial Officer
✓ Harrison Furman (phone)	✓ Dr. Josette Katz, Vice President, Academic Affairs
✓ Maria K. Mento	✓ Maria Kellett, Dean, Cape May County Campus and Senior Advancement Officer
✓ Daniel Money	✓ Jean McAlister, Chief of Staff and Chief Advancement Officer
✓ Donald J. Parker (phone)	✓ Dr. Vanessa O'Brien-McMasters, Vice President, Institutional Effectiveness and Chief Strategy Officer

<b>Board Members</b>	<b>College Personnel</b>
✓ Dr. Robert Previti	✓ John Piazza, Chief Information Officer
✓ Maria Ivette Torres	<b>Legal Counsel</b> ✓ Lou Greco, Esq., Board Solicitor
✓ Shane Winkler	
<b>Public in Attendance</b>	
✓ Bonnie Lindaw, Chief Financial Officer, County of Atlantic (phone)	
<b>Faculty and Staff in Attendance</b>	
✓ Gracellen Etherton, Executive Assistant, Office of the President/Board of Trustee Operations and Resource Development	✓ Victor Moreno, Senior Manager, Campus Operations & Community Outreach
✓ Caesar Niglio, Enterprise Architect, ACCCEA	

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

- Chairperson Mento called the meeting to order at 6:45PM on November 30, 2021.

#### **V. PRESIDENT’S REPORT**

Dr. Gaba discussed the following:

##### **Groundbreaking Ceremony – Wind Training Center**

- The College held its Wind Training Groundbreaking Ceremony on October 28, 2021 at the Worthington Atlantic City Campus, which was attended by more than 80 representatives from the State of New Jersey, local community leaders and elected officials, industry partners, and faculty and staff.
- Event speakers included: Dr. Brian Bridges, New Jersey Secretary of Higher Education (OSHE); The Honorable Marty Small, Mayor of Atlantic City; Jim Ferris, Bureau Chief for New Technology of the Clean Energy Division at the New Jersey Board of Public Utilities (NJBPU); Jen Becker, Managing Director of Wind Industry Development, New Jersey Economic Development Authority (NJEDA); and Davon McCurry, New Jersey Deputy Head of Market & Government Affairs for Ørsted.
- We are very proud that Atlantic Cape will play a key role in the state’s clean energy transformation by providing the necessary education and workforce training programming to support the burgeoning offshore wind industry.

## **COVID-19 UPDATE**

- The college continues to follow CDC and local health department guidance and have adjusted our protocols accordingly. Effective Monday, January 3, 2022, all faculty, staff, and students taking classes on campus must show proof of COVID-19 vaccination or be regularly tested.
- We have partnered with a third-party vendor for the vaccinations, testing, and overall administration of the program. Vaccination/testing stations will be set up on all 3 campuses.
- Vaccination status will not prevent anyone from enrolling or visiting campuses. The use of masks indoors, regardless of vaccination status, will continue to be required. These mitigating protocols must be adhered to as we minimize the spread of COVID-19.

## **Technology Upgrades**

### *Security Camera Upgrade*

- The Security Camera upgrade project has been completed at all three campuses. This project increased the number of cameras on our campuses by 152% from 102 cameras to 257 cameras. The work on this project started in November 2020.

### *Cost Saving Measures*

- The Information Technology department has designed a solution to replace the college's phone system maintenance currently provided by Converge One and Avaya with Hunter Technologies. This will save the college approximately \$27,000 annually. Additionally, in early 2022, the team is planning to replace Windstream Communications for all Telephone connectivity, which is expected to save an additional \$25,000-\$30,000 annually.

## **Community Outreach – Cape May**

- On November 8, the Cape May County Campus hosted a Mental Health/Law Enforcement Community Awareness Symposium that included a panel presentation/discussion with representatives from the Prosecutor's Offices from Atlantic and Cape May Counties, the Arc Offices of both counties, the Middle Township police, and representatives from several mental health providers.

## **Community Outreach – Atlantic City**

- The Worthington Atlantic City Campus hosted several community outreach events this month, including:
  - *Thanksgiving Luncheon on November 19 at Center City Park in Atlantic City.* Atlantic Cape and Angels in Motion provided a hot meal, blessing bags, COVID-19 vaccines, and resources to the less fortunate community in Atlantic City. This initiative was in partnership with our Academy of Culinary Arts and the Culinary Student Association. This event received coverage from NBC-10.

- *Thanksgiving Dinner in a Box Distribution on November 20 at the Worthington Atlantic City Campus.* The College, in partnership with the Fellowship of Churches, hosted a food distribution for the community to include free turkeys and meal kit boxes, as well as COVID-19 vaccination information and appointments

### **Student Support – Food Insecurity Initiatives**

- The Mays Landing Campus hosted a Drive-Through Turkey Giveaway for our students on Tuesday, November 16. Fifty turkeys, along with ingredients for Thanksgiving side dishes, were distributed. The turkeys, along with 26 gift cards to local grocery stores, were donated by the Community Food Bank of New Jersey. The Atlantic Cape Community College Education Association (ACCCEA) purchased \$2,000 in groceries to provide the side dishes for this event. In total, 76 students were assisted.
- The Cape May County Campus hosted a free turkey giveaway with side dishes for students in need on November 22, 2021. In addition to a donation of turkeys by the Community Food Bank of New Jersey, Kim Stowell, Cape May County Campus Operations Manager, arranged for Kara Catering (the campus' food service provider) to donate the turkeys and side dishes, making them complete Thanksgiving meals for our students.

### **Atlantic Cape Foundation**

- The Women of Wonder Luncheon was held at the Flanders Hotel in Ocean City on November 10, 2021. This year marked ten years that the Women of Wonder League has raised scholarship funds for Cape May County at-risk students attending Atlantic Cape. Since 2018, the Atlantic Cape Foundation has co-sponsored this event with the Cape May County Women's Commission.
- We hosted 220 people, raised over \$17K, and honored three outstanding Cape May County women: Michele Gillian, Executive Director of the Ocean City Regional Chamber of Commerce; Chase Jackson, Executive Director of the Ocean City Arts Center; and Marilyn Miller, Director of the Samuel De Vico Senior Center in Middle Township. We also paid tribute to Veteran Doris "Doie" Barnes, a 100-year-old retired Marine Sgt. Stories about the event appeared in the *Press of Atlantic City*, the *Cape May County Herald*, *OCNJ*, and the *Ocean City Sentinel*.

### **Athletics**

#### *Men's Basketball*

- Basketball player David Coit has received the Garden State Athletic Conference Player of the Week Award! David also received a Division-1 scholarship to Northern Illinois University.

### **Staff Accomplishments**

- Atlantic Cape Community College received two Medallion Awards at the National Council for Marketing and Public Relations (NCMPR) District 1 Conference Oct. 25-27 in Long Branch, NJ. Winning materials from Atlantic Cape included the oversized brochure (recruitment brochure geared towards prospective students with facts about the college) and the overall marketing campaign for the 2021 Restaurant Gala, which both received a bronze award.

### **Campus Improvements**

- Our Facilities team continues working to beautify the college’s campuses to make them attractive and comfortable for our students, faculty, staff, and visitors. Most recently, the water tower on the Mays Landing Campus has been adorned with the college’s logo.

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

### **Inside the College**

- Dr. Josette Katz, Vice President of Academic Affairs, and Christine Matos, Director of High School Initiatives, presented “Early College High School Partnership Programs”.
- Trustees discussed marketing of the Early College opportunities; the high schools that have joined the program over the years; tuition charges to the students and leveraging of grant funds to subsidize courses for underserved populations; and the registration process.

## **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. #31** Regular Session Minutes (October 26, 2021)

**Res. #33**

### **Personnel Action**

*Appointments* - **Wendy Gray**, Assistant Director, Advising and Retention effective December 1, 2021 at an annual salary of \$63,600.

*Extension of Appointment* - **Shara Deberry**, temporary full-time Instructional Technology Program Coordinator at an annual salary of \$48,822 through May 6, 2022 [Grant Funded].

*Title Change and Salary Adjustment* - **Emily Smykla**, from Specialist to Confidential Assistant, Office of the President effective December 1, 2021 at an annual salary of \$48,860.

*Title Changes* - **Daymis Alicea**, from Program Coordinator to Student Service Navigator effective December 1, 2021 at her current annual salary; **Jessica Brown**, from Program Coordinator to Student Service Navigator effective December 1, 2021 at her current annual salary; **Jerome Ingram**, from Program Coordinator to Student Service Navigator effective December 1, 2021 at his current annual salary; **Eric Stewart**, from Program Coordinator to Student Service Navigator effective December 1, 2021 at his current annual salary; **Vita Stovall**, from Program Coordinator to Student Service Navigator effective December 1, 2021 at her current annual salary; **Carmen Cabrera**, from Assistant Director Admissions to Assistant Director, One Stop and Enrollment Services at her current annual salary; **Tasha Rivera**, from Manager, Admissions to Manager, Enrollment Services effective December 1, 2021 at her current annual salary; **Cynthia Correa** from Director, WACC Student Services and Institutional Career Services to Director, WACC Student Affairs and One Stop Services effective December 1, 2021 at her current annual salary.

*Resignations* - **Adelina Marini**, Academic Support Specialist, effective October 29, 2021; **David Ortiz-Nunez**, College Recruiter, effective November 12, 2021.

#### Res. #40

#### Termination of the Office Systems Technology, A.A.S.

Termination of the Office Systems Technology, A.A.S. degree effective Spring 2022.

#### Res. #34

#### Award of Bids

Number	Item and Vendor Information	Amount
Bid 1867	Cape May County Campus Cooling Tower and Emergency Generator  Chapter 12, Repair & Replacement, and Institutional Funds  Falasca Mechanical Vineland, NJ	\$486,000.00
RFP 244	Media Buying Services  Institutional and Grant Funds ( <b>Partially Grant Funded</b> )  JL Media Union, New Jersey	\$125,000.00 (not to exceed)
Bid Exempt 945	Labor Negotiation Services  Blaney & Karavan Avalon, NJ	\$30,000.00 (not to exceed)
Bid Exempt 946	Verkada Command Software for Security Cameras  Ocean Computer Group Matawan, NJ	\$38,603.95

<b>Number</b>	<b>Item and Vendor Information</b>	<b>Amount</b>
Bid Exempt 947	Professional Services for Wind Training Center Wind Safety Challenge Grant ( <b>Grant Funded</b> ) Arcon Training Center, LLC Salisbury, MD	\$479,205.00 (not to exceed)
Bid Exempt 948	Support and Equipment Warranty College Phone System Hunter Technologies Wall Township, NJ	\$23,105.00
Bid Exempt 949	Proctoring Services Higher Education Emergency Relief Fund (HEERF II) - Institutional Portion ( <b>Grant Funded</b> ) Honorlock, Inc. Boca Raton, FL	\$20,000.00 (not to exceed)
Bid Exempt 950	Customer Relationship Management (CRM) Software Community College Opportunity Grant (CCOG) ( <b>Grant Funded</b> ) SalesForce, Inc. San Francisco, CA	\$19,300.00
Bid Exempt 951	SiteImprove Website Functionality Software Tool Higher Education Emergency Relief Fund (HEERF) - Institutional Portion ( <b>Grant Funded</b> ) SiteImprove, Inc. Bloomington, MN	\$26,316.48
Bid Exempt 952	Inside Track Enrollment Campaigns Opportunity Meets Innovation Challenge Grant (OMIC) / Higher Education Emergency Relief Fund (HEERF) – Institutional Portion ( <b>Grant Funded</b> ) Inside Track Salem, OR	\$58,279.00 (not to exceed)
Bid Exempt 953	Color Copier for Print Shop Xerox Corporation Mt. Laurel, NJ	\$91,548.00
Bid Exempt 954	Xerox Copier for Print Shop Xerox Corporation Mt. Laurel, NJ	\$34,497.00
		Total \$1,431,854.43

**Res. #39****NACUBO Strategic Finance for Student Success Grant**

Approval of an application to the National Association of College and University Business Officers (NACUBO) Strategic Finance for Student Success Grant and, if awarded, acceptance of a grant not to exceed \$35,000 over three years.

**Res. #41****New Jersey Council for the Humanities Smithsonian Traveling Exhibit Voices and Votes**

Acceptance of a grant of up to \$5,000 from the New Jersey Council for the Humanities for its Smithsonian Traveling Exhibit Voices and Votes project.

**Res. #43 Executive Session**

- Trustee Torres motioned to approve consent resolutions; Trustee Byrne seconded.
- Motion carried.

**VIII. BUDGET REPORT**

- Trustee Money reported under Resolution #2 and Resolution #32 – Regular Resolutions.

**IX. REGULAR RESOLUTIONS**

**Res. #2** FY21 Draft Financial Statement for twelve months ended June 30, 2021 as of November 11, 2021.

Trustee Money stated the following:

- This resolution is to approve the FY21 Draft Financial Statement for twelve months ended June 30, 2021 as of November 11, 2021.
  - The PERS (pension) and SUI (unemployment) reserve adjustments are still pending the FY21 employer billings from the State.
  - The fiscal year closing is in process, and the net margin will be positive, therefore adding to fund balance.
  - Due to the GASB 68 and 75 reporting delays, the NJCCC will be submitting a request to the State on behalf of the NJ County College sector for an extension until March 31, 2022 to file the FY21 Audit Reports.
- Jamison explained that GASB 68 and 75 are post-employment benefits that have to be incorporated into the financial statements.
- Trustee Parker motioned to approve Resolution #2, Trustee Byrne seconded.
- Motion carried.



**Res. #32** FY22 Financial Statement for four months ended October 31, 2021.

Trustee Money stated the following:

- As of October 31, 2021, the College has earned 47.0% of budgeted revenues and expended 36.5% of budgeted expenditures.
- FY22 Fall credit enrollment is 3.8% below the budgeted goal. Fall tuition revenue is \$165,000 below budget, which can be recovered through HEERF. Fall's recovery will be recorded at the end of the semester.
- Trustee Byrne motioned to approve Resolution #32, Trustee Dawson seconded.
- Motion carried.

**Res. #33A**

**MEMORANDUM OF AGREEMENT**

**Supportive Staff Association of Atlantic Cape Community College (SSAACCC)**

**Payment for Unused Vacation Days**

Memorandum of Agreement with the Supportive Staff Association of Atlantic Cape Community College (SSAACCC) for a one-time opportunity for employees to be paid on a per-diem basis for unused vacation days (Higher Education Emergency Relief Fund-Institutional Portion – Grant Funded).

**Res. #33B**

**MEMORANDUM OF AGREEMENT**

**Teachers, Librarians and Counselors (TLC)**

**Payment for Unused Vacation Days**

Memorandum of Agreement with the Teacher, Librarian and Counselor Bargaining Unit of the Education Association of Atlantic Cape Community College (TLC) for a one-time opportunity for employees to be paid on a per-diem basis for unused vacation days (Higher Education Emergency Relief Fund-Institutional Portion – Grant Funded).

**Res. #33C**

**MEMORANDUM OF AGREEMENT**

**Atlantic Cape Community College Organization of Supervisory and Administrative Personnel (ACCCOSAP)**

**Payment for Unused Vacation Days**

Memorandum of Agreement with the Atlantic Cape Community College Organization of Supervisory and Administrative Personnel (ACCCOSAP) for a one-time opportunity for employees to be paid on a per-diem basis for unused vacation days (Higher Education Emergency Relief Fund-Institutional Portion – Grant Funded).

**Res. #33D****Payment for Unused Vacation Days for Employees Exempt from Bargaining Unit Agreements**

Employees exempt from the bargaining unit to be granted a one-time opportunity to be paid on a per-diem basis for unused vacation days as allowable (Higher Education Emergency Relief Fund-Institutional Portion – Grant Funded).

- Trustee Parker stated that Resolutions #33A-D are due to COVID-19 as employees were not able to take their normal allotment of vacation time. Thus, the college is offering to buy back vacation days in excess of the amount that is allowable for payout upon separation of employment, up to a maximum number of 10 days. This is a one-time only opportunity. The payments will be made using HEERF funds and at no cost to the college.
- Trustee Torres motioned to approve Resolution #33A-D, Trustee Dawson seconded.
- Motion carried.

**Res. #33E**

**MEMORANDUM OF AGREEMENT**  
**Academy of Culinary Arts Faculty Association (ACAFA)**  
**Contract Year Hours**

Memorandum of Agreement with the Academy of Culinary Arts Faculty Association of Atlantic Cape Community College (ACAFA) to change the Chef Educators' academic year from 150 teaching days to 120 teaching days, with non-instructional days increasing from 10 days to 40 days for the academic year.

- Trustee Parker stated that within the Culinary program, the college went from 5 days of instruction to 4 days because most students work in the industry on Fridays. Classes meet 5 hours per day, Monday through Thursday, as Friday is a busy day industry-wide.
- Those students not working may take general education courses on Fridays so their days are several hours versus a full day.
- Chef Educators will use the non-instructional days to prepare for the Restaurant Gala and be available for other community events, as well as update curriculum.
- Trustee Money motioned to approve Resolution #33E, Trustee Byrne seconded.
- Motion carried.

**Res. #37**

**Policy Updates**  
 Policy No. 500 *Administrative Responsibility*  
 Policy No. 503 *Grants Procurement/Administration*  
 Policy No. 504 *Lines of Authority in the Absence of the President*

Elimination of Policy No. 500 *Administrative Responsibility* as it will be reclassified as a General Administration Department policy, and approve the revisions and renumbering of Policy No. 504 *Lines of Authority in the Absence of the President* to Board Policy No. 29 and Policy No. 503 *Grants Procurement/Administration* to Board Policy No. 30.

- Trustee Byrne motioned to approve Resolution #37; Trustee Torres seconded.
- Motion carried.

### **Res. #38**

#### **Bylaws Revisions**

Revisions to the Board of Trustees Bylaws (Long Range Planning & Capital Projects committee charges).

- Trustee Parker stated that legislative updates are obtained through the New Jersey Council of County College (NJCCC) by the President and not by the Long Range Planning & Capital Projects committee.
- Trustee Previti motioned to approve Resolution #38; Trustee Byrne seconded.
- Motion carried.

### **Res. #42**

#### **Board Solicitor Louis J. Greco, Esquire Honorary Resolution**

Acknowledgement of Mr. Lou Greco's service to the Board, the College, and its students over the past 38 years.

- Trustee Parker read the resolution into the record recognizing Lou Greco for his 38 years of service.
- Mr. Greco thanked the Trustees and all those Trustees those who served during his tenure. He noted that serving as the Board Solicitor for Atlantic Cape has been the highlight of his career.
- Secretary McAlister noted that the Board has gifted Mr. Greco an engraved tankard. In years past, engraved tankards were given to retiring Board members and the Board is reawakening this tradition.
- Trustee Parker motioned to approve Resolution #42; Trustee Money seconded.
- 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 Atlantic Cape Foundation has applied for a \$50,000 competitive grant from the Community Food Bank of New Jersey to support food insecurity in Atlantic City including the Worthington Atlantic City Campus. The grant’s goal is to help build capacity for the College to serve students and residents of Atlantic City. We should know if we received the grant by the January Board Meeting. Only the Foundation was able to apply for the grant.
- Today is Giving Tuesday. Please go to [atlantic.edu/givingtuesday](http://atlantic.edu/givingtuesday) or text ACCC to 71777. Any size donation is gratefully appreciated and needed to help the neediest students and/or support the Capital Campaign. We expect to extend Giving Tuesday a few extra days.
- The Foundation is proud and honored to sponsor the President’s Annual Holiday Reception, which will be held December 1<sup>st</sup> at Careme’s Restaurant. Academy of Culinary Arts students will prepare and serve the food.
- The Restaurant Gala is March 31, 2022. The co-chairs are Foundation Board members Cheryl Pivola and Terry Budd, an Atlantic Cape alumna. We will be celebrating the Academy of Culinary Arts’ 40<sup>th</sup> Anniversary and will feature acclaimed alumnus, Peter Slavin of Ice Sculpture Philly. Tickets will be \$225 each, and sponsorships are available.

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

- There was no report from the New Jersey Council of County Colleges (NJCCC).

## **XIII. OTHER BUSINESS**

- None.

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

- Caesar Niglio, President of the Atlantic Cape Community College Education Association (ACCCEA), congratulated Trustees Mento, Byrne, and Money on their appointments, as well as Lou Greco on his retirement, noting that he has been a civil and fair attorney even in the face of disagreement.
- The ACCCEA donated \$2,000 of groceries, that they shopped for personally, for food insecurity initiatives for students. Half was used for the Thanksgiving Giveaway and half was used to stock the Food Pantry. This was a highly positive experience.
- Mr. Niglio wished the Trustees a wonderful holiday.

## **XV. ADJOURNMENT**

- Chairperson Mento wishes everyone a happy and healthy holiday season.

- At 7:45PM, Trustee Parker motioned to adjourn; Trustee Money seconded.
- Motion carried.