

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 19, 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, and
- (2) On May 19, 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 situation 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	✓ Natalie Devonish, Dean, Worthington Atlantic City Campus and Workforce Development
✓ Harrison Furman	✓ Leslie Jamison, Chief Financial Officer
✓ James Kennedy	✓ 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
✓ Maria K. Mento	✓ John Piazza, Chief Information Officer
✓ Daniel Money	✓ Jean McAlister, Board Secretary, Chief of Staff, and Dean of Resource Development
✓ Donald J. Parker	✓ Dr. Vanessa O'Brien-McMasters, Dean, Institutional Research, Planning & Effectiveness
✓ Ahmet Sahingoz	✓ 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	✓ Jennie Ayers, Assistant Director, Conferences, Events & Contracts
✓ Brittany Smith, Chief Financial Officer, County of Cape May	✓ Denise Coulter, Dean, Liberal Studies
	✓ Caesar Niglio, ACCCEA, Master Technician, Student Affairs

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:

CARES Act

- The Higher Education Emergency Relief Fund (CARES Act) has allocated funding to colleges and universities to provide emergency financial aid grants to students whose lives have been disrupted by COVID-19, many of whom are facing financial challenges and struggling to make ends meet. Atlantic Cape was awarded approximately \$3.9 million, half of which goes directly to students. Thanks to the efforts of our Finance and Financial Aid Departments, to date we have awarded \$1,011,400 to 1,221 eligible students.
- The U.S. Department of Education has allocated an additional \$192,877 in grant funding to the college through the Higher Education Emergency Relief Fund-Strengthening Institutions Program (SIP).

Legislative Advocacy

- Dr. Gaba and Jean McAlister met with Senator Booker’s Office on May 7 to discuss the impact of COVID-19 on the college and the unprecedented challenges faced by students (such as food insecurity). Dr. Gaba also advocated for additional financial assistance needed because of COVID-19. While we are very grateful for the CARES Act funding, it carries with it many restrictions and does not help fund the gap we expect in our operating budget due to lower than budgeted enrollment and reduced State funding expected for next year.

Commencement 2020

- Atlantic Cape will host a *Virtual Graduation* ceremony for the Class of 2020, which will be broadcast on YouTube and Facebook and will be available through the college’s website on Thursday, June 11 at 6 p.m. With input from students, faculty, and staff, the college designed the *Virtual Graduation* with all the pomp and circumstance of a traditional ceremony, including keynote speakers and the acknowledgment of graduates with dedicated slides that students can design. Additionally, our graduates asked to have an in-person celebration when we are able. We have partnered with Harrah’s Waterfront Conference Center to hold the traditional Commencement Ceremony graduates on December 5 at 11 a.m.

Community Outreach

- Workforce Development hosted complimentary workshops to provide the community with information regarding workforce enhancements as well as leadership development. The six information sessions resulted in 166 registrants.
- Atlantic Cape collaborated with the *Hispanic Association of Atlantic County* to carry out two food distributions. More than a 1,000 local Atlantic City families benefited from this project.
- The *Fellowship of Churches*, in partnership with Atlantic Cape, provided food to Atlantic City residents in need. Three hundred fifty (350) 30lb food boxes were distributed Saturday, April 18 and an additional 700 food boxes were distributed Saturday, May 9.
- The college has partnered with the *Boys & Girls Club of Atlantic City* to develop the College Connect program, a free summer enrichment program for the teens of the Boys & Girls Club. Designed for high school juniors and seniors, the program aims to increase college access, aid and grant literacy, and scholarship preparation. This program will assist first generation students and those who lack general high school to college transition information through a series of college readiness workshops, career exploration opportunities, college tours, and diverse cultural experiences.
- A virtual information session was provided to the *Court Appointed Special Advocates (CASA) for Children of Atlantic and Cape May Counties*. Over 30 youth advocates were in attendance and received a complete overview on educational resources and services available at Atlantic Cape.

Secretary's Note-The President's full monthly report is posted on the Board 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. #89 Approve: Regular Session Minutes (April 28, 2020)

Res. #91

Memorandum of Agreement

A Memorandum of Agreement with the Atlantic Cape Community College Organization of Supervisory and Administrative Personnel (ACCOSAP), Supportive Staff Association (SSAACCC) and Teachers, Librarians and Counselors (TLC).

Res. #100

Personnel Action

Re-appointments: **Nigel Lee Collins** to a temporary full-time Math instructor position for the term of one year beginning July 1, 2020 and ending June 30, 2021 at an annual salary of \$56,625.00; **Rich Perrillo** to a temporary full-time Science instructor position for the term of one year beginning July 1, 2020 and ending June 30, 2021 at an annual salary of \$56,625.00.

Sabbatical - Postponement of the previously Board-approved sabbatical for James Sacchinelli for one year, moving it from the Fall semester 2020 to the Fall semester 2021.

Res. #57A

Reappointments

Reappointed to one-year terms, effective 7/1/2020: Faculty Earning Tenure (2 individuals).

Res. #99

Policy Reaffirmation

Reaffirmation of Policy No. 203 *Confidentiality of Student Records* with minor changes.

Res. #98

Official Naming of Bake Shop Donated In Memory of Mary Mento

Naming the Strudels Bake Shop in M-building in memory of Mary Mento, Hammonton's Cake Lady.

Res. #92**Award of Bids**

Number	Item and Vendor Information	Amount
Bid 1859	Building D & K Renovations & Roof Replacement Chapter 12 Ogren Construction Company, Inc. Vineland, NJ	\$3,730,700.00
Bid Ex. 852	AV Equipment – H Building Renovations Chapter 12\ Troxell Lumberton, NJ	\$253,906.20
		Total \$3,984,606.20

Res. #93**Resolution Authorizing Contract for Follett Higher Education Group Inc.**

To authorize the extension of the existing contract, approved by the Board of Trustees per Resolution #121 on June 23, 2015, with Follett Higher Education Group, Inc. for the period of July 1, 2020 to June 30, 2025.

Res. #94**Accept College Readiness Now VI Additional Grant Funds**

To accept an additional \$15,428 for the implementation of the College Readiness Now VI Project for a total grant award of \$52,372 and a grant term of July 1, 2019 – August 20, 2020.

Res. #95**CARES ACT Higher Education Emergency Relief Fund - Strengthening Institutions Program**

To submit an application to the Higher Education Emergency Relief Fund - Strengthening Institutions Program CFDA Number 84.425M, and accept the allocation of \$192,877 over the grant term of May 6, 2020-May 5, 2021.

Res. #96**National Endowment for the Humanities NEH CARES: Cultural Organizations Grant Program**

To submit an application to the National Endowment for the Humanities (NEH) for the NEH CARES: Cultural Organizations Grant Program to assist institutions and organizations working in the humanities

that have been affected by the Coronavirus to retain or hire humanities staff, requesting a grant of up to \$30,000 over the term of 6.5 months (anticipated June 15, 2020 – Dec. 31, 2020).

Res. #101

Application and Acceptance of Strengthening Career and Technical Education for the 21st Century Act Funds (“Perkins”)

The application and acceptance of the Strengthening Career and Technical Education for the 21st Century Act funds.

Res. #102 Executive Session

- Trustee Byrne motioned to approve consent resolutions, Trustee Money seconded.

ROLL CALL:

ALL AYES

NO NAYS

ABSTENTIONS-Trustee Bumpus

Motion carried.

VIII. BUDGET REPORT

Trustee Byrne reported under Resolution #90 – Regular Resolutions.

IX. REGULAR RESOLUTIONS

Res. #90 FY20 Financial Statement for ten months ended April 30, 2020.

- Trustee Byrne stated that as of April 30, 2020, the College has earned 94.39% of budgeted revenues and expended 81.95% of budgeted expenditures. Year to date revenue is up 3.2% compared to this time last year, and year to date expenditures are up 1.2%. The year to date margin is \$737,000 higher than compared to last year, or up 15.2%. Encumbrances are down - 28.3%. Overall, FY20 credit enrollment is above budget by 4.5%. Net FY20 credit tuition and fees revenue is over \$972,000 above budget.
- Trustee Byrne also stated that although the College’s fiscal year was strong through March, the financial impact of the COVID-19 pandemic will be significant. Fifty percent of the College’s State operating appropriations have been cut for the months of April, May, and June. Continuing Education revenues, which were trending behind budget through the first nine months, have been further impacted by the pandemic. College management has instituted hiring and purchasing freezes on all but essential items required for continued operations to help mitigate the negative budget impact.
- Trustee Money motioned to approve Resolution #90, Trustee Furman seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

Res. #97

New Jersey Department of Community Affairs Planning Grant

To submit a planning grant application to the New Jersey Department of Community Affairs (NJDCA) Neighborhood Revitalization Tax Credit Program requesting a grant of approximately \$50,000 to develop at 5-10 year plan to revitalize Atlantic City's Inlet Neighborhood (Ward #1).

- Trustee Byrne stated that Atlantic Cape will partner with Rutala Associates, LLC to develop the plan for revitalization of the inlet section of Atlantic City in collaboration with Atlantic City residents, property owners, and business persons in the neighborhood by scheduling public or online meeting(s) in order to solicit comments on the draft plan.
- Trustee Byrne motioned to approve Resolution #97, Trustee Money seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

Secretary's Note: On September 3, 2020, it came to the Resource Development Office's attention that the resolution must be submitted on the New Jersey Department of Community Affairs' template, noting that the college President is the authorized signatory for the grant agreement. The Board of Trustees unanimously consented to this revision via email on September 4, 2020.

X. COMMITTEE REPORTS

PERSONNEL AND BOARD DEVELOPMENT

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

XI. FOUNDATION REPORT

- Trustee Furman stated that the Restaurant Gala was cancelled. The Foundation is in the process of contacting our sponsors to donate their sponsorship to scholarships or Emergency Funds through the Foundation. We have transferred more than \$100,000 to date thanks to the generosity to our donors. Additionally, 161 50/50 raffle tickets and 100 Borgata/Old Homestead Dining Experience raffle tickets were sold. All members of the Foundation Board

participated in GivingTuesdayNow!, Restaurant Gala sponsorships, and/or Restaurant Gala raffles.

- Trustee Furman stated that the Hollander Memorial Foundation (an endowment with Bacharach Institute for Rehabilitation) donated \$25,000 to nursing scholarships for this upcoming year. The Langdon fund has also provided another \$25,000 for the Nursing Emergency Fund, which we have nearly depleted in the last month.
- Trustee Byrne thanked the Trustees who contributed to the Emergency Fund, GivingTuesdayNOW!, and Restaurant Gala sponsorship or raffles. She also thanked Chairperson Mento for her contribution to the Naming Opportunity Campaign, in memory of her mother, Mary Mento. As always, there is still time to give to students with the greatest need. Contact Jean McAlister if you would like to give to students through the Foundation.

XII. NEW JERSEY COUNCIL OF COUNTY COLLEGES (NJCCC)

- Trustee Furman stated that he has served on the Executive Board of the Council since March of 2019 and recently resigned. There is still a seat open on the Executive Board. Please contact Jean McAlister if you are interested in serving.

XIII. OTHER BUSINESS

- None noted.

XIV. COMMENTS FROM THE PUBLIC

- C. Niglio stated that staff are working harder than ever before in the remote environment providing online services to students, including registration for Summer Sessions and Fall Semester.

XV. EXECUTIVE SESSION

- At 6:28pm, Trustee Money motioned to go into Executive Session to discuss personnel matters. Trustee Byrne seconded. No action will be taken upon return from Executive Session.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

XVI. ADJOURNMENT

- At 6:40pm, Trustee Money motioned to adjourn, Trustee Furman seconded.

ROLL CALL:

ALL AYES
NO NAYS
NO ABSTENTIONS
Motion carried.