

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 March 3, 2021, due to the Coronavirus, advance written notice was posted on the Board of Trustees 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 Commissioners of Atlantic and Cape May counties, and was posted in the Press of Atlantic City on December 9, 2020.
2. On March 3, 2021, 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 Kennedy 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. 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
X Ellen Byrne	✓ Laura Batchelor, Executive Director of Marketing and College Relations
✓ Christina Clemans	✓ George Booskos, Chief Business Officer
✓ Dave Coskey	✓ Paula 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	✓ 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	✓ Jean McAlister, Board Secretary, Chief of Staff, and Dean of Resource Development
✓ Daniel Money	✓ Dr. Vanessa O'Brien-McMasters, Dean, Institutional Research, Planning & Effectiveness
✓ Valerie Myland	✓ John Piazza, Chief Information Officer
✓ Donald J. Parker	✓ Mickey Trageser, Executive Director, Human Resources
✓ Maria Ivette Torres	Legal Counsel ✓ Lou Greco, Esq., Board Solicitor
Public in Attendance	
✓ Fred S. Caltabiano, CPA, CFE, RMA, PSA, Partner, Bowman & Company, LLP	✓ Bonnie Lindaw, Chief Financial Officer, County of Atlantic
Faculty and Staff in Attendance	
✓ Dr. Denise Coulter, Dean, Liberal Studies	✓ Gracellen Etherton, Senior Manager, Office of the President / Board of Trustees Operations and Resource Development
✓ Caesar Niglio, Master Technician, Student Affairs, ACCCEA	✓ Effie Russell, Professor, English

IV. CALL TO ORDER

- Chairperson Kennedy called the meeting to order at 6:02PM on March 23, 2021.

V. PRESIDENT'S REPORT

Dr. Gaba discussed the following:

COVID-19 Update

- Dr. Gaba reviewed the initiatives undertaken by the college over the past year to support our students and wider community during the COVID-19 pandemic, including disbursement of CARES Act emergency relief funds, food and supermarket gift card distributions, the Laptop Loaner Program and other student supports, and support of community vaccination efforts.

Commencement

- Last year's graduation for the Class of 2020 was virtual. This year, the college will do a hybrid model with a socially distanced drive-through ceremony on the Mays Landing Campus quad on May 20, 2021, along with a Virtual Graduation to air on June 9, 2021.

New Jersey Offshore Wind Training Challenge

- Atlantic Cape is applying for the New Jersey Offshore Wind Training Challenge Grant through the New Jersey Economic Development Administration (NJEDA) and the Office of the Secretary of Higher Education (OSHE).

- If awarded, this grant will provide up to \$3 million in seed funding to establish a Global Wind Organization (GWO) certified Basic Safety and Sea Survival Training program, including a supporting facility addition at the Worthington Atlantic City Campus. This industry-recognized safety credential is required for a number of jobs in the offshore wind industry.
- Atlantic Cape is the lead applicant on this grant opportunity in partnership with Stockton University, and we are garnering support from various entities including union and business leaders.

Athletics

- The Atlantic Cape Buccaneers Baseball Team won their season opener against Rowan College of South Jersey-Cumberland, a nationally ranked team, on March 17, 2021 and are now 4-0.

Student Accomplishments

- Atlantic Cape student Jason Smith took Professor Effie Russell’s English Composition II course in 2019, and Professor Russell entered his research paper in a national writing contest with Norton Publishers.
- We are very proud to report that Norton has published Jason’s essay in the textbook *They Say, I Say* by Gerald Graff and Cathy Birkenstein. Norton is an esteemed publisher of academic texts, and this textbook is widely respected and used by English faculty at colleges and universities throughout the United States.

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

Inside the College

- George Booskos, Chief Business Officer presented on “Facilities Master Plan 2021-2025”.

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. #77 Regular Session Minutes (February 23, 2021)

Res. #79

Personnel Action

Appointments - **Monica Gotwals**, Housekeeper I, effective March 24, 2021, at a salary of \$30,088; **Alexandra Ho-Ramirez**, Housekeeper I, effective March 24, 2021, at a salary of \$30,088; **Jerome Ingram**, Enrollment Navigator, effective March 24, 2021, at a salary of \$46,632.

Promotions - **Michelle Perkins**, Director, Instructional Technology, effective March 24, 2021 at a salary of \$85,162; **Nicole Thompson**, Advertising and Media Coordinator promoted to Advertising and Media Manager at a salary of \$47,797.

Extension of Appointment - **Shara Deberry**, extension of appointment as temporary full-time Instructional Technology Program Coordinator at an annual salary of \$46,632 through December 31, 2021 [Grant Funded].

Res. #87

Policy Updates

Policy No. 901 *Classification of Services*

Policy No. 905 *Energy Conservation*

Policy No. 910 *Recycling Policy*

Policy No. 911 *Roof Access*

Policy No. 912 *Sign and Poster Placement*

Policy No. 904 *Bicycles*

Policy No. 907 *Occupant's Responsibilities*

Policy No. 919 *Uniforms and Equipment*

The elimination of the following Board policies as they will be reclassified as Facilities Department policies with minor revisions for accuracy and clarity: Policy No. 901 *Classification of Services*; Policy No. 905 *Energy Conservation*; Policy No. 910 *Recycling Policy*; Policy No. 911 *Roof Access*.

The elimination of Board Policy No. 912 *Sign and Poster Placement* as it will be reclassified as a Facilities Department Procedure No. 900.8 with minor revisions for accuracy and clarity.

The elimination of the following Board policies as they are operational and redundant to other college policies and/or resources: Policy No. 904 *Bicycles*; Policy No. 907 *Occupant's Responsibilities*; Policy No. 919 *Uniforms and Equipment*.

Res. #84

Termination of the Performing Arts Option in Liberal Arts, A.A.

Termination of the Performing Arts Option in Liberal Arts, A.A. degree effective Fall 2021.

Res. #85

Cybersecurity Option in Computer Systems Support, A.A.S.

Offering the Cybersecurity Option in Computer Systems Support, A.A.S. effective Fall 2021.

Res. #80**Award of Bids**

Number	Item and Vendor Information	Amount
Bid Exempt 896	CampusGroups Student Engagement Platform CARES HEERF – Institutional Portion (Grant Funded) Novalsys New York, NY	\$36,062.00
Bid Exempt 897	Emergency Repairs to Mays Landing Campus Library* Chapter 12 Funds Mazza's Furniture & Carpet Blue Anchor, NJ <i>*Retroactive to March 10, 2021.</i>	\$22,958.28
		Total \$59,020.28

Res. #27 Revised**Casino Reinvestment Development Authority (CRDA) Grant – “Atlantic City Works”**

To accept an allocation of \$492,778 from the Casino Reinvestment Development Authority (CRDA) for a workforce training program titled “Atlantic City Works” that will deliver training to Atlantic City residents and employees of Atlantic City casinos, focused on Foundations for Success (Adult Basic Education and English as a Second Language); Certification and Credential Programs; and Incumbent Worker Training programs, over a term of one year (April 1, 2021 – March 31, 2022).

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

To accept an additional \$351,878 for a total allocation of \$546,579 from the Higher Education Emergency Relief Fund - Strengthening Institutions Program over the grant term of May 29, 2020 - May 29, 2021.

Res. #88**Hunger-Free Campus Grant Program**

To submit an application to the New Jersey Office of the Secretary of Higher Education for the Hunger-Free Campus Grant Program, and, if awarded, to accept an allocation for a grant of up to \$100,000 over the anticipated term of April 2021 through September 30, 2023.

Res. #89**Opportunity Meets Innovation Challenge Grant**

To submit an application to the New Jersey Office of the Secretary of Higher Education for the Opportunity Meets Innovation Challenge Grant, and, if awarded, to accept a grant allocation of up to \$1 million for a grant term through September 30, 2023.

Res. #92 Executive Session

- Trustee Lefke motioned to approve consent resolutions; Trustee Bumpus seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

VIII. BUDGET REPORT

- Trustee Money reported under Resolution #2 and Res. #78 – Regular Resolutions.

IX. REGULAR RESOLUTIONS**Motion to Accept**

DRAFT (as of 3/11/2021) Comprehensive Annual Financial Report (CAFR) for the Fiscal Year ended 6/30/2020.

- Mr. Caltabiano, partner at Bowman and Company LLP, reported that there were no audit findings requiring action. There were three audit opinions for Board review. Mr. Caltabiano complimented Leslie Jamison, Chief Financial Officer, and her staff for their cooperation during the audit.
- Mr. Caltabiano commented on the college's conservative approach to the utilization of emergency relief grants in FY2020.
- Mr. Caltabiano also commented on the budget and the college's ability to operate in a net positive position with an increase in the unrestricted surplus.
- Chairperson Kennedy and Trustee Money congratulated CFO Jamison and the Finance team.
- Chairperson Kennedy noted that the pandemic made it a difficult year and this was a job well done.
- Trustee Torres motioned to accept the Comprehensive Annual Financial Report (CAFR), Trustee Money seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSEPTIONS

Motion Carried.

Res. #2 FY20 Financial Statement for twelve months ended June 30, 2020.

- Trustee Money stated the following:
- This is the final report for FY20. The college earned 99.34% of budgeted revenues and expensed 95.04% of budgeted expenditures. The FY20 unrestricted net margin is a positive \$1,613,616, and \$166,716 is designated for FY20 encumbrances brought forward to FY21. This reflects a net increase of \$1.4 million to the fund balance.
- Trustee Parker motioned to approve Resolution #2; Trustee Coskey seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

Res. #78 FY21 Financial Statement for eight months ended February 28, 2021.

- Trustee Money stated the following:
- As of February 28, 2021, the College has earned 78.68% of budgeted revenues and expended 60.53% of budgeted expenditures. Revenue is tracking -9% down from this time last year, and expenditures are lower at -9.6%.
- Despite the lower tuition and fee revenue and State Appropriations for the first quarter, FY21 is still tracking to be within the approved FY21 margin. This is largely due to cost reduction strategies and the use of federal and state grant funding where allowable.
- Trustee Money motioned to approve Resolution #78, Trustee Lefke seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

Res. #81**FY22 Revenue Budget**

FY 2021-2022 revenue budget contingent on the Board of School Estimate approval of county appropriations of \$8,621,346 for the college's fiscal year 2021-2022.

- CFO Jamison stated the following:
- This FY22 budget is based on level credit enrollments from FY21's actuals and no tuition or per credit fee increases for FY22.
- The College's major sources of revenue are:
 - Tuition and Fees \$21.2 million, or 56.8% of total revenue
 - County Appropriations \$8.6 million, or 23.1%
 - State Appropriations \$5.6 million, or 15.1%
- The College has projected expenditures for educational and general purposes to be \$37,278,365 which is a 2.7% decrease in projected expenditures from the FY21 Original Budget.
- The FY22 Budget includes a fund balance transfer of \$954,856.
- The College has been awarded Federal Funding through the Higher Education Emergency Relief Fund. Management will continue to use this essential funding to help mitigate the many effects of the COVID-19 public health crisis. Considerations for HEERF II funding have been incorporated into the development of this budget and, as more regulatory guidance is received, the college will prioritize using the grant funds for our students' needs and fulfilling our mission.
- The College recognizes and is appreciative of the support provided by the State and Counties with both operating and capital appropriations.
- The Board of School Estimate meeting is scheduled for Thursday, April 8, 2021 at 10AM.

Res. #82**Tuition and Fees**

Tuition and Fee Schedule for FY 2022.

- CFO Jamison stated the following:
- The FY22 Tuition and Fee schedule is based on no increases for tuition or per credit student fees.
- The Culinary tuition and program fee and the Nursing Program fee remain the same as FY21. Aviation and Radiology course fees are under review and will be brought to the Board for consideration at a future meeting.
- Trustee Money motioned to approve Resolution #81-82, Trustee Coskey seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

Res. #83

Chapter 12 FY 2022

Submittal of the attached list of renovations and upgrades for funding from the Chapter 12 FY 2022 allocation at a sum not to exceed \$4,807,000.

- Trustee Torres motioned to approve Resolution #83, Trustee Parker seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

Res. #90

New Jersey Offshore Wind Safety Training Challenge Grant

To submit an application, with Stockton University as a partner, to the New Jersey Office of the Secretary of Higher Education (OSHE) and the New Jersey Economic Development Administration (NJEDA) for the New Jersey Offshore Wind Safety Training Challenge, and, if awarded, to accept an allocation of up to \$3 million with a grant term of July 1, 2021 – December 21, 2022 to establish a Global Wind Organization (GWO) certified Basic Safety and Sea Survival Training program and supporting facilities in our counties.

- Trustee Money motioned to approve Resolution #90, Trustee Parker seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

Res. #91

Resolution Recognizing April 2021 as Community College Month

To recognize April 2021 as Community College Month.

- Trustee Money motioned to approve Resolution #91, Trustee Lefke seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

Res. #86

Honorary Resolution Trustee Lynn Kramer

To honor the legacy of Mrs. Lynn Kramer and extend to her family and friends the Board's sincere condolences

- Trustee Parker read the resolution in its entirety.
- Trustee Parker noted that he worked with the Kramer family on many occasions, and they gave back generously everywhere they did business.
- Trustee Money motioned to approve Resolution #86, Trustee Torres seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

X. COMMITTEE REPORTS

PERSONNEL AND BOARD DEVELOPMENT

- There was no report under the Cunningham-Ruiz Bill.
- Trustee Parker noted that the last Cunningham Ruiz report was in December 2019.

XI. FOUNDATION REPORT

Trustee Furman reported on behalf of the Foundation.

- The Foundation approved \$25,000 in scholarships for students attending the GWO Safety and Sea Survival Training should Atlantic Cape be awarded the State challenge grant.
- The auditor presented the draft audit to the Foundation and there were no findings. Total assets ending FY2020 was \$5,358,841.
- The Gala Goes Al Fresco event is June 23 at 6PM at Harrah's Waterfront Conference Center. So far, the Foundation has raised \$73,000 for the event which supports scholarships. Sponsorships are still available. The 50/50 raffle tickets are on sale for \$100 and can be purchased at atlantic.edu/raffle, and each Trustee will receive two raffle tickets in the mail.

XII. NEW JERSEY COUNCIL OF COUNTY COLLEGES (NJCCC)

Dr. Gaba reported the following:

Community College Month

- April has been designated as Community College Month by the Association of Community College Trustees (ACCT).
- In 1985 President Reagan issued a proclamation establishing National Community College Month in recognition of the important contributions of community colleges to our total educational system. It has been celebrated every year since then.

NJ Senate Budget & Appropriations Committee Testimony

- Dr. Gaba testified before the NJ Senate Budget & Appropriations Committee to advocate for additional funding for the community colleges on March 23.
- The Governor’s budget proposes an additional \$5M in operating aid to community colleges (the first increase in 13 years). However, the New Jersey Council of County Colleges (NJCCC) continues to advocate for the original \$10M requested. State operating aid now accounts for less than 15% of the total budget for our state community colleges. Advocacy efforts for the additional \$5M have been underway, including Dr. Gaba’s testimony this morning.

Community College Opportunity Grant (CCOG)

- The Community College Opportunity Grant (CCOG) was signed into law on February 26 and the Council is turning their attention to raising statewide awareness of it for both traditional and adult students.
- The Office of the Secretary of Higher Education (OSHE), the Higher Education Student Assistance Authority (HESAA), and the New Jersey Council of County Colleges (NJCCC) are working together to ensure we collectively create an informative, extensive, and appealing marketing campaign (\$380,000) to promote CCOG specifically and enrollment in community colleges more broadly on a statewide basis.

XIII. OTHER BUSINESS

- Trustee Money state the following:
 - As we recognize Women’s History Month in March 2021, we would be remiss if we did not recognize the leadership of our President of the college, Dr. Barbara Gaba, and her leadership team, faculty, counselors, and support staff that are positive role models for the next generations of our school, community, and state leaders. We must continue to provide avenues of upward motivation and examples of success for them to follow.

XIV. COMMENTS FROM THE PUBLIC

– None noted.

XV. ADJOURNMENT

– At 6:55PM, Trustee Lefke motioned to adjourn; Trustee Torres seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.