

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 regular meeting of the Board of Trustees was provided in the following manner:
- On February 7, 2022, advance written notice of the February 22, 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 December 20, 2021 and the *Cape May County Herald* on January 12, 2022.

II. FLAG SALUTE

- Vice Chairperson Byrne, presiding, 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
X Robert Bumpus	✓ Dr. Barbara Gaba, President
✓ Ellen Byrne (presiding)	X Laura Batchelor, Executive Director of Marketing and College Relations
✓ Christina Clemans (phone)	✓ 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-Anen	✓ Leslie Jamison, Chief Financial Officer
✓ Harrison Furman (phone)	✓ Dr. Josette Katz, Vice President, Academic Affairs
✓ Maria K. Mento (phone)	✓ 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

Board Members	College Personnel
✓ Dr. Robert Previti	✓ John Piazza, Chief Information Officer
✓ Maria Ivette Torres	✓ Gracellen Etherton, Executive Assistant, Office of the President/Board of Trustee Operations and Resource Development
✓ Shane Winkler	Legal Counsel ✓ Will Donio, Esq., Board Solicitor
Public in Attendance	
✓ Bonnie Lindaw, Chief Financial Officer, County of Atlantic (phone)	✓ Caesar Niglio, ACCCEA, Enterprise Architect

IV. CALL TO ORDER

- Vice Chairperson Byrne, presiding, called the meeting to order at 6:00PM on February 22, 2022.

V. PRESIDENT’S REPORT

Dr. Gaba discussed the following:

Introduction of Tom Hendrixson

- Dr. Gaba introduced Mr. Tom Hendrixson, our new Executive Director of Human Resources, noting that he brings three decades of Human Resources experience to Atlantic Cape.
- During his career in Atlantic City, Mr. Hendrixson often partnered with Atlantic Cape to bring education and career development to the workforce in the form of ESL classes, technology workshops, and on-property college credit classes. He earned his degree in Hospitality Management at Rutgers University by attending night and weekend classes at the location here at Atlantic Cape. He also taught both credit and non-credit courses for Atlantic Cape and Rutgers at Mays Landing.

Atlantic Cape Recognized as “Leader College”

- Atlantic Cape was selected by Achieving the Dream (ATD) for recertification of *Leader College* status effective February 15th for a term of three years. ATD is a national nonprofit dedicated to advancing community colleges as hubs of equity and mobility in their communities to improve outcomes for all students. ATD recognizes exemplary institutions that have identified and implemented strategies that have proven successful over time in fostering student success and closing equity gaps.
- The College’s application successfully met *Leader College* criteria by demonstrating that the Accelerated Learning Program (ALP) has helped increase the number of new students who have completed the Gateway English course by five (5) percentage points from 2017 to 2019.
- Additionally, through its programming and services, Atlantic Cape has narrowed or eliminated equity gaps for Hispanic students on multiple measures. Notably, the College

eliminated the equity gap in English proficiency between Hispanic and White students during those years, and the four-year degree completion rate between White and Hispanic students has narrowed from 15 percentage points to one (1) percentage point between 2017 and 2020.

- Achieving the Dream uses lessons emerging from the work of the Leader Colleges to help inform and inspire other colleges in the ATD Network and the higher education field.

Cape May County High School Superintendents Meeting

- Dr. Gaba and members of her leadership team met with the Cape May County High School Superintendents for a productive discussion about the college enrollment patterns of Cape May County high school graduates and how both the high schools and Atlantic Cape can better meet their needs. The group discussed ways to promote Atlantic Cape to these students more effectively and increase their enrollment at the college. This meeting was coordinated by Dr. Judith DeStefano, Interim Executive County Superintendent for Cape May County.

“Meet the Legislators”- Southern New Jersey Development Council (SNJDC)

- The Southern New Jersey Development Council (SNJDC) hosted their “Meet the Legislators” event on January 26th at Careme’s Restaurant. Elected officials from the 1st and 2nd districts in attendance were: Senator Michael Testa, Assemblyman Antwan McClellan, Assemblyman Erik Simonsen, Assemblywoman Claire Swift, and Assemblyman Don Guardian. Dr. Gaba delivered welcoming remarks, and each legislator presented their priorities regarding business and the economic development in South Jersey.

Academy of Culinary Arts Food Truck

- Atlantic Cape has entered into a cooperative agreement with “Let’s Chow” for a food truck for the Academy of Culinary Arts. “Let’s Chow” is an organization that trains veterans and their spouses on food truck management and gives them a truck to operate. Through this agreement, we will develop a comprehensive program in mobile retail food operations, and we will use the food truck for instruction and community events at minimal cost to the college.
- The Academy of Culinary Arts conducted a recruitment event at Gloucester County Institute of Technology on February 16th featuring our new food truck, which is branded with the Academy of Culinary Arts logo. Culinary students prepared and served food to a long line of GCIT students. We will continue utilizing the food truck for our recruitment events to engage prospective students and showcase the work of our talented culinary students.

Community Relations – Cape May County

Cape May County Chamber Membership Meeting

- The Cape May County Chamber’s monthly membership meeting on February 17th was sponsored by Atlantic Cape with the theme of “*Career and Technical Education Benefits the Business Community: Exploring Career and Technical Education Opportunities at Atlantic Cape Community College*”. Speakers included Myrna Morales-Keklak, Assistant Dean, Nursing & Health Sciences; Tim Cwik, Department Chair, Aviation Studies; Chef Tim

O'Donnell, Director of the Academy of Culinary Arts and Hospitality Management; and Dr. Karl Giulian, Area Coordinator of Professional Studies and Assistant Professor of Business.

Workforce Development

- Atlantic Cape has entered into an agreement with the Atlantic County Workforce Development Board to provide Job Readiness training. The 18-month agreement ends on June 30, 2023 and will provide foundation job readiness and job search skills to 350 participants. The program also includes a laptop loaner component to assist in the success of the participants. Participants in the program will be assigned to a Success Coach that helps them complete their required modules.

Student Engagement

Black History Month Events

- In honor of the start of Black History Month, the Pan-African Flag was raised in the quad of the Mays Landing Campus on February 1st. The flag-raising was part of a “Day of Unity” event to celebrate campus unity and diversity, presented by Student Government, Student Engagement, and the Office of Diversity, Equity and Inclusion.

Athletics

- The Men’s Basketball team has become the 2021-2022 Garden State Athletic Conference (GSAC) Conference Champions! The Buccaneers finished 15-5 in the GSAC and 18-6 overall. The Region 19 playoffs will begin on February 19th, where the Buccaneers will have a bye for the first round. On Tuesday, February 22nd, they face Brookdale for the quarterfinals.
- Isabelle Felix, of the Women’s Volleyball team, was selected as a Garden State Athletic Conference Woman of the Year by the New Jersey Association for Intercollegiate Athletics for Women. NJAIAW honors one female student athlete at each level (high school, 2-year college and 4-year college) in NJ every year on *National Girls and Women in Sports Day*.

Staff Accomplishments

- Dr. Natalie Devonish, Vice President of Student Affairs and Enrollment Management, has been appointed by Lt. Governor Sheila Oliver as a State Commissioner for the Atlantic City Housing Authority (ACHA). The goal of ACHA is to help low-income families improve their quality of life, awaken or renew self-esteem, while empowering all participants to recognize and utilize available resources from the community. This appointment will be crucial in the College's efforts of connecting individuals to both credit and non-credit educational programs. ACHA serves over 1,500 families in need of both academic and workforce resources, and Atlantic Cape will serve as a major resource.
- Maria Kellett, Dean of the Cape May County Campus, became a member of the Cape May County Economic Recovery Advisory Committee. Funded by the Southern New Jersey Economic Development District, consultants from Econsult Solutions, Inc. (ESI) are researching the impact of the COVID-19 pandemic on Cape May County businesses,

institutions, and individuals and are tasked with developing solutions to help Cape May County recover and become more resilient.

Inside the College

- Chad Bullock, Director of the Center for Accessibility, presented an updated on the activities of the Center for Accessibility.

VI. COMMENTS FROM THE PUBLIC

- Vice Chairperson Byrne called for comments from the public on agenda items.
- None noted.

VII. EXECUTIVE SESSION

- Vice Chairperson Byrne called for a motion to enter into Executive Session to discuss personnel, litigation, anticipated contracts and matters of attorney-client privilege, noting that no action would be taken.
- Trustee Previti motioned to go into Executive Session; Trustee Dawson seconded.
- *Secretary's Note:* the public meeting resumed at 6:55PM.

VIII. CONSENT RESOLUTIONS

- McAlister read the following consent resolutions.

Res. #54 Regular Session Minutes (January 25, 2022)

Res. #56

Personnel Action

Appointments - **Kathleen Piontkowski**, appointed to the position of Accessibility Services Counselor II effective March 28, 2022 at an annual salary of \$64,912; **Danielle Nelson**, appointed to the position of Assistant Bursar effective March 28, 2022 at an annual salary of \$66,949.

Title Change and Salary Adjustment - **Marilou Trinh**, from Master Technician to Application Architect effective February 23, 2022 at an annual salary of \$78,000.

Res. #56C

Retirement of Patricia Heller, Assistant Director of Administrative Computing

Acknowledge: The retirement of Patricia Heller effective February 1, 2022.

Res. #58**Policy Updates***Policy No. 306 Media Contact*

The change of Board Policy No. 306 *Media Contact* to be reclassified as a General Administration Department policy with revisions.

Res. #57**Award of Bids**

Number	Item and Vendor Information	Amount
Bid Exempt 960	Microsoft Campus License Software House International Somerset, NJ	\$40,291.55
Bid Exempt 961	Blackboard Learn Learning Management System (LMS) 3-Year Contract Blackboard, Inc. Reston, VA	\$533,190.00
		Total \$573,481.55

Res. #62

**National Science Foundation Taking Action – COVID 19, Diversity, Equity, Inclusion
Challenge Grant**

Application and, if awarded, acceptance of up to \$75,000 from the National Science Foundation through the *Taking Action – COVID 19, Diversity, Equity, Inclusion Challenge*.

Res. #63

National Science Foundation (NSF) Improving Undergraduate STEM Education: Hispanic-Serving Institutions (HSI) Grant

Application and, if awarded, acceptance of a grant of \$200,000 from the National Science Foundation through the *Improving Undergraduate STEM Education: Hispanic-Serving Institutions (HSI) Program*.

Res. #64**Lumina Foundation Challenge Grant**

Application and, if awarded, acceptance of a grant up to \$1,000,000 from the Lumina Foundation.

Res. #65 Executive Session

– Trustee Previti motioned to approve consent resolutions; Trustee Dawson seconded.

- Motion carried.

IX. BUDGET REPORT

- Trustee Money reported under Resolution #2 and Resolution #55 – Regular Resolutions.

X. REGULAR RESOLUTIONS

Res. #2 FY21 Draft Financial Statement for twelve months ended June 30, 2021 as of February 3, 2022.

Trustee Money stated the following:

- The College will end FY21 with a positive margin, primarily resulting from the recovery of allowable revenue losses through the Higher Education Emergency Relief Fund (HEERF). In addition, unrestricted expenditures were lower as allowable allocations to grants were recorded.
- The audit fieldwork has resumed and the plan is to present the audited FY21 financial statements in March.
- Trustee Torres motioned to approve Resolution #2; Trustee Clemans seconded.
- Motion carried.

Res. #55 FY22 Financial Statement for seven months ended January 31, 2022.

Trustee Money stated the following:

- As of January 31, 2022, the College has earned 83.3% in budgeted revenues and expended 61.6% of budgeted expenses.
- Revenue is up 5.4% from the prior year. There is an increase in expenditures is due to salary and benefits resulting from recent full-time employee hires. Also, the prior year was tracking lower due to allowable grant allocations. Additionally, School Employee Health Benefits announced a premium contribution “holiday” for employers and members during February 2022 which is a \$400,000 savings for FY22.
- Trustee Money motioned to approve Resolution #55; Trustee Previti seconded.
- Motion carried.

Res. #59

FY23 Revenue Budget

FY 2022-2023 revenue budget contingent on the Board of School Estimate approval of county appropriations of \$8,621,346 for the college’s fiscal year 2022-2023.

Trustee Money stated the following:

- The primary assumptions used for tuition and fee revenue projections include no increase in the per credit tuition and fee rates (with a reduction to the culinary tuition rate) and an average 3% increase in credits from FY22 actuals.
- The FY23 proposed budget is a 4.6% increase from the FY22 Original budget and incorporates a \$1,099,225 fund balance transfer. The increase from the prior year is due to incorporating costs for the Wind Training Center and the addition of eighteen (18) net new positions, which are offset by savings in retirements and other cost savings.
- Existing Higher Education Emergency Relief Funds (HEERF) end May 15. We will continue to maximize the funds available and seek additional funding as it becomes available.
- State Operating Appropriations make up 15.6% of the revenue budget and County appropriations are 22.1% of the revenue budget. The College recognizes and is appreciative of the support provided by the State and Atlantic and Cape May Counties.
- The Board of School Estimate meeting is scheduled for Wednesday, March 2nd at 4PM.
- Trustee Money motioned to approve Resolution #59; Trustee Dawson seconded.
- Motion carried.

Res. #60

Tuition and Fees

Tuition and Fee Schedule for FY 2023.

- Trustee Money stated that the Tuition and Fees Schedule reflects no change in per credit tuition and fees and a decrease for culinary tuition.
- Trustee Previti motioned to approve Resolution #60; Trustee Money seconded.
- Motion carried.

Res. #61

Chapter 12 FY 2023

Submittal of the list of renovations and upgrades for funding from the Chapter 12 FY 2023 allocation at a sum not to exceed \$3,620,000.

Trustee Torres stated the following:

- The Long Range Planning and Capital Projects Committee and the Budget, Finance and Audit Committee jointly endorsed the primary electrical infrastructure and information technology network infrastructure replacements on the Mays Landing Campus, as well as Cape May Building Improvements.
- These projects will be submitted at the Board of School Estimate Meeting.

- Thank you to both the Atlantic County & Cape May County Commissioners in advance for your unwavering support of these important projects.
- Trustee Money motioned to approve Resolution #61; Trustee Previti seconded.
- Motion carried.

Res. #56A

Reappointments

Reappointed to one-year terms, effective 7/1/2022: Supervisory and Administrative Personnel included in the Bargaining Unit (30 individuals); Exempt Supervisory and Administrative Personnel (24 individuals); Faculty without Tenure (14 individuals); Faculty Earning Tenure (2 individuals); Academy of Culinary Arts Chef Educators (4 individuals).

- Trustee Torres motioned to approve Resolution #56A; Trustee Clemans seconded.
- Motion carried.

Res. #56B

2022 Employee of the Year

Honorary: To congratulate **Gerald Fox** on becoming Atlantic Cape's 2022 Employee of the Year.

- Trustee Parker thanked Mr. Fox for his outstanding performance.
- Trustee Money motioned to approve Resolution #56B; Trustee Dawson seconded.
- Motion carried.

XI. COMMITTEE REPORTS

PERSONNEL AND BOARD DEVELOPMENT

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

XII. FOUNDATION REPORT

Trustee Furman reported on behalf of the Foundation.

- The Foundation's 2021-2022 Financial Audit review was presented by Bowman & Company and approved by the Foundation Board of Trustees at their February 18th meeting. There were no audit findings. Significant in the report was that the Foundation awarded \$615,644 in scholarships and \$39,980 in program support.
- The FY23 Fall scholarship pledge of \$582,734.93 was approved by the Foundation's Board. Included are annual gifts and grants totaling \$295,975, scholarships from events totaling \$174,259, and \$100,000 in endowed scholarships. Endowed scholarships are slightly higher than the last five years due to outstanding return on investments.

- The Restaurant Gala will be held on March 31st at Harrah’s. This event supports scholarships for students attending the Academy of Culinary Arts. Tickets are available through the College’s website. Additionally, we appreciate the Board’s support in selling raffle tickets. The proceeds are used mostly to support the Emergency Fund for students and new this year, faculty initiatives.

XIII. Report of the NJ Council of County Colleges

Dr. Gaba reported the following:

- Dr. Gaba recently attended the ACCT National Legislative Summit (NLS) in Washington DC. During this conference, our delegation met with legislators including US Congressman Donald Norcross, Senator Robert Menendez, and Senator Cory Booker to advocate for the community college sector’s legislative priorities and shine a spotlight on the importance of community colleges.

XIV. OTHER BUSINESS

- Vice Chairperson Byrne noted that the Annual Board Retreat will be held on Saturday, February 26th at the Mays Landing Campus.

XV. COMMENTS FROM THE PUBLIC

- Caesar Niglio, President of Atlantic Cape Community College Education Association (ACCCEA), reported that contract negotiations have begun and are off to a good start.

XVI. ADJOURNMENT

- At 7:15PM, Trustee Previti motioned to adjourn; Trustee Dawson seconded.
- Motion carried.