

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 March 17, 2022, advance written notice of the March 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

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

III. ROLL CALL

- Chairperson Mento informed the Board that there is a change to the Executive County Superintendent of Atlantic County, as Leslie White-Coursey replaces Robert Bumpus who moved to the Executive Superintendent for Cumberland County.
- Chairperson Mento thanked Trustee Bumpus for his service to the Board and wished him well in his new role. The Board will welcome Trustee Leslie White-Coursey back to the Board next month.
- McAlister provided a roll call for Board members and marked others in attendance on the telephone.

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

Board Members	College Personnel
✓ Donald J. Parker	✓ Jean McAlister, Chief of Staff and Chief Advancement Officer
X Dr. Robert Previti	✓ Dr. Vanessa O'Brien-McMasters, Vice President, Institutional Effectiveness and Chief Strategy Officer
✓ Maria Ivette Torres	✓ John Piazza, Chief Information Officer
✓ Shane Winkler	✓ Gracellen Etherton, Executive Assistant, Office of the President/Board of Trustee Operations and Resource Development
	Legal Counsel ✓ Will Donio, Esq., Board Solicitor
Public in Attendance	
✓ JoAnne DeCicco Barbieri, retired Professor	✓ Joanne Barbieri
✓ Mr. John Barbieri	✓ Fred S. Caltabiano, CPA, CFE, RMA, PSA, Partner, Bowman & Company, LLP
✓ Bonnie Lindaw, Chief Financial Officer, County of Atlantic (phone)	
Faculty and Staff in Attendance	
✓ Jamal Edwards, Director, Athletics	✓ Victor Moreno, Senior Manager, Campus Operations and Community Outreach
Students in Attendance	
✓ Justin Boston, Buccaneers Basketball Player	✓ David Coit, Buccaneers Basketball Player
✓ Jonathan Cosme-Almeida, Buccaneers Basketball Player	✓ Richard Jones, Buccaneers Basketball Player
✓ Mohammad Mbye, Buccaneers Basketball Player	✓ Naji Wright, Buccaneers Basketball Player
✓ Anselo Young, Buccaneers Basketball Player	

IV. CALL TO ORDER

- Chairperson Mento called the meeting to order at 6:02PM on March 22, 2022 at the Worthington Atlantic City Campus.

V. PRESIDENT'S REPORT

Dr. Gaba discussed the following:

COVID-19 Update

- In keeping with state COVID-19 guidelines, revised CDC guidelines, and the downward trend of positive cases college-wide and throughout the state, our mask and testing requirements were changed beginning Monday, March 21.

- Indoor masking became optional on all campuses, with the exception of some circumstances such as nursing students and faculty in clinical settings, classrooms, and laboratories; individuals exposed to COVID-19; individuals instructed to wear a mask by a healthcare provider; and individuals feeling ill with upper respiratory symptoms.
- Also, as of March 21, testing is no longer mandatory for unvaccinated students, faculty, or staff.

Mental Health and Basic Needs Resources for Community College Students

- Recognizing how mental health issues can negatively impact students' lives, the New Jersey Council of County Colleges (NJCCC) developed a *Mental Health and Basic Needs Resource Guide* for each community college in New Jersey. This will help connect students with resources that will assist them when they feel alone, isolated, or even hopeless. Mental health issues are a significant barrier to educational success, as well as the challenges they cause in all the other areas of students' lives, so it's critical that we support our students and get them help when they need it.

NJ Presidents' Council Statement in Support of Ukraine

- The New Jersey Presidents' Council, which is composed of all college and university presidents in New Jersey, issued a statement in support of Ukraine
- Also, the college's Office of Student Engagement hosted a "Ukraine Solidarity Day" on March 22nd that included a Q&A with several of our professors of history and government (Marina Koussoulis, Katya Milov, and Augustine Nigro). The event concluded with the raising of the Ukrainian National Flag on the Mays Landing Campus quad.

NJ STEM Month "Collaboration of the Year" Award

- To kickoff NJ STEM Month (recognized in March), the New Jersey STEM Pathways Network and the Research & Development Council of New Jersey held NJ STEM Month Awards on Friday, February 25th. Atlantic Cape was recognized in the "STEM Collaboration of the Year", awarded to Atlantic Cape and our partners at Atlantic City High School, Mindbytes, the NJ Department of Community Affairs, South Jersey Industries, & South Jersey STEM and Innovation Partnership (SJSIP) won the award for creating an apprenticeship pathway in Cybersecurity.

Senate Appropriations Funding

- In May 2021, the college applied for FY2022 Senate Appropriations funding through Senator Booker and Senator Menendez's offices. Atlantic Cape was awarded \$211,000 for the Cape May County BizHub. The award will fund a full-time director to oversee operations and build capacity, as well as other personnel, supplies, and capacity-building activities for the Cape May County BizHub.

Wind Training Center

- Construction to the Wind Training Center on the Worthington Atlantic City Campus began on March 1st with completion scheduled for August. The asphalt has been removed from the

parking lot, the footings are complete, and the foundation walls are being formed for concrete to be poured.

Cape May County Campus

- Cape May County Clerk Rita Rothberg gave a presentation, “The Vote Is Our Voice: Cape May County and Suffrage”, at the Cape May County Campus on International Women’s Day (March 8). Mrs. Rothberg, an alumna of Atlantic Cape, presented on the suffrage movement in Cape May County and summarized new changes for voters in the 2022 election cycle. Her presentation was one of many events celebrating Women’s History Month.

Student Accomplishments

- Phi Theta Kappa (PTK) president and honors program student Madelyn Sacco was announced as a semifinalist for the highly competitive *Jack Kent Cooke Undergraduate Transfer Scholarship*. This year’s 440 semifinalists were chosen from a pool of more than 1,200 applicants attending 180 community colleges in 35 states. The Undergraduate Transfer Scholarship recipients will be announced by early May.

Inside the College

- Dr. Natalie Devonish, Vice President of Student Affairs and Enrollment Management, presented “Student Affairs: Recruitment, One-Stop Welcome Center, Retention.”

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. #65 Regular Session Minutes (February 22, 2022)

Res. #67

Personnel Action

Appointments - **Justin Einwechter**, appointed to the position of Junior Systems Administrator, Server, Cloud, and Broadcast Systems effective March 23, 2022, at an annual salary of \$32,194; **Andrea Enders**, appointed to the position of Program Coordinator, Enrollment Services effective April 4, 2022, at an annual salary of \$47,565; **Percy Hancock**, appointed to the position of Security Officer I effective March 23, 2022, at an annual salary of \$32,194; **Michael Petner**, appointed to the position of Program Coordinator, Instructional Technology effective March 23, 2022, at an annual salary of \$47,565; **Michelle Spica**, appointed to the position of Human Resource Recruiter effective April 4, 2022, at an annual salary of \$40,000; **Jacob Sprague**, appointed to the position of Science Lab Assistant effective March 23, 2022, at an annual salary of \$32,194; **Justin Tipton**, appointed to the position of Security Officer I effective March 23, 2022, at an annual salary of \$32,194.

Resignation - Kimberly Stowell, Manager, Office of CMCC Dean and Campus Operations effective March 18, 2022.

Res. #73

National Science Foundation (NSF) Racial Equity in STEM Grant

Application and, if awarded, acceptance of up to \$3,000,000 over three years from the National Science Foundation through the *Racial Equity in STEM (EHR Racial Equity) Grant*.

Res. #79

Senate Appropriations Funding

Acceptance of \$211,095 from the federal government through Congressionally Directed Spending to support the Cape May County BizHub.

Res. #68

Award of Bids

Number	Item and Vendor Information	Amount
Bid Exempt 962	Virtual Science Laboratory Software Higher Education Emergency Relief Funds (HEERF) – Institutional Portion (Grant Funded) Labster, Inc. Somerville, MA	\$22,200.00
Bid Exempt 963	Outdoor Wireless Access Points Higher Education Emergency Relief Funds (HEERF) – Institutional Portion (Grant Funded) Ocean Computer Group Mantawan, NJ	\$53,232.82
RFP 247	Audiovisual Technology for B-Building Renovations Higher Education Emergency Relief Funds (HEERF) – Institutional Portion (Grant Funded) Software House International Somerset, NJ	\$409,001.00
RFP 248	Technology for B-Building Renovations Chapter 12 / Securing Our Children’s Future Bond Act / Atlantic County Contribution Bond / Higher Education Emergency Relief Fund (HEERF) – Institutional Portion (Partially Grant Funded) Bluum – Troxell Communications Lumberton, NJ	\$18,768.42

Number	Item and Vendor Information	Amount
RFP 249	Computer and Network Technology for B-Building Renovations Chapter 12 / Securing Our Children's Future Bond Act / Atlantic County Contribution Bond / Higher Education Emergency Relief Fund (HEERF) – Institutional Portion (Partially Grant Funded) Ocean Computer Group Mantawan, NJ	\$526,982.91
RFP 250	Remote Registration Service for Workforce Development Higher Education Emergency Relief Fund (HEERF) – Institutional Portion (Grant Funded) Augusoft Lumens Minneapolis, MN	\$89,700.00
Regular Quote 2231	Replacement of the Worthington Atlantic City Campus Front Doors Repair & Replacement Fund Jersey Architectural Door & Supply, Inc. Atlantic City, NJ	\$23,225.00
Regular Quote 2232	Cape May County Campus Chiller Repair Repair & Replacement Fund Johnson Controls Pennsauken Township, NJ	\$32,942.00
		Total \$1,176,052.15

Res. #80 Executive Session

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

VIII. BUDGET REPORT

- Trustee Money reported under Resolution #2 and Resolution #66 – Regular Resolutions.

IX. REGULAR RESOLUTIONS

Motion to Accept

DRAFT (as of 3/17/2022) Comprehensive Annual Financial Report (CAFR) for the Fiscal Year ended 6/30/2021.

- Mr. Caltabiano, partner at Bowman and Company LLP, reported that there were no audit findings requiring action and commented that the financial position of the college is strong.
- Mr. Caltabiano complimented Leslie Jamison, Chief Financial Officer, and her staff in Finance and Financial Aid for their work during the audit.
- Trustee Parker motioned to accept the Comprehensive Annual Financial Report (CAFR), Trustee Torres seconded.

Res. #77**Recognition of Buccaneers' Men's Basketball Team 2021-22 Season**

Honorary: commend the Buccaneers' Men's Basketball Team for their perseverance, success, and leadership; congratulate them for a successful season; and offer each athlete best wishes in their future endeavors.

- Trustee Winkler noted that members of the men's basketball team were in attendance and read the resolution in its entirety. Trustee Winkler gave each athlete an honorary resolution and congratulated them on their outstanding season.
- Each of the athletes introduced themselves to the Board and spoke about their future plans.
- Mr. Edwards, Athletic Director, spoke about the team's success and perseverance this season.
- Trustee Money motioned to approve Resolution #77; Trustee Coskey seconded.
- Motion carried.

Res. #78**JoAnne Barbieri, Professor Emerita**

Granting **JoAnne Barbieri** the rank of Professor Emerita.

- Trustee Parker noted that this is a great honor in recognition of Professor Barbieri's contributions to Atlantic Cape.
- Mrs. Barbieri thanked the Board of Trustees, faculty, staff, administration, and Dr. Barbara Gaba for the honor the Professor Emerita rank. She spoke highly of the college and her career at Atlantic Cape.
- Trustee Parker motioned to approve Resolution #78; Trustee Money seconded.

Res. #2 FY21 Financial Statement for twelve months ended June 30, 2021.

Trustee Money stated the following:

- This is the final FY21 Board report, reflecting minimal changes from the draft Board report presented last month. The College ended the year with a positive net margin, largely due to the recovery of revenue losses through the HEERF funds. This is a positive margin, including

\$2.5 million dedicated to a Technology Replacement Reserve, is important for financial stability in these times of uncertainty.

- Trustee Parker motioned to approve Resolution #2; Trustee Coskey seconded.
- Motion carried.

Res. #66 FY22 Financial Statement for eight months ended February 28, 2022.

Trustee Money stated the following:

- As of February 28, 2022, the College has earned 87% of budgeted revenues and expended 67% of budgeted expenditures. Revenue is tracking 5.3% higher from this time last year, and expenditures are higher at 9.2%. The increase in revenue results from higher State appropriations in FY22, and the increase in expenses is a result of cost saving strategies that had been put into place in FY21. Also, new hires in FY22 are reflected in FY22 salaries and benefits expense.
- FY22 activity is tracking within the budgeted margin.
- Trustee Parker motioned to approve Resolution #66; Trustee Dawson seconded.
- Motion carried.

Res. #69

Termination of the Microsoft Office Specialist Professional Series

Termination of the Microsoft Office Specialist Professional Series program effective Spring 2022.

Res. #70

Microsoft Office Credentials Professional Series

Offering the Microsoft Office Credentials Professional Series effective Fall 2022.

Res. #71

Infant/Toddler Credential Professional Series

Offering the Infant/Toddler Credential Professional Series effective Fall 2022.

Res. #72

Bookkeeper Credentials Professional Series

Offering the Bookkeeper Credentials Professional Series effective Fall 2022.

- Trustee Money motioned to approve Resolutions #69-72; Trustee Torres seconded.
- Motion carried.

Res. #75**Strategic Plan 2022-2026**

Adoption of the Strategic Plan 2022 – 2026.

- Trustee Parker noted that the Board discussed the Strategic Plan at length at the Board Retreat in February and feedback from the meeting was incorporated. There was a great deal of planning and preparation into this Strategic Plan and the Board was given several opportunities to provide input.
- Trustee Parker thanked the Strategic Plan committee, led by Dr. Vanessa O’Brien-McMasters and Dr. Josette Katz, for their hard work on the plan that will take us into 2026.
- Trustee Torres motioned to approve Resolution #75; Trustee Parker seconded.
- Motion carried.

Res. #74**Resolution Recognizing April 2022 as Community College Month**

Honorary: recognition of April 2022 as Community College Month.

- Trustee Money motioned to approve Resolution #74; Trustee Dawson seconded.
- Motion carried.

Res. #76**Commendation for Achieving the Dream (ATD) Leader College Status**

Honorary: recognition of the college being recertified with Leader College Status from Achieving the Dream (ATD).

- Trustee Parker noted that achieving Leader College Status from Achieving the Dream is a great honor, and he commended the students as well as the faculty and staff.
- Trustee Torres motioned to approve Resolution #76; Trustee Winkler 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 final planning for the 39th annual Restaurant Gala is in full-motion, as we prepare for the formal event on March 31st at Harrah’s Waterfront Conference Center. The Restaurant Gala

will honor The Mullock Family as this year's community honoree and Chef Kelly McClay as the Academy of Culinary Arts Honoree; the event will also celebrate the Academy of Culinary Arts' 40th Anniversary.

- The Gala is nearly sold out with more than 750 guests. We thank Harrah's for their generous sponsorship, as well as Borgata and all of our sponsors. We hope to raise \$225,000, which is possible with the sale of raffle tickets. Please purchase additional raffle tickets if you can.

XII. Report of the NJ Council of County Colleges

Dr. Gaba reported the following:

- Governor Murphy has introduced a proposed state budget for FY23 which includes the following:
 - *Level Operating Aid to Community Colleges* - The proposed budget retains the increase in funding that community colleges received last year but does not contain the increase in state operating aid requested. The Council will continue to advocate for the increase of \$15 million in operating aid that was included in the Council's budget request.
 - *Expansion of the Community College Opportunity Grant (CCOG) Program* - The proposed budget includes an additional \$8 million in funding for CCOG which would allow individuals in households between \$65,001 and \$80,000 to receive at least some CCOG tuition assistance on a sliding scale. This proposal is consistent with the Council's priority of seeking expansion of CCOG to more students.
 - *New Returning Adult Initiative* - The proposed budget includes \$3 million to fund an effort to engage the 1 million New Jersey adults who have earned some college credits but have not earned a college degree. The Council is hopeful that a good portion of these funds will be made available to community colleges given the unique ability our colleges have in serving adult students.
 - *New CCOG Program for Adults at Vocational-Technical High Schools* - The proposed budget includes \$4 million for the CCOG program to provide last dollar scholarships to adults attending a Pell-eligible program at a county vocational technical school, provided that the program leads to the earning of college credit from a community college.

XIII. OTHER BUSINESS

- None noted.

XIV. COMMENTS FROM THE PUBLIC

- None noted.

XV. ADJOURNMENT

- At 7:02PM, Trustee Parker motioned to adjourn; Trustee Furman seconded.
- Motion carried.