

## 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:
- On September 8, 2021, advance written notice of the September 28, 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 December 9, 2020 and August 20, 2021.

## II. FLAG SALUTE

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

## III. ROLL CALL

- Chairperson Kennedy welcomed the Board's newest Trustee, Reverend Dr. Thomas Dawson, who was appointed by the Governor's Office representing Atlantic County.
- 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	X Laura Batchelor, Executive Director of Marketing and College Relations
✓ Christina Clemans (phone)	✓ George Booskos, Chief Business Officer
✓ Dave Coskey	✓ Dr. Natalie Devonish, Interim Dean of Student Affairs and Enrollment Management
✓ Dr. Judith DeStefano-Anen	✓ Leslie Jamison, Chief Financial Officer
✓ Harrison Furman (phone)	✓ Dr. Josette Katz, Vice President, Academic Affairs
✓ James Kennedy	✓ Maria Kellett, Dean of Cape May County Campus, Associate Dean of Resource Development
X Brian Lefke	✓ Jean McAlister, Board Secretary, Chief of Staff, and Dean of Resource Development

<b>Board Members</b>	<b>College Personnel</b>
X Maria K. Mento	✓ Dr. Vanessa O'Brien-McMasters, Dean, Institutional Research, Planning & Effectiveness
✓ Daniel Money	✓ John Piazza, Chief Information Officer
✓ Donald J. Parker (phone)	<b>Legal Counsel</b> ✓ Lou Greco, Esq., Board Solicitor
✓ Dr. Robert Previti	
✓ Maria Ivette Torres	
✓ Shane Winkler	
<b>Public in Attendance</b>	
✓ Bonnie Lindaw, Chief Financial Officer, County of Atlantic (phone)	
<b>Faculty and Staff in Attendance</b>	
✓ Cindy DeFalco, Director of Human Resources	✓ Gracellen Etherton, Executive Assistant, Office of the President/Board of Trustee Operations and Resource Development
✓ Caesar Niglio, Enterprise Architect, ACCCEA	✓ Heather Peterson, Registrar, ACCCEA

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

- Chairperson Kennedy called the meeting to order at 6:00PM on September 28, 2021.

#### **V. PRESIDENT'S REPORT**

Dr. Gaba discussed the following:

##### **State Funding Increase**

- As previously reported to the Board, Governor Murphy approved an increase of \$10M in operating funds to community colleges, the first increase in 13 years. The increase is predicated on the full implementation of a new funding formula for distribution of the funds. The New Jersey Council of County Colleges established a Task Force to develop a new formula, which was recently approved by the Office of the Secretary of Higher Education (OSHE).
- The distribution is based on several factors consistent with the principles outlined in the State Plan for Higher Education.
- Atlantic Cape will receive an increase of \$409,017 in additional operating funds from the State. Our current state allocation of \$5.1M will be increased to \$5.5M.
- The increase that all of the colleges received was a result of the aggressive advocacy efforts on the part of the NJCCC.

- As Chair of the community college presidents, Dr. Gaba testified before the NJ Senate Budget and Appropriations Committee regarding the need for increased operating aid.

### **Offshore Wind Training**

- As previously reported to the Board, the college was awarded \$3M for the Offshore Wind Safety Challenge Grant, which will enable us to establish an industry-recognized training program and facility that is foundational for preparing New Jersey workers to participate and support the growth of the offshore wind energy sector in the state.
- A Groundbreaking Ceremony for the training facility to be added to our Worthington Atlantic City Campus is being planned for October 28.

### **Technology Upgrades**

- The Information Technology department has initiated the implementation of the college's disaster recovery and failover site. The Disaster Recovery site will be housed within the Cape May County Campus. Currently, the necessary facilities upgrades (AC and Power) are ongoing and scheduled to be completed by February 2022.

### **Grants**

- The Atlantic County Economic Alliance (ACEA) has invited Atlantic Cape to be a partner in the Build Back Better (BBB) Regional Challenge, a US Economic Development Administration-funded challenge designed to assist communities nationwide in their efforts to build back better by accelerating the economic recovery from the coronavirus pandemic and building local economies that will be resilient to future economic shocks.
- Nation-wide the \$1 billion Build Back Better Regional Challenge will provide a transformational investment to 20-30 regions across the country that want to revitalize their economies. These regions will have the opportunity to grow new regional industry clusters or scale existing ones through planning, infrastructure, innovation and entrepreneurship, workforce development, access to capital, and more.
- Atlantic Cape has agreed to participate with ACEA on three projects:
  - UAS Services Hub / Droneport Supporting Local Use Cases. We have boots-on-ground experience with drone (UAS) application in public safety, disaster response, medical supply transport, restoration of cell coverage, agriculture, commercial fishing, and wind energy applications. Professor Jim Taggart will be on this project.
  - Planning, Development, and Construction of Smart Aviation Workforce Training Academy. Dr. Kalpana Jain, Dean of STEM, will be on this project.
  - Smart Aviation Workforce and Innovation/Entrepreneurship Center located in Atlantic City. Professor Anthony Esposito will be on this project.

### **Community Outreach**

*Atlantic County*

- Atlantic Cape will be honored at the Nuestro Pueblo Awards Celebration on October 9, 2021 at Stockton University's Atlantic City Campus. Stockton University's Unidos Organization and the Hispanic Association of Atlantic County (HAAC) are recognizing Atlantic Cape Community College as the recipient of the Nuestro Organizational Amigo/a (Our Organizational friend) Nuestro Pueblo Award 2021. This recognition is awarded to an organization that has demonstrated outstanding social responsibility to the Latino community.
- Atlantic Cape is partnering with Egg Harbor Township High School for their Pre-Apprenticeship in Career Education (PACE) program, made possible by a grant from the NJ Department of Labor & Workforce Development Office of Apprenticeship. Under this program, Egg Harbor Township Schools will partner with Atlantic Cape and other Registered Apprenticeship Sponsors to prepare Egg Harbor Township students for expanded career pathway opportunities with industry-based training combined with instructional curricula that will set them on the fast track to earning advanced credentials. Atlantic Cape will offer students the opportunity to attain concurrent college credits while they are in high school, streamlined admission to Atlantic Cape to continue their education consistent with the learning acquired during the pre-apprenticeship program, and college support services that include workforce readiness skills training, academic counseling, career awareness and career exploration services.
- Victor Moreno, Manager of Community Outreach, was featured on the NAACP Speaks radio program (coordinated by the Atlantic City branch of the NAACP) to promote the exciting offerings at Atlantic Cape, including the Atlantic City Works Training Program sponsored by the CRDA, the Community College Opportunity Grant (CCOG), and our free offerings for the Fall 2021 semester. Mr. Moreno was also spotlighted on the Chamber of Commerce of Southern New Jersey's "Hispanic Heritage Month: A Celebration of Culture" social media campaign on September 13, 2021.

#### *Cape May County*

- Atlantic Cape participated in and sponsored the Cape May County Coalition for a Safe Community's Unity in the Community event on August 30 at the Cape May County Park and Zoo. The college donated 200 Atlantic Cape bags filled with school supplies to the community. The event was attended by approximately 300 people. Other sponsors included: SOAR Church, Concerned Citizens of Whitesboro, Middle Township, Middle Township Police Department, Cape May County Prosecutor's Office, Cape May County Sheriff's Office, Progressive Black Initiative, Cape Assist, Caring for Kids, and FBI Citizens Academy Alumni.

#### **Workforce Development**

- Forty-four (44) Atlantic City residents recently graduated from the City of Atlantic City Small Business Academy. The City of Atlantic City partnered with Atlantic Cape, Stockton University, and the Latin American Economic Development Association to develop the

curriculum for this program, which was a free, nine-week class covering the basics of starting and running a business.

- Atlantic Cape recently participated in Borgata Hotel Casino & Spa’s Job Fair on September 15, 2021, which offered on-the-spot interviews for their open positions. Victor Moreno, Manager of Community Outreach, and Karen McCormick, Assistant Director of Grant Program Operations, shared information about our free workforce training available through the Atlantic City Works Training Program, as well as other opportunities like the Community College Opportunity Grant (CCOG).

### **Student Engagement**

- Student Engagement offered several events to welcome our students back on campus for the Fall semester. On the Mays Landing Campus, students enjoyed donuts and coffee in the Student Center; a Bar-b-Que on the Quad with music, food, prizes, helpful information, and fresh locally grown produce by C.R.O.P.S. (Communities Revolutionizing Open Public Spaces) of Atlantic City; and a *Welcome Back Club Recruitment* event, featuring an ice cream truck, giveaways, and information about college clubs and activities. The Worthington Atlantic City Campus held a *Welcome Back Student Celebration* with music, bookstore gift card giveaways, prizes, and food.
- Additionally, in partnership with AtlantiCare and Southern Jersey Family Medical Center, the college offered students a free COVID-19 Vaccination Clinic on September 8-9 on the Mays Landing Campus.
- During the first and second week of classes, students at the Mays Landing and Worthington Atlantic City campuses were offered \$10 vouchers to food trucks which were featured on campus. More than 550 students at the Mays Landing Campus and 250 students at the Worthington Campus took advantage of this opportunity. This effort was funded through the Higher Education Emergency Relief Fund (HEERF).

### **Staff Accomplishments**

- Jerome Ingram, Program Coordinator for Athletes and Veterans, has been appointed a Student Trustee on the Board of Trustees of at Thomas Edison State University.

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

## **VI. COMMENTS FROM THE PUBLIC**

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

## **VII. Executive Session**

- Trustee Byrne motioned to go into Executive Session to discuss personnel matters and those matters of attorney-client privilege. Trustee Money seconded. Motion carried.

- The Board returned to Regular Session at 6:30PM.

### VIII. CONSENT RESOLUTIONS

- McAlister read the following consent resolutions.

**Res. #10** Regular Session Minutes (August 24, 2021)

**Res. #12**

#### Personnel Action

*Appointments* - **Dr. Sattik Deb**, Senior Director, Enrollment and Recruitment effective October 4, 2021 at an annual salary of \$79,718; **Justin Einwechter**, appointed to the position of Technician, Information Technology Services effective September 29, 2021 at an annual salary of \$32,194; **Percy Hancock**, appointed to the position of Help Desk Manager, Information Technology Services effective September 29, 2021 at an annual salary of \$47,565; **Monique Johns**, appointed to the position of Program Coordinator, Enrollment Services effective October 4, 2021 at an annual salary of \$47,565; **Wallace Maines**, appointed to the position of Director, Paramedic Science and EMT Training effective September 29, 2021 at an annual salary of \$66,949; **John Sodiatis**, appointed to the position of Grounds Labor Maintenance Worker effective September 29, 2021 at an annual salary of \$33,805; **Hira Zeb**, appointed to the position of Human Resources Recruiter effective October 4, 2021 at an annual salary of \$40,000.

*Resignation* - **Suzanne Fiedler**, Assistant Director, Server, Cloud and Broadcast Systems effective September 17, 2021.

**Res. #15**

#### Recognition of Stockton University's 50th Anniversary

*Acknowledge*: the 50th Anniversary of Stockton University.

**Res. #19 Revised**

#### Award of Bids

Number	Item and Vendor Information	Amount
Bid Exempt 917	Grant Writing Professional Service Hanover Research-Grants Division Arlington, VA	\$49,500.00
Bid Exempt 923	Airplane Leases (Cessna 172) for Fixed Wing Flight Training Program Christiansen Aviation, Inc. Tulsa, OK	\$70,560.00

**Res. #13****Award of Bids**

<b>Number</b>	<b>Item and Vendor Information</b>	<b>Amount</b>
Bid Exempt 935	Contract for Phone System Changes/Repairs and Data Cabling TriComm Network & Communications Infrastructure Hammonton / Moorestown, NJ	\$27,500.00 (not to exceed)
Bid Exempt 936	Passenger Van for Athletics and Student Activities Repair and Replacement Fund Hertrich Fleet Services Milford, DE	\$30,000.00 (not to exceed)
Bid Exempt 937	Emergency Repair to Cape May County Campus Chiller Repair and Replacement Fund Modern Controls, Inc. New Castle, DE	\$28,363.70
Bid Exempt 938	Boiler Maintenance Services Edward R. Woods & Co. West Trenton, NJ	\$24,925.00
Bid Exempt 939	25Live Software CollegeNet Portland, OR	\$24,078.64
Bid Exempt 940	Remediation Services, Cape May County Campus Library ServPro of Atlantic City/Hamilton/Hammonton Buena, NJ	\$49,685.00
Regular Quote 2223	Fitness Center Equipment Centurion Partners Health and Fitness, LLC d.b.a. FitnessSmith Boynton Beach, FL	\$17,850.00
		Total \$202,402.34

**Res. #14****Resolution Authorizing the Award of a Contract for Ashley Foods**

*Approve:* a contract with Ashley Foods to provide culinary food items as needed for class instruction.

**Res. #14A****Resolution Authorizing the Award of a Contract for B.F. Mazzeo Fruit & Produce**

*Approve:* a contract with B.F. Mazzeo Fruit & Produce to provide culinary food items as needed for class instruction.

- Trustee Byrne inquired if there is a not to exceed amount for the contracts with Ashley Foods and B.F. Mazzeo. McAlister noted that it is likely to exceed \$17,500, but it depends on class needs.
- Trustee Money asked if enrollment for the Academy has increased, and it was noted that it has.

**Res. #18 Executive Session**

- Trustee Money motioned to approve consent resolutions; Trustee Coskey seconded.
- Motion carried.

**IX. BUDGET REPORT**

- Trustee Money reported under Resolution #2 and Resolution #11 – Regular Resolutions.

**X. REGULAR RESOLUTIONS**

**Res. #2** FY21 Draft Financial Statement for twelve months ended June 30, 2021 as of September 15, 2021.

Trustee Money stated the following:

- As of this draft, the College has earned 99% of budgeted revenues and expended 88% of budgeted expenditures. Some year-end adjustments are open, including the final bad debt reserve, as well as, the PERS (pension) and SUI (unemployment) reserves which are pending the employer liability billings from the State.
- The enrollment audit is due Nov. 1.
- The fiscal year closing is in process, and the net margin will be positive. We expect to add to the fund balance which will be important for future years.
- Trustee Torres motioned to approve Resolution #2, Trustee Byrne seconded.
- Motion carried.

**Res. #11** FY22 Financial Statement for one month ended August 31, 2021.

Trustee Money stated the following:

- As of August 31, 2021, the College has earned 12.6% of budgeted revenues and expended 21.9% of budgeted expenditures. FY22 Summer enrollment is -17% below the budgeted goal.



- Summer tuition and fee revenue is below budget; however, the FY22 summer tuition and fee revenue loss will be recovered through HEERF. Expenses are higher compared to the prior year because of the timing of expenditures such as insurance which was not paid last year until September.
- -Also contributing to the increase is that expenses were less than normal last year mainly from cost-saving measures put into place last year due to the financial uncertainty resulting from the pandemic. Next month's Board Report will include Fall revenue in addition to Summer.
- Trustee Previti motioned to approve Resolution #11, Trustee Furman seconded.
- Motion carried.

## **Res. #12A**

### **Personnel Action**

*Salary Adjustment* - **Heather Peterson**, Registrar effective September 29, 2021 at an annual salary of \$90,578.

*Promotions* - **Victor Moreno**, from Community Outreach Manager to Senior Manager, Campus Operations and Community Outreach effective September 29, 2021 at an annual salary of \$60,083; **Dr. Natalie Devonish**, from Dean, Worthington Atlantic City Campus and Workforce Development to Vice President, Student Affairs and Enrollment Management effective October 1, 2021 at an annual salary of \$120,000; **Dr. Vanessa O'Brien-McMasters**, from Dean, Institutional Research, Planning and Effectiveness to Vice President, Institutional Effectiveness and Chief Strategy Officer effective October 1, 2021 at an annual salary of \$115,000.

*Change in Rank* - **Jeanine DiNardo** from Instructor, Hospitality Management to Assistant Professor, Hospitality Management effective September 29, 2021 at an annual salary of \$57,758.

*Title Change* - **Dr. Tammy DeFranco**, from Director, Cape May County Campus Student Affairs to Director, Cape May County Campus Student Affairs and One Stop Services effective October 1, 2021 at her current annual salary; **Maria Kellett**, from Associate Dean, Resource Development & Dean, Cape May County Campus to Dean, Cape May County Campus and Senior Advancement Officer effective October 1, 2021 at her current annual salary; **Jean McAlister**, from Chief of Staff and Dean, Resource Development, President & Board of Trustees Operations to Chief of Staff and Chief Advancement Officer effective October 1, 2021 at her current annual salary; **Nancy Porfido**, from Director, Student Engagement and Judicial Officer to Diversity, Equity & Inclusion Advocate & Judicial Officer effective October 1, 2021 at her current annual salary.

- It was noted that Jean McAlister's new job description includes Board of Trustees operations; Dr. Gaba advised that those duties are included under her Chief of Staff title.
- Trustee Money motioned to approve Resolution #12A, Trustee Byrne seconded.
- Motion carried.

**Res. #12B****Personnel Action**

*Appointment - Signe Huff*, Interim Executive Director of Human Resources, effective September 29, 2021 at an annual salary of \$110,000.

- Trustee Coskey motioned to approve Resolution #12B, Trustee Money seconded.
- Motion carried.

**Res. #16****Reimbursement of Voluntary Pay Cuts During COVID-19 Pandemic**

*Approve*: one-time stipends to impacted members of the President’s Cabinet and Academic Deans still employed by the college equal to the amount of compensation foregone from July 1, 2020-September 30, 2020.

- Trustee Byrne motioned to approve Resolution #16 with the strike out of “still employed by the college”; Trustee Money seconded.
- Motion carried.

**Res. #17****Reimbursement of Voluntary Pay Cut by Dr. Barbara Gaba During COVID-19 Pandemic**

*Approve*: a one-time stipend to Dr. Barbara Gaba equal to the amount of compensation foregone from July 1, 2020-September 30, 2020.

- Trustee Coskey motioned to approve Resolution #17, Trustee Money seconded.
- Motion carried.

**Res. #19****Annual Performance Evaluation and Compensation of Dr. Barbara Gaba**

*Approve*: based on the Board's annual evaluation finding that Dr. Gaba's performance as President of Atlantic Cape Community College continues to be "outstanding" and "greatly exceeds expectations", and per Paragraph 11 of Dr. Gaba's contract of employment, the Board of Trustees grants Dr. Barbara Gaba a base salary increment of three (3%) per cent additional to the automatic two (2%) per cent annual base salary increment for an overall increase to base of five (5%) per cent.

- Trustee Byrne read Resolution #19 into the record, noting Dr. Gaba’s exemplary performance, devotion, innovation, and collaborative leadership, and requested a roll call vote.

**ROLL CALL:**

AYES (9) – Byrne, Clemans, Coskey, DeStefano-Anen, Money, Parker, Previti, Torres, Winkler  
 NAYS (2) – Bumpus, Kennedy

**ABSTENTIONS (1) - Furman**

Motion carried.

- Chairperson Kennedy thanked Trustee Byrne for her work chairing the President Evaluation Committee.

**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.

- Gary Hill was named the 2021 President's Distinguished Foundation Board Member for his work while on the Foundation Board and the Board of Trustees in 1995-96, and also for the continual support of Atlantic Cape as an individual contributor and through the MBCA and Schultz-Hill Foundation. He received a plaque at the Foundation's September Board Meeting.
- The Scramble FORE Scholarships Golf Tournament is October 15. Many thanks to Christina Clemans for the \$1,500 Scholars Sponsorship. Our President's List sponsor is IBEW 351 at \$5,000. The Carpenter's Union Local 355 is a \$2,500 Honors Sponsor, and Kisby Shores is the Tee Gift Sponsor at \$2,000. We are grateful to all of our sponsors. A hole sponsorship is \$200.

**XIII. NEW JERSEY COUNCIL OF COUNTY COLLEGES (NJCCC)**

- Dr. Gaba delivered the report of the New Jersey Council of County Colleges (NJCCC) in the President's Report.

**XIV. OTHER BUSINESS**

- Chairperson Kennedy thanked the Nominating Committee, chaired by Trustee Torres along with Trustee Clemans, Trustee DeStefano-Anen, Trustee Previti and Trustee Lefke, for their upcoming work on nominating the Executive Board for 2021-2022.

**XV. COMMENTS FROM THE PUBLIC**

- Caesar Niglio, President of Atlantic Cape Community College Education Association (ACCCEA), reported that the ACCCEA was involved in the welcome back events for students, giving out 600 wireless earbuds, which were a big hit, in addition to snacks and an ice cream truck for two days.
- The ACCCEA is getting involved in other student activities events on all three campuses.

**XVI. ADJOURNMENT**

- At 7:56PM, Trustee Money motioned to adjourn; Trustee Byrne seconded.
- Motion carried.