

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 January 5, 2022, advance written notice of the January 25, 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

- 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	✓ Laura Batchelor, Executive Director of Marketing and College Relations
✓ Christina Clemans	✓ George Booskos, Chief Business Officer
✓ Dave Coskey	✓ Dr. Natalie Devonish, Vice President of Student Affairs and Enrollment Management
✓ Dr. Thomas Dawson	✓ John Piazza, Chief Information Officer
✓ Dr. Judith DeStefano-Anen	✓ Leslie Jamison, Chief Financial Officer
✓ Harrison Furman (phone)	✓ Dr. Josette Katz, Vice President, Academic Affairs
✓ Maria K. Mento	✓ 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	✓ Gracellen Etherton, Executive Assistant, Office of the President/Board of Trustee Operations and Resource Development
✓ Maria Ivette Torres (phone)	Legal Counsel ✓ Will Donio, Esq., Board Solicitor
✓ Shane Winkler (phone)	
Public in Attendance	
✓ Bonnie Lindaw, Chief Financial Officer, County of Atlantic (phone)	✓ Bert Rosica, Assistant Baseball Coach
✓ Brittany Smith, Chief Financial Officer, County of Cape May	

IV. CALL TO ORDER

- Chairperson Mento called the meeting to order at 6:00PM on January 25, 2022.
- Chairperson Mento welcomed the Board’s new Solicitor, William Donio, Esq., of Cooper Levenson, Attorneys at Law. Mr. Donio thanked the Board for the appointment and looks forward to assisting the Board. He spoke about his history with the college, noting that his father was a founding Trustee for Atlantic Community College and his mother is an alumnus.

V. PRESIDENT’S REPORT

Dr. Gaba discussed the following:

COVID-19 Update

- The college continues to offer COVID-19 testing at all three campuses for faculty, staff, students, and members of the public.
- In our efforts to ensure the health and safety of our students, faculty, and staff, the start of the semester was pushed back one week to start Monday, January 24, 2022.
- The college continues to work through the conditions of the pandemic. We are currently offering just less than half of our courses either in online/remote formats.

Enrollment Update

- The initiatives we have implemented with the federal Higher Education Emergency Relief Funds (HEERF) have had a positive impact on enrollment. Compared to last year, when we were going into our 2nd year of the pandemic, we are up in enrollment by 225 students (a 6% increase); and up 1,202 credits (a 3% increase).

Grants

HEERF Institutional Funds

- Major initiatives of the Higher Education Emergency Relief Funds (HEERF) include:

- Three credit waiver engagement / re-engagement initiatives (Fall & Spring FY22)
- Debt amnesty – Over 1,250 students received debt amnesty for balances accrued during the pandemic for terms 2020SP through 2021SP totaling over \$1,075,000
- Loaner Laptop Programs
- Recovery of Tuition and Fee revenue losses
- Numerous software purchases for academic and student services and supplemental resources for students (e.g. Zoom licenses, etc.)

HEERF Student Emergency Funds

- Atlantic Cape’s total HEERF – Student Emergency Awards allocation is **\$11,489,560**. Cumulative to date, Atlantic Cape has disbursed **\$7,554,150** to 5,913 unduplicated students with 10,279 individual awards (most students received more than one award).
- For Fall 2021, **\$3,543,300** in HEERF Student Emergency Funds was disbursed to 2,801 students as of 12/14/21. These funds provide direct financial support to students for any component of their cost of attendance and/or assistance with emergency costs associated with the Coronavirus.

American Rescue Plan

- The U.S. Department of Education announced a new \$198M grant opportunity and new guidelines on how colleges can use American Rescue Plan grant funds to meet students’ basic needs such as housing and food insecurity. The funds will be awarded through a competitive grant.

Cape May County Campus

- A *Cape May Campus Advisory Committee* is being established, comprised of key stakeholders in the county, to assist us with envisioning the future of the campus that best meets the needs of the citizens of Cape May County.

Southern New Jersey Development Council “Meet the Legislators” Event

- On January 26, the Southern New Jersey Development Council (SNJDC) will host a “Meet the Legislators” event at the college in Careme’s Restaurant.
- This event will provide an opportunity for SNJDC members to get to know the current and newly elected legislators in the 1st and 2nd districts: Senator Michael L. Testa, Assemblyman Antwan McClellan, and Assemblyman Erik Simonsen from the 1st District; and Assemblywoman Claire Swift and Assemblyman Don Guardian from the 2nd District. The topic of conversation will include issues that impact the business community and the economic growth and health of the South Jersey Region.

Wind Training Center

- Construction on the Wind Training Center addition to the Worthington Atlantic City Campus is scheduled to start the week of February 7.
- On December 12, 2021, the Atlantic City Council authorized the lease of dock space at Gardner’s Basin to Atlantic Cape for the Basic Safety and Sea Survival training.

Technology Upgrades

- The Information Technology department recently responded to and resolved a critical Cyber Security vulnerability in the industry called Log4J.

Community Outreach - Cape May County

First Responders Training Course

- The Cape May County Campus hosted an *Active Threat Integrated Response Course* presented by the Cape May County Prosecutor’s Office and Louisiana State University’s National Center for Biomedical Research and Training from December 13-17, 2021. Thirty (30) first responders from Cape May and Atlantic Counties attended the course, administered by the Department of Homeland Security and conducted by LSU in conjunction with FEMA’s National Training and Education Division.

Community Outreach – Atlantic City

ESL Workshop at the Boys & Girls Club of Atlantic City

- Atlantic Cape and the Boys & Girls Club of Atlantic City partnered to offer a five-week English as a Second Language (ESL) workshop for club parents at the Boys & Girls Club’s Chelsea location. Fifteen parents were recognized on December 14 for completing the workshop, “Preparing English Language Learners for Successful Employment in the Workplace,” which was funded by a \$9,500 grant from Borgata Hotel Casino & Spa. Atlantic Cape will continue to offer these workshops in the community throughout the spring semester at other community-based locations.

Hope for the Holidays

- More than 350 wrapped gifts were distributed to children and teens in Atlantic City at Brown’s Park on December 18 at Atlantic Cape’s *Hope for the Holidays* event. The event was organized in partnership with Angels in Motion, the Matthew Bee Memorial Fund, and Atlantic County Hope One. Gifts were collected at various locations in Atlantic County and were also provided by the Atlantic County Toy for Kids Program, PetSmart, and many other donors.

Foundation

Naming Opportunities

- The Foundation regularly solicits potential donors to leave a legacy through the naming opportunities campaign. Most recently, Mr. and Mrs. Peter Caporilli have pledged to purchase the naming rights for a teaching kitchen on the first floor of M-building in the Academy of Culinary Arts on the Mays Landing Campus (see Resolution #49, endorsed by the Ad-Hoc Naming Committee). The value of the space is \$25,000, as previously approved by the Board of Trustees.

OceanFirst Bank Scholarship Donation

- OceanFirst Bank generously donated \$40,000 to the Atlantic Cape Foundation for student scholarships. A check presentation was held on the Mays Landing Campus on December 22, 2021, attended by Jeff Ropiecki, Vice President of Commercial Lending, as well as Dr. Robert Previti, a member of the OceanFirst Foundation Board of Directors as well as Atlantic Cape's Board of Trustees.

President's Holiday Reception

- On December 1st, Dr. Barbara Gaba and the Atlantic Cape Foundation Board of Trustees hosted the President's Holiday Reception in Careme's Restaurant to thank the major donors to the Atlantic Cape Foundation, which provides scholarships to our students, including those students attending the Academy of Culinary Arts. This year's event was held in Careme's in honor of the 40th anniversary of the Academy.
- The event concluded with our Board Chairperson, Maria Mento, unveiling the Mary Mento Strudels Bakeshop, named in memory of her mother.

Athletics

- Atlantic Cape Buccaneers Basketball player David Coit committed to NCAA Division I college, Northern Illinois University, during a signing ceremony on December 18, 2021, at the Mays Landing campus.

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. #45 Reorganization Minutes (November 30, 2021); Regular Session Minutes (November 30, 2021); Special Meeting Minutes (December 14, 2021)

Res. #48**Award of Bids**

Number	Item and Vendor Information	Amount
Bid Exempt 955	Disaster Recovery Failover Data Center Technology Replacement Reserve Ocean Computer Group Matawan, NJ	\$174,716.88
Bid Exempt 956	Academy of Culinary Arts Kitchen Equipment (Refrigerators and Freezer) Strengthening Career and Technical Education for the 21 st Century - Perkins (Grant Funded) (<i>pending Perkins Grant budget modification approval</i>) Culinary Depot St. Louis, MO	\$21,050.42
Bid Exempt 957	Computer Equipment for Fine Arts/Media Studies Strengthening Career and Technical Education for the 21 st Century - Perkins (Grant Funded) (<i>pending Perkins Grant budget modification approval</i>) Apple, Inc. Cupertino, CA	\$63,524.00
Bid Exempt 958	Academy of Culinary Arts Kitchen Equipment (Cooking Systems, etc.) Strengthening Career and Technical Education for the 21 st Century - Perkins (Grant Funded) (<i>pending Perkins Grant budget modification approval</i>) Edward Don & Company Westhampton, NJ	\$24,829.07
Bid Exempt 959	Incident Management System 5-Year Contract Higher Education Emergency Relief Fund (HEERF) – Institutional Portion (Grant Funded) Maxient, LLC Charlottesville, VA	\$37,000.00
		Total \$321,120.37

Res. #50**Amendment to Strengthening Career and Technical Education for the 21st Century Act**

Amendment to the Spending Plan of the Strengthening Career and Technical Education for the 21st Century Act (Perkins V).

Res. #51**Mr. James Allen - 55th Annual Commencement Keynote Address**

An Honorary Associate in Applied Science degree in Hospitality Management to Mr. James Allen, the Keynote Speaker at the 55th Annual Commencement Ceremony, in recognition of his accomplishments and commitment to the Atlantic City region and Atlantic Cape Community College's students.

Res. #47**Personnel Action**

Appointments - **Kristi Collemacine**, Student Services Navigator effective January 26, 2022 at an annual salary of \$48,754; **Tom Hendrixson**, Executive Director, Human Resources effective January 26, 2022 at an annual salary of \$110,000; **Edwin Liu**, Security Officer I effective January 31, 2022 at an annual salary of \$32,194; **Nicole Morfitt**, Student Services Associate effective January 26, 2022 at an annual salary of \$32,194; **Tamaraty Robinson**, Science Lab Specialist effective January 26, 2022 at an annual salary of \$40,113; **Thomas Sykes**, College Recruiter effective January 31, 2022 at an annual salary of \$47,565.

Extensions of Appointment - **Renee Patterson**, temporary Student Services Specialist at an annual salary of \$39,135 through May 11, 2022 [Grant funded]; **Valarie Warren**, temporary Office Assistant, Financial Aid at an annual salary of \$32,836 through May 11, 2022 [Grant funded].

Sabbatical Leave - **Richard Russell**, one semester sabbatical leave at his current salary for the Spring 2023 semester.

Title Change - **Dr. Josette Katz**, from Vice President, Academic Affairs to Senior Vice President, Academic Affairs effective January 26, 2022 at her current annual salary.

Resignations - **Joshua Bevan**, Security Officer I effective December 16, 2021; **Michael Forest**, Counselor II effective January 21, 2022; **Hira Zeb**, Human Resources Recruiter effective January 21, 2022.

Res. #52 Executive Session

- Trustee Byrne motioned to approve consent resolutions; Trustee Furman seconded.
- Motion carried.

VIII. BUDGET REPORT

- Trustee Money reported under Resolution #2 and Resolution #46 – Regular Resolutions.

IX. REGULAR RESOLUTIONS

Res. #2 FY21 Draft Financial Statement for twelve months ended June 30, 2021 as of January 13, 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) grants.
- In addition, unrestricted expenditures were lower as allowable allocations to Coronavirus Relief Fund (CRF) and Governor’s Educational Emergency Relief (GEER) grants were recorded.
- The audit is delayed and the auditors’ test work is expected to resume in the next couple of weeks. The audited financial statements are expected to be presented in March.
- Trustee Previti motioned to approve Resolution #2; Trustee Dawson seconded.
- Motion carried.

Res. #46 FY22 Financial Statement for six months ended December 31, 2021.

Trustee Money stated the following:

- As of December 31, 2021, the College has earned 54.90% in budgeted revenues and expended 55.07% of budgeted expenses (both at 55%).
- Revenue is up 4.2% from the prior year, and expenditures are up 11.9%. The 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. Management expects the College to be within the budgeted FY22 net margin.
- Trustee Parker motioned to approve Resolution #46; Trustee Torres seconded.
- Motion carried.

Res. #49

Official Naming of Teaching Kitchen in honor of Mr. and Mrs. Peter Caporilli

Naming a teaching kitchen on the first floor in M-building on the Mays Landing Campus in honor of Mr. and Mrs. Peter Caporilli.

- Trustee Money motioned to approve Resolution #49; Trustee Clemans 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 Restaurant Gala returns indoors in the Wildwood Ballroom at Harrah’s Waterfront Conference Center on March 31, 2022. The Gala will feature signature dishes from the area’s best establishments (many who employ our alumni), tantalizing beverages, and decadent desserts. Guests will enjoy live entertainment from the Dirty Dozen Dance Band and raise funds to support scholarships for the Academy of Culinary Arts students.
- This year we honor Chef Kelly McClay, former Dean of the Academy of Culinary Arts, and the Mullock Family of Cape May County is our Community Honoree.
- Our goal is to raise \$225,000. We can reach this goal with your support.
- Raffle tickets are available for \$100 each. This year we are pleased to announce that the Foundation approved that a portion of the proceeds will benefit Faculty Special Projects in addition to the Student Emergency Fund.
- Pepco Holdings/Excelon has provided \$25,000 for scholarships for students in STEM programs. This is the second time this scholarship was awarded to Atlantic Cape students.

XII. Report of the NJ Council of County Colleges

Dr. Gaba reported the following:

- On December 15, the Council held a video launch for the *"NJ Pathways to Career Opportunities: Aligning Education to Build Innovative Workforce"* initiative.
- Partnering with the NJ Business and Industry Association (NJBIA), they will coordinate the participation of employers, industry associations, labor unions, education institutions, and workforce partners to provide students and workers the career pathways they need to find new career opportunities; and also ensure that employers have access to a highly skilled workforce to meet critical labor market needs.

XIII. OTHER BUSINESS

- None.

XIV. COMMENTS FROM THE PUBLIC

- Bert Rosica, Assistant Baseball Coach, spoke to the Board about the upcoming baseball season and the academic progress of the team. He thanked the administration and the Board for their support.

XV. ADJOURNMENT

- At 7:00PM, Trustee Byrne motioned to adjourn; Trustee Money seconded.
- Motion carried.