

## 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 June 16, 2020, due to the Coronavirus, advance written notice was requested for posting in Press of Atlantic City, and posted on the Board of Trustee's 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 Chosen Freeholders of Atlantic and Cape May counties.
- 2) On June 16, 2020, 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 Mento asked everyone to rise and salute the flag.

## 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.

<b>Board Members</b>	<b>College Personnel</b>
✓ 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	✓ Paula Stewart Davis, Dean of Student Affairs and Enrollment Management
✓ Dr. Judith DeStefano-Anen	✓ 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

<b>Board Members</b>	<b>College Personnel</b>
✓ Maria K. Mento	✓ John Piazza, Chief Information Officer
✓ Daniel Money	✓ Jean McAlister, Board Secretary, Chief of Staff, and Dean of Resource Development
✓ Donald J. Parker	✓ Dr. Vanessa O'Brien-McMasters, Dean, Institutional Research, Planning & Effectiveness
✓ Ahmet Sahingoz	✓ Mickey Trageser, Executive Director, Human Resources
✓ Maria Ivette Torres	<b>Legal Counsel</b> ✓ Lou Greco, Esq., Board Solicitor
✓ Helen Walsh	
<b>Public in Attendance</b>	
✓ Bonnie Lindaw, Chief Financial Officer, County of Atlantic	✓ Valerie Myland, Alumni Trustee 2020-21
✓ Brittany Smith, Chief Financial Officer, County of Cape May	
<b>Faculty and Staff in Attendance</b>	
<ul style="list-style-type: none"> <li>✓ Jennie Ayres, Assistant Director, Conferences, Events &amp; Contracts</li> <li>✓ Robyn Berenato, Admissions and Enrollment Specialist</li> <li>✓ Dr. Denise Coulter, Dean of Liberal Studies</li> <li>✓ Wendy Gray, Program Officer, CMCC Student Services</li> <li>✓ Lynette Ingram, Counselor II</li> </ul>	<ul style="list-style-type: none"> <li>✓ Carol Melkonian, Assistant Director, Purchasing</li> <li>✓ Caesar Niglio, ACCCEA, Master Technician, Student Affairs</li> <li>✓ Kimberly Weber, Receiving Clerk</li> <li>✓ Harry Whitelam, Director, Purchasing &amp; Receiving</li> <li>✓ Linda Wohlman, Chef Educator</li> </ul>

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

- Chairperson Mento called the meeting to order at 5:05pm.

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

Dr. Gaba highlighted the following items from the President's Report:

##### *Campus Reopening Plan*

- The Coronavirus Task Force is developing the *Campus Reopening Plan*, which will take place in three phases:
  - *Phase I* consists of the reopening plan for staff to work on site in a phased in, gradual manner.

- *Phase II* consists of bringing students and faculty back to campus. Academics is working on the Fall plan based on the guidelines from the Governor and Office of the Secretary of Higher Education.
- *Phase III* provides the “new normal” of college operations in the post-COVID-19 landscape.

#### *CARES Act*

- Through Coronavirus Aid, Relief, and Economic Security (CARES) Act funding, to date the college has disbursed \$1,082,250 in Student Emergency Relief Grants to over 1,300 students for the Spring semester. Additionally, Dr. Gaba apprised the Board of the technology purchases being presented at the Board Meeting funded through the institutional portion of the CARES Act.

#### *Governor's Emergency Education Relief Fund (GEERF)*

- Atlantic Cape’s grant application for the Governor's Emergency Education Relief Fund (GEERF), authorized by the CARES Act, was submitted to the Office of the Secretary for Higher Education (OSHE) for possible additional funding to help with costs associated with the COVID-19 pandemic.

#### *Legislative Update*

- Dr. Gaba met Assemblymen John Armato and Vince Mazzeo via Zoom to thank them for their support; discuss the impact of COVID-19 on the college and the unprecedented challenges faced by students; and advocate for additional state financial assistance needed because of COVID-19.

#### *Technology Upgrades*

- Dr. Gaba discussed the wireless internet upgrades at all three campuses, the mobile app *Atlantic Cape Connect*, the student laptop loaner program, and enhancements to remote operations.

#### *Student Accomplishments*

- The New Jersey Higher Education Student Assistance Authority has appointed Joelle Motley, Student Government Association President, to serve as an alternate member of the 2020-2021 Student Advisory Committee.

#### *Virtual Coffee with the President*

- Dr. Gaba hosted a virtual *Coffee with the President* on Thursday, June 18. Over 130 faculty and staff participated. Dr. Gaba, faculty, and staff discussed the plans for reopening the college campuses, the college budget, Commencement, Chapter 12 construction projects, technology upgrades, marketing and community outreach efforts, CCOG and CARES Act funding for students, and Foundation fundraising activities.

*Workforce Training Programs*

- The New Jersey Department of Education has approved the following Workforce Training Programs for PELL eligibility: Paramedic Science, Certified Clinical Medical Assistant (CCMA), and Certified Fundamental Cook (CFC). This approval will allow students the opportunity to apply for and receive financial aid funds as well as earn both a credential and college credits toward technical degrees.

*Cape May County Out-of-School Youth Program*

- This grant has been extended through June 30, 2021. The program focuses on providing youth pathways to the workforce while earning certifications.

*Community Relations and Marketing*

- Dr. Gaba also briefed the Board on community relations and community engagement activities, as well as the upcoming “One Voice Marketing Campaign,” a statewide community college marketing campaign coordinated by New Jersey Council of County Colleges (NJCCC).

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

**VI. COMMENTS FROM THE PUBLIC**

- Chairperson Mento called for comments from the public on agenda items.
- C. Niglio stated that there are multiple resolutions on the Agenda (referring to Res. #116, #119, #120) where the unions have made concessions due to COVID-19 and the budget in time for the Board Meeting. This was an extraordinary task, which will be ratified by membership later this week.
- C. Niglio stated that there was an excellent level of collaboration between union leadership and M. Trageser, C. DeFalco, J. Katz, and lawyer B. Blaney.
- Dr. Gaba thanked everyone for their hard work and collaboration, and stated that we are all in this together, and we will get through it together as well.

**VII. EXECUTIVE SESSION**

- At 5:30 pm, Trustee Money motioned to go into Executive Session to discuss personnel matters. Trustee Clemans seconded.

*Secretary’s note-Due to a technical problem, Trustee Walsh and Trustee Lefke were not present in Executive Session.*

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

*Secretary's note-The Board returned from Executive Session at 5:50 pm.*

- *Trustee Lefke departed at 6:15pm.*

### **VIII. CONSENT RESOLUTIONS**

– McAlister read the following consent resolutions.

**Res. #103** Approve: Regular Session Minutes (May 26, 2020)

**Res. #105**

#### **Personnel Action**

*Resignations: Lorraine Monzo*, MSN RN, Assistant Professor, Nursing, effective June 30, 2020; **Ellen Splaver**, Counselor II, effective June 8, 2020.

*Promotions: Shirley Shields*, promoted from Associate Professor, ESL to Professor, ESL, effective August 31, 2020; **Gwen McIntyre**, promoted from Associate Professor, ESL to Professor, ESL, effective August 31, 2020; **Donna Marie McElroy**, promoted from Associate Professor, Social Science to Professor, Social Science, effective August 31, 2020; **Michael Bolicki**, promoted from Associate Professor, Education to Professor, Education, effective August 31, 2020; **Al Jou**, promoted from Associate Professor, Mathematics to Professor, Mathematics, effective August 31, 2020; **Beth Sanders-Rabinowitz**, promoted from Assistant Professor, Social Science to Associate Professor, Social Science, effective August 31, 2020; **Bojan Zilovic**, promoted from Assistant Professor, CIS to Associate Professor, CIS, effective August 31, 2020; **Laurie Lemons**, promoted from Assistant Professor, Chemistry to Associate Professor, Chemistry, effective August 31, 2020; **Zhe June Xu**, promoted from Assistant Professor, Biology to Associate Professor, Biology, effective August 31, 2020.

*Appointment: Gerald Fox*, Instructional Technology Program Coordinator, effective July 1, 2020; salary \$39,307.

**Res. #116**

#### **Memorandum of Agreement**

A Memorandum of Agreement with the Teachers, Librarians and Counselors (TLC) bargaining unit.

**Res. #113**

#### **Title IX Regulation Amendments**

Changes to Policy No. 25 *Violence Against Women Act, the Campus Sexual Violence Act, and Title IX.*

**Res. #115**

#### **Policy Update**

Changes to Policy No. 800 *Academic Freedom.*

**Res. #106****Award of Bids**

<b>Number</b>	<b>Item and Vendor Information</b>	<b>Amount</b>
RFP 231	Auditing Services (2-year contract) Finance Operational – FY2020, FY2021 Bowman & Company LLP Woodbury, NJ	\$82,500.00
Bid 2217	Paper and Envelopes Operational Department Backcharge Office Basics Boothwyn, PA Paper Mart East Hanover, NJ	\$30,080.00
Bid Ex. 853	H-Building Furniture Chapter 12 W.S. Goff Company, Inc. Mays Landing, NJ	\$40,525.66
Bid Ex. 854	D and K-Building Furniture Chapter 12 W.S. Goff Company, Inc. Mays Landing, NJ	\$291,407.24
Bid Ex. 856	Classroom and Lab Computers CARES Act Higher Education Emergency Relief Fund – Institutional Portion (Grant Funded) Ocean Computer Group Matawan, NJ	\$115,749.00
Bid Ex. 857	Online Student Orientation CARES Act Higher Education Emergency Relief Fund – Institutional Portion (Grant Funded) Innovative Educators Boulder, CO	\$50,823.00
Bid Ex. 859	Chatbot Renewal CARES Act Higher Education Emergency Relief Fund – Institutional Portion (Grant Funded) Ivy.ai, Inc. Boulder, Co.	\$33,755.00

<b>Number</b>	<b>Item and Vendor Information</b>	<b>Amount</b>
Bid Ex. 861	New Jersey Council of County Colleges Membership Dues President Operational – Fiscal Year 2021 New Jersey Council of County Colleges Trenton, NJ	\$40,434.00
Bid Ex. 864	Zoom Enterprise Site License CARES Act Higher Education Emergency Relief Fund – Institutional Portion (Grant Funded) Zoom Video Communications, Inc. San Jose, CA	\$18,805.50
Bid Ex. 865	Upgraded Laptops for Workforce Development Department CARES Act Higher Education Emergency Relief Fund – Institutional Portion (Grant Funded) Ocean Computer Group Matawan, NJ	\$11,531.75
Bid Ex. 866	New Laptops for Student Laptop Loaner Program CARES Act Higher Education Emergency Relief Fund – Institutional Portion (Grant Funded) Ocean Computer Group Matawan, NJ	\$55,352.40
Bid Ex. 867	Upgraded Laptops for Faculty CARES Act Higher Education Emergency Relief Fund – Institutional Portion (Grant Funded) Ocean Computer Group Matawan, NJ	\$164,431.74
Bid Ex. 868	Webcams for Online Proctoring CARES Act Higher Education Emergency Relief Fund – Institutional Portion (Grant Funded) Troxell-CDI, Inc. Lumberton, NJ	\$23,700.00

Number	Item and Vendor Information	Amount
Bid Ex. 869	Laptops for Remote Staff CARES Act Higher Education Emergency Relief Fund – Institutional Portion (Grant Funded) Ocean Computer Group Matawan, NJ	\$163,750.85
		Total \$1,122,846.14

**Res. #107****Resolution to Retain Legal Counsel**

To authorize a one-year legal services contract with Louis J. Greco for a retainer fee of \$46,916.00 and an hourly rate of \$137.13 for litigation and off campus hearings.

**Res. #108****Resolution Authorizing the Award of a Contract for Insurance**

Multi-Peril/Commercial, Data Security Liability, E & O, Umbrella, Environmental, Excess Flood, Non-Owned Aircraft Liability and Builders Risk

To authorize the award of contract with Borden Perlman for insurance with a premium of \$469,468.

**Res. #109****Resolution Authorizing the Award of a Contract for New Jersey Community College Worker's Compensation Insurance Pool**

To remit the assessment of \$155,537 to the New Jersey Community College Insurance Pool for the New Jersey Community College Insurance Pool Worker's Compensation Fund.

**Res. #110****Resolution Authorizing the Award of a Contract for Student Insurance**

To approve a contract with T.L. Groseclose Associates for student insurance at a rate of \$3.50 per student for the Summer Sessions and \$5.50 per student for the Fall and Spring sessions.

**Res. #111****State of New Jersey Labor and Workforce Development's Workforce Innovation and Opportunity Act (WIOA) Title II Grant**

To submit an application to the State of New Jersey Dept. of Labor and Workforce Development's Workforce Innovation and Opportunity Act (WIOA) Title II, Adult Education and Family Literacy Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant Programs, Fiscal Year 2021 to provide adult basic education, literacy, and English as a second language services,

applying for these funds as a single entity in Atlantic County and as a lead agency with Cape May County Technical School District as a partner in Cape May County, requesting a total grant of \$673,807, with Atlantic County services receiving \$501,594 and Cape May County services receiving \$172,213, over the term of July 1, 2020 – June 30, 2021.

**Res. #112**

**Educational Opportunity Fund (EOF)**

To submit a budget to, and to accept a contract from, the State of New Jersey, Office of the Secretary of Higher Education FY21 Educational Opportunity Fund Article IV – Academic Year Support, with preliminary funding of \$225,333 to be awarded over the term of July 1, 2020 through June 30, 2021.

**Res. #117**

**CARES ACT Governor's Emergency Education Relief Fund (GEERF)**

To submit an application to and accept an allocation from the Office of the Secretary of Higher Education (OSHE) for the Governor's Emergency Education Relief Fund (GEERF).

**Res. #72 Rev.**

**Tuition and Fees**

Tuition and Fee Schedule noting that the Radiologic Technology Course Fees will have no change in FY2021.

**Res. #118 Executive Session**

– Trustee Lefke motioned to approve consent resolutions, Trustee Byrne seconded.

ROLL CALL:

ALL AYES

NO NAYS

ABSTENTIONS

Motion carried.

**IX. BUDGET REPORT**

Trustee Byrne reported under Resolution #104 – Regular Resolutions.

**X. REGULAR RESOLUTIONS**

**Res. #104** FY20 Financial Statement for eleven months ended May 31, 2020.

Trustee Byrne stated the following:

- As of May 31, 2020, the College has earned 97.85% of budgeted revenues and expended 88.39% of budgeted expenditures. Year to date revenue is up 2.7% compared to this time last year, and year to date expenditures are down 0.7%, which is directly in line with the budget. The year to date margin is 40.0% higher than compared to last year. The final FY20 net margin will be contingent upon the final month's revenues and expenses and year-end accruals/adjustments.
- As it became clear that the financial impact of COVID-19 would be significant, management instituted measures to help mitigate some of the negative financial effects of the pandemic and help secure our financial position by ending the fiscal year with an expected positive net margin.
- The financial impact on FY2021 is difficult to predict at this point. We have not received final guidance on how the extension of the State's fiscal year through September 30 will affect our State operating appropriations for July, August and September, and beyond. The impact of COVID-19 on Fall enrollment is uncertain, but the decline is expected to be deeper than what was originally projected.
- Trustee Money motioned to approve Resolution #104, Trustee Bumpus seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

**Motion to Accept:** FY21 Annual Budget Message

- Motion to accept the Annual Budget Message for Fiscal Year 2020-2021.
- Trustee Bumpus motioned to accept the Annual Budget Message, Trustee Parker seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

**Res. #119**

### **Memorandum of Agreement**

A Memorandum of Agreement with the Atlantic Cape Community College Organization of Supervisory and Administrative Personnel (ACCCOSAP) and the Supportive Staff Association of Atlantic Cape Community College (SSAACCC) bargaining units.

- B. Lindaw, Atlantic County CFO, brought to our attention a mistake in this resolution and in Resolution #120, noting Atlantic County has not reduced funding to the College and stated that there was a 1% increase in FY19. A correction will be made.
- It was also noted that there has not been a reduction in funding from Cape May County.
- Recognizing the clerical error, “and County” was removed from this Resolution.
- Trustee Torres motioned to approve Resolution #119 with the removal of “and County”, Trustee Parker seconded.

ROLL CALL:

ALL AYES

NO NAYS

ABSTENTIONS-Trustee Walsh

Motion carried.

### **Res. #120**

#### **Memorandum of Agreement**

A Memorandum of Agreement with the Atlantic Cape Community College Organization of Supervisory and Administrative Personnel (ACCOSAP), Supportive Staff Association (SSAACCC), Academy of Culinary Arts Faculty Association (ACAFA), and Teachers, Librarians and Counselors (TLC) bargaining units.

- Trustee Bumpus motioned to approve Resolution #120 with the removal of “and County”, Trustee Money seconded.

ROLL CALL:

ALL AYES

NO NAYS

ABSTENTIONS –Trustee Walsh

Motion carried.

- Trustee Torres stated that the retirees acknowledged this evening represent 109 years of hard work and dedication to our students: “Due to the Coronavirus, and these unprecedented times, we are unable to have the traditional celebratory dinner, but that does not diminish our heartfelt thanks for their years of service. All of the employees who have retired this year will do so with more than 25 years of service.”
- Thank you for your service on behalf of the Board of Trustees.

### **Res. #105A**

#### **Retirement of Dr. Barbara Warner, Associate Professor of Psychology**

*Retirement:* **Dr. Barbara Warner**, Associate Professor, Psychology, effective June 30, 2020.

**Res. #105B**

**Retirement of Kathleen Landau, Bursar**

*Retirement:* **Kathleen Landau**, Bursar, effective August 31, 2020.

**Res. #105C**

**Retirement of Nancy Hand, Senior Clerk**

*Retirement:* **Nancy Hand**, Accounts Payable Clerk, effective September 1, 2020.

**Res. #105D**

**Retirement of Richard Kalman, Assistant Professor of Computer Information Systems**

*Retirement:* **Richard Kalman**, Assistant Professor, Computer Information Systems, effective June 30, 2020.

– Trustee Byrne motioned to approve Resolution #105A-#105 D, Trustee Parker seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

**Res. #114**

**Recognition of Ahmet Sahingoz, Alumni Trustee**

*Honorary:* To recognize Mr. Ahmet Sahingoz for his service to the Board of Trustees, the College's Foundation and the students of Atlantic Cape.

– Trustee Parker motioned to approve Resolution #105D, Trustee Byrne seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

**XI. COMMITTEE REPORTS**

**PERSONNEL AND BOARD DEVELOPMENT**

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

## **XII. FOUNDATION REPORT**

- J. McAlister, reporting on behalf of Trustee Sahingoz, stated that the Foundation approved \$150,821.00 for the Spring Semester Scholarship Awards, bringing the total scholarships awarded for this fiscal year to \$564,500.00. Additionally, the Foundation approved a pledge of \$625,275.00 for FY21.
- Most recently, the Foundation received \$10,000 from the *Jon Powell Family Foundation* for ten (10) \$1,000 scholarships for this Fall, and the Foundation applied for and received \$12,000 from the *Walter & Louise Sutcliffe Foundation* for six (6) \$2,000 nursing scholarships. Additionally, *Atlantic City Electric* and its parent company *Pepco Holdings* is providing \$25,000 in scholarships this year for students studying in STEM programs. *OceanFirst* scholarships are being awarded to incoming students starting on July 1. There are 163 applicants for fifty (50) \$1,000 scholarships. There is \$150,000 in *Doherty Family Foundation* (aka Hunter-Doherty) scholarships that will be awarded to incoming and returning Cape May County students.
- Annually, the College holds a Scholarship Awards Ceremony and Donor Reception. Due to the Coronavirus, we were unable to hold this event. The Foundation sent thank you letters to more than 100 donors for their continued generosity, and more than 300 letters to students who are the recipients of the awards.
- To date, thanks to the generosity of our donors, the Restaurant Gala raised \$130,000, even though the event did not occur due to the Coronavirus. This does not include in-kind contributions.
- Lastly, the slate of officers for the Foundation Board remains the same for the next two years: Jim Rutala, *President*; Linda Bazemore, *Treasurer*; Steve Nehmad, *Secretary*; Cheryl Pivola, *1<sup>st</sup> Vice President*; Ken Calemno, *2<sup>nd</sup> Vice President*; and Nick Cashan, *3<sup>rd</sup> Vice President*.
- The new Board members include returning Trustee Charlie Passagno and Trina McSorely of Sturdy Bank. There are now 29 members of the Foundation Board with 25% from Cape May County.

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

- Dr. Gaba reported that the New Jersey Council of County College (NJCCC) issued a press release on behalf of the 18 community college presidents to denounce the death of George Floyd and the ongoing injustice in our nation. The release noted that our colleges are rooted in the core values of equality, equity, and opportunity and that we are doing all we can to ensure every member of our community knows that everyone is welcome on our campuses.
- The Council also issued another release, “*Acknowledging the Heroes in Our State*,” which saluted our current students, alumni, faculty and staff who are on the frontlines in response to

the COVID-19 outbreak. Several Atlantic Cape students were saluted. A presentation about those COVID-19 heroes will be prepared for a future Board meeting.

- The NJCCC is organizing a “*One Voice Marketing Campaign.*” All community colleges are submitting information and marketing materials to continue the marketing campaign process.
- Advocacy for the FY21 budget remains a top priority. The Council has developed a “*Strategy and Engagement Plan*” for presidents to direct our advocacy efforts.

#### **XIV. OTHER BUSINESS**

- Trustee Mento stated that annually the Association of Community College Trustees (ACCT) has an Awards program recognizing and honoring outstanding community college trustees, presidents, et al. Thus, on behalf of the Atlantic Cape Trustees, we submitted Dr. Barbara Gaba for the Chief Executive Officer Award and Trustee Lefke for the Trustee Leadership Award, recognizing his 25 years of service to the Board.
- Trustee Byrne asked that any Trustee who has not contributed to the Emergency Fund for our students should please get in touch with J. McAlister.

#### **XV. COMMENTS FROM THE PUBLIC**

- C. Niglio thanked management and the Trustees for taking the COVID-19 Reopening Plan seriously so that there is a safe and healthy environment.

#### **XVI. ADJOURNMENT**

- At 6:35 pm, Trustee Parker motioned to adjourn, Trustee Money seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.