

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 October 4, 2021, advance written notice of the October 26, 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 October 22, 2021.

II. FLAG SALUTE

- Chairperson Kennedy 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 (phone)	✓ George Booskos, Chief Business Officer
✓ Dave Coskey	X Dr. Natalie Devonish, Vice President of Student Affairs and Enrollment Management
✓ Dr. Thomas Dawson	✓ Signe Huff, Interim Executive Director, Human Resources
✓ Dr. Judith DeStefano-Anen (phone)	✓ Leslie Jamison, Chief Financial Officer
✓ Harrison Furman (phone)	✓ Dr. Josette Katz, Vice President, Academic Affairs
✓ James Kennedy	✓ Maria Kellett, Dean, Cape May County Campus and Senior Advancement Officer
X Brian Lefke	✓ Jean McAlister, Chief of Staff and Chief Advancement Officer
✓ Maria K. Mento	✓ Dr. Vanessa O'Brien-McMasters, Vice President, Institutional Effectiveness and Chief Strategy Officer

Board Members	College Personnel
X Daniel Money	✓ John Piazza, Chief Information Officer
✓ Donald J. Parker (phone)	Legal Counsel ✓ Lou Greco, Esq., Board Solicitor (phone)
✓ Dr. Robert Previti	
✓ Maria Ivette Torres	
✓ Shane Winkler	
Public in Attendance	
✓ Bonnie Lindaw, Chief Financial Officer, County of Atlantic (phone)	
Faculty and Staff in Attendance	
✓ Rahshana Davis, Scholarship Manager, ACCCEA	✓ Gracellen Etherton, Executive Assistant, Office of the President/Board of Trustee Operations and Resource Development
✓ Caesar Niglio, Enterprise Architect, ACCCEA	✓ Bert Rosica, Assistant Baseball Coach

IV. CALL TO ORDER

- Chairperson Kennedy called the meeting to order at 6:00PM on October 26, 2021.

V. PRESIDENT’S REPORT

Dr. Gaba discussed the following:

Introduction of Interim Executive Director of Human Resources

- Dr. Gaba introduced the newest member of her executive leadership team, Ms. Signe Huff, who will serve at the Interim Executive Director of Human Resources.

COVID-19 Update

- The college continues to follow CDC and local health department guidance, and we have adjusted our protocols accordingly. Being vaccinated is the best way to protect ourselves and our community.
- Effective **Monday, January 3, 2022**, all faculty, staff, and students taking classes on campus must show proof of COVID-19 vaccination **or** be regularly tested.
- The logistics of this new requirement are still being worked out, but we will partner with a third-party vendor for the vaccinations, testing, and overall administration of the program.
- Vaccination status will not prevent anyone from enrolling or visiting campuses. The use of masks indoors, regardless of vaccination status, will continue to be required, as well as completion of the daily *Health Assessment Form*. These mitigating protocols must be adhered to as we minimize the spread of COVID-19.

Wind Training Center

Groundbreaking Ceremony

- Atlantic Cape will host the Wind Training Center Groundbreaking Ceremony at the Worthington Atlantic City Campus on October 28, 2021. Grant partners, elected officials, and community partners have been invited to the ceremony.

Partner Visit

- Our Global Wind Organization (GWO) partners (Christian Ennerfelt of Arcon Training Center in Maryland; Geoff Croft of AIS Survivex in the United Kingdom; and Alan Sharp of 3t Training in the United Kingdom) visited Atlantic Cape on October 5-6 to update the project plan. During their visit, they had the opportunity to meet the Atlantic Cape team and Dr. Gaba.

Academy of Culinary Arts

- The Academy of Culinary Arts is celebrating its 40th anniversary this year. The celebration was kicked off with our new “*Second-Year Coat Ceremony*” on October 20, 2021. This recognition awarded the 2nd year students a new custom embroidered chef’s coat and a new chef’s toque. The new uniform will distinguish these students from the 1st year students, recognize their hard work and persistence, and serve as an aspirational goal for the 1st year students.

Atlantic Cape Foundation

- The Scramble 'FORE' Scholarships Golf Tournament was held on October 15, 2021. This year's event was the highest grossing tournament in the Foundation's history, raising over **\$62,000!** This was the 17th annual tournament hosted by the Mullock Family at Cape May National Golf Club in Erma.

Community Outreach

- Atlantic Cape accepted the Nuestro Organizational Amigo/a Award at the 2021 Nuestro Pueblo (Our Community) Awards presented by Stockton Unidos & The Hispanic Association of Atlantic County (HAAC) on October 9, 2021. This award is given to an organization that has demonstrated outstanding social responsibility to the Latino community through participation and support of issues, programs, or events related to the Latin community.

Athletics

- Atlantic Cape Student David Coit was interviewed for the *Press of Atlantic City* about his three Division I (basketball) scholarship offers. David received offers from NJIT, North Carolina A and T, and Northern Illinois University.

- The Women’s Volleyball team’s 2021 season has gone very well with the team ending the regular season with a 10-6 record and ranking #4 in the region. The team enjoyed a 9-win streak over the season, during which they won against Rowan College of South Jersey-Gloucester, the #8 ranked team in the nation.
- Yesterday, on October 25, the team won their Region 19 Tournament game against Union County College. This was the team’s first region tournament appearance in the last 10 years. They will now play in the Region Championship on October 30, and the winner of that game will proceed to the NJCAA National Tournament held in Minnesota on November 11.

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

Inside the College

- Laura Batchelor, Executive Director of Marketing and College Relations, presented on “Marketing: Utilizing Technology to Improve Communication”.
- Trustees discussed the capabilities of the Salesforce and future plans for the software platform, and noted the significant progress the Marketing department has made in the last few years in developing the college’s marketing efforts.

VI. COMMENTS FROM THE PUBLIC

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

VII. CONSENT RESOLUTIONS

- McAlister read the following consent resolutions.

Res. #20 Regular Session Minutes (September 28, 2021)

Res. #22

Personnel Action

Appointments: **William Ayres**, appointed to the position of Security Officer I effective October 27, 2021 at an annual salary of \$32,194; **Robyn Berenato**, appointed to the position of Assistant Registrar, Enrollment Services effective November 1, 2021 at an annual salary of \$63,600; **Peter DeLaine**, appointed to the position of Security Officer I effective November 1, 2021 at an annual salary of \$32,194; **Geralyn Michelfelder**, appointed to the position of Department Chair, Nursing effective October 27, 2021 at an annual salary of \$80,197; **Kathryn Hagel**, appointed to the position of Student Services Specialist, Enrollment and Recruitment effective October 27, 2021 at an annual salary of \$39,135; **Ryan Richardson**, appointed to the position of Specialist, Workforce Development Operations effective October 27, 2021 at an annual salary of \$39,135; **Juliana Torres** appointed to the position of Office Coordinator, Center for Accessibility effective October 27, 2021 at an annual salary of \$39,135.

Transfer: **Janay Johnson**, transferred from Enrollment and Admissions Specialist to Student Services Specialist at her current base salary effective November 1, 2021.

Res. #24**Bidding Threshold**

Revision of the college's bidding threshold from \$36,400.00 to \$37,500.00 effective November 1, 2021 to coincide and agree with the County College Purchasing Law's newly established threshold.

Res. #119 Revised**Award of Bids**

Number	Item and Vendor Information	Amount
RFP 238	Media Buying Services Institutional Funds (73.5%) Governor's Emergency Education Relief Fund (GEERF) (Grant Funded) (26.5%) JL Media Union, NJ	\$350,000.00 (not to exceed)

Res. #5 Revised**Award of Bids**

Number	Item and Vendor Information	Amount
Bid Exempt 925	Human Resources Recruitment/Onboarding Software Higher Education Emergency Relief Funds (HEERF) – Institutional Portion (Grant Funded) Ellucian Company, L.P. Fairfax, VA	\$79,900.00

Res. #23**Award of Bids**

Number	Item and Vendor Information	Amount
Bid Exempt 941	CollegeAPP Outreach Platform Governor's Emergency Education Relief Fund II (GEERF II) (Grant Funded) Opportunity Meets Innovation Challenge (OMIC) Grant Mn8 Creative, Inc., CollegeAPP La Canada Flintridge, CA	\$28,998.00

Number	Item and Vendor Information	Amount
Bid Exempt 942	Builders Risk and Owner's and Contractor's Protective Insurance for Renovation of Morse Hall (B-1), Boyer Hall (B-2), and Richards Hall (B-3) Chapter 12 CBIZ Insurance Services Ewing, NJ	\$19,998.00
Bid Exempt 943	Creative Cloud Software Higher Education Emergency Relief Funds (HEERF) – Institutional Portion (Grant Funded) SHI International Corporation Somerset, NJ	\$32,347.50
Bid Exempt 944	Remediation Services for Mays Landing Campus Library ServPro of Atlantic City/Hamilton/Hammonton Buena, NJ <i>Retroactive to December 10, 2020</i>	\$261,686.00
		Total \$343,029.50

Res. #6 Revised**National Science Foundation Advanced Technological Education Program**

Submission of an application to the National Science Foundation, Advanced Technological Education (ATE) Program, for a competitive grant to develop education of technicians for the high-technology fields that drive our nation's economy, and, if awarded, to accept up to \$650,000 over the grant term of three years (July 1, 2022 – June 30, 2025).

Res. #26**Noncredit and Credit Alignment Lab (NCAL) Grant**

Submission of an application to the Association of Community College Trustees (ACCT) and the Education Strategy Group for the Noncredit and Credit Alignment Lab (NCAL) Initiative and, if awarded, to accept up to \$20,000 with two-year grant term.

Res. #27**Educational Opportunity Fund (EOF) Special Project Grant**

Acceptance of \$37,200 from the State of New Jersey, Office of the Secretary of Higher Education for the Educational Opportunity Fund (EOF) FY22 Special Project.

Res. #30 Executive Session

- Trustee Money motioned to approve consent resolutions; Trustee Byrne seconded.
- Trustee Mento abstained from Resolution #20.
- Motion carried.

VIII. BUDGET REPORT

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

IX. REGULAR RESOLUTIONS

Res. #2 FY21 Draft Financial Statement for twelve months ended June 30, 2021 as of October 14, 2021.

Trustee Money stated the following:

- As of this draft, the College has earned 98.8% of budgeted revenues and expended 88.3% of budgeted expenditures with an anticipated positive net margin.
 - Changes since last month’s draft which include: incorporating the bad debt reserve adjustment which was a recovery since the College was permitted to institute a debt amnesty program through HEERF - Institutional Portion funds; the accrual of remediation costs; and the PERS (pension) and SUI (unemployment) reserve adjustments are still pending, awaiting FY21 employer billings from the State.
- Trustee Dawson motioned to approve Resolution #2, Trustee Coskey seconded.
- Motion carried.

Res. #21 FY22 Financial Statement for three months ended September 30, 2021.

Trustee Money discussed the following:

- As of September 30, 2021, the College has earned 42.9% of budgeted revenues and expended 29.2% of budgeted expenditures.
- Enrollment revenue shortfall and recovery funds from HEERF were discussed.
- Fall’s tuition and fee recovery is anticipated and will be recorded at the end of the semester.
- FY22 Expenses include positions that had been put on hold in FY21.
- Trustee Torres motioned to approve Resolution #21, Trustee Byrne seconded.
- Motion carried.

Res. #25

Game Design and Development Option in Computer Programming, A.A.S.

Offering the Game Design and Development Option in Computer Programming, A.A.S. effective Fall 2022.

- Trustee Money motioned to approve Resolution #25, Trustee Byrne seconded.
- Motion carried.

Res. #28

Trustee Brian Lefke

Honorary Resolution

Acknowledge: Trustee Brian Lefke's service on the Board of Trustees over the past 26 years.

- Trustee Parker read the resolution in its entirety.
- Trustee Byrne inquired if there is an emeritus status for Trustees. McAlister advised that it does not currently exist.

Res. #29

Trustee James Kennedy, Esq.

Honorary Resolution

Acknowledge: Trustee Jim Kennedy's service on the Board of Trustees over the past 8 years.

- The Trustees expressed their gratitude to Trustee Kennedy for his service.
- Trustee Parker motioned to approve Resolution #28 and Resolution #29, Trustee Money 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 Scramble FORE Scholarships Golf Tournament hosted 127 golfers and raised more than \$62,000. This is the highest amount raised for this event in its history. Thank you to the Mullock Family for the generous support, including the cost of the course, and Trustee Clemans for her generous sponsorship.
- The Foundation applied for and received \$15,000 from the Sutcliff Foundation for nursing scholarships.
- The American Association of University Women (AAUW) awarded the Foundation \$5,000 this month to be used for a scholarship for a nursing student in memory of Dr. Jo Stowe.

XII. NEW JERSEY COUNCIL OF COUNTY COLLEGES (NJCCC)

- There was no report from the New Jersey Council of County Colleges (NJCCC).

XIII. OTHER BUSINESS

- Trustee Previti stated that the Ad-Hoc Governance Committee will be convening early in November to review the three proposals received for the new Board Solicitor. The new Solicitor will be recommended to the Board at the November meeting. Trustees Byrne, Mento, and Previti are the committee members.

XIV. COMMENTS FROM THE PUBLIC

- There were no comments from the public.

XV. ADJOURNMENT

- At 6:40PM, Trustee Dawson motioned to adjourn; Trustee Money seconded.
- Motion carried.