

## 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 April 8, 2020, advance written notice of this meeting was posted at the Bulletin Board, 2nd floor, "J" Building, main campus, Cape May County campus, and Worthington Atlantic City Campus and copies were 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, and
- 2) On April 8, 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 situation caused by the Coronavirus.

Board Members	College Personnel
✓ Robert Bumpus	✓ Dr. Barbara Gaba, President
✓ Ellen Byrne (telephone)	✓ Laura Batchelor, Executive Director of Marketing and College Relations (phone)
✓ Christina Clemans (telephone)	✓ George Booskos, Chief Business Officer (Mays Landing Campus)
X Dave Coskey	✓ Paula Stewart Davis, Dean of Student Affairs and Enrollment Management
✓ Dr. Judith DeStefano-Anen (telephone)	✓ Natalie Devonish, Dean, Worthington Atlantic City Campus and Workforce Development
X Harrison Furman	✓ Leslie Jamison, Chief Financial Officer (Mays Landing Campus)
✓ James Kennedy (telephone)	✓ Dr. Josette Katz, Vice President, Academic Affairs
✓ Brian Lefke (telephone)	✓ Maria Kellett, Dean of Cape May County Campus, Associate Dean of Resource Development (Cape May County Campus)
✓ Maria K. Mento (telephone)	✓ John Piazza, Chief Information Officer (Cape May County Campus)

<b>Board Members</b>	<b>College Personnel</b>
✓ Daniel Money (telephone)	✓ Jean McAlister, Board Secretary, Chief of Staff, and Dean of Resource Development
✓ Donald J. Parker (telephone)	✓ Dr. Vanessa O'Brien-McMasters, Dean, Institutional Research, Planning & Effectiveness (telephone)
✓ Ahmet Sahingoz (telephone)	✓ Mickey Trageser, Executive Director, Human Resources (telephone)
✓ Maria Ivette Torres (telephone)	<b>Legal Counsel</b> ✓ Lou Greco, Esq., Board Solicitor
✓ Helen Walsh (telephone)	
<b>Public in Attendance</b>	
✓ Bonnie Lindaw, Atlantic County Comptroller	

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

- Chairperson Mento called the meeting to order at 6:00pm.

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

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

##### *CARES Act*

- The United States Secretary of Education has allocated \$3.9M to Atlantic Cape for student and institutional support for expenses caused by the disruption of campus operations due to COVID-19.
- Fifty percent (50%) of the college's total CARES Act relief funding (\$1.98M) will be distributed to eligible students in the form of emergency relief grants to be used to cover expenses such as food, housing, course materials, technology, health care, and child care.
- The remaining 50% (\$1.98M) has been allocated to Atlantic Cape to cover any costs associated with significant changes to the delivery of instruction due to the Coronavirus.

##### *Academic Continuity*

- Informational Technology Services (ITS) distributed 120 computers to students in need so they can complete the semester remotely.
- Additionally, 243 faculty attended webinar training, and one-on-one training was provided to 117 faculty.
- A Pass/Withdrawal grading option is provided to students due to the challenges they face moving from traditional to remote learning.
- High school dual and concurrent enrollment classes will continue online.

*Business Continuity*

- Non-essential employees began working from home on Wednesday, March 18. Remote access was provided so staff can effectively work from home.
- There were 100 part-time staff reduced to zero hours. These part-time staff do not have work to do while at home.

*Communication*

- Enhanced communication has been a priority during the COVID-19 pandemic. This includes a dedicated COVID-19 webpage highlighting relevant information for faculty, staff and students.
- Dr. Gaba released two video messages last month and provides weekly written communication to faculty, staff and students.
- The college continues to leverage social media to celebrate Community College Month.

*Community Relations*

- We continue to work with our community partners to support those in need. We hosted a free food giveaway in partnership with The Fellowship of Churches for families in Atlantic City on April 11.

*Student Accomplishments*

- Annually, the New Jersey Council of County Colleges (NJCCC) organizes the N.J. Community College Scholars Celebration, which honors the academic achievements of the state's top community college students who are members of the Phi Theta Kappa (PTK) Honor Society. Desimir Berardo and Kalissa Krapf represented Atlantic Cape (Alpha Mu chapter) on the NJ All-State Academic Team.

*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.
- None noted.

**VII. CONSENT RESOLUTIONS**

- McAlister read the following consent resolutions.

**Res. #78** Approve: Regular Session Minutes (March 24, 2020)

**Res. #80**

**Personnel Action**

*Appointments* - Victoria DeLaurentis, Director, Financial Aid and Veterans Affairs, effective June 1, 2020 at an annual salary of \$79,000; Dominic Tullio, Senior Manager, Financial Aid, effective on or before June 1, 2020 at an annual salary of \$57,500.

**Res. #84**

**Policy Reaffirmations**

Reaffirmation of Policy No. 102 *Academic Freedom*, Policy No. 202 *Enrollment*, and Policy No. 212 *Assumption of Risk, Waiver and Release Form*.

**Res. #81**

**Award of Bids**

<b>Number</b>	<b>Item and Vendor Information</b>	<b>Amount</b>
Bid 1857	Building H Renovations & Roof Replacement Chapter 12 Capri Construction Company, Inc. Vineland, NJ	\$1,800,900.00
Bid Ex. 850	Adult Basic Skills Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant Program Cape May County Technical School Cape May Court House, NJ	\$161,895.00
Bid Ex. 851	Nursing SimCartRX with MedSkills Software Perkins Grant KbPort Pittsburgh, PA	\$21,949.00
		Total \$1,984,744.00

**Res. #82**

**United States Department of Agriculture (USDA) Rural Business Development Grant**

To submit an application to the United States Department of Agriculture, Rural Business Development Grants program requesting a grant of approximately \$40,000 over a grant term of 12 months (anticipated July 1, 2020 – June 30, 2021).

**Res. #83****Amendment to Strengthening Career and Technical Education for the 21st Century Act  
(Perkins V Grant)**

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

**Res. #85****Emergency Financial Relief Grants to Students under the Coronavirus Aid, Relief, and  
Economic Security (CARES) Act**

To accept \$1,980,171 from the United States Secretary of Education to provide emergency financial aid grants to students for their expenses related to the disruption of campus operations due to Coronavirus (COVID-19), including eligible expenses under a student's cost of attendance such as food, housing, course materials, technology, health care, and child care.

**Res. #88 Executive Session**

- Trustee Money motioned to approve consent resolutions, Trustee Walsh seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS-Trustee Bumpus

Motion carried.

**VIII. BUDGET REPORT**

Trustee Byrne reported under Resolution #79 – Regular Resolutions.

**IX. REGULAR RESOLUTIONS**

**Res. #79** FY20 Financial Statement for nine months ended March 31, 2020.

- Trustee Byrne stated that as of March 31, 2020, the College has earned 91.87% of budgeted revenues and expended 75.51% of budgeted expenditures. Year to date revenue is up 4.5% compared to this time last year, and year to date expenditures are up 1.6%. The year to date margin is \$1 million higher than compared to last year, or up 16.4%.
- Overall, FY20 credit enrollment is above budget by 4.5%. Net FY20 credit tuition and fees revenue is nearly \$983 thousand above budget.
- Although the first nine months of the College's fiscal year were strong, the financial impact of the COVID-19 pandemic will be significant. Fifty percent of the College's State operating appropriations were cut for the month of April, and it is likely May and June will be at least the

same reduction. College management has instituted a purchasing freeze on all but essential items for continued operations to help mitigate the appropriations shortfall.

- Additionally, the Board of School Estimate meeting was held on April 7<sup>th</sup> where level County funding for FY2021 was approved by both counties.
- Trustee Kenney motioned to approve Resolution #79, Trustee Torres seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

**Res. #86**

**Institutional Portion of the Higher Education Emergency Relief Fund Formula Grants  
under the Coronavirus Aid, Relief, and Economic Security (CARES) Act**

To accept up to \$1,980,171 from the United States Secretary of Education to cover any costs associated with significant changes to the delivery of instruction due to the Coronavirus.

- Trustee Byrne motioned to approve Resolution #86, Trustee Money seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

**Res. #87**

**Memorandum of Agreement**

To approve a Memorandum of Agreement with the Support Staff Association of Atlantic Cape Community College (SSAACCC).

- Trustee Torres stated that this MOA allows Support Staff members to utilize the Planned Summer Vacation Provision to use their vacation time through October 31, 2020, which is an extension of the timeframe. This provision expires June 30, 2020 and does not constitute a practice or precedent in any other matter which may now exist or which may arise in the future between parties.
- Trustee Kennedy motioned to approve Resolution #87, Trustee Money seconded.

ROLL CALL:

ALL AYES  
NO NAYS  
NO ABSTENTIONS

Motion carried.

## **X. COMMITTEE REPORTS**

### **PERSONNEL AND BOARD DEVELOPMENT**

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

## **XI. FOUNDATION REPORT**

- Trustee Sahingoz stated that the 37<sup>th</sup> Annual Restaurant Gala was canceled due to COVID-19. The Foundation is in the process of contacting the generous Gala sponsors, table sale sponsors, and ticket holders to ask them to either donate their sponsorship funds to the Foundation for scholarships/emergency funds, or transfer to the following year. Most donors are able to reallocate their sponsorship back to the Foundation in support of students. The Gala was trending to be the most successful in the last 5 years.
- Because of the emergency funds raised through raffle sales and other donations, we have been providing ShopRite gift cards to students. In the last month, more than \$2,000 were distributed to our neediest students. Additionally, all of the food from the food pantries provided by private donations were distributed to students in need.
- Ahead of the national GivingTuesdayNOW campaign on May 5, and in response to the growing needs of our students, all of the Cabinet members collectively donated \$3,675 to the Student Emergency Fund, which was matched by Dr. and Mr. Gaba for a total of \$7,350.
- Trustee Byrne noted that in response to the unprecedented need of our students, Chairperson Mento and Trustee Byrne reached out to the Board of Trustees for assistance in supporting the Student Emergency Fund. She requested 100% participation, noting that students need us now more than ever. She thanked all those who have given thus far.

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

- No report.

## **XIII. OTHER BUSINESS**

- None noted.

## **XIV. COMMENTS FROM THE PUBLIC**

- None noted.

## **XV. ADJOURNMENT**

- At 6:32pm, Trustee Torres motioned to adjourn, Trustee Money seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.