

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 March 2, 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 March 2, 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 at all three campuses and 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
X 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	X Paula Stewart Davis, Dean of Student Affairs and Enrollment Management
✓ Dr. Judith DeStefano-Anen (telephone)	X Natalie Devonish, Dean, Worthington Atlantic City Campus and Workforce Development
✓ Harrison Furman (telephone)	✓ Leslie Jamison, Chief Financial Officer (Mays Landing Campus)
✓ James Kennedy (telephone)	✓ Dr. Josette Katz, Vice President, Academic Affairs
✓ Brian Lefke	✓ 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)

Board Members	College Personnel
✓ 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)	Legal Counsel ✓ Lou Greco, Esq., Board Solicitor
✓ Helen Walsh (telephone)	
Public in Attendance	
✓ Bonnie Lindaw, Atlantic County Comptroller ✓ Brittany Smith, Cape May County CFO (telephone)	✓ Mariann Sozio, Director of Accounting, Budgets, and Foundation Reporting

IV. CALL TO ORDER

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

V. PRESIDENT'S REPORT

Dr. Gaba welcomed and introduced George Booskos, the college's new Chief Business Officer, noting his extensive experience in finance and business services.

Dr. Gaba reported on actions taken in response to the Coronavirus:

- The Coronavirus Taskforce, made up of the President's Cabinet, meets daily.
- All Atlantic Cape face-to-face courses will now be offered online through the end of the semester.
- The Police Academy will not be offering their program on the Mays Landing Campus.
- A survey was conducted asking students their need for computer resources to take online classes. Loaner computers will be provided to students in need. Classroom laptops located on the college campuses will be used since they are currently sitting idle.
- Medical supplies were provided to AtlantiCare and additional supplies were provided to Cape Regional.
- Summer and Fall registration begins April 6.
- Dr. Gaba reported that the Presidents were informed that the State will be imposing a freeze of nearly \$1 billion in funds budgeted for FY2021. Included in the potential freeze would be operating funds and grants. The State will be seeking assistance from the Federal Government.
- Financial impact is unknown at this time, but it is expected to be significant.

Secretary's Note-The President's full monthly report is posted on the Board webpage under the Minutes section.

VI. COMMENTS FROM THE PUBLIC

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

VII. CONSENT RESOLUTONS

- McAlister read the following consent resolutions.

Res. #67 Approve: Regular Session Minutes (February 25, 2020)

Res. #76 Approve: Special Meeting Minutes (March 16, 2020)

Res. #70

Chapter 12 FY21

Submittal of renovations and upgrades for funding from the Chapter 12 FY 2020 allocation at a sum not to exceed \$4.8 million.

Res. #77 Executive Session

- Trustee Lefke motioned to approve consent resolutions, Trustee Furman seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

VIII. BUDGET REPORT

Trustee Byrne reported under Resolution #68 – Regular Resolutions.

IX. REGULAR RESOLUTIONS

Res. #68 FY20 Financial Statement for eight months ended February 29, 2020

- Trustee Byrne stated that as of February 29, 2020, the College has earned 88% of budgeted revenues and expended 68% of budgeted expenditures. Year to date revenue is up 3.9% compared to this time last year, and year to date expenditures are up 5.3%. The reason for the increase in expenses compared to last year is due to January 2020 having three pays, while the

three pay month in FY2019 was in March. The year to date margin is nearly the same as the prior year, or up .4%.

- Overall, FY20 credit enrollment is above budget by 4%. Net FY20 credit tuition and fees revenue is \$913,136 above budget.
- Trustee Byrne motioned to approve Resolution #68, Trustee Lefke seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

Res. #69

Personnel Action

Resignation - William Simms, Technician, Information Technology Services, effective March 20, 2020.

- Trustee Torres motioned to approve Resolution #69, Trustee Walsh seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

Res. #71

Tuition and Fee Transparency Act Compliance

Adoption of Policy No. 611 and Procedure No. 611.1 *Tuition and Fee Transparency Act Compliance.*

- Trustee Byrne motioned to approve Resolution #71, Trustee Lefke seconded.
- Trustee Torres stated that Policy No. 611 and Procedure No. 611.1 were reviewed by the Budget, Finance and Audit Committee as well as those in attendance at the Personnel and Board Development Committee meeting. This is a state-mandated policy that ensures that tuition and fees are transparent to students and that mandatory fees directly reflect the expenses associated with that fee.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

Res. #72

Tuition and Fees

Tuition and Fee Schedule for FY 2021.

- Trustee Byrne stated that the proposed increase for general and online tuition and mandatory fees is \$3.40 per credit, or 1.95%. The per credit increase equates to an \$81.60 annual increase for a student taking 24 credits per year.
- The Culinary tuition and program fee and the Aviation course fees remain the same as FY20. The Nursing Program fee increases \$5.00 per credit, or 1.6%. The Radiology course fees are under review and will be brought to the Board for consideration at a future meeting.
- Trustee Byrne motioned to approve Resolution #72, Trustee Money seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

Res. #73

FY21 Revenue Budget

The FY 2020-2021 revenue budget contingent on the Board of School Estimate approval of county appropriations of \$8,621,346 for the college's fiscal year 2020-2021.

- Trustee Byrne stated that the College has projected current revenues and expenditures for educational and general purposes to be \$38,313,589.
- The FY21 Budget plan is an increase of \$743,594, or 1.98%, from the FY20 original budget. The FY21 Budget does not include a fund balance transfer.
- The College's major sources of revenue are:
 - Tuition and Fees \$23.1 million, or 60.4% of total revenue
 - County Appropriations \$8.6 million, or 22.5%
 - State Appropriations \$5.6 million, or 14.7%
- The College recognizes the support provided by the State and Counties with both operating and capital appropriations.
- The Board of School Estimate meeting is scheduled for Tuesday, April 7th at noon.
- Trustee Byrne motioned to approve Resolution #73, Trustee Money seconded.

- Trustee Byrne recognized Leslie Jamison and her staff for working hard on the budget and ensuring that the expenses were aligned to mandatory fees charged to students. Adjustments in fees were made where appropriate.
- CFO Jamison stated that, based on the assumptions presented to the Board, no fund balance is needed.
- Chairperson Mento stated that the budget reflected a \$3.40 increase which is an increase of 1.95%.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

Res. #74

Resolution Recognizing April 2020 as Community College Month

Honorary: To recognize April 2020 as Community College Month.

- Trustee Money motioned to approve Resolution #74, Trustee Walsh seconded.
- Trustee Torres stated that annually the New Jersey Council of County Colleges (NJCCC) asks the Board of Trustees of each county college, and their respective communities, to recognize April as Community College Month. Typically, during this time, Dr. Gaba and students meet with legislatures to share their personal stories and let them know how important continued funding is for the community college sector.
- Dr. Gaba stated that she is working with the NJCCC regarding how we may connect with the legislatures during this time.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

Res. #75

Honorary Resolution Mr. Dennis Kelly – 53rd Annual Commencement Keynote Address

Honorary: To congratulate Mr. Dennis Kelly on being selected as the keynote speaker for the 53rd Annual Commencement Ceremony.

- Trustee Torres stated that Mr. Dennis Kelly is this year’s Commencement speaker. Mr. Kelly is one the President’s 2020 Distinguished Alumni. He is a dynamic speaker and has a great story to share with our graduates about his time at Atlantic Cape and all the opportunities his education, including his degree from Atlantic Cape, gave him while he served during the Vietnam Era and throughout his career.
- Trustee Torres motioned to approve Resolution #75, Trustee Money seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

Res. #66

Dr. Barbara Gaba Employment Contract Renewal

Ratify: To grant to Dr. Barbara Gaba a renewal employment contract covering the period of July 1, 2020 through June 30, 2023.

- Trustee Kennedy reported that it is with great pleasure that we bring forth the resolution renewing Dr. Gaba’s three-year contract commencing July 1, 2020. The Board of Trustees unanimously supported this renewal at the special meeting on March 16, 2020; however, we did not have an in-person quorum at that meeting. Trustee Kennedy thanked Dr. Gaba.
- Trustee Lefke motioned to approve Resolution #66, Trustee Byrne 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 Furman stated that the Restaurant Gala, and thus the raffle sales, have been pushed back to May 27, 2020 due to the Coronavirus restrictions. If we are unable to hold the Gala at that time, we will ask sponsors to support our mission through their pledged gift and will hold a virtual raffle drawing on the new date.

- The Foundation was given \$25,000 from the Townsend Foundation to support nursing students in need beyond tuition and fees. This brings the total contribution to more than \$100,000 in the past two years.

XII. NEW JERSEY COUNCIL OF COUNTY COLLEGES (NJCCC)

- Trustee Furman stated that the county colleges and the New Jersey Council of County Colleges (NJCCC) are working in a coordinated effort in the planning and implementation of new procedures/processes during the Coronavirus crisis. They are convening Affinity groups weekly to share information, and the presidents are meetings weekly and as needed. Trustee Furman praised Aaron Fitchner, the NJCCC President, for his leadership.

XIII. OTHER BUSINESS

- None noted

XIV. COMMENTS FROM THE PUBLIC

- None noted

XV. ADJOURNMENT

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

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.