

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 the regular meeting of the Board of Trustees was provided in the following manner:
- On August 1, 2023, advance written notice of the August 22, 2023 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 10, 2022 and the *Cape May County Herald* on December 14, 2022.

II. FLAG SALUTE

- Vice Chairperson Money, presiding, asked everyone to rise for the flag salute.

III. ROLL CALL

- Vice Chairperson Money introduced the Board’s new Alumni Trustee, Hailie Nguyen, noting that she has attended New Trustee Orientation as well as the Association of Community College Trustees (ACCT) New Trustee Governance Leadership Institute in Washington, DC. Trustee Nguyen will serve on the Board’s Diversity & Equity, and Academic & Student Affairs committees.
- McAlister provided a roll call for Board members and marked others in attendance on the telephone.

Board Members:

- X Ellen Byrne
- ✓ Flora Castillo (phone)
- ✓ Christina Clemans (phone)
- X Dave Coskey
- ✓ Dr. Thomas Dawson
- X Dr. Judith DeStefano
- ✓ Ambrose Gray
- ✓ Monica Kyle
- ✓ Daniel Money
- ✓ Hailie Nguyen
- ✓ Donald J. Parker
- ✓ Dr. Robert Previti
- ✓ Mark Sandson
- ✓ Maria Ivette Torres
- ✓ Leslie White-Coursey

Legal Counsel:

- ✓ Will Donio, Esq., Board Solicitor

College Personnel:

- ✓ Dr. Barbara Gaba, President
- ✓ Laura Batchelor, Chief Marketing Officer
- ✓ Lizbeth Castro-James, Director of Worthington Atlantic City Campus & Community Outreach
- ✓ Dr. Natalie Devonish, Vice President of Student Affairs and Enrollment Management
- ✓ Tom Hendrixson, Executive Director, Human Resources
- ✓ Krista Fitzsimons, Director of Cape May County Campus & Community Outreach
- ✓ Leslie Jamison, Chief Financial Officer
- ✓ Dr. Josette Katz, Senior Vice President, Academic Affairs
- ✓ Jean McAlister, Chief of Staff and Chief Advancement Officer
- ✓ Dr. Vanessa O’Brien-McMasters, Vice President, Institutional Effectiveness and Chief Strategy Officer
- ✓ John Piazza, Chief Information Officer
- ✓ Dominic Sambucci, Chief Business Officer
- ✓ Gracellen Thorstensen, Executive Assistant, Office of the President/Board of Trustee Operations and Advancement

Public in Attendance:

✓ Todd Reitzel, Controller, County of Atlantic

Faculty and Staff in Attendance:

✓ Robyn Berenato, Registrar

IV. CALL TO ORDER

- Vice Chairperson Money called the meeting to order at 6:00PM on August 22, 2023 at the Mays Landing Campus.

V. PRESIDENT'S REPORT

- Dr. Gaba discussed the One-Stop Welcome Center, community partnerships, community outreach in Cape May County, recruitment activities, student support, the Cape May County bizHub Ribbon Cutting, grants, audits, Lt. Governor Sheila Oliver's memorial service in Atlantic City, and faculty and staff recognitions.
- Dr. Vanessa O'Brien-McMasters, Vice President, Institutional Effectiveness and Chief Strategy Officer, presented a "Grants Update".

VI. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

- None noted.

VII. CONSENT RESOLUTIONS

- McAlister read the following consent resolutions.

Res. #1 Regular Session Minutes (June 27, 2023)

Res. #4

Personnel Actions

Appointments: **Terrance Witcher**, appointed to the position of EOF First Year Experience Specialist, effective August 23, 2023, at an annual salary of \$41,317 (*grant funded*).

Resignation: **Kalpana Jain**, Dean, STEM Programs, effective August 18, 2023.

Res. #4A

Memorandum of Agreement with Teachers, Librarians and Counselors (TLC)

A Memorandum of Agreement with the Teachers, Librarians and Counselors (TLC), modifying the contract so that the stipend/reduced load compensation for the Assessment Committee Chairperson be reallocated for the 2023-2024 academic year.

Res. #10

Policy Updates

The reaffirmation of Policy No. 2 *Code of Ethics Pertaining to Conflicts of Interest for College Employees*, as well as revisions to Policy No. 209 *Student Academic Integrity* and Policy No. 18 *Employment of Personnel*.

Res. #73 Revised**Tuition and Fees**

Tuition and Fee Schedule establishing the Aviation Flight Training Course Fees, a Late Cancellation of Scheduled Flight Fee and charging AVIT290 the Heavy Technology Course Fee, commencing with the summer session FY 2024.

Res. #5**Award of Bids**

Number	Item and Vendor Information	Amount
Quote 2240	Student I.D. Machine and Equipment Technology Replacement Reserve Transact Campus Scottsdale, AZ	\$36,813.51
Quote 2241	Irrigation Well for Athletic Fields Chapter 12 Funded Absecon Electric Motor Works Absecon, NJ	\$29,600.00
Quote 2242	Electrical for Baseball and Soccer Fields Chapter 12 Funded Calvi Electric Company Pleasantville, NJ	\$55,000.00 (estimated)
Quote 2243	Lighting Ballasts for Cape May Campus Chapter 12 Funded Calvi Electric Company Pleasantville, NJ	\$18,949.00
Bid Exempt 1050	Uniforms for Workforce Development Programs Action Uniform Pleasantville, NJ	\$35,000.00 (not to exceed)
Bid Exempt 1051	Training Services Bolt & Associates, LLC Galloway, NJ	\$18,000.00 (not to exceed)

Number	Item and Vendor Information	Amount
Bid Exempt 1052	Online Access to ESL Curriculum Adult Literacy and Integrated Education Grant (Grant Funded) Burlington English Inc Boca Raton, FL	\$55,000.00 (not to exceed)
Bid Exempt 1053	Online Access to ESL Curriculum Atlantic City Works II (Grant Funded) Burlington English Inc Boca Raton, FL	\$35,000.00 (not to exceed)
Bid Exempt 1054	Online Training Access (Career Exploration and Life Skills) LILA Training Grant (Grant Funded) Conover Online Appleton, WI	\$35,000.00 (not to exceed)
Bid Exempt 1055	Adult Basic Education Consolidated Adult Basic Skills (ABS) and Integrated English Literacy Grant Program (Grant Funded) Cape May County Technical School District Cape May, NJ	\$190,315.00 (not to exceed)
Bid Exempt 1056	Adult Basic Education Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant Program (Grant Funded) Literacy Volunteers Association of Cape-Atlantic, Inc. Edison, NJ	\$35,000.00 (not to exceed)
Bid Exempt 1057	Advanced Cardiac Life Support Training and Pediatric Advanced Life Support Classes for Paramedic Science Program Life Support Training Center Egg Harbor Township, NJ	\$60,000.00 (not to exceed)
Bid Exempt 1058	Emergency Medical Technician (EMT) Training Program Mutual Aid Absecon, NJ	\$150,000.00 (not to exceed)

Number	Item and Vendor Information	Amount
Bid Exempt 1059	Commercial Driver's License Training Program Ernest Trans School of Trucking LLC Atlantic City	\$65,000.00 (not to exceed)
Bid Exempt 1060	Computer Equipment for Students and Staff Adult Literacy and Integrated Education Grant Program (Grant Funded) Ocean Computer Matawan, NJ	\$60,000.00 (not to exceed)
Bid Exempt 1061	Laptop Computer Equipment for Students and Staff Atlantic City Works II (Grant Funded) Ocean Computer Matawan, NJ	\$75,000.00 (not to exceed)
Bid Exempt 1062	Laptop Computer Equipment for Students and Staff LILA Training Grant Program (Grant Funded) Ocean Computer Matawan, NJ	\$20,000.00 (not to exceed)
Bid Exempt 1063	Advanced Cardiac Life Support Training and Pediatric Advanced Life Support Classes for Paramedic Science Program Inspira Health Systems Bridgeton, NJ	\$60,000.00 (not to exceed)
Bid Exempt 1064	Global Wind Organization (GWO) Auditing Services for Wind Training Center Basic Safety Training Wind Training Center Grant (Grant Funded) Det Norske Veritas Group (DNV) Katy, TX	\$20,000.00 (not to exceed)
Bid Exempt 1065	Stop-Out Student Outreach Initiative Governor's Emergency Education Relief Fund II (GEERF II) Opportunity Meets Innovation Challenge (OMIC) Grant (Grant Funded) Motimatic Oakland, CA	\$35,000.00 (not to exceed)

Number	Item and Vendor Information	Amount
Bid Exempt 1067	Mays Landing Campus Sewer Pump Improvements – Construction Documents/Administration Chapter 12 Funded The DaVinci Group, LLC. Woodbury, NJ	\$51,500.00 (not to exceed)
Bid Exempt 1068	Mays Landing Baseball Field/Dugouts Project Management Chapter 12 Funded Atlantic County Improvement Authority Egg Harbor Township, NJ	\$36,940.00
Bid Exempt 1069	Achieving the Dream Membership and Coaching Services Governor’s Emergency Education Relief Fund II (GEERF II) Opportunity Meets Innovation Challenge (OMIC) Grant (Partially Grant Funded) Achieving the Dream Silver Spring, MD	\$41,000.00
		Total: \$1,218,117.51

Res. #108 Revised**Award of Bids**

Number	Item and Vendor Information	Amount
Bid Exempt 975	Lease of Cessna 172SP and a Cessna 172R for Academic Instruction (6-month extension) Christiansen Aviation, Inc. Tulsa, Oklahoma	\$21,600.00 (Minimum)
Bid Exempt 976	Lease of Cessna 172SP for Academic Instruction (6- month extension) Christiansen Aviation, Inc. Tulsa, Oklahoma	\$19,200.00 (Minimum)
		Total \$40,800.00 (minimum)

Res. #6**Bidding Threshold – 2 Year Schedule**

Revision of the College's bidding threshold from \$37,500 to \$41,600, effective July 1, 2023, to coincide and agree with the newly established threshold by the County College Purchasing Law.

Res. #13

Resolution Authorizing the Award of a Contract for Insurance

Contract with Gallagher Student Health & Special Risk for student insurance.

Res. #7

WellCare (Fidelis Care) of New Jersey Diversity, Equity & Inclusion Council

Community Impact Grant

Application and, if awarded, acceptance of up to \$4,000 over the term of the grant from WellCare (Fidelis Care) of New Jersey's Diversity, Equity & Inclusion Council for the Community Impact Grant Program.

Res. #8

New Jersey Council of County Colleges (NJCCC) and the Tepper Foundation

Community to Opportunity: Building Community to Expand Opportunity Grant Program

Application and, if awarded, acceptance of \$80,000 over two years from the New Jersey Council of County Colleges and the Tepper Foundation for the Community to Opportunity Grant Program.

Res. #9

New Jersey Department of Community Affairs (NJCA)

Neighborhood Revitalization Tax Credit (NRTC) Program

Application and, if awarded, acceptance of up to \$1,000,000 to carry out projects to implement the Atlantic City Inlet Neighborhood Plan.

Res. #12

To Apply for and Accept College Readiness Now X Grant Funds

Memorandum of Understanding with New Jersey Council of County Colleges (NJCCC) and the Office of the Secretary of Higher Education (OSHE) for the implementation of the College Readiness Now X Project, with a grant award of \$39,359 and a grant term of July 1, 2023 – June 30, 2024.

Res. #14

Educational Opportunity Fund (EOF) Special Project Grant

Application and, if awarded, acceptance of an allocation to be determined by the State of New Jersey, Office of the Secretary of Higher Education for the Educational Opportunity Fund (EOF) Special Projects grant program.

Res. #15

National Science Foundation Advanced Technological Education Program

Application, and, if awarded, acceptance of up to \$650,000 from 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 over the grant term of three years (July 1, 2024 – June 30, 2027).

Res. #16 Executive Session

- Trustee Torres motioned to approve the Consent Resolutions; Trustee Parker seconded. Trustee Sandson noted that Quote 2241, Quote 2242, and Bid Exempt 1068 are related to the baseball field which is on the Regular agenda. Mr. Sambucci, Chief Business Officer, discussed the project and bidding process, and Dr. Devonish, Vice President of Student Affairs and Enrollment Management, discussed the urgent need for a baseball field to be constructed on the Mays Landing Campus in order for the team to play this year. After discussion, Trustees Torres and Parker motioned to approve the Consent Resolutions, except for Quote 2241, Quote 2242, and Bid Exempt 1068 and move these items under Regular Resolutions. Motion carried.

VIII. BUDGET REPORT

- Trustee Previti reported under Resolution #2 and Resolution #3 – Regular Resolutions.

IX. REGULAR RESOLUTIONS

Res. #2 FY23 Draft Financial Statement for twelve months ended June 30, 2023 as of August 7, 2023.

- Trustee Previti stated the following:
 - As of this draft, the College has earned 99.8% of budgeted revenues and expended 99.9% of budgeted expenditures. Outstanding year-end adjustments include: the PERS (pension) and SUI (unemployment) reserves which need employer billings from the State before finalizing; grant close-outs; and completing encumbrances and accruals. The fiscal year closing is in process, and the net margin will be determined once the final adjustments are complete.
 - The FY23 Audit Entrance Conference was held during this month's Budget, Finance & Audit Committee meeting with Ford Scott & Associates. The auditors plan to begin fieldwork in mid-September.
- Trustee Sandson motioned to approve Resolution #2; Trustee Parker seconded. Motion carried.

Res. #3 FY24 Financial Statement for one month ended July 31, 2023.

- Trustee Previti stated the following:
 - As of July 31, 2023, the College has earned 10.24% of budgeted revenues and expended 11.04% of budgeted expenditures. FY23 Summer enrollment is 1,266 credits below the budgeted goal of 11,396, or -11.11%. The total Summer tuition and fee revenue shortfall is \$258,831. A contributing factor to the decline is that last year students who registered by May 3rd received a HEERF three-credit re-engagement waiver which was not available for Summer 2023.
 - Mitigating the Summer tuition and fee shortfall is an increase in the State's operating aid appropriation of over \$1.4 million. This State appropriation increase is a result of both the State's \$20 million increase in operating aid for the county college sector, as well as an improvement in Atlantic Cape's performance measures which are part of the funding formula allocation calculation. Atlantic Cape's percentage increase is the highest of the sector because of the Enrollment and Performance Aid component of the funding formula.

- Trustee Torres motioned to approve Resolution #3; Trustee Sandson seconded. Motion carried.

Res. #5A

Award of Bids

Number	Item and Vendor Information	Amount
Bid 1876	Baseball Field/Dugouts	\$1,477,629.00
	Chapter 12 Funds and Other Restricted Funds	
	Command Co. Inc. Egg Harbor City, NJ	
		Total \$1,477,629.00

- Trustee Previti noted that Resolution #5A will now also include Quote 2241, Quote 2242, and Bid Exempt 1068.
- Trustee Previti motioned to approve Resolution #5A, including Quote 2241, Quote 2242, and Bid Exempt 1068. Trustee White-Coursey seconded. Prior to roll call vote, discussion ensued.
- Mr. Sambucci provided an overview of the funding sources for this project, noting that approval of a project change request is needed from Atlantic County to proceed with the Chapter 12 funding as we plan to utilize FY22 Chapter 12 funds designated to another athletic project (which will be rescheduled for the FY24 funding cycle).
- Trustee Dawson noted that there are immediate needs for the gymnasium.
- Trustee Sandson motioned to table Resolution #5A, inclusive of Bid 1876, Quote 2241, Quote 2242, and Bid Exempt 1068. Trustee White-Coursey seconded.
- McAlister conducted a roll call vote to table Resolution #5A:
 - o Trustee Castillo – no
 - o Trustee Clemans – no
 - o Trustee Dawson – no
 - o Trustee Gray – no
 - o Trustee Kyle – no
 - o Trustee Money – no
 - o Trustee Nguyen – no
 - o Trustee Parker – no
 - o Trustee Previti -no
 - o Trustee Sandson – yes
 - o Trustee Torres – no
 - o Trustee White-Coursey – yes
- Motion to table Resolution #5A denied.
- McAlister conducted a roll call vote to approve Resolution #5A:
 - o Trustee Castillo – yes
 - o Trustee Clemans – yes
 - o Trustee Dawson – yes
 - o Trustee Gray – yes
 - o Trustee Kyle – yes
 - o Trustee Money – yes
 - o Trustee Nguyen – yes
 - o Trustee Parker – yes
 - o Trustee Previti – yes
 - o Trustee Sandson – no
 - o Trustee Torres – yes
 - o Trustee White-Coursey – no
- Motion carried.

Res. #11**Trustee Robert Previti '73****Honorary Resolution**

Extend to **Trustee Robert Previti** the Board's appreciation for his service to the Board, the College, and its students.

- Trustee Parker read the resolution in its entirety.
- Trustee Parker motioned to approve Resolution #11; Trustee Sandson seconded. Motion carried.
- Trustee Previti thanked the Board for the recognition and noted his respect for the Board, and wished the college well.

X. COMMITTEE REPORTS**PERSONNEL AND BOARD DEVELOPMENT**

- There were no incidents to report under the Cunningham-Ruiz Bill.

XI. FOUNDATION REPORT

- Trustee Clemans stated the following:
 - The Scramble 'Fore' Scholarships Golf Tournament will be held on October 13th at the Cape May National Golf Club. It is once again hosted by Bob Mullock and his family; thus 100% of the proceeds come back to the Atlantic Cape Foundation for student scholarships in the science fields. I am happy to sponsor this event and hope you will join us.

XII. REPORT OF THE NJ COUNCIL OF COUNTY COLLEGES

- No report.

XIII. OTHER BUSINESS

- Vice Chairperson Money stated that in light of Trustee Previti's departure from the Board, Trustee Torres will be taking over as interim Treasurer until the Reorganization meeting in November. He thanked Trustee Torres for fulfilling this important role on the Board.
- Vice Chairperson Money also informed the Board that the Board Retreat is scheduled for Saturday, January 27, 2024 beginning at 8:30 am in the Board Room. Our facilitator is Dr. Charlene Dukes.

XIV. COMMENTS FROM THE PUBLIC

- Ms. Robyn Berenato, Assistant Registrar and ACCCEA Treasurer, noted that the ACCCEA distributed water and snacks to guests at the Party in the Quad as well as New Student Orientation. The ACCCEA looks forward to supporting more events in the future.

XV. EXECUTIVE SESSION

- At 7:32PM, Vice Chairperson Money called for a motion to go into Executive Session to discuss personnel, litigation, anticipated contracts and matters of attorney-client privilege. Trustee Torres motioned; Trustee Sandson seconded. Motion carried.

Secretary's note: the Board returned to public session at 8:01PM.

XVI. REGULAR RESOLUTION**Res. #17****Annual Performance Evaluation and Compensation of Dr. Barbara Gaba**

The Board of Trustees President Evaluation Committee conducted the annual compensation review and performance evaluation of the President based upon endorsement of the President's mid-year review; approval of the President's annual goals; the President's Self-Evaluation for July 1, 2022-June 30, 2023; and a summary of the performance ratings compiled by the Association of Community College Trustees (ACCT) which noted that Dr. Gaba's performance overall "exceeds expectations", particularly in terms of leadership, academic and student affairs, financial and accountability.

To award Dr. Barbara Gaba a salary increase of one point twenty-two (1.22) percent from an annual salary of \$220,584 to \$223,275.12 beginning July 1, 2023.

- Vice Chairperson Money introduced Resolution #17 to the agenda.
- Trustee Torres motioned to approve Resolution #17; Trustee Gray seconded.
- McAlister conducted a roll call vote:

○ Trustee Castillo – yes	○ Trustee Nguyen – yes
○ Trustee Clemans – yes	○ Trustee Parker – yes
○ Trustee Dawson – yes	○ Trustee Previti – yes
○ Trustee Gray – yes	○ Trustee Sandson – yes
○ Trustee Kyle – abstain	○ Trustee Torres – yes
○ Trustee Money – yes	○ Trustee White-Coursey – abstain
- Motion carried.

XVII. ADJOURNMENT

- At 8:04PM, Vice Chairperson Money called for a motion to adjourn. Trustee Parker motioned; Trustee Torres seconded. Motion carried.