

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 September 30, 2024, advance written notice of the October 29, 2024 regular 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 September 7, 2024 and the Cape May County Herald on September 4, 2024.

II. FLAG SALUTE

- Chairperson Byrne 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:

- ✓ Ellen Byrne
- ✓ Haniyah Bey
- ✓ Flora Castillo
- ✓ Christina Clemans (phone)
- ✓ Dave Coskey
- ✓ Dr. Thomas Dawson
- X Dr. Judith DeStefano
- X Ambrose Gray
- ✓ Monica Kyle
- ✓ Daniel Money
- ✓ Donald J. Parker (arrived at 6:07 p.m.)
- ✓ Mark Sandson
- ✓ Maria Ivette Torres (phone)
- ✓ Brigitte White
- X Leslie White-Coursey

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
- ✓ Leslie Jamison, Chief Financial Officer
- X 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
- X John Piazza, Chief Information Officer
- ✓ Dominic Sambucci, Chief Business Officer

Legal Counsel:

- ✓ Will Donio, Esq.

Public in Attendance:

- ✓ Bonnie Lindaw, Atlantic County Treasurer

Faculty and Staff in Attendance:

- ✓ Michael Intrieri, Inlet CDC Project Lead
- ✓ Victor Moreno, Senior Manager of Special Projects
- ✓ Caesar Niglio, Director, Enterprise Applications, Info Tech Services, ACCCEA President
- ✓ Rosemary Reidy, Executive Assistant, Office of the President
- ✓ Chris Vallese, Technical Solutions Engineer

IV. CALL TO ORDER

- Chairperson Byrne called the meeting to order at 6:00PM on October 29, 2024 at the Worthington Atlantic City Campus.

V. President's Report

- Before proceeding to the President's Report, Chairperson Byrne highlighted that Dr. Gaba served as a panelist at the New Jersey Business & Industry Association's (NJBIA) *Women Business Leaders Forum* on September 26 at Bally's Casino Hotel in Atlantic City that discussed the challenges faced by women in leadership.
- Chairperson Byrne also congratulated Trustee Sandson on the Judiciary Opportunities for Building Success (JOBS) Conference that occurred earlier today at Stockton University and Dr. Gaba will provide more information in her President's Report.
- Dr. Gaba first highlighted the updates to room 204 in Atlantic City, including new carpeting, and technology upgrades that the Board approved earlier this year.
- Dr. Gaba then discussed featured stories Board Development, alumni spotlight, the JOBS Conference, a grants update, the Cape May County Campus and the bizHub Award from Greater Wildwood Chamber of Commerce and the Business Community of the Wildwoods, Hispanic Heritage Month, recruitment events, student success, student engagement activities, community outreach in Atlantic and Cape May counties, the Cape May County bizHub, athletics, faculty and staff spotlights, and technology updates.
- Before proceeding to the Inside the College presentation, Dr. Gaba asked Trustee Sandson to say a few words about the JOBS Conference.
- Trustee Sandson explained the purpose of the JOBS program and its mission to aid people on probation with necessary skills to join the workforce, highlighting its partnership with Atlantic Cape and the Casino Industry in Atlantic City.
- Dr. Natalie Devonish, Vice President of Student Affairs and Enrollment Management, presented on "Inlet Community Development Corporation".

VI. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

- None noted.

VII. CONSENT RESOLUTIONS

- McAlister read the following consent resolutions.

Res. #36 Regular Session Minutes (September 24, 2024).

Res. #38

Policy Updates

Policy No. 201 *Student Development Counseling Program*

Policy No. 210 *Student Complaint*

Policy No. 917 *Campus Safety and Security*

Policy No. 923 *Parking*

Policy No. 100 *The Role of Faculty*

Policy No. 106 *Tenure*

To approve revisions to Policy No. 201 *Student Development Counseling Program*; and reaffirm Policy No. 917 *Campus Safety and Security*, Policy No. 923 *Parking*, and Policy No. 210 *Student Complaint*; and reaffirm the revised Policy No. 100 *The Role of Faculty* and Policy No. 106 *Tenure*.

Res. #39

Award of Bids

Number	Item and Vendor Information	Amount
RFP 260A – REVISED	Website Redesign Technology Replacement Reserve Beacon Technologies Greensboro, North Carolina	\$281,980.00
Bid Exempt 1163	Audio Visual Support Services for HyFlex Rooms in B2/Innovation Building Institutional Funds Software House International Somerset, New Jersey	\$25,342.00 (Not to Exceed)
Bid Exempt 1164	Federal Emergency Management Agency (FEMA) Map Amendment Neighborhood Revitalization Tax Credit Program (NRTC) (Grant Funded) Princeton Hydro Trenton, New Jersey	\$26,500.00
Bid Exempt 1165	Building E Renovations - Gym Conception Designs Chapter 12 Funds Spiezle Architectural Group Hamilton, New Jersey	\$110,000.00
Bid Exempt 1166	Hot Water Heat Loop Repair Behind G Building Chapter 12 and R&R Funds Kisby Shore Mechanical Contractors Atlantic City Atlantic City, New Jersey	\$27,800.00
Total:		\$471,622.00

Res. #42

Resolution Authorizing Lighting and HVAC Upgrades on Cape May Campus leveraging Atlantic City Electric’s Small Business Direct Install Program (SBDI)

To approve the authorization for the College to pursue the proposal from Atlantic City Electric Small Business Direct Install Program with Tri-State Light and Energy, Inc. for a total of \$154,384 which will achieve greater energy efficiency and reduce overall energy costs at the Cape May Campus.

Res. #43

**Resolution Authorizing the Award of a Contract for Food Supplies and Services
Village Supermarket
Springfield, NJ**

To approve a contract with Village Supermarket to provide culinary food items as needed for class instruction.

Res. #44

**Resolution Authorizing the Payment for Additional Service for
Middle States Commission on Higher Education**

To approve the authorization of payment of additional services from the Middle States Commission on Higher Education.

Res. #114-Rev.

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

To approve the acceptance of an additional **\$166,666** from the Workforce Innovation and Opportunity Act (WIOA) Title II, Adult Education and Family Literacy – Consolidated Adult Basic Skills (ABS) and Integrated English Literacy and Civics Education (IELCE) Grant Programs, bringing the total grant to **\$970,424**; Atlantic County services (through Atlantic Cape) receiving an additional \$86,666 for a total allocation of \$639,426; Cape May County services (through Cape May County Technical School District) receiving an additional \$65,000 for a total allocation of \$270,368; and Atlantic County-Cape May County services (through Literacy New Jersey, Inc.) receiving an additional \$15,000 for a total allocation \$60,630, over the term of July 1, 2024 – June 30, 2025.

Res. #40

Midtown Community Development Corporation Façade Improvement Grant

To approve application and, if awarded, accept up to \$10,000 over the term of the grant from the Midtown Community Development Corporation for façade improvements to the Worthington Atlantic City Campus.

Res. #41

**New Jersey Department of Labor and Workforce Development (NJDOLE)
Fund My Future Grant Program**

To approve application and, if awarded, accept up to \$2,367,200 over one year from the New Jersey Department of Labor and Workforce Development (NJDOLE) for the Fund My Future Program.

Res. #45 Executive Session.

- Trustee Castillo motioned to approve the Consent Resolutions; Trustee Dawson seconded; No abstentions. Motion carried.

VIII. BUDGET REPORT

- Trustee Parker reported under Resolution #2 and Resolution #37 – Regular Resolutions.

IX. REGULAR RESOLUTIONS

Res. #2 FY24 Draft Financial Statement for twelve months ended June 30, 2024 as of October 7, 2024.

- Trustee Parker stated the following:
 - As of this draft, the College has achieved 102.8% of its budgeted revenues and expended 98.8% of its budgeted expenditures; with most unrestricted fund year-end adjustments

- completed with the exception of the PERS (pension) and SUI (unemployment) reserves, which require employer billings from the State before finalization.
- The College will draw significantly less from the fund balance (at least one million less) than originally budgeted for FY24. The final net margin will be determined once the fiscal year closing and audit are complete. Audit field work is expected to begin in November.
 - Atlantic Cape's FY24 fundable credits total 89,016, representing a (-5.7%) decrease from FY23's fundable credits of 94,354, or -5,338 credits.
 - The FY24 Enrollment Agreed Upon Procedures Report on fundable credits is due to the State on November 1st.
- Trustee Money motioned to approve Resolution #2; Trustee Parker seconded. Motion carried.

Res. #37 FY25 Financial Statement for three months ended September 30, 2024.

- Trustee Parker stated the following:
 - As of September 30, 2024, the College has earned 40.9% of budgeted revenues and expended 28.8% of budgeted expenditures.
 - FY25 Summer enrollment is 7.3% above the budgeted goal, while Fall enrolment is 8.3% below budget.
 - The net Summer and Fall tuition and fee revenue shortfall is \$736,517. Expenses plus encumbrances are tracking the same as this time last year. Salaries and benefits are tracking 1.4% higher than the prior year which is less than the FY25 negotiated salary increases of 3% as a result of cost containment measures.
- Trustee Dawson motioned to approve Resolution #37; Trustee Castillo seconded. Motion carried.

X. COMMITTEE REPORTS

PERSONNEL AND BOARD DEVELOPMENT

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

XI. FOUNDATION REPORT

- Trustee Bey stated the following:
 - The Atlantic Cape Foundation held its annual golf tournament, Scramble FORE Scholarships on October 4 with record attendance of more than 150 players, and raised \$75,000. This event was the 20th anniversary of the Mullock Family hosting this event.
 - Giving Tuesday is December 3 this year. We are always looking for donors to help us with matching gifts to kick off the event. We were very lucky to have one last year.
 - The Women of Wonder sponsored by the Women's Commission of Cape May County is being held on November 14 at the Flanders Hotel in Ocean City. Trustee Clemans is one of the honorees this year. All proceeds go to the Atlantic Cape Foundation.

XII. REPORT OF THE NJ COUNCIL OF COUNTY COLLEGES

- No report.

XIII. OTHER BUSINESS

- Chairperson Byrne advised that the Board Retreat is Saturday, November 16 from 8:30am-2:30pm at the Mays Landing Campus.

- Chairperson Byrne thanked Trustee Torres for chairing the Nominating Committee this year on October 30. Trustee Torres is joined by Trustee Coskey, Trustee Money, Trustee Castillo, Trustee Dawson, and Trustee Kyle for the FY25 slate of officers for the Board of Trustees.
- Chairperson Byrne advised about the benefits of attending the annual Leadership Congress by the Association of Community Colleges (ACCT) and shared two presentations that she attended about what other community colleges are doing to address transportation and moving forward with providing more workforce development to their communities across the country.

XIV. COMMENTS FROM THE PUBLIC

- Caesar Niglio, President of the ACCCEA, reported that the Association participated in Student Orientation and Welcome Back week in September, handing out snacks to students throughout the first week of the semester.

XV. EXECUTIVE SESSION

- At 6:59 PM, Chairperson Byrne called for a motion to go into Executive Session to discuss personnel, litigation, anticipated contracts and matters of attorney-client privilege. Trustee Dawson motioned; Trustee Coskey seconded. Motion carried.

XVI. ADJOURNMENT

- At 7:12 PM, Trustee Money motioned to adjourn the meeting; Trustee Dawson seconded.
- Motion carried.