

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 October 30, 2023, advance written notice of the November 28, 2023 reorganization and 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 December 10, 2022 and the Cape May County Herald on December 14, 2022.

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

Legal Counsel:

- ✓ Carl Taylor, Esq. (for Will Donio, Esq.)

Public in Attendance:

- ✓ Bonnie Lindaw, Atlantic County Treasurer
- ✓ John McCall, guest of Maryann Flemming-McCall
- ✓ Friends of Angeliza Disla, Volleyball Athlete

Students in Attendance:

- ✓ Angeliza Disla, Women’s Volleyball Athlete

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
- ✓ 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
- ✓ Rosemary Reidy, Confidential Assistant, Office of the President
- ✓ Dominic Sambucci, Chief Business Officer

Faculty and Staff in Attendance:

- ✓ Judy DeSalvo, Office Assistant
- ✓ Maryann Flemming-McCall, Associate Professor, English
- ✓ Richard McHale, IT
- ✓ Chris Mularz, Advancement Officer/Associate Director, Foundation

- ✓ Caesar Niglio, Enterprise Architect, Info Tech Services, ACCCEA President
- ✓ Polly Thieler, Assistant Professor, Nursing
- ✓ Bo Zilovic, Associate Professor, CIS

IV. CALL TO ORDER

- Chairperson Byrne called the meeting to order at 6:15PM on November 28, 2023 at the Mays Landing Campus.

V. HONORARY RESOLUTION

- Chairperson Byrne asked Trustee Parker to present the honorary resolutions.

Res.#49

Recognition of Ms. Maria Ivette Torres

To recognize **Ms. Maria Ivette Torres** for her 20 years of service to the Board of Trustees, the College, and its students.

- Trustee Money motioned to approve Resolution #49; Trustee Nguyen seconded. Motion carried.

Res.#55

Recognition of Angeliza Disla for Appointment to Region 19 Division II All-Region Volleyball Team and Women's Volleyball All-GSAC Conference Team

To congratulate **Angeliza Disla** for making the Region 19 Division III All-Region Volleyball team and Women's Volleyball All-GSAC Conference Team.

- Trustee Money motioned to approve Resolution #49; Trustee Castillo seconded. Motion carried.

Res.#45D

Retirement of Judy DeSalvo, Office Assistant

Acknowledge the retirement of **Judy DeSalvo**, Office Assistant, effective January 1, 2024.

- Judy DeSalvo voiced it was an honor and pleasure to work at Atlantic Cape. Appreciative of the Board's recognition of her retirement and service to the College.
- Trustee Nguyen motioned to approve Resolution #45D; Trustee Castillo seconded. Motion carried.

Res.#45F

Retirement of Maryann Flemming-McCall, Professor, English

Acknowledge the retirement of **Maryann Flemming-McCall**, Professor, English, effective January 1, 2024.

- Maryann Flemming-McCall also voiced the honor to work at Atlantic Cape and her appreciation for the Board’s recognition of her retirement and service to the College.
- Trustee Nguyen motioned to approve Resolution #45F; Trustee Coskey seconded. Motion carried.

Res.#45G

Retirement of Polly Thieler, Assistant Professor, Nursing

Acknowledge the retirement of **Polly Thieler**, Assistant Professor, Nursing, effective January 1, 2024.

- Polly Thieler voiced her gratitude for the recognition of her retirement and her service to the college.
- Trustee Money motioned to approve Resolution #45G; Trustee Nguyen seconded. Motion carried.

VI. PRESIDENT’S REPORT

- Professor Bo Zilovic presented on Atlantic Cape’s annual *Media Day* on the behalf of Dr. Gaba’s President Report.
- Dr. Gaba discussed Cape May County *bizHub*’s seminar “Financial Resources and Small Business Lending” that was held on the Cape May campus, recruitment events, student success, student engagement activities, community outreach in Atlantic and Cape May counties, athletics, faculty and staff accomplishments, Foundation events, and Wind Training Center.

VII. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

- None noted.

VIII. EXECUTIVE SESSION

- Chairperson Byrne noted there will be no Executive Session this meeting and asked Jean McAlister to proceed to the Consent Resolutions.

IX. CONSENT RESOLUTIONS

- McAlister read the following consent resolutions.

Res. #43 Regular Session Minutes (October 24, 2023)

Res. #45

Personnel Actions

Approve: Appointments: **Nora Keenan**, appointed to the position of Director, Center for Accessibility, effective December 4, 2023, at an annual salary of \$76,336; **Mary Beth Marler**, appointed to the position of Office Coordinator, Academy of Culinary Arts effective November 29, 2023, at an annual salary of \$41,317; **Richard McHale**, appointed to the position of Help Desk Manager, effective November 29, 2023, at an annual salary of \$51,472; **Dr. Chernice Miller**, appointed to the position of Assistant Professor of English one semester temporary, effective January 8, 2024, at a pro-rated salary of \$30,489.

Salary Adjustment and Title Change: **Cynthia Correa**, from Director, WACC Student Affairs and One Stop Services to Director Student Affairs and One Stop Services, effective January 1, 2024, at an annual salary of \$93,508.

Salary Adjustment: Stacey Zacharoff, Senior Director, Center for Student Success in grade increase effective January 1, 2024 at an annual salary of \$93,044

Res. #45A

A Memorandum of Agreement (MOA) with the Organization of Supervisory and Administrative Personnel (ACCCOSAP)

To approve a Memorandum of Agreement (MOA) with the Organization of Supervisory and Administrative Personnel (ACCCOSAP) that gives members the option to participate in the continuation of the condensed (40 hour) work week pilot program from January 22, 2024 to May 17, 2024

Res.#45B

A Memorandum of Agreement (MOA) with the Support Staff Association of Atlantic Cape Community College (SSAACCC)

To approve a Memorandum of Agreement (MOA) with the Support Staff Association of Atlantic Cape Community College (SSAACCC) that gives members the option to participate in the continuation of the condensed (35/40 hour) work week pilot program from January 22, 2024 to May 17, 2024.

Res.#45C

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

To approve a Memorandum of Agreement (MOA) with the Teachers, Librarians and Counselors (TLC) that gives members the option to participate in the continuation of the condensed (40 hour) work week pilot program from January 22, 2024 to May 17, 2024.

Res.#45E

Retirement of Richard Gibbons, Associate Professor, History

To acknowledge the retirement of **Richard Gibbons**, Associate Professor, History, effective December 1, 2023.

Res.#45H

Retirement of Michael Kammer, Associate Professor, ESL

To acknowledge the retirement of **Michael Kammer**, Associate Professor, ESL, effective January 1, 2024.

Res.#50

Policy Revisions and Updates

To approve Revisions to Policy No. 13 *Collective Bargaining/Negotiations*, Policy No. 17 *Salary Increases – Union Exempt Personnel*, Policy No 201 *Student Affairs Counseling Program*; Policy No. 214 *External Testing Services*, and Policy No. 908 *Pets/Animals on Campus*.

Res.#54

A Memorandum of Agreement (MOA) with the Organization of Supervisory and Administrative Personnel (ACCCOSAP)

To approve a Memorandum of Agreement (MOA) with the Organization of Supervisory and Administrative Personnel (ACCCOSAP) to provide a one-time stipend to qualified fulltime employees who were hired on or before September 1, 2022, for providing bilingual services on the behalf of the college.

Res.#54A

A Memorandum of Agreement (MOA) with the Support Staff Association of Atlantic Cape Community College (SSAACCC)

To approve a Memorandum of Agreement (MOA) with the Support Staff Association (SSAACCC) to provide a one-time stipend to qualified fulltime employees who were hired on or before September 1, 2022, for providing bilingual services on the behalf of the college.

Res.#54B

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

To approve a Memorandum of Agreement (MOA) with the Teachers, Librarians and Counselors (TLC) to provide a one-time stipend to qualified fulltime employees who were hired on or before September 1, 2022, for providing bilingual services on the behalf of the college.

Res. #47

Award of Bids

Number	Item and Vendor Information	Amount
Bid Exempt 1081	Bluum Technology Strengthening Career and Technical Education for the 21st Century Act (Perkins) (Grant Funded) Bluum Technology Phoenix, Arizona	\$23,214.75
Bid Exempt 1082	Network Switch Equipment for One Stop Project Chapter 12 Funded Ocean Computer Group Matawan, NJ	\$17,947.80
Bid Exempt 1083	Workforce Development Institutional Budget, Wind Training Center-Fiscal FY24 3t- Americas Houston, Texas	\$100,000.00 (Not to Exceed)

Number	Item and Vendor Information	Amount
Bid Exempt 1084	Ocean Computer Group Educational Opportunity Fund (EOF) (Special Project Grant) Ocean Computer Group Matawan, NJ	\$124,068.75
Bid Exempt 1085	Motimatic ATD/JFF (Grant Funds) Motimatic Oakland, Ca	\$30,000.00 (Not to Exceed)
Bid Exempt 1086	Ellucian Experience Ellucian Reston, VA	\$45,000.00 (Not to Exceed)
Bid Exempt 1087	Ellucian SSO Implementation Ellucian Reston, VA	\$16,043.00
Bid Exempt 1089	Datacenter Upgrade HETI Grant (Grant Funded) Continental Resources Bedford, MA	\$ 421,005.00
Quote 2248	Replacement of Court Lighting in Mays Landing Campus Gym Repair & Replacement Repair & Replacement (R&R) Funds Calvi Electric Pleasantville, NJ	\$32,199.00
Quote 2249	Gym Floor Sanding and Refinishing in Mays Landing Campus Gym Repair & Replacement (R&R) Funds Capital Floors LLC Hammonton, NJ	\$36,500.00

Number	Item and Vendor Information	Amount
		Total: \$845,978.30

Res. #48

**Resolution Authorizing the Award of a Contract for Professional Services
Ashley Foods
Philadelphia PA**

Authorization of a contract with Ashley Foods to provide culinary food items as needed for class instruction.

Res. #51

**New Jersey Economic Development Authority (NJEDA)
New Jersey Asset Activation Planning Grant Program**

Application and, if awarded, acceptance of up \$50,000 from the New Jersey Economic Development Authority (NJEDA) for the New Jersey Asset Activation Planning Grant Program.

- Trustee Torres motioned to approve the Consent Resolutions; Trustee Coskey seconded. Motion carried.
- Trustee White-Coursey and Trustee DeStefano abstain from Res.#43.

X. BUDGET REPORT

- Trustee Dawson, on behalf of Trustee Torres, Interim Treasurer, reported under Resolution #2 and Resolution #31 – Regular Resolutions.

XI. REGULAR RESOLUTIONS

Res. #2 FY23 Draft Financial Statement for twelve months ended June 30, 2023 as of September 11, 2023.

- Trustee Parker stated the following:
 - As of this draft, the College has earned 100.08% of budgeted revenues and expended 99.94% of budgeted expenditures. The final PERS and unemployment adjustments are reflected in this draft.
 - The auditors were onsite last week to begin their financial statement and internal control test work. The fiscal year closing is in process, and the net margin will be determined once the final adjustments are complete.
 - Each Board Member has received today the “Agreed Upon Procedures Report on Schedule of Total Credit-Hour Enrollments and Base Chargeback Rate per In-County Credit Hour” for fiscal year ended June 30, 2023. Total credit hour enrollment for FY23 is 94,354.
- Trustee Torres motioned to approve Resolution #2; Trustee Nguyen seconded. All Ayes. Motion carried.

Res. #44 FY24 Financial Statement for four months ended September 30, 2023.

- Trustee Parker stated the following:
 - As of October 31, 2023, the College has earned 48.5% of budgeted revenues and expended 37.6% of budgeted expenditures. Fall credit enrollment is down 4% from budget, or a shortfall of \$327,000. Cumulative summer and fall credit tuition and fee shortfall totals \$582,000.
 - State appropriations revenue for the four-month period is \$473,000 higher than budget, and interest income is higher by \$94,000.
 - The increase in State appropriations and other revenue will help mitigate the tuition and fee shortfall.
- Trustee Parker motioned to approve Resolution #44; Trustee Nguyen seconded. Motion carried.

Res.#52

**National Science Foundation (NSF) Innovation in Two-Year College STEM Education (ITYC)
Grant Program**

Application and, if awarded, acceptance up to \$500,000 over three years from the National Science Foundation (NSF) for the Innovation in Two-Year College STEM Education (ITYC) Program.

- Trustee Parker motioned to approve Resolution #52; Trustee Money seconded. Motion carried.

Res.#53

**New Jersey Office of the Secretary of Higher Education (OSHE)
FY24 County College-Based Centers for Adult Transition Grant**

Application and, if awarded, acceptance up to \$500,000 from the Office of the Secretary of Higher Education's (OSHE) County College-Based Centers for Adult Transition Round III Grant Program.

- Trustee Parker motioned to approve Resolution #53; Trustee Money seconded. All Ayes. Trustee White-Coursey and Trustee DeStefano abstain. Motion carried.

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

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

XIII. FOUNDATION REPORT

- Trustee Nguyen stated the following:
 - Today is *GivingTuesday!* This is the national day of giving and more importantly Atlantic Cape's annual day of giving. This year, I hope you will join me to give to our neediest students, our food pantries, athletics or where you choose. We were grateful for the \$2,500 match that challenged our foundation board of trustees to start us off this giving season, Dr. Gaba's \$1,000 challenge match for the President's Leadership Council, as well as an anonymous challenge match of a \$10,000 pledge. Since we are already nearing \$17,000, I am pleased to announce that the \$10,000 match will help us break all records of more than \$27,000. There is still time to give through the end of the week.
www.atlantic.edu/givingtuesday.
 - We hope you will join us for the unveiling of the President's Distinguished Alumni Wall at

5pm on December 12 located between J-building and the Student Center. The President's Holiday Reception is immediately following at Careme's Restaurant. Please let Jean McAlister know you are attending if you have not yet responded.

XIV. REPORT OF THE NJ COUNCIL OF COUNTY COLLEGES

- No report.

XV. OTHER BUSINESS

- Chairperson Byrne thanked all the Board Members who participated in the Board Workshop on November 18th.
- Chairperson Byrne advised the Board about the annual Board Self-Assessment that is conducted by the Association of Community College Trustees (ACCT). She noted each Board Member will receive an email from Colleen Allen from ACCT tomorrow that the Assessment is now available to complete. The Assessment is due December 10th and the results will be reviewed at the January 27th Board Retreat.

XVI. COMMENTS FROM THE PUBLIC

- Caesar Niglio, President of the ACCCEA, recognized all the people retiring and wished them well in their retirement; acknowledged the promotion of Richard McHale that was approved this evening; and lastly, wished the Board a safe and healthy holiday and a wonderful new year.

XVII. ADJOURNMENT

- Chairperson Byrne reminded the Board will not meet in December and called for a motion to adjourn the meeting.
- Trustee Nguyen, motioned, Trustee Money seconded. Motion carried. Adjourned 7:30 pm.