

## 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 November 3, 2022, advance written notice of the November 29, 2022 reorganization and regular meetings 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 20, 2021 and the *Cape May County Herald* on January 12, 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
- X Christina Clemans
- ✓ Dave Coskey
- ✓ Dr. Thomas Dawson
- ✓ Dr. Judith DeStefano
- ✓ Harrison Furman (phone)
- ✓ Monica Kyle
- ✓ Daniel Money
- ✓ Donald J. Parker
- X Dr. Robert Previti
- ✓ Maria Ivette Torres
- X Julia Train
- ✓ Leslie White-Coursey

### ***Legal Counsel:***

- ✓ Will Donio, Esq., Board Solicitor

### ***Staff in Attendance:***

- ✓ Cheryl Garwood, Specialist Student Financial Services, ACCCEA
- ✓ Caesar Niglio, Enterprise Architect, ACCCEA President
- ✓ Connie Walton, Office Coordinator of Academic Resources, 2023 Employee of the Year.

### ***College Personnel:***

- ✓ Dr. Barbara Gaba, President
- ✓ Laura Batchelor, Executive Director of Marketing and College Relations
- ✓ George Booskos, Chief Business Officer
- ✓ 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
- ✓ Gracellen Thorstensen, Executive Assistant, Office of the President/Board of Trustee Operations and Resource Development

### ***Students in Attendance:***

- ✓ Samantha Dangler, Volleyball Athlete

**Public in Attendance:**

- ✓ Family of Angeliza Disla, Volleyball Athlete
- ✓ E. Marie Hayes, Cape May County Commissioner

- ✓ Steve Kelly, Rowing Coach
- ✓ Bonnie Lindaw, Chief Financial Officer, County of Atlantic (phone)
- ✓ Eric Toppo, Rowing Coach

**IV. CALL TO ORDER**

- Chairperson Byrne called the meeting to order at 6:15PM on November 29, 2022 at the Mays Landing Campus.

**V. PRESIDENT’S REPORT**

- Dr. Gaba discussed the college’s partnership with the Cape May Point Science Center; “Media Day” held on October 28<sup>th</sup> for local high school students; the new crew athletic team coming in 2023; community outreach initiatives; student engagement events on each campus; the *New Jersey Pathways to Career Opportunities* Infrastructure & Energy Collaborative Meeting on November 2<sup>nd</sup>; a donation by the OceanFirst Foundation for student scholarships; the Nonprofit Resource Center’s expansion to the Worthington Atlantic City Campus; and staff accomplishments.
- Dr. Gaba introduced Eric Toppo, Head Coach of the crew team, and Steve Kelly, Assistant Coach. Coach Toppo spoke about his commitment to the crew team at Atlantic Cape as they begin their inaugural season in 2023.

**VI. COMMENTS FROM THE PUBLIC**

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

**VII. HONORARY RESOLUTIONS**

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

**Res. #48****Recognition of Samantha Dangler for Appointment to Region 19 Division III All-Region Volleyball Team**

*Honorary:* to congratulate Samantha Dangler for making the Region 19 Division III All-Region Volleyball Team and the Women's Volleyball All-GSAC Conference Team.

**Res. #51****Recognition of Angeliza Disla for Appointment to Women's Volleyball All-GSAC Conference Team**

*Honorary:* to congratulate Angeliza Disla for making the Women's Volleyball All-GSAC Conference Team.

- Trustee Parker read each resolution in its entirety and congratulated the athletes for their hard work during the volleyball season.
- The family of Angeliza Disla accepted the resolution on her behalf.

**Res. #49****2023 Employee of the Year**

*Honorary:* to recognize **Connie Walton**, Office Coordinator of Academic Resources, as the 2023 Employee of the Year.

- Trustee Parker read the resolution in its entirety, congratulated Ms. Walton, and thanked her for her excellent work.
- Ms. Walton stated that she is honored to have been voted Employee of the Year by her colleagues and loves her job at the college. She thanked the Board for the recognition.

**Res. #52**

**Honorary Resolution to Gerald M. Thornton, Commissioner Director of the Cape May County Board of County Commissioners**

*Honorary:* to thank **Cape May County Commissioner Director Gerald Thornton** for his many years of support to the college and its faculty, staff, and students, and wish him a retirement filled with many years of health and happiness.

- Trustee Parker stated that Resolution #52 is to congratulate Commissioner Director Gerald Thornton for his retirement after 27 years of continuous service on the Cape May County Board of County Commissioners, and to thank him for his many years of support to the college.

**Res. #47**

**Trustee Harrison Furman '13  
Honorary Resolution**

*Honorary:* to extend to **Trustee Harrison Furman** the Board's appreciation for his service to the Board, the College, and its students.

- Trustee Parker stated that Trustee Furman first served on the Board in the Alumni Trustee seat from 2013-2014, and has now served on the Board since December of 2018, and his term is expiring on December 31st. Trustee Parker noted that the Board thanks Trustee Furman for his many contributions to the college.
- Trustee Furman thanked everyone who supported him and said that he has been glad to contribute to his alma mater.
- Trustee Torres motioned to approve Resolutions 48, 51, 49, 52, and 47. Trustee Coskey seconded.
- Motion carried.

**VIII. EXECUTIVE SESSION**

- At 6:42PM, Chairperson Byrne called for a motion to go into Executive Session to discuss personnel, litigation, anticipated contracts and matters of attorney-client privilege.
- Trustee Castillo motioned, and Trustee Money seconded. Motion carried.
- The Board returned from Executive Session at 7:04PM.

**IX. CONSENT RESOLUTIONS**

- McAlister read the following consent resolutions.

**Res. #39** Regular Session Minutes (November 1, 2022)

**Res. #41****Personnel Action**

*Appointments* - **Darla Crompton**, Science Lab Assistant at an annual salary of \$32,194 effective December 5, 2022; **Shaniqua Moore**, Security Officer I at an annual salary of \$32,194 effective December 5, 2022; **Lizbeth Castro-James**, Director Worthington Atlantic City Campus and Community Outreach at an annual salary of \$75,921 effective December 5, 2022; **Timothy Heiler**, Maintenance Mechanic II at an annual salary of \$41,090 effective December 5, 2022; **Dylan Ditzel**, Grounds/Labor Maintenance at an annual salary of \$33,805 effective December 5, 2022; **LaToya Gibbons**, Counselor I at an annual salary of \$57,758 effective December 5, 2022 (grant funded); **Brooke DiLorenzo**, Junior Accountant at an annual salary of \$32,194 effective December 5, 2022; **Renee' Patterson**, Academic Support Specialist (Temporary) at an annual salary of \$39,135 effective November 30, 2022; **Rosemary Reidy**, Confidential Assistant to the President at an annual salary of \$45,000 effective December 5, 2022.

*Promotions* - **Laura Batchelor** from Executive Director of Marketing and College Relations to Chief Marketing Officer at an annual salary of \$100,503 effective November 30, 2022.

*Salary Adjustment* - **Gracellen Thorstensen**, Executive Assistant, Office of the President/Board of Trustees Operations and Resource Development at an annual salary of \$68,000 effective November 30, 2022.

*Resignations* - **Shari Reese**, Finance Specialist effective November 25, 2022; **Dr. Sattik Deb**, Senior Director, Enrollment and Recruitment effective December 30, 2022.

**Res. #41A****Retirement of William J. Lemons, Professor Accounting and Business Law**

Acknowledge the retirement of **William Lemons**, Professor of Accounting and Business Law, effective January 1, 2023.

**Res. #41B****Retirement of Lydia Lehr, Associate Professor, Art**

Acknowledge the retirement of **Lydia Lehr**, Associate Professor of Art, effective January 1, 2023.

**Res. #41C****Adjunct Pay Increase**

An increase to \$740 per credit hour for adjuncts and \$775 per credit hour for senior adjuncts, respectively, effective January 1, 2023.

**Res. #44****Amendment to Strengthening Career and Technical Education for the 21st Century Act (Perkins V Grant FY23)**

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

**Res. #46****National Endowment for the Humanities (NEH) Spotlight on Humanities in Higher Education Grant**

Application and, if awarded, acceptance of \$60,000 over two years from the National Endowment for the Humanities (NEH) for the Spotlight on Humanities in Higher Education grant program.

**Res. #50****Hunger-Free Campus Grant Program**

Application and, if awarded, acceptance of up to \$75,000 from the New Jersey Office of the Secretary of Higher Education for the Hunger-Free Campus Grant Program.

**Res. #45**

**Resolution Authorizing the Award of a Contract for  
Nakiyyah Newsome, d.b.a. “Shug’s”  
Mays Landing, NJ**

A contract with Nakiyyah Newsome (“Shug’s”) to provide food items to support student food vouchers and catering for college meetings and functions at the Worthington Atlantic City Campus.

**Res. #42****Award of Bids**

<b>Number</b>	<b>Item and Vendor Information</b>	<b>Amount</b>
Bid Exempt 1016	Support and Warranty on Telephone Hardware Hunter Technologies Wall Township, NJ	\$23,105.00
Bid Exempt 1018	License Renewal and Maintenance of Security Camera System for 3-years Vartana, Inc. San Francisco, CA	\$102,843.50
Bid Exempt 1019	Security and Public Safety Radio Equipment Tactical Public Safety West Berlin, NJ	\$18,558.93
Bid Exempt 1020	Salesforce Customer Relationship Management (CRM) Renewal Community College Opportunity Grant (CCOG) ( <b>Grant Funded</b> ) Salesforce, Inc. San Francisco, CA	\$18,028.00
Bid Exempt 1021	Cloud Software Agreement for CRM for 3-years Ellucian, Inc. Fairfax, VA	\$162,213.00

<b>Number</b>	<b>Item and Vendor Information</b>	<b>Amount</b>
Bid Exempt 1022	SiteImprove Website Functionality Software Tool SiteImprove, Inc. Bloomington, MN	\$27,105.97
Bid Exempt 1023	Proctoring Services Higher Education Emergency Relief Fund (HEERF) - Institutional Portion <b>(Grant Funded)</b> Honorlock, Inc. Boca Raton, FL	\$19,500.00
Bid Exempt 1024	Computer Equipment for Game Design and Development Courses Strengthening Career and Technical Education for the 21st Century - Perkins <b>(Grant Funded)</b> Ocean Computer Group Matawan, NJ	\$48,090.25
Regular Quote 2236	Kitchen Equipment for Careme's Restaurant Strengthening Career and Technical Education for the 21st Century - Perkins <b>(Grant Funded)</b> Edward Don & Company Mt. Holly, NJ	\$20,233.36
Regular Quote 2237	Elevator Repair Repair and Replacement Funds TEC Elevator Marmora, NJ	\$24,045.01
Bid 1874	Administration Building (J) Interior Renovations Chapter 12 Funded Weatherby Construction & Renovation, Corp. Atlantic City, NJ	\$1,144,534.60
		Total \$1,608,257.62

**Res. #49** Executive Session

*Consent Agenda Comments:*

- Trustee Parker commented on Resolution #41C, questioning whether close to a 5% raise per credit for adjuncts will interfere with the raise negotiated by the bargaining units. However, it was noted that the adjuncts have not had a raise for quite some time, and their pay rates are already low.
- Trustee Torres motioned to approve consent resolutions; Trustee Castillo seconded.
- Trustees DeStefano and White-Coursey abstained from Resolutions #44 and #50. Trustee Kyle abstained from Resolution #42.
- Motion carried.

## X. BUDGET REPORT

- Trustee Money, on Trustee Previti's behalf, reported under Resolution #2 and Resolution #40 – Regular Resolutions.

## XI. REGULAR RESOLUTIONS

**Res. #2** FY22 Draft Financial Statement for twelve months ended June 30, 2022 as of November 8, 2022.

Trustee Money stated the following:

- As of this draft, the College has earned 101% of budgeted revenues and expended 98% of budgeted expenditures. Most entries are complete and reflected in this draft, including the PERS entry. The PERS rate increased from 15.98% to 17.11% which required an additional expense to be recorded.
- Trustee Parker asked what is the cash magnitude of the increase by PERS. CFO Jamison stated that the total employer liability is \$1.3M. We accrue at the prior rate throughout the year, so it resulted in a year-end adjustment of \$100,000 for FY22.
- The auditor's financial statement fieldwork is expected to begin in the next few weeks.
- Today the Trustees received copies of the *Agreed Upon Procedures Report on Schedule of Total Credit Hour Enrollment and Base Chargeback Rate Per In-County Credit Hour* for FY22 presented by Ford-Scott Associates.

**Res. #40** FY23 Financial Statement for four months ended October 31, 2022.

Trustee Money stated the following:

- As of October 31, 2022, the College has earned 46.5% of budgeted revenues and expended 37.4% of budgeted expenditures.
- Overall, revenue is up 3.2% compared to this time last year, expenditures are tracking 6.1% above this time last year, and the year to date margin is tracking close to the prior year to date.
- Trustee Parker motioned to approve Resolutions #2 and #40; Trustee Dawson seconded.
- Motion carried.

### Res. #41D

#### **Academy of Culinary Arts Faculty Association (ACAFA) Collective Bargaining Agreement**

The agreement with the Academy of Culinary Arts Faculty Association (ACAFA) for the period of July 1, 2022 to June 30, 2026.

### Res. #41E

#### **Atlantic Cape Community College Organization of Supervisory and Administrative Personnel (ACCCOSAP) Collective Bargaining Agreement**

The agreement with the Atlantic Cape Community College Organization of Supervisory and Administrative Personnel (ACCCOSAP) for the period of July 1, 2022 to June 30, 2026.

**Res. #41F****Supportive Staff Association of Atlantic Cape Community College (SSAACCC) Collective Bargaining Agreement**

The agreement with the Supportive Staff Association of Atlantic Cape Community College (SSAACCC) for the period of July 1, 2022 to June 30, 2026.

**Res. #41G****Teachers/Librarians/Counselors Association (TLC) Collective Bargaining Agreement**

The agreement with the Teachers/Librarians/Counselors Association (TLC), for the period of July 1, 2022 to June 30, 2026.

**Res. #41H****Exempt Personnel Salary Increase**

The payment of salary increases for current full-time Exempt Administrators, Department Chairs and Support personnel.

- Trustee Money motioned to approve Resolutions #41D-H; Trustee Dawson seconded.
- Motion carried.

**Res. #53****Resolution Authorizing the Award of Contract for Employee Dental Insurance**

A two-year contract with Delta Dental

- Trustee Money motioned to approve Resolutions #53; Trustee Parker seconded.
- Motion carried.

**XII. COMMITTEE REPORTS***Personnel and Board Development*

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

**XIII. FOUNDATION REPORT**

Trustee Furman reported on behalf of the Foundation.

- Today is *Giving Tuesday*. The Foundation has raised more than \$11,000, thanks in part to the generous support and kick off by the Foundation Board. The Foundation is grateful to all of our supporters who have given back to students, including Dr. Gaba who will match up to \$1,000 of donations made by members of the President's Leadership Council (PLC). Please donate today if you have not already. Every donation makes a difference and it goes where you direct.
- Trustee Furman noted that the Women of Wonder event was held on November 3<sup>rd</sup> and raised \$12,100.

**XIV. REPORT OF THE NJ COUNCIL OF COUNTY COLLEGES**

- No report.



**XV. OTHER BUSINESS**

- Chairperson Byrne noted that Board of Trustees Retreat has been scheduled for Saturday, January 21, 9AM-2PM at the Mays Landing Campus. It will be facilitated by Dr. Charlene Dukes, a retired college president and consultant for the Association of Community College Trustees (ACCT). She asked that Trustees prioritize this important session, and send an RSVP to Ms. McAlister.

**XVI. COMMENTS FROM THE PUBLIC**

- Caesar Niglio, president of the Atlantic Cape Community College Education Association (ACCCEA), thanked the Board of Trustees for approving the bargaining unit contracts. He thanked Dr. Gaba, Dr. Katz, Tom Hendrixson, and the union’s negotiating team for their work. He wished the Board a happy holiday season.

**XVII. ADJOURNMENT**

- Before calling for a motion to adjourn, Chairperson Byrne extended gratitude to the college’s professional staff for all they have given to the college and community this year.
- At 7:20PM, Trustee Parker motioned to adjourn the meeting; Trustee Byrne seconded.
- Motion carried.