

## 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 February 5, 2025, advance written notice of the February 25, 2025 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 February 8, 2025 and the *Cape May County Herald* on February 12, 2025.

## II. FLAG SALUTE

- Chairperson Money 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
- X Christina Clemans
- X Dave Coskey
- ✓ Dr. Thomas Dawson
- X Dr. Judith DeStefano
- X Ambrose Gray
- ✓ Monica Kyle
- ✓ Daniel Money
- ✓ Donald J. Parker (arrived 6:22 PM)
- X Mark Sandson
- X Maria Ivette Torres
- ✓ 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
- ✓ Dr. Josette Katz, Senior Vice President, Academic Affairs
- ✓ Jean McAlister, Chief of Staff and Chief Advancement Officer
- ✓ Krista McConnell, Director of Cape May County Campus & Community Outreach
- ✓ Dr. Vanessa O’Brien-McMasters, Vice President, Institutional Effectiveness and Chief Strategy Officer
- ✓ John Piazza, Chief Information Officer
- ✓ Dominic Sambucci, Chief Business Officer

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

- ✓ Will Donio, Esq.

### ***Public in Attendance:***

- ✓ Bonnie Lindaw, Atlantic County Chief Financial Officer (phone)
- ✓ Dr. Lee Carter, ACE Fellow, Stockton University
- ✓ Melissa Ramiraz
- ✓ Dante Rodriguez

### ***Guests:***

### ***Faculty and Staff in Attendance:***

- ✓ Automne Bennett, Senior Manager, Financial Aid, ACCCEA Member
- ✓ Cheryl Garwood, Specialist, SSAACCC President
- ✓ Marcia Kleinz, NJEA
- ✓ Ruth Latorre, Chef Educator, ACAEA Member

- ✓ Harvey Coccozza, Auditor, Ford, Scott & Associates
- ✓ Danielle Nelson, Assistant Bursar, ACCCOSAP Acting Vice President
- ✓ Caesar Niglio, Director, Enterprise Applications, Info Tech Services, ACCCEA President
- ✓ Chris Mularz, Advancement Officer/Associate Director, Foundation
- ✓ Leslie Murtha, Librarian, ACCCEA
- ✓ Michelle Perkins, Director, Instructional Technology, ACCCOSAP Member
- ✓ Rosemary Reidy, Executive Assistant, Office of the President & Board of Trustees
- ✓ Vincent Tedeschi, Chef Educator, ACAEA Member
- ✓ Linda Wohlman, Chef Educator, ACAEA Member

#### **IV. CALL TO ORDER**

- Chairperson Money called the meeting to order at 6:00PM on February 25, 2025 at the Mays Landing Campus. *Secretary's Note: Quorum was achieved at 6:22PM.*

#### **V. President's Report**

- Before proceeding to the President's Report, Trustee Money informed the Board of Trustees that Dr. Gaba attended the National Legislative Summit from February 9-12, and presented on a panel that discussed "CEO Search Services: Best Practices and Services Offered."
- Trustee Money congratulated Dr. Gaba for being invited to serve on Stockton University's President's Community Advisory Board, and also congratulated Trustee Dawson for being elected as the New President of the FBI Newark Citizens Academy Alumni Association.
- Dr. Gaba then discussed featured stories on Atlantic Cape's Air Traffic Control Program, meeting with our legislators, Middle States update, an alumni spotlight, student athlete achievement, a leadership spotlight, Black History Month celebrations, recruitment events, student success, student engagement activities, community outreach in Atlantic and Cape May counties, the Cape May County bizHub, the Inlet Community Development Corporation (CDC), and athletics.
- Dominic Sambucci, Chief Business Officer, presented on "Chapter 12."

#### **VI. Motion to Accept: Draft FY 2024 Annual Comprehensive Financial Report.**

- Mr. Coccozza reported that the audit resulted in an unmodified or "clean" audit opinion. He reviewed the audit processes and some of the fiscal impacts on the college.
- Mr. Coccozza complimented Leslie Jamison, Chief Financial Officer, and her staff in Finance and Financial Aid for their work during the audit process.
- Trustee Parker motioned to accept the FY 2024 Annual Comprehensive Financial Report; Trustee Castillo seconded. Motion carried.

#### **VII. COMMENTS FROM THE PUBLIC**

- *Secretary's Note: Chairman Money asked if the Board had any objections on moving the Comments from the Public section prior to Executive Session on this evening agenda in order to accommodate our guests. No objections noted.*
- Cheryl Garwood, President of Support Staff Association of Atlantic Cape Community College, read a letter to Board of Trustees regarding concerns to health and safety, employee morale, and the wage reopener for a fair contract with the College and the Union.

**VIII. EXECUTIVE SESSION**

- At 7:03 PM, Chairperson Money requested to go into Executive Session to discuss personnel, litigation, anticipated contracts and matters of attorney-client privilege; Trustee Byrne motioned; Trustee Parker seconded. Motion carried.
- *Secretary’s note: the Board returned to public session at 7:38PM.*

**IX. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS**

- None noted.

**X. CONSENT RESOLUTIONS**

- McAlister read the following consent resolutions.

**Res. #72** Regular Session Minutes (January 21, 2025).

**Res. #73**

**Personnel Action**

*Approve: Appointments:* **Kevin Coopersmith**, appointed to the position of Program Coordinator, Center for Transition Success, effective March 3, 2025 at an annual salary of \$51,472 (grant funded).

*Reclass:* **Victor Moreno**, from Senior Manager, Special Projects to Student Affairs Project and Operations Lead effective March 3, 2025 at an annual salary of \$73,249 (portion of salary grant funded).

*Salary Adjustment (revised):* **Rashawn Martin**, Director, Student Support Services in grade increase effective January 27, 2025 at an annual salary of \$77,772 (grant funded).

*Sabbatical:* **Keith Forrest**, Professor of Communications, a year sabbatical leave for Fall 2025/Spring 2026 at half salary, pending acceptance into the Fulbright Roving Scholars program.

**Res. #73B**

**Trustee David Coskey Honorary Resolution**

To extend to **Trustee David Coskey** the Board’s appreciation for his service to the Board, the College, and its students.

**Res. #75A**

**Award of Bids**

Number	Item and Vendor Information	Amount
Bid Exempt 1178	Network Security Upgrade Technology Replacement Fund	\$95,721.69

Continental Resources, Inc.

Bedford, MA

<b>Number</b>	<b>Item and Vendor Information</b>	<b>Amount</b>
Bid Exempt 1179	Asbestos Containing Material Surveys Institutional and <b>Chapter 12</b> Funding	\$50,000.00
	RT Environmental Services, Inc. King of Prussia, PA	
Bid Exempt 1180	Elevator Maintenance and Repairs Institutional Funding	\$120,000.00
	3Phase Excel Elevator LLC (also known as TEC) Pennsauken, NJ	
	<b>Total:</b>	\$265,721.69

**Res. #80**

**Resolution Authorizing the Award of a Contract for Mailing and Shipping Software and Equipment**

To approve the authorization a contract with Pitney Bowes for mailing and shipping software and equipment.

**Res. #81**

**Resolution Authorizing the Award of a Contract for Office Supplies and Equipment**

To approve the authorization of a contract with Office Basics, Inc., for office supplies and equipment.

**Res. #82**

**Authorization for the Award of a Contract for Professional Collection Services**

To approve the authorization of a contract with AR Resources, Inc., for professional collection services.

**Res. #75-Rev.**

**Chapter 12 FY 2025**

To approve submittal of the list of renovations and upgrades for funding from the Chapter 12 FY 2025 allocation at a sum not to exceed \$2,820,216.

**Res. #76**

**Casino Reinvestment Development Authority (CRDA)  
“Atlantic City Works 4” Grant**

To approve the acceptance of an allocation of up to \$595,213 from the Casino Reinvestment Development Authority (CRDA) for a workforce training program titled “Atlantic City Works 4” over a term of one year.

**Res. #83**

**LEAP Implementation Grant – Participation in Digital Highway Signs**

To approve the participation with Atlantic County Government in applying for a LEAP Implementation Grant in the amount of \$57,375 to support implementation of digital highway signs.

**Res. #84**

**LEAP Implementation Grant – Participation in Speed Feedback Signs**

To approve the participation with Atlantic County Government in applying for a LEAP Implementation Grant in the amount of \$28,125 to support implementation of speed feedback signs.

**Res. #85 Executive Session.**

- Trustee Castillo motioned to approve the Consent Resolutions; Trustee Dawson seconded. Motion carried.
- Trustee Byrne noted that Trustee Coskey will be deeply missed and wished him well in his future endeavors.

**XI. BUDGET REPORT**

- Trustee Kyle reported under Resolution #2 and Resolution #74 – Regular Resolutions.

**XII. REGULAR RESOLUTIONS**

**Res. #2 FY24 Financial Statement for twelve months ended June 30, 2024.**

- Trustee Kyle stated the following:
  - This is the final FY2024 Board report. The College achieved 102.7% of its budgeted revenues and expended 98.9% of its budgeted expenditures.
  - The College drew significantly less from the fund balance than originally budgeted for FY24.
  - The College used \$97,364 of the budgeted \$1,784,141 fund balance, plus \$153,781 of encumbrances, leaving \$1,532,996 to be returned to fund balance.
- Trustee Byrne motioned to approve Resolution #2; Trustee Parker seconded. Motion carried.

**Res. #74 FY25 Financial Statement for seven months ended January 31, 2025.**

- Trustee Kyle stated the following:
  - As of January 31, 2025, the College has earned 78.9% of budgeted revenues and expended 60.7% of budgeted expenditures.
  - FY25 credits are -4.7% below the budgeted goal and down -1.6% from the prior year. The net credit tuition revenue shortfall is (\$882,065).
  - The second Spring semester begins on March 24th for which registration is ongoing.
  - Trustee Kyle also mentioned that the College implemented cost savings measures to help mitigate this revenue shortfall, evidenced by salary and benefit expense down -0.2% from last year.
- Trustee Castillo motioned to approve Resolution #74; Trustee Parker seconded. Motion carried.

**Res. #77 Approve:** FY 2025-2026 revenue budget contingent on the Board of School Estimate approval of county appropriations of \$8,621,346 for the college's fiscal year 2025-2026.

- Trustee Kyle stated the following:
  - The FY26 proposed budget is a 1.97% increase from the FY25 Original budget and incorporates a \$1,463,961 fund balance transfer. The budgeted increase is largely attributed to higher costs of operations for insurance, utilities, supplies and software, as well as increasing Aviation instructional operations (supported by program fees).
  - The primary assumptions used for tuition and fee revenue projections include a \$9.00 increase in the per credit tuition and fee rates (with a level culinary tuition rate), and a credit budget of 88,430 credits (level with projected FY25 actuals). This budget is based on level State and County funding.
- Trustee Dawson motioned to approve Resolution #77; Trustee Parker seconded. Motion carried.
- Trustee Money expressed the Board's appreciation for the continued support from Atlantic and Cape May Counties and the county appropriations are subject to be approved at next month's Board of School Estimate meeting. Trustee Money thanked Bonnie Lindaw, Atlantic County's Treasurer/Chief Financial Officer, for joining the Board this evening and looks forward to the Board of School Estimate meeting on March 10, 2025 at 3:30 p.m. on the Mays Landing Campus.

**Res. #78 Approve:** Tuition and Fee schedule for FY 2026.

- Trustee Kyle stated the following:
  - The primary assumptions used for tuition and fee revenue projections include a \$9.00 increase in the per credit tuition and fees, for a total of \$212 per credit.
  - Additionally, the assessment of mandatory fees was done in accordance with the Tuition and Fees transparency procedures.
  - Many fees have the N/C, or 'No Change' from FY25. Increases in lab and art fees reflect rising prices of consumable supplies.
  - Aviation fees are listed as TBD and will be brought forward for the committee's consideration at a later meeting.
  - The Culinary program fee increases \$25 per credit to support increasing food costs.
- Trustee Kyle motioned to approve Resolution #78; Trustee Castillo seconded. Motion carried.

**Res. #79 Approve:** submittal of the list of renovations and upgrades for funding from the Chapter 12 FY 2026 allocation at a sum not to exceed \$5,830,623.

- Trustee Kyle stated the following:
  - During the Inside the College presentation, Dominic Sambucci discussed the anticipated projects for Chapter 12.
  - Please note that the allocation for Resolution #75-Rev. for FY25 was increased by \$191,023 after the Board of School Estimate met last year, as already voted upon in the Consent Agenda. The amount was originally submitted to the counties as \$2,629,193; however, the New Jersey Council of County Colleges (NJCCC) revised our allocation to \$2,820,216. We will be adding this amount to the Board of School Estimate for approval along with this year's allocation at its March 10 meeting.
  - As a reminder, community colleges in New Jersey are not permitted (legislatively) to secure loans. Thus Chapter 12 funding is critical so that we can modernize and provide the necessary renovated spaces and critical infrastructures to support programs, faculty, staff and students.
  - We thank Atlantic and Cape May County Commissioners in advance of the Board of School Estimate for bonding these necessary funds.

- Trustee Parker motioned to approve Resolution #79; Trustee Byrne seconded. Motion carried.

### **XIII. COMMITTEE REPORTS**

#### **PERSONNEL AND BOARD DEVELOPMENT**

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

### **XIV. FOUNDATION REPORT**

- Trustee Bey stated the following:
  - As mentioned last month, the Restaurant Gala, which is March 27 is the most important fundraising event for the College. We expect a sell-out event again this year with more than 750 guests already confirmed and nearly \$200,000 raised. We are very short on raffle ticket purchases. We could use your assistance in helping us reach our goal of \$235,000. Please consider attending the event, and or purchase raffle tickets.

### **XV. REPORT OF THE NJ COUNCIL OF COUNTY COLLEGES**

- Dr. Gaba advised that the Governor’s Budget for FY 2026 was released earlier today and the budget does not look favorable for higher education across the state. Dr. Gaba is meeting with the other Community College Presidents and the NJ Council of Community Colleges tomorrow to review the proposed budget and what it means for our Colleges and higher education as a whole; and discuss the advocacy strategy to be implemented.
- Dr. Gaba will send information to the Board about the budget once as she receives more information.

### **XVI. OTHER BUSINESS**

- Chairperson Money advised the annual Board Self-Assessment Survey will start tomorrow. This is an anonymous survey that will be administered by ACCT and then summarized by ACCT upon completion. This is an excellent opportunity to reflect on our achievements, processes, contributions and pinpoint areas where we can enhance effectiveness, communication, strategic planning and overall continuous improvement. Please complete before March 28.
- Trustee Castillo thanked Dr. Vanessa O’Brien-McMasters for her presentation at the Fireside Chat and reviewing over *The Institutional Profile*.

### **XVII. ADJOURNMENT**

- At 7:56 PM, Trustee Castillo motioned to adjourn the meeting; Trustee Byrne seconded. Motion carried.