

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, 2024, advance written notice of the February 27, 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 December 12, 2023 and the Cape May County Herald on December 13, 2023.

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

Legal Counsel:

- ✓ Will Donio, Esq.

Public in Attendance:

- ✓ Bonnie Lindaw, Atlantic County Treasurer (Phone)

Guests

- ✓ Harvey Coccozza, Auditor, Ford, Scott & Associates
- ✓ Michael Garcia, Auditor, Ford, Scott & Associates

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
- ✓ Dominic Sambucci, Chief Business Officer

Faculty and Staff in Attendance:

- ✓ Ysaias Paul Martinez, IT Technician
- ✓ Chris Mularz, Advancement Officer/Associate Director, Foundation
- ✓ Caesar Niglio, Enterprise Architect, Info Tech Services, ACCCEA President
- ✓ Rosemary Reidy, Confidential Assistant, Office of the President
- ✓ Sherwood Taylor, Senior Director of Workforce Development

IV. CALL TO ORDER

- Chairperson Byrne called the meeting to order at 6:03PM on February 27, 2024 at the Mays Landing Campus.

V. President's Report

- Dr. Gaba discussed featured stories of university partnerships, the Baseball Groundbreaking Ceremony, partnerships with our community, recruitment events, student success, student engagement activities, community outreach in Atlantic and Cape May counties, athletics, faculty and staff accomplishments, Foundation events, Trustee spotlights, and upcoming events at the college.
- Sherwood Taylor, Senior Director of Workforce Development, presented “Workforce Solutions – Training Solutions for Businesses and Organizations” part I.

VI. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

- None noted.

VII. EXECUTIVE SESSION

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

VIII. CONSENT RESOLUTIONS

- McAlister read the following consent resolutions.

Res. #66 Regular Session Minutes (January 23, 2024)

Res. #68

Personnel Actions

Approve: Appointments: **Lawrence Bonow**, appointed to the position of Security Sergeant, effective March 4, 2024, at an annual salary of \$37,477; **Ysaías Paul Martínez-Mateo**, appointed to the position of Infrastructure Specialist, effective February 28, 2024 at an annual salary of \$42,350; **Caleb Mobley-McHenry**, appointed to the position of College Recruiter, effective March 11, 2024 at an annual salary of \$50,217; **William Smith**, appointed to the position of Security Sergeant, effective February 28, 2024, at an annual salary of \$51,911.

Res. #68A

Reappointment of One Year Terms

To approve the reappointments of one-year terms, effective 7/1/2024: Supervisory and Administrative Personnel included in the Bargaining Unit (40 individuals); Exempt Supervisory and Administrative Personnel (24 individuals); Faculty without Tenure (17 individuals); Faculty earning Tenure in this appointment (4 individuals); and Academy of Culinary Arts Chef Educators (4 individuals).

Res. #68B

Memorandum of Agreement (MOA) for Unused Sick Leave

To approve the Memorandum of Agreement (MOA) to modify the contract with the Teachers, Librarians and Counselors (TLC), Academy of Culinary Arts Faculty Association (ACAFA), Organization of Supervisory and Administrative Personnel (ACCCOSAP), and Support Staff Association (SSAACCC) so that the payment for unused sick leave shall not exceed 100 percent of the accrued leave nor shall the payment exceed \$15,000 with said payment to be received in one lump sum no later than June 28, 2024 for those employees who comply with the terms of this MOA.

Res. #68C

Memorandum of Agreement (MOA) for Unused Sick Leave Exempt Personnel

To approve the Memorandum of Agreement (MOA) to exempt employees from Bargaining unit membership to be eligible for a payment for unused sick leave shall not exceed 100 percent of the accrued leave nor shall the payment exceed \$15,000 with said payment to be received in one lump sum no later than June 28, 2024 for those employees who comply with the terms of this MOA.

Res. #48 – Revised

Buccaneer Baseball Field Naming Opportunities

To approve the revised list of naming opportunities for the Buccaneer Baseball Field to include the naming opportunity for the Scoreboard Base.

Res.#69

Naming of the Baseball Bullpen in Honor of Philips S. Masters

To approve the Naming the Baseball Bullpen in honor of Philips S. Masters for \$10,000.

Res.#70

Naming of Baseball Scoreboard Base in Honor of the Atlantic Cape Foundation

To approve the Naming the Scoreboard Base after the Atlantic Cape Foundation for \$25,000.

Res.#71

Naming of the Baseball Scoreboard in Honor of Philips S. Masters

To approve the Naming the Baseball Scoreboard in honor of Philips S. Masters for \$75,000.

Res.#75

Chapter 12 FY2025 Project Narrative

To approve the submittal of the list of renovations and upgrades for funding from the Chapter 12 FY 2025 allocation at a sum not to exceed \$2,629,193.

Res.#72

Award of Bids

Number	Item and Vendor Information	Amount
Bid Exempt 1093	Microsoft Campus Licenses Institutional Funds	\$60,997.47
	Software House International Somerset, New Jersey	
Bid Exempt 1094	Network Switches Upgrade Higher Education Technology Infrastructure Fund (HETI Grant) (Grant Funded)	\$320,898.94
	Ocean Computer Group Matawan, New Jersey	
Bid Exempt 1095	Campus Groups Software Information Technology Reserve Funds	\$36,432.00
	Ready Education Burlington, Massachusetts	
Bid Exempt 1096	Medium Voltage Loop and Fiber Optic Backbone Chapter 12	\$58,700.00
	DaVinci Group, LLC Woodbury, New Jersey	
Regular Quote 2250	J-Building Lobby Lighting – Mays Landing Campus Renewal and Replacement Fund (R&R)	\$25,100.00
	Kisby Shore Electrical Contracts of Atlantic City Atlantic City, New Jersey	
RFP 222	One-Stop – Worthington Atlantic City Campus Chapter 12	\$188,900.00
	Spiezle Architectural Group, Inc Atlantic City, New Jersey	
		Total \$691,028.41

Res.#110 – Revised**New Jersey Community College Insurance Pool Worker’s Compensation Find**

To approve the payment of an additional \$42,976.00 to the original estimate of \$161,000.00, making the total \$203,976.00 to the New Jersey Community College Insurance Pool Worker’s Compensation Fund.

Res.#74

**Casino Reinvestment Development Authority (CRDA)
“Atlantic City Works 3” Grant**

To accept an allocation of up to \$697,924 from the Casino Reinvestment Development Authority (CRDA) for a workforce training program titled “Atlantic City Works 3” over a term of one year.

Res.#78 Executive Session

- Trustee Money motioned to approve the Consent Resolutions; Trustee Parker seconded. Motion carried.
- Trustee DeStefano abstained from Resolution #66.

IX. BUDGET REPORT

- Chairperson Byrne called upon Mr. Mike Garcia of Ford-Scott & Associated to deliver a report on the college’s FY23 Audit and Annual Comprehensive Financial Report.

X. REGULAR RESOLUTIONS**Motion to Accept Draft FY23 Annual Comprehensive Financial Report.**

- Mr. Garcia 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. Garcia complimented Leslie Jamison, Chief Financial Officer, and her staff in Finance and Financial Aid for their work during the audit process.
- Trustee Money motioned to accept the Annual Comprehensive Financial Report; Trustee Dawson seconded.
- Motion carried.

Res. #2 FY23 Financial Statement for twelve months ended June 30, 2023.

- Trustee Parker stated the following:
 - The College earned 100.09% of budgeted revenues and expended 99.91% of budgeted expenditures. The College used \$1,227,029 of the revised budgeted \$1,381,577 fund balance, with an additional \$85,633 designated for open encumbrances.
- Trustee Parker motioned to approve Resolution #2; Trustee Torres seconded. All Ayes. Motion carried.

Res. #67 FY24 Financial Statement for seven months ended January 31, 2023.

- Trustee Parker stated the following:
 - As of January 31, 2024, the College has earned 83.25% of budgeted revenues and expended 61.37% of budgeted expenditures. The cumulative Fiscal Year 2024 credit tuition and fee shortfall totals \$1.1 million. Despite this tuition and fee shortfall, revenue is still tracking higher than budget (up 10.3% compared to this time last year, versus a

budgeted increase of 5.2%). This is due to an increase in State appropriations, continuing education revenue and interest income.

- Expenses are tracking at 3.4% higher than last year, versus a budgeted increase of 6.6%. There are expected savings of \$700,000 from open positions through year-end. Management projects that the College will end the fiscal year below the \$1.7 million budgeted fund balance.
- Trustee Parker motioned to approve Resolution #67; Trustee Dawson seconded. Motion carried.

Res.#76

FY 2024-2025 Revenue Budget

FY 2024-2025 revenue budget contingent on the Board of School Estimate approval of county appropriations of \$8,621,346 for the college's fiscal year 2024-2025.

Trustee Parker stated the following:

- The FY25 proposed budget is a 1.9% increase from the FY24 Original budget and incorporates a \$739,573 fund balance transfer. The budgeted increase is largely attributed to higher costs of operations for insurance, utilities, supplies and public safety, as well as incorporating the PN program's instructional budget and increasing Radiology and Aviation operations (which are supported by program fees). The primary assumptions used for tuition and fee revenue projections include a \$5.00 increase in the per credit tuition and fee rates (with a level culinary tuition rate), and a credit budget of 91,003 credits (up 2.2% from projected FY24 actuals).
- This revenue budget is contingent on the Board of School Estimate approval of county appropriations of \$8,621,346 for the college's fiscal year 2024-2025.
- Trustee Dawson motioned to approve Resolution #76; Trustee Nguyen seconded. Motion carried.

Res.#77

Tuition and Fees

Tuition and Fee Schedule for FY2025.

Trustee Parker stated the following:

- 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 FY24. Aviation and Radiology are listed as TBD and will be brought forward for the committee's consideration at a later meeting.
- In addition to the \$5.00 per credit fee increase, the campus safety fee increases \$10 per semester and the Culinary program fee increases \$25 per credit. There is a \$1.00 increase in the heavy lab fee per credit to cover lab costs, and the proctoring fee will be charged to all students once per Academic year.
- The Board of School Estimate meeting is scheduled for March 18 at 10am at the Mays Landing Campus, in the Board Room. This meeting is open to the public.
- Trustee Parker motioned to approve Resolution #77; Trustee Money seconded. Motion carried.

XI. COMMITTEE REPORTS

PERSONNEL AND BOARD DEVELOPMENT

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

XII. FOUNDATION REPORT

- Trustee Nguyen stated the following:
 - On behalf of the Foundation, I was very proud to take part in the adhoc Naming Opportunities Committee along with Trustee Clemans and the Budget and Finance Committee for the naming of the Baseball Field’s Score Board, Base of the Scoreboard and Bullpen totaling \$110,000. This is significant for the Baseball field project.
 - The Foundation is holding the 41st Annual Restaurant Gala 6pm, on March 21 at Harrah’s Waterfront Conference Center. We are nearly sold out. We hope to see you there when we honor Travis Lunn, President and COO of Borgata Hotel, Casino and Spa and Academy of Culinary Arts graduate Chef Demetrios Haronis, ’90, the Director of Culinary Operations at Tropicana Atlantic City.
 - All Board members received two raffle tickets. Please turn them in asap if you haven’t already. Online there are additional raffle tickets for sale including a stay at the Paris Casino Hotel and Dinner at Old Homestead for 8 people both are \$50 please go online to purchase tickets at www.atlantic.edu/gala.

XIII. REPORT OF THE NJ COUNCIL OF COUNTY COLLEGES

- Dr. Gaba reported that she, Trustee Byrne, Trustee Nguyen, and Jean McAlister attended the National Legislative Summit (NLS) - the premier Community College event that brought together more than 1000 community college leaders to Washington, DC to meet with our Senators and members of Congress to discuss the critical need for and importance of community colleges.
- 1300 leaders attended from across the county including over 100 students. Our NJ delegation included participants from 14 of the 18 community colleges. As we met with our legislators we were able to present the key policy issues that are outlined on the “green sheet” that was provided to each Trustee this evening.
- Dr. Gaba remarked that Trustee Nguyen made an outstanding presentation during our meeting with Senator Van Drew’s staff where she focused on her experience as a student at Atlantic Cape and the stories that our students tell are the best testament of the vital role that community colleges play in our communities

XIV. OTHER BUSINESS

- Chairperson Byrne advised all Trustee members to reach out to our Legislatures to support an increase in Pell Grant funds, as these funds serve our lowest income students; however, the tax portion of these funds leaves little room for additional supplies.
- Dr. Gaba also stated the New Jersey Community College Council (NJCCC) is doing an “Action Campaign” for the increase in the Pell Grant, and her office will send once the information has been received.

XV. COMMENTS FROM THE PUBLIC

- Caesar Niglio, President of the ACCCEA, congratulated Leslie Jamison on the approval the FY23 Annual Comprehensive Financial Report and for no major findings on the college’s audit.
- Caesar then congratulated Ysaias Paul Martinez-Mateo on his new appointment in the IT department as the Infrastructure Specialist.

- Lastly, Caesar then noted he has no further report on the behalf of the ACCCEA, and will have more updates to share with the Board at the March Board Meeting.

XVI. ADJOURNMENT

- At 6:55PM, Trustee Money motioned to adjourn the meeting; Trustee Parker seconded.
- Motion carried.