

## 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 April 29, 2024, advance written notice of the May 21, 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
- ✓ Christina Clemans
- X Dave Coskey
- ✓ Dr. Thomas Dawson
- X Dr. Judith DeStefano
- ✓ Ambrose Gray
- ✓ Monica Kyle
- ✓ Daniel Money
- ✓ Hailie Nguyen
- X Donald J. Parker
- ✓ Mark Sandson
- ✓ Maria Ivette Torres
- ✓ Briggitte White
- X Leslie White-Coursey

### **Legal Counsel:**

- ✓ Will Donio, Esq.

### **Public in Attendance:**

- ✓ Bonnie Lindaw, Atlantic County Treasurer
- ### **Guests**
- ✓ Leonard Desiderio, Commissioner Director of the Cape May County Board of Commissioners
  - ✓ Joshua Baez, Volleyball Player
  - ✓ Emmanuel Waugh, Volleyball Player
  - ✓ Narshid Cruz, Volleyball Player
  - ✓ Ambinintsoa Rasoloharison, Volleyball Player
  - ✓ Aiden Nicholls, Volleyball Player
  - ✓ Christofer Evangelista, Volleyball Player

### **College Personnel:**

- ✓ Dr. Barbara Gaba, President
- ✓ Laura Batchelor, Chief Marketing Officer
- X 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
- ✓ 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

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

- ✓ Jamal Edwards, Athletics Director
- ✓ Carol Melkonian, Assistant Director, Purchasing
- ✓ Richard McHale, Help Desk Manager
- ✓ Caesar Niglio, Director, Enterprise Applications, Info Tech Services, ACCCEA President
- ✓ Rosemary Reidy, Confidential Assistant, Office of the President

- ✓ Nasir Haines, Volleyball Player
- ✓ Alec Barnes, Volleyball Player

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

- Chairperson Byrne called the meeting to order at 6:00PM on May 21, 2024 at the Cape May County Campus.

#### **I. HONORARY RESOLUTIONS**

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

##### **Res. #102A**

#### **Retirement of Carol Melkonian**

To acknowledge the retirement of **Carol Melkonian**, Assistant Director, Purchasing, effective June 30, 2024.

- Carol Melkonian expressed how honored and appreciative she was to the Board for acknowledging her retirement, and she was grateful to be a part of Atlantic Cape.
- Trustee Castillo motioned to approve Resolution #102A; Trustee Nguyen seconded. Motion carried.

##### **Res. #109A**

#### **Recognition of Joshua Baez as First Team All-Garden State Athletic Conference and Second Team All-Region Honoree**

To congratulate **Joshua Baez** for receiving the All-Conference Honors to First Team All-Garden State Athletic Conference and the Second Team All-Region distinction for men's volleyball.

- Mr. Baez thanked the Board for their support in the recognition of his accomplishments as well as his team mates.
- Trustee Castillo motioned to approve Resolution #109A; Trustee Nguyen seconded. Motion carried.

##### **Res. #109B**

#### **Recognition of Emmanuel Waugh as Second Team All-Garden State Athletic Conference and Second Team All-Region Honoree**

To congratulate **Emmanuel Waugh** for receiving the All-Conference Honors to Second Team All-Garden State Athletic Conference and the Second Team All-Region distinction for men's volleyball.

- Mr. Waugh expressed how honored and thankful he was to the Board for the recognition of his accomplishments.
- Trustee Torres motioned to approve Resolution #109B; Trustee Castillo seconded. Motion carried.

##### **Res. #109C**

#### **Recognition of Buccaneer's Men's Volleyball Team on Becoming Garden State Athletics Conference Champions**

To congratulate the Buccaneer's Men's Volleyball Team for their exceptional season and for becoming the Garden State Athletics Conference Champions.

- The Men’s Volleyball Team thanked the Board for their support and their recognition on being named the Garden State Athletics Conference Champions.
- Trustee Castillo motioned to approve Resolution #109C; Trustee Torres seconded. Motion carried.
- Before the Board proceeded to the President’s Report, Commissioner Director Desiderio thanked the Board of Trustees for all their support in Cape May County and congratulated the Men’s Volleyball Team on their success.

## II. President’s Report

- Dr. Gaba discussed featured stories on the 2024 Commencement Ceremony, the Zoo Program Ribbon Cutting, April and May celebrations for student achievements, 60<sup>th</sup> Anniversary of the College celebrations, recruitment events, student success, student engagement activities, community outreach in Atlantic and Cape May counties, athletics, and the *Cape May County BizHub* presentations to our local community.
- Krista McConnell, Director of the Cape May County Campus and Community Outreach, presented an updated on the Cape May County Campus.

## III. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

- None noted.

## IV. EXECUTIVE SESSION

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

## V. CONSENT RESOLUTIONS

- McAlister read the following consent resolutions.

**Res. #101** Regular Session Minutes (April 23, 2024).

**Res. #102**

### Personnel Actions

*Approve: Appointments:* **Connor McHugh**, appointed to the position of College Recruiter effective May 27, 2024 at an annual salary of \$50,217; **Laci Torriero**, appointed to the position of Confidential Assistant, Office of the President effective May 22, 2024 at an annual salary of \$45,000; **John Stratton**, appointed to the position of Science Department Chair effective June 1, 2024 at an annual salary of \$87,464; **Renee Patterson**, appointed to the position of Student Navigator (temp) effective May 22, 2024 at an annual salary of \$50,217.

**Res. #102B**

### Retirement of Dr. Loretta Grisi-Dicker

To acknowledge the retirement of **Dr. Loretta Grisi-Dicker**, Assistant Professor, Computer Information Systems (CISM), effective June 30, 2024.

**Res. #104A**

**Termination of the Sociology Option in Liberal Arts, A.A**

To approve the termination of the Sociology Option in Liberal Arts, A.A., effective, Fall 2024.

**Res. #104B**

**Termination of the Web Design Professional Series Program**

To approve the termination of the Web Design Professional Series program, effective, Fall 2024.

**Res.#105**

**Award of Bids**

| <b>Number</b>                     | <b>Item and Vendor Information</b>   | <b>Amount</b>       |
|-----------------------------------|--|---------------------|
| Bid Exempt 1069<br><b>REVISED</b> | Process Mapping, Equity Training, and Annual Network Benefits<br>(Institutional Effectiveness)<br><br>Some College No Degree ( <b>Grant Funded; \$20,000</b> )<br>Perkins ( <b>Grant Funded; \$3,800</b> )<br>Institutional Funds (\$9,500)<br><br>Achieving the Dream<br>Silver Springs, Maryland | \$74,300.00         |
| Bid Exempt 1114                   | Maintenance and Testing of Fire Alarm Systems, 3-Year<br>Agreement<br>Institutional Funds<br><br>Johnson Controls Fire Protection, LP<br>Horsham, PA   | \$189,000.00        |
| Bid Exempt 1115                   | Leadership Professional Development Program<br>Institutional Funds<br><br>The Chair Academy<br>Meza, Arizona   | \$20,000.00         |
| Bid Exempt 1116                   | Computer Replacements – Worthington Atlantic City and Cape<br>May County Campuses<br>Technology Reserve Fund<br><br>Ocean Computer Group<br>Matawan, New Jersey  | \$76,683.00         |
| Quote 2252                        | Fence Repair – Worthington Atlantic City Campus<br>R & R Funds<br><br>Accent Fence<br>Egg Harbor City, New Jersey  | \$26,800.00         |
| <b>Total:</b>                     |  | <b>\$386,783.00</b> |

**Res. #106****Authorizing a Legal Services Contract with Cooper Levenson**

To approve the authorization for a 12-month legal services contract with Mr. William S. Donio, Esq. of Cooper Levenson, Attorneys at Law.

**Res. #107****Authorizing of a Contract with Smokeology**

To approve a contract with Smokeology to provide food services to support student food vouchers and catering for college meetings and functions at the Cape May County Campus.

**Res. #108****Strengthening Career and Technical Education for the 21st Century Act (Perkins V)**

To approve the application and acceptance of the Strengthening Career and Technical Education for the 21st Century Act funds for an amount equal to Atlantic Cape's allocation as determined by the State of New Jersey Department of Education for the fiscal year ending June 30, 2025.

**Res.#110** Executive Session.

- Trustee Torres motioned to approve the Consent Resolutions; Trustee Nguyen seconded. Motion carried.

**VI. BUDGET REPORT**

- Trustee Dawson reported under Resolution #103 – Regular Resolutions.

**VII. REGULAR RESOLUTIONS****Res.#103** FY24 Financial Statement for ten months ended April 30, 2024.

- Trustee Dawson stated the following:
  - As of April 30, 2024, the College has earned 96.8% of budgeted revenues and expended 82.7% of budgeted expenditures. FY24 credit hour enrollments totaling 89,387 are -4.55% below the budgeted credits, or 4,261 credits under budget.
  - The cumulative Fiscal Year 2024 credit tuition and fee shortfalls totals \$954 thousand (excluding Aviation and Radiology fees).
  - Expenses are tracking at 3.7% higher than last year, versus a budgeted increase of 6.6%. There have been savings in full-time positions from retirements and other separations. Management projects that the College will end the fiscal year below the \$1.7 budgeted fund balance.
- Trustee Money motioned to approve Resolution #103; Trustee Castillo seconded. Motion carried.

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

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

**IX. FOUNDATION REPORT**

- Trustee Nguyen stated the following:
  - No report.

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

- Dr. Gaba reported that the NJCCC continues to advocate for the restoration of \$20 million to the community college sector in the Governor’s Budget for the coming year.
- Dr. Gaba advised the NJCCC is holding a Summit in Atlantic City from June 11<sup>th</sup> to June 13<sup>th</sup> and Trustee Sandson is presenting at the Summit on the Judiciary Opportunities for Success, JOBS Program.
- Trustee Sandson provided more information on his presentation and the JOBS program and its initiatives.

**XI. OTHER BUSINESS**

- Chairperson Byrne thanked Trustee Money for leading the President’s Evaluation Committee (PEC) this year, which also consists of Trustee Castillo, Trustee Dawson, and Trustee Parker. The President’s Evaluation Assessment form will be coordinated by ACCT.
- Trustee Money advised all board members to fill out the online evaluation that will be sent to the board members shortly.

**XII. COMMENTS FROM THE PUBLIC**

- Caesar Niglio, President of the ACCCEA, reported that the Association handed out water at graduation for all guests and participated in the student and College celebrations throughout the month of May. The Association donated any left-over snacks from the events to the Food Pantry.
- Caesar also advised the Association has sponsored two scholarships for the upcoming year, both worth \$2,000, for a total of \$4,000.

**XIII. ADJOURNMENT**

- At 7:10 PM, Trustee Clemans motioned to adjourn the meeting; Trustee Money seconded.
- Motion carried.