

## 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 June 5, 2023, advance written notice of the June 27, 2023 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
- ✓ Dave Coskey
- ✓ Dr. Thomas Dawson
- X Dr. Judith DeStefano
- ✓ Ambrose Gray
- ✓ Monica Kyle
- ✓ Daniel Money
- ✓ Donald J. Parker (phone)
- ✓ Dr. Robert Previti
- ✓ Mark Sandson
- ✓ Maria Ivette Torres
- ✓ Julia Train
- ✓ Leslie White-Coursey

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

- ✓ Will Donio, Esq., Board Solicitor

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

- ✓ Dr. Barbara Gaba, President
- ✓ Laura Batchelor, Chief Marketing 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
- ✓ Dominic Sambucci, Chief Business Officer
- ✓ Gracellen Thorstensen, Executive Assistant, Office of the President/Board of Trustee Operations and Advancement

***Public in Attendance:***

- ✓ Bonnie Lindaw, Chief Financial Officer, County of Atlantic
- ✓ Hailie Nguyen, Atlantic Cape Alumna
- ✓ Todd Reitzel, Controller, County of Atlantic

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

- ✓ Robyn Berenato, Assistant Registrar
- ✓ Bryant Brown, Maintenance Mechanic II
- ✓ Caesar Niglio, Enterprise Architect, ACCCEA President
- ✓ Chris Mularz, Advancement Officer
- ✓ Michelle Perkins, Director, Instructional Technology
- ✓ Heather Peterson, Registrar
- ✓ Effie Russell, Professor of English
- ✓ David Zuba, Public Relations Manager and Copywriter

**IV. CALL TO ORDER**

- Chairperson Byrne called the meeting to order at 6:00PM on June 27, 2023 at the Mays Landing Campus.

**V. PRESIDENT’S REPORT**

- Dr. Gaba discussed construction of the One-Stop Welcome Center, high school and university partnerships, the Judiciary’s Opportunities for Building Success (JOBS) Program, grants awarded, community partnerships, community outreach, faculty and staff engagement and accomplishments, and a student success story.
- Chris Mularz, Advancement Officer, presented on the “Impact of the Atlantic Cape Foundation”.

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

- Effie Russell, Professor of English, offered that if any Trustees had questions on Resolution #96 Revised, she would be happy to speak about the process, and noted that the majority of the faculty supported the resolution.

**VII. EXECUTIVE SESSION**

- At 6:36PM, Chairperson Byrne motioned to go into Executive Session to discuss personnel, litigation, anticipated contracts and matters of attorney-client privilege. Trustee Money seconded. Motion carried.

*Secretary’s note: the Board returned to public session at 8:04PM.*

**VIII. CONSENT RESOLUTIONS**

- McAlister read the following consent resolutions.

**Res. #116** Regular Session Minutes (May 23, 2023)

**Res. #118**

**Personnel Actions**

*Appointments:* **Jill Agosto**, appointed to the position of Assistant Professor, Nursing, effective August 28, 2023 at an annual salary of \$60,978; **Robyn Berenato**, appointed to the position of Registrar, effective July 1, 2023, at an annual salary of \$80,154; **Nina Brannigan**, appointed to the position of Department Chair, Practical Nursing, effective August 28, 2023, at an annual salary of \$60,978; **Dr. Christopher Carbone**, appointed to the position of Assistant Professor, Biology, effective August 28, 2023 at an annual salary of \$60,978; **Kristi Collemacine**, appointed to the position of Assistant Director, Cape May County Campus Student Affairs, effective July 1, 2023, at an annual salary of \$70,681; **Darla Crompton**, appointed to the position of Manager, Science Laboratories, effective June 28, 2023, at an annual salary of \$50,217; **Megan DeFalco**, appointed to the position of Manager, Workforce Development Operations effective July 5, 2023 at an annual salary of \$50,217; **Noelle Gaetano**, appointed to the position of Assistant Professor, Nursing, effective August 28, 2023 at an annual salary of \$60,978; **Lisa Givens**, appointed to the position of Assistant Director, Student Engagement, effective July 1, 2023, at an annual salary of \$67,638; **Dr. Raymond Keller**, appointed to the position of Assistant Professor, Science, effective August 28, 2023 at an annual salary of \$60,978; **Ysaías Paul Martínez Mateo**, appointed to the position of ITS Technician, effective June 28, 2023, at an annual salary of \$33,160; **Anthony Stanfield**, appointed to the position of Security Officer, effective July 15, 2023 at an annual salary of \$33,989; **Ashley Sullivan**, appointed to the position of Assistant Professor, Human Services, effective August 28, 2023 at an annual salary of \$60,978; **Michele Togashi**, appointed to the position of Assistant Professor, Business and Esports / Gaming, effective August 28, 2023 at an annual salary of \$60,978. **April Wolff**, appointed to the position of Assistant Director, Infrastructure Systems, effective July 1, 2023, at an annual salary of \$70,681.

*Resignation:* **Julie Schmedding**, Office Coordinator, Student Success/EOF effective May 25, 2023.

**Res. #96 Rev.**

**Technological Competency General Education Requirement**

Allowance of programs to define and determine technological competency in specific degree programs, and elimination of Introduction to Computers (or its equivalents) as a graduation requirement.

**Res. #125**

**Termination of the Business Paraprofessional Management Certificate**

Termination of the Business Paraprofessional Management Certificate program effective Fall 2023.

**Res. #119**

**Award of Bids**

Number	Item and Vendor Information	Amount
Bid Exempt 1037	Student Mental Health Services, 3-Year Contract  Mental Health in Higher Education: Community Provider Partnerships and Professional Development Grant <b>(Grant Funded)</b>	\$180,000.00

Dr. Stephanie E. Snead Poellnitz, MD  
Mays Landing, NJ

Bid Exempt 1038	License for Rapid Recovery for VMWare, 3-Year Contract  DLT Solutions, Inc. Herndon, VA	\$26,460.00
Bid Exempt 1039	Live Chatbot for Atlantic Cape Website  Community College Opportunity Grant (CCOG) Student Success Initiative <b>(Grant Funded)</b>  IVY.ai, Inc. Boulder, CO	\$35,443.00
Bid Exempt 1041	Postage Meter, 5-year Contract  Pitney Bowes Riverside, NJ	\$52,011.60
Bid Exempt 1042	Room Dividers for Wind Training Center  New Jersey Offshore Wind Training Challenge Grant <b>(Grant Funded)</b>  Krueger International Green Bay, WI	\$27,000.00 (not to exceed)
Bid Exempt 1043	Zoom License  Zoom Video Communications Inc. San Jose, CA	\$18,805.50
Bid Exempt 1044	Xerox for Print Shop, 5-Year Lease  Xerox Corporation Mt. Laurel, NJ	\$114,699.60
Bid Exempt 1045	Room Scheduling Software (25Live)  CollegeNet, Inc. Portland, OR	\$29,906.68
Bid Exempt 1046	New Jersey Council of County Colleges Dues Assessment  New Jersey Council of County Colleges Trenton, NJ	\$51,747.00
Bid Exempt 1047	ATI Nursing Education Program  Strengthening Career and Technical Education for the 21st Century - Perkins <b>(Grant Funded)</b>  Assessment Technologies Institute, LLC Leawood, KS	\$130,000.00

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Bid Exempt 1048	VMWare Support	\$24,469.12
	New Jersey Edge Carahsoft Technology Corporation Reston, VA	
Bid Exempt 1049	ATI Launch (Nursing Academic Readiness Product)	\$27,500.00
	Assessment Technologies Institute, LLC Leawood, KS	
RFP 222	Design of Baseball Field Structures on the Mays Landing Campus	\$22,500.00 (not to exceed)
	Spiezle Architectural Group, Inc. Hamilton, NJ	
RFP 261	Auditing Services	\$39,500.00 (not to exceed)
	Ford, Scott & Associates LLC Ocean City, NJ	
RFP 262	Media Buying Services	\$350,000.00 (not to exceed)
	Opportunity Meets Innovation Challenge Grant (OMIC); Community College Opportunity Grant (CCOG) Student Success Initiative ( <b>Partially Grant Funded</b> )	
	JL Media Union, NJ	
		Total: \$1,130,042.50

**Res. 108 Rev.****Award of Bids**

<b>Number</b>	<b>Item and Vendor Information</b>	<b>Amount</b>
Bid Exempt 975	Lease of Cessna 172SP and a Cessna 172R for Academic Instruction (3-month extension)	\$7,200.00 (Minimum)
	Christiansen Aviation, Inc. Tulsa, Oklahoma	
Bid Exempt 976	Lease of Cessna 172SP for Academic Instruction (2- month extension)	\$6,400.00 (Minimum)
	Christiansen Aviation, Inc. Tulsa, Oklahoma	
		Total \$13,600.00 (minimum)

**Res. #120****Resolution Authorizing the Award of a Contract for New Jersey Community College Worker's Compensation Insurance Pool**

Remit the assessment of \$166,000 to the New Jersey Community College Insurance Pool for the New Jersey Community College Insurance Pool Worker's Compensation Fund.

**Res. #121****Resolution Authorizing the Award of a Contract for Insurance**

Award of contract with CBIZ-Borden Perlman for insurance with a premium of \$578,566.

**Res. #122****Resolution Authorizing the Award of a Contract to Elmer Schultz Services, Philadelphia, PA**

A contract with Elmer Schultz Services for commercial appliance repairs for classrooms and cafeterias.

**Res. #123****Resolution Authorizing the Award of a Contract for Ascent Aviation (formerly Herlihy Helicopter) ("Ascent") Medford, NJ**

A contract with Ascent Aviation for helicopter rental for Aviation department instruction.

**Res. #132****Resolution Authorizing the Award of a Contract for Epic Aviation, Salem, OR**

A contract with Epic Aviation, Inc. for fuel for CESSNA aircrafts used for Aviation department instruction.

**Res. #133****Resolution Authorizing the Award of a Contract for Big Sky Aviation, Millville, NJ**

A contract with Big Sky Aviation for repairs to CESSNA aircrafts used for Aviation department instruction.

**Res. #126****Educational Opportunity Fund (EOF)**

Submission of a budget to, and acceptance of a contract from, the State of New Jersey, Office of the Secretary of Higher Education FY24 Educational Opportunity Fund Article IV – Academic Year Support, with preliminary funding of \$260,786 to be awarded over the term of July 1, 2023 through June 30, 2024.

**Res. #127****State of New Jersey Labor and Workforce Development's Workforce Innovation and Opportunity Act (WIOA) Title II Grant**

Continuation with the third year of the four year awarded grant from State of New Jersey Department of Labor and Workforce Development's Workforce Innovation and Opportunity Act (WIOA) Title II, Adult Education and Family Literacy – Consolidated Adult Basic Skills (ABS) and Integrated English Literacy and Civics Education (IELCE) Grant Programs; and acceptance of a total grant of \$744,601, with Atlantic

County services (through Atlantic Cape) receiving \$519,286, Cape May County services (through Cape May County Technical School District) receiving \$190,315, and Atlantic County-Cape May County services (through Literacy New Jersey, Inc.) receiving \$35,000, over the term of July 1, 2023 – June 30, 2024.

**Res. #128**

**Improving Economic Mobility for Adult Learners Initiative Through Achieving the Dream (ATD) and Jobs for the Future (JFF)**

Acceptance of \$50,000 from the *Improving Economic Mobility for Adult Learners Initiative* as a partner with the New Jersey Council of County Colleges (NJCCC).

**Res. #129**

**TOEFL English-language Researcher/Practitioner Grant Program**

Application, and, if awarded, acceptance of up to \$10,000 from ETS for the TOEFL English-language Researcher/Practitioner Grant Program.

**Res. #130**

**Atlantic County Workforce Development Board**

**Work First New Jersey (WFNJ) Program**

Application and, if awarded, acceptance of an allocation of \$560,792.00 from the Atlantic County Workforce Development Board for a workforce training program titled “Foundations for Success” over a term of one year.

**Res. #131**

**Center for First-generation Student Success/Council for Opportunity in Education (COE) First Generation College Celebration (FGCC) Grant**

Application and, if awarded, acceptance of up to \$1,000 from the Center for First-generation Student Success and the Council for Opportunity in Education (COE) for the First-Generation College Celebration Grant Program.

**Res. #135 Executive Session**

- Trustee Coskey motioned to approve the Consent Resolutions; Trustee Castillo seconded; Trustee Dawson abstained from Resolution #116; Trustee White-Coursey abstained from Resolutions #119 and #126. Motion carried.

**IX. BUDGET REPORT**

- Trustee Previti reported under Resolution #117 – Regular Resolutions.

**X. REGULAR RESOLUTIONS**

**Res. #117 FY23 Financial Statement for eleven months ended May 31, 2023.**

- Trustee Previti stated the following:

- As of May 31, 2023, the College has earned 96.4% of budgeted revenues and expended 92.0% of budgeted expenditures. Fiscal Year 2023 credit enrollment is up 1% from the prior year, and down 2% from budget (the budget was based on a 3% increase). Tuition revenue for the fiscal year is below budget by \$350,000. However, State operating appropriations and interest income are tracking above the budget.
  - Expenses are tracking higher than last year, mainly due to healthcare, pension and public safety costs. Management projects that the College will use most of the approved budgeted fund balance and remain within the FY23 budgeted margin.
- Trustee Money motioned to approve Resolution #117; Trustee Torres seconded. Motion carried.

**Res. #119A**

**Award of Bids**

<b>Number</b>	<b>Item and Vendor Information</b>	<b>Amount</b>
Bid 1862 B Revised	Mays Landing Campus Pumping Station Improvements (Purchase of Pump)	\$193,800.00
	<b>Chapter 12 Funded</b>	
	Gayle Corporation Malvern, PA	
		Total \$193,800.00

- Trustee Previti noted that this resolution will change the vendor for the purchase of the pump for the pumping station to the manufacturer, Gayle Corporation.
- Trustee Sandson motioned to approve Resolution #119A; Trustee Torres seconded. Motion carried.

**Res. #134**

**Dr. Barbara Gaba Employment Contract Renewal**

A contract of employment with Dr. Barbara Gaba from July 1, 2023 to June 30, 2026.

- Trustee Coskey motioned to approve Resolution #134; Trustee Castillo seconded.
- McAlister conducted a roll call vote:
- |                           |                                  |
|---------------------------|----------------------------------|
| ○ Ellen Byrne - yes       | ○ Daniel Money - yes             |
| ○ Flora Castillo - yes    | ○ Donald J. Parker - yes         |
| ○ Christina Clemans - yes | ○ Dr. Robert Previti - yes       |
| ○ Dave Coskey - yes       | ○ Mark Sandson - yes             |
| ○ Dr. Thomas Dawson - yes | ○ Maria Ivette Torres - yes      |
| ○ Ambrose Gray - yes      | ○ Julia Train - yes              |
| ○ Monica Kyle - abstain   | ○ Leslie White-Coursey - abstain |
- Motion carried.



**Res. #124****Recognition of Julia Train, Alumni Trustee**

Recognition of Trustee Julia Train for her service to the Board of Trustees, the Atlantic Cape Foundation Board, and the students of Atlantic Cape.

- Trustee Previti read the resolution in its entirety.
- Trustee Torres motioned to approve Resolution #124; Trustee Clemans seconded. Motion carried.

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

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

**XII. FOUNDATION REPORT**

- There was no report from the Atlantic Cape Foundation.

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

- Dr. Gaba reported the following:
  - The NJCCC has approved the Chapter 12 allocations for FY 24. Atlantic Cape Community College has been approved for \$3,882,899. The total community college allocation was \$69,633,537.

**XIV. OTHER BUSINESS**

- No other business noted.

**XV. COMMENTS FROM THE PUBLIC**

- Mr. Caesar Niglio congratulated Ms. Robyn Berenato on her appointment to Registrar, noting that she's worked very hard to get where she is.

**XVI. ADJOURNMENT**

- At 8:15PM, Chairperson Byrne called for a motion to adjourn. Trustee Torres motioned; Trustee Castillo seconded. Motion carried.