

## 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 September 3, 2024, advance written notice of the September 24, 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
- ✓ Haniyah Bey
- ✓ Flora Castillo (phone)
- ✓ Christina Clemans
- X Dave Coskey
- ✓ Dr. Thomas Dawson
- ✓ Dr. Judith DeStefano
- ✓ Ambrose Gray
- ✓ Monica Kyle
- ✓ Daniel Money
- ✓ Donald J. Parker
- ✓ Mark Sandson
- ✓ Maria Ivette Torres (phone; arrived 6:13pm)
- ✓ Brigitte White
- ✓ Leslie White-Coursey

### **Legal Counsel:**

- X Will Donio, Esq.
- ✓ Kasi Gifford, Esq.

### **Public in Attendance:**

- ✓ Bonnie Lindaw, Atlantic County Treasurer
- ✓ Commissioner Melanie Collette, Cape May County Commissioners

### **College Personnel:**

- ✓ Dr. Barbara Gaba, President
- X 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

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

- ✓ Chris Mularz, Advancement Officer/Associate Director, Foundation
- ✓ Rosemary Reidy, Executive Assistant, Office of the President
- ✓ Chris Stenger, Director, Cape May County BizHub
- ✓ Chris Vallese, Technical Solutions Engineer
- ✓ David Zuba, Public Relations Manager and Copywriter

#### IV. CALL TO ORDER

- Chairperson Byrne called the meeting to order at 6:00PM on September 24, 2024 at the Cape May County Campus.

#### V. President's Report

- Before proceeding to the President's Report, Chairperson Byrne congratulated Trustee Clemans who was honored for her long-time support of the arts and sciences in Cape May County at *The da Vinci Gala* on September 14 at the Cape May Point Science Center.
- Chairperson Byrne recognized Trustee Sandson who appeared in an online article about his involvement in establishing an essential social service program and reducing recidivism among court defendants at the Central Municipal Court of Atlantic County and for the success of this initiative.
- Chairperson Byrne congratulated Dr. Gaba who was honored by the Atlantic City Community Fund, at its annual reception, for establishing the Non-Profit Resource Center at Atlantic Cape's Worthington Atlantic City Campus on September 12 at Hard Rock Casino.
- Chairperson Byrne asked Dr. Gaba to proceed to the President's Report.
- Dr. Gaba discussed featured stories on community partners, the Inlet Community Development Corporation (CDC), Hispanic Heritage Month, recruitment events, student success, student engagement activities, community outreach in Atlantic and Cape May counties, the Cape May County bizHub, athletics, faculty and staff spotlights, and technology updates.
- Christopher Stenger, Director of the Cape May County bizHub, presented on "Cape May County bizHub".

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

- None noted.

#### VII. CONSENT RESOLUTIONS

- McAlister read the following consent resolutions.

**Res. #20** Regular Session Minutes (August 20, 2024).

**Res. #22**

##### Personnel Actions

*Approve: Appointments:* **Devin Brathwaite**, appointed to the position of Security Officer I, effective September 25, 2024 at an annual salary of \$34,839; **Jaime Lepore**, appointed to the position of Security Officer I, effective September 30, 2024 at an annual salary of \$34,839; **Hayden McCullough**, appointed to the position of ITS Technician, effective September 25, 2024 at an annual salary of \$34,839; **Lauren Pavlis**, appointed to the position of Senior Clerk, Perishable Storeroom, effective October 1, 2024 at an annual salary of \$34,839; **Alyssa Vitiello**, appointed to the position of Science Laboratory Assistant, effective September 25, 2024 at an annual salary of \$34,839.

*Reclassifications:* **Deena Happersett**, from Graphic Designer to Graphic Design Manager effective September 25, 2024 at an annual salary of \$52,759.

**Res. #22A**

**Policy Eliminations**

- Policy No. 810 *Tenure*
- Policy No. 836 *Parking*
- Policy No. 850 *Security*
- Policy No. 854 *Social Security*

To approve the elimination of the following policies which are duplicated elsewhere: Policy No. 810 *Tenure*, Policy No. 836 *Parking*, Policy No. 850 *Security*; and Policy No. 854 *Social Security* which is a federal law.

**Res. #22B-Revised**

**Policy Updates**

- Policy No. 104 *Curriculum*
- Policy No. 109 *Degree Program Review Process*

To approve the revisions to Policy No. 104 *Curriculum* and Policy No. 109 *Degree Program Review Process*.

**Res. #23**

**Award of Bids**

<b>Number</b>	<b>Item and Vendor Information</b>	<b>Amount</b>
Bid Exempt 1141	Uniforms and Classroom Supplies for Workforce Development Programs Institutional Funds	\$35,000.00 (Not to Exceed)
	Action Uniforms Pleasantville, New Jersey	
Bid Exempt 1146	Training Services Institutional Funds	\$35,000.00 (Not to Exceed)
	Bult & Associates, LLC Galloway, New Jersey	
Bid Exempt 1147	Online Access to ESL Curriculum Institutional Funds and Consolidated Adult Basic Skills (ABS) and Integrated English Literacy <b>(Grant Funded)</b>	\$90,000.00 (Not to Exceed)
	Burlington English Inc Boca Raton, Florida	

Number	Item and Vendor Information	Amount
Bid Exempt 1148	One-Stop Atlantic City Campus <b>Chapter 12 Funds</b>	\$204,300.00
	Spiezle Architectural Group, Inc. Hamilton, New Jersey	
Bid Exempt 1149	Adult Basic Education Consolidated Adult Basic Skills (ABS) and Integrated English Literacy ( <b>Grant Funded</b> )	\$275,000.00 (Not to Exceed)
	Cape May County Technical School District Cape May, New Jersey	
Bid Exempt 1150	Commercial Driver's License Training Program Institutional Funds	\$65,000.00 (Not to Exceed)
	Ernest Trans School of Trucking LLC Atlantic City, New Jersey	
Bid Exempt 1151	Advanced Cardiac Life Support Training and Pediatric Advanced Life Support Classes for Paramedic Science Program Institutional Funds	\$60,000.00 (Not to Exceed)
	Inspira Health Systems Bridgeton, New Jersey	
Bid Exempt 1152	Advanced Cardiac Life Support Training and Pediatric Advanced Life Support Classes for Paramedic Science Program Institutional Funds	\$60,000.00 (Not to Exceed)
	Life Support Training Center Egg Harbor Township, New Jersey	
Bid Exempt 1153	Adult Basic Education Consolidated Adult Basic Skills (ABS) and Integrated English Literacy ( <b>Grant Funded</b> )	\$80,000.00 (Not to Exceed)
	Literacy Volunteers Association of Cape-Atlantic, Inc. Edison, New Jersey	
Bid Exempt 1154	Textbook and Classroom Materials for Workforce Solutions Institutional Funds	\$25,000.00 (Not to Exceed)
	Logical Operations, Inc Rochester, New York	

Number	Item and Vendor Information	Amount
Bid Exempt 1155	Workforce Development Training Services Institutional Funds	\$22,000.00 (Not to Exceed)
	Michelle D. Mooney Galloway, New Jersey	
Bid Exempt 1156	Emergency Medical Technician (EMT) Training Program Institutional Funds	\$150,000.00 (Not to Exceed)
	Mutual Aid Absecon, New Jersey	
Bid Exempt 1157	Training Programs for Medical Assistant and Phlebotomy Institutional Funds	\$55,000.00 (Not to Exceed)
	National Healthcare Association Chicago, Illinois	
Bid Exempt 1158	Computer Equipment for Students and Staff Consolidated Adult Basic Skills (ABS) and Integrated English Literacy <b>(Grant Funded)</b>	\$60,000.00 (Not to Exceed)
	Ocean Computer Matawan, New Jersey	
Bid Exempt 1159	Textbooks for Students and Instructors Consolidated Adult Basic Skills (ABS) and Integrated English Literacy <b>(Grant Funded)</b>	\$25,000.00 (Not to Exceed)
	Oxford University Press Cary, North Carolina	
Bid Exempt 1160	Professional Services for Wind Training Center Institutional Funds	\$25,000.00 (Not to Exceed)
	Drilling Systems (USA) Inc. Houston, Texas	
Bid Exempt 1161	Athletic Van Foundation, R&R and Institutional Funds	\$68,000.00
	All-American Ford of Paramus Paramus, New Jersey	
Bid Exempt 1162	J Building Air Flow and Quality Design <b>Chapter 12 Funds</b>	\$75,000.00 (Not to Exceed)

Number	Item and Vendor Information	Amount
	Remington and Vernick Egg Harbor Township, New Jersey	
		<b>Total:</b> \$1,409,300.00

**Res. #29**

**Resolution Authorizing the Award of a Contract for Professional Services:  
Atlantic County Improvement Authority  
Egg Harbor Township, NJ**

To approve the authorization of a contract with the Atlantic County Improvement Authority (ACIA) for redevelopment services for the Inlet Community Development Corporation to carry out projects to revitalize the Inlet neighborhood of Atlantic City in an amount not to exceed \$430,000.00 to February 28, 2026, funded through the 2024 Neighborhood Revitalization Tax Credit program.

**Res. #30**

**Resolution Authorizing the Award of a Contract for Professional Services for  
General Home Beautification  
Pristine Properties GC LLC  
Manahawkin, New Jersey**

To approve the authorization of a contract with Pristine Properties GC LLC in the amount of \$30,000 for redevelopment services for the Inlet Community Development Corporation to carry out General Home Beautification to revitalize the Inlet neighborhood of Atlantic City.

**Res. #31**

**Resolution Authorizing the Award of a Contract for Food Services:  
US Foods  
Rosemont, Illinois**

To approve a contract with US Foods to provide culinary food items as needed for class instruction.

**Res. #32**

**Resolution Authorizing the Award of a Contract for Food Services:  
B.F. Mazzeo  
Northfield, NJ**

To approve a contract with B.F. Mazzeo to provide culinary food items as needed for class instruction.

**Res. #24**

**NJ Office of the Secretary of Higher Education (OSHE)  
Some College, No Degree Grant Program**

To approve application and, if awarded, accept up to \$75,000 from the New Jersey Office of the Secretary of Higher Education (OSHE) for the Some College, No Degree Grant Program.

**Res. #25****National Science Foundation (NSF)  
Advanced Technological Education (ATE) Grant Program**

To approve application and, if awarded, accept up to \$475,000 over three years from the National Science Foundation (NSF) for the Advanced Technological Education (ATE) Program.

**Res. #26****Neighborhood Revitalization Tax Credit (NRTC) Program FY2025**

To approve application and, if awarded, accept up to \$1,000,000 to carry out a project to implement the Inlet Neighborhood Plan, of which up to 50% to be funded by the New Jersey Department of Community Affairs and 50% to be funded by private partnerships.

**Res. #27****National Endowment for the Humanities (NEH)  
Spotlight on Humanities in Higher Education Grant**

To approve application and, if awarded, accept up to \$60,000 over two years from the National Endowment for the Humanities (NEH) for the Spotlight on Humanities in Higher Education grant program.

**Res. #28****Educational Opportunity Fund (EOF) Winter Session Funding**

To approve application and, if awarded, accept \$30,000 from the State of New Jersey, Office of the Secretary of Higher Education (OSHE) for Educational Opportunity Fund (EOF) Winter Session Funding.

**Res. #34****Community College Opportunity Grant (CCOG) Student Success Initiative Funding**

To approve the acceptance of an allocation of \$255,444 from the New Jersey Office of the Secretary of Higher Education (OSHE) for the Community College Opportunity Grant (CCOG) Student Success Initiative, with a grant term of July 1, 2024 – June 30, 2025.

**Res. #35 Executive Session.**

- Trustee Money motioned to approve the Consent Resolutions; Trustee Parker seconded; Trustee DeStefano and Trustee White- Coursey abstained from Resolution #24, Resolution #28, Resolution #34; Trustee White-Coursey also abstained from Resolution #20. Motion carried.

**VIII. BUDGET REPORT**

- Trustee Parker reported under Resolution #2 and Resolution #21 – Regular Resolutions.

**IX. REGULAR RESOLUTIONS****Res. #2 FY24 Draft Financial Statement for twelve months ended June 30, 2024 as of September 9, 2024.**

- Trustee Parker stated the following:
  - As of this draft, the College has achieved 102.8% of its budgeted revenues and expended 99.2% of its budgeted expenditures. Year-end adjustments need to be finalized.

1. The PERS (pension) and SUI (unemployment) reserves, which require employer billings from the State before finalization;
  2. Grant close-outs; and
  3. the completion of encumbrances and accruals.
- Management projects that the College will draw significantly less from the fund balance than originally budgeted for FY24. The final net margin will be determined once the fiscal year closing and audit are complete.
  - The auditors were onsite for the FY24 Enrollment Audit. The last step in the agreed upon procedures is mailing student confirmation letters which will be done this week. The enrollment report is due to the State by November 1<sup>st</sup>.
- Trustee Money motioned to approve Resolution #2; Trustee Dawson seconded. Motion carried.

**Res. #21** FY25 Financial Statement for two months ended August 31, 2024.

- Trustee Parker stated the following:
- As of August 31, 2024, the College has earned 14.1% of budgeted revenues and expended 21.5% of budgeted expenditures.
  - FY25 Summer enrollment is 7.3% above the budgeted goal. Summer tuition and fee revenue is \$147,845 above budget.
  - Expenses plus encumbrances are tracking the same as this time last year. Salaries and benefits are tracking 2.3% higher than the prior year which is reasonable compared with FY25 negotiated salary increases of 3%.
  - This August Board Report reflects the summer term only as the fall term did not begin until September. Fall will be included in next month's report.
- Trustee Parker motioned to approve Resolution #21; Trustee White seconded. Motion carried.

**Res. #33 Approve:** the extension of agreements with TD Bank for the primary accounts and with OceanFirst Bank for credit card, federal funds, flexible spending and secondary operating accounts.

- Trustee Kyle motioned to approve Resolution #33; Trustee Dawson seconded. Motion carried.

## **X. COMMITTEE REPORTS**

### **PERSONNEL AND BOARD DEVELOPMENT**

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

## **XI. FOUNDATION REPORT**

- Trustee Bey stated the following:
- The Foundation raised \$40,000 for the athletics' van thanks to the generous investment in students by the Powell Family Foundation.
  - The Foundation raised \$250,000 from the Doherty Family Charitable Trust specifically for scholarships for Cape May County residents attending Atlantic Cape in credit and workforce development programs.
  - Trustee Christina Clemans will be honored at the Women of Wonder event. This event is sponsored by the Cape May Women's Commission and managed by the Atlantic Cape Foundation. Proceeds are for Atlantic Cape scholarships. The event is November 14 at the Flanders Hotel in Ocean City.
  - The annual "Scramble FORE Scholarships" event is October 4 at Cape May National.



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

- No report.

**XIII. OTHER BUSINESS**

- Chairperson Byrne advised that the Board Retreat is confirmed for Saturday, November 16 from 8:30am-2:30pm at the Mays Landing Campus. Dr. Charlene Dukes, a consultant with the Association of Community College Trustees (ACCT), will facilitate the Retreat.

**XIV. COMMENTS FROM THE PUBLIC**

- Commissioner Collette inquired about prior Board Resolutions and where to find them.
- McAlister advised prior Board Resolutions can be found on the College's website.

**XV. EXECUTIVE SESSION**

- At 6:37PM, Chairperson Byrne called for a motion to go into Executive Session to discuss personnel, litigation, anticipated contracts and matters of attorney-client privilege. Trustee Money motioned; Trustee Clemans seconded. Motion carried.

**XVI. ADJOURNMENT**

- At 7:00 PM, Trustee Parker motioned to adjourn the meeting; Trustee Sandson seconded.
- Motion carried.