

Atlantic Cape Community College  
Board of Trustees  
Reorganization Meeting Minutes  
November 28, 2023

**I. Call to order by Chairperson**

- Vice Chairperson Byrne (presiding) called the annual Reorganization Meeting of the Board of Trustees of Atlantic Cape Community College to order on November 28, 2023 at 6:04PM.

**II. Statement by Secretary confirming adequate notice of meeting**

- McAlister read the statement of adequate notice:
  - o 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:
  - o On October 30, 2023, advance written notice of the November 28, 2023 reorganization and 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 10, 2022 and the Cape May County Herald on December 14, 2022.

**III. Roll Call**

- McAlister provided a roll call for board members and marked others in attendance.

***Board Members:***

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

***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

- ✓ Leslie White-Coursey

***Legal Counsel:***

- ✓ Carl Taylor, Esq. (for Will Donio, Esq.)

***Public in Attendance:***

- ✓ Bonnie Lindaw, Atlantic County Treasurer
- ✓ John McCall, guest of Maryann Flemming-McCall
- ✓ Friends of Angeliza Disla, Volleyball Athlete

***Students in Attendance:***

- ✓ Angeliza Disla, Women's Volleyball Athlete

- ✓ Rosemary Reidy, Confidential Assistant, Office of the President
- ✓ Dominic Sambucci, Chief Business Officer

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

- ✓ Judy DeSalvo, Office Assistant
- ✓ Maryann Flemming-McCall, Associate Professor, English
- ✓ Richard McHale, IT
- ✓ Chris Mularz, Advancement Officer/Associate Director, Foundation
- ✓ Caesar Niglio, Enterprise Architect, Info Tech Services, ACCCEA President
- ✓ Polly Thieler, Assistant Professor, Nursing
- ✓ Bo Zilovic, Associate Professor, CIS

#### **IV. Nominations for Chairperson**

- Chairperson Byrne thanked the Nominating Committee: Trustee Maria Ivette Torres, Chair; Trustee Castillo; Trustee Dave Coskey; and Trustee Thomas Dawson.
- Chairperson Byrne asked Trustee Torres to present the nominations for Chairperson.
- Trustee Torres stated that the Nominating Committee nominates Trustee Ellen Byrne for the position of Chairperson of the Board of Trustees.
- Trustee Torres asked if there were any nominations for Chairperson from the Floor. None noted.
  - a. Closing of Nominations
- Trustee Torres motioned to close nominations for Chairperson; Trustee Parker seconded; Trustee Byrne abstained.
- Motion carried.
  - b. Election of Chairperson
- Trustee Torres made a motion to approve Trustee Byrne as Chairperson; Trustee Money seconded; Trustee Byrne abstained.
- Motion carried.
  - c. Chair turned over to Chairperson by Chairperson pro-tempore
- Chairperson Byrne stated that it is her pleasure and honor to serve as the Chairperson of the Board of Trustees, and she looks forward to working with the Trustees, Dr. Gaba, and her team as we continue to move the institution forward.

## **V. Nominations for Vice Chairperson**

- Chairperson Byrne asked Trustee Torres to proceed with the nominations for Vice Chairperson.
- Trustee Torres stated that the Nominating Committee nominates Trustee Daniel Money, an Atlantic Cape alumnus, for the position of Vice Chairperson.
- Chairperson Byrne asked if there were any nominations for Vice Chairperson from the floor. None noted.
  - a. Closing of Nominations
- Chairperson Byrne motioned to close nominations for Vice Chairperson; Trustee Coskey seconded; Trustee Money abstained.
- Motion carried.
- b. Election of Vice Chairperson
- Trustee Torres motioned to approve Trustee Daniel Money as Vice Chairperson; Trustee Coskey seconded; Trustee Money abstained.
- Motion carried.

## **VI. Nominations for Treasurer**

- Chairperson Byrne asked Trustee Torres to proceed with the nominations for Treasurer.
- Trustee Torres stated that the Nominating Committee nominates Trustee Donald Parker for the position of Treasurer. Trustee Torres stated that Trustee Parker accepted the nomination on October 12, 2022.
- Chairperson Byrne asked if there were any nominations for Treasurer from the floor. None noted.
  - a. Closing of Nominations
- Chairperson Byrne motioned to close nominations for Treasurer; Trustee Coskey seconded; Trustee Parker abstained.
- Motion carried.
- b. Election of Treasurer
- Trustee Torres motioned to approve Trustee Parker as Treasurer; Trustee Coskey seconded.
- Motion carried.

## **VII. Appointment of Secretary of the Board**

- Trustee Torres motioned to reappoint Jean McAlister as Secretary of the Board of Trustees;

Trustee Nguyen seconded.

- Motion carried.
- Chairperson Byrne thanked the Nominating Committee for their work.

### **VIII. Adoption of Regular Meeting schedule**

- Chairperson Byrne requested adoption of the 2023-2024 meeting schedule as it appears in the packet.
- Trustee Coskey motioned for discussion on the 2023-2024 calendar. Trustee Coskey voiced to amend the 2023-2024 calendar to include one more Board Meeting at the Cape May Campus. The Board Secretary proposed the month of September 2024 to be in Cape May instead of Mays Landing; changing September 2024 to Cape May is agreed upon by the board members present.
- Trustee Parker motioned to approve the amend 2023-2024 calendar; Trustee Torres seconded.
- Motion carried.

### **IX. Resolution #46, Banking Depositories**

- Trustee Parker stated that this Resolution is the annual Designation of Banking Depositories/Funds Transfer Agreements presented at the Reorganization meeting and defines the officials authorized as signatories on college checks, the number of signatures required (2), and the dollar amount limits for those signatures. The Resolution also authorizes ACH transfers for payroll and accounts payable liabilities and funds transfer agreements by one of the listed signatories. There are no changes from the prior year.
- Trustee Parker motioned to approve Resolution #46; Trustee Money seconded.
- Motion carried.

### **X. Appointments/Recruitment for Standing Committees**

- Chairperson Byrne stated that she is in the process of reviewing the Committee requests and will advise committee assignments in December. She thanked the Trustees for their service on these committees.

### **XI. Annual Trustee Forms**

- Chairperson Byrne requested that the Board Members complete the annual Code of Ethics Pertaining to Conflicts of Interest for College Trustees disclosure form and return to the Board Secretary. The reorganization packet also contains the Eight Key Principles for Community College Trustees. 2024 Financial Disclosure Statements will require electronic filing in the near future.

## **XII. Adjournment**

- At 6:14PM, Trustee Castillo motioned to adjourn; Trustee Coskey seconded.
- Motion carried.