

## 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 8, 2023, advance written notice of the September 26, 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

- Chairperson Byrne introduced the Board’s new Trustee, Brigitte White, who was appointed by the Atlantic County Board of County Commissioners, replacing Dr. Robert Previti’s seat. Trustee White has attended the New Trustee Orientation through the college’s Board Office. Chairperson Byrne welcomed Trustee White to the Board. Trustee White spoke about her background in education.
- McAlister provided a roll call for Board members and marked others in attendance on the telephone.

### **Board Members:**

- ✓ Ellen Byrne
- ✓ Flora Castillo (phone; arrived in-person at 6:09PM)
- X Christina Clemans
- X Dave Coskey
- ✓ Dr. Thomas Dawson
- ✓ Dr. Judith DeStefano
- X Ambrose Gray
- ✓ Monica Kyle
- ✓ Daniel Money
- ✓ Hailie Nguyen
- ✓ Donald J. Parker (phone)
- X Mark Sandson
- X Maria Ivette Torres
- ✓ Brigitte White
- ✓ Leslie White-Coursey

### **Legal Counsel:**

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

### **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
- ✓ Rosemary Reidy, Confidential Assistant, Office of the President
- ✓ Dominic Sambucci, Chief Business Officer
- ✓ Gracellen Thorstensen, Executive Assistant, Office of the President/Board of Trustee Operations and Advancement

**Public in Attendance:**

- ✓ Bonnie Lindaw, Atlantic County Treasurer

**Faculty and Staff in Attendance:**

- ✓ Caesar Niglio, Enterprise Architect, ACCCEA President
- ✓ David Zuba, Public Relations Manager

**IV. CALL TO ORDER**

- Chairperson Byrne called the meeting to order at 6:00PM on September 26, 2023 at the Mays Landing Campus.

**V. PRESIDENT’S REPORT**

- Dr. Gaba discussed the Welcome Center Ribbon Cutting, student engagement activities, the BizHub Ribbon Cutting, the Chamber of Commerce of Southern New Jersey’s Legislative Breakfast, community outreach in Atlantic and Cape May counties, athletics, and faculty and staff accomplishments, and she shared a student success story.
- Laura Batchelor, Chief Marketing Officer, presented “Atlantic Cape Marketing Strategies”.
  - Following the presentation, the Atlantic Cape mobile app, marketing to parents of potential students, and marketing to people coming back to the workforce after retirement were discussed.

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

- None noted.

**VII. HONORARY RESOLUTION****Res. #19A****Retirement of Lenora Sheppard, Professor, Mathematics**

Retirement of **Lenora Sheppard** effective October 1, 2023.

- Trustee Money spoke about Professor Sheppard’s career at the college.
- Trustee Castillo motioned to approve Resolution #19A; Trustee Dawson seconded. Motion carried.

**VIII. CONSENT RESOLUTIONS**

- McAlister read the following consent resolutions.

**Res. #17** Regular Session Minutes (August 22, 2023)

**Res. #19**

**Personnel Actions**

*Appointments:* **Joshua Baez**, Assistant Director of Life Long Learning Grant Programs, effective September 27, 2023 at an annual salary of \$67,146 (grant funded); **Suzanne DeNick**, Student Support Specialist, effective October 2, 2023, at an annual salary of \$41,317; **Samantha Glasser**, Business Services Confidential Assistant, effective October 2, 2023, at an annual salary of \$45,000; **Michael Intrieri**, Inlet Community Development Corporation Project Lead, effective October 9, 2023, at an annual salary of \$70,000 (grant funded); **Kim Weber**, Purchasing Specialist, effective September 27,

2023, at an annual salary of \$42,350.

**Res. #19B**

**Memorandum of Agreement**

A Memorandum of Agreement (MOA) in effect for benefits year 2024 to compensate employees who waive their New Jersey School Employees Health Benefit Program (SEHBP) insurance.

**Res. #21**

**Honorary Resolution to Lori Herndon, Retired President and CEO of AtlantiCare**

To commend **Ms. Lori Herndon** for her distinguished career at AtlantiCare, thank her for her support of the partnership between Atlantic Cape and AtlantiCare as well as for her work in the communities our organizations serve, and wish her a retirement filled with health and happiness.

**Res. #22**

**Policy Updates**

Policy No. 9 *Retirement*

Policy No. 808 *Retirement*

Policy No. 208 *Student Personal Conduct*

Policy No. 6 *Smoking*

Policy No. 5 *Drug-Free Workplace Act of 1988-Compliance*

The elimination of Policy No. 9 *Retirement* and Policy No. 808 *Retirement*; revisions to Policy No. 208 *Student Personal Conduct* and Policy No. 6 *Smoking*; and reaffirmation of Policy No. 5 *Drug-Free Workplace Act of 1988-Compliance*.

**Res. #20**

**Award of Bids**

<b>Number</b>	<b>Item and Vendor Information</b>	<b>Amount</b>
Bid Exempt 1070	VALE NJ Library Resources Strengthening Career and Technical Education for the 21st Century - Perkins ( <b>Partially Grant Funded</b> ) NJ Edge Newark, NJ	\$44,629.33
Bid Exempt 1071	Telephone Technology Support and Equipment Warranty, 1-Year Contract Hunter Technologies Wall Township, NJ	\$27,300.00
Bid Exempt 1072	Telephone Carrier, Services and Support, 1-Year Contract Windstream Louisville, KY	\$73,200.00

<b>Number</b>	<b>Item and Vendor Information</b>	<b>Amount</b>
Bid Exempt 1073	Boiler Services Edward R. Woods & Company West Trenton, NJ	\$30,620.00
Bid Exempt 1074	Sewer Pump Improvement Project Chapter 12 Funded The DaVinci Group LLC Woodbury, NJ	\$19,656.00
Bid Exempt 1075	Pre-Construction Project Consulting Services Chapter 12 Funded Atlantic County Improvement Authority (ACIA) Egg Harbor Township, NJ	\$23,400.00 (not to exceed)
Bid Exempt 1076	BizHub Marketing Plan Services Congressional Earmarks Initiative ( <b>Grant Funded</b> ) Princeton Strategic Communications Group, LLC Trenton, NJ	\$20,000.00
Bid Exempt 1077	Ductwork at Wind Training Center New Jersey Offshore Wind Safety Training Challenge Grant ( <b>Grant Funded</b> ) Falasca Mechanical Vineland, NJ	\$25,000.00 (not to exceed)
Bid Exempt 1078	Preventive Maintenance and Warranties for Nursing Department Sim Manikins Strengthening Career and Technical Education for the 21st Century - Perkins ( <b>Grant Funded</b> ) Laerdal Medical Corporation Wappingers Falls, NY	\$23,269.75
Quote 2245	Mays Landing Campus Water Tower Painting Cirignano Painting Absecon, NJ	\$22,964.00
Quote 2246	Window Re-Tinting at Cape May County Campus Chapter 12 Funded Eastern Solar Glass West Berlin, NJ	\$41,014.00

Total: \$351,053.08

**Res. #23****Resolution Authorizing the Award of a Contract for Professional Services****Atlantic County Improvement Authority****Egg Harbor Township, NJ**

Contract to the Atlantic County Improvement Authority (ACIA) for redevelopment services for the Inlet Community Development Corporation (CDC) to carry out projects to revitalize the Inlet neighborhood of Atlantic City in an amount not to exceed \$310,000,00 to February 28, 2025, funded through the 2023 Neighborhood Revitalization Tax Credit (NRTC) program.

**Res. #24****New Jersey Council of County Colleges (NJCCC) Mental Health and Wellness Mini-Grant**

Application and, if awarded, acceptance of \$1,400 over the term of the grant from the New Jersey Council of County Colleges for the Mental Health and Wellness Mini-Grant program.

**Res. #25****United States Department of Education****Perkins Innovation and Modernization (PIM) Grant Program**

Application and, if awarded, acceptance of up to \$4,425,000 over the three-year term of the grant from the United States Department of Education for the Perkins Innovation and Modernization Grant Program.

**Res. #26****Educational Opportunity Fund (EOF) Winter Session Funding**

Application and, if awarded, acceptance of \$35,980 from the State of New Jersey, Office of the Secretary of Higher Education for Educational Opportunity Fund (EOF) Winter Session Funding.

**Res. #27****Community College Opportunity Grant (CCOG) Student Success Initiative Funding**

Acceptance of an allocation of \$257,819 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, 2023 – June 30, 2024.

**Res. #29 Executive Session**

- Trustee Money motioned to approve the Consent Resolutions; Trustee Castillo seconded; Trustee White abstained from Resolution #20, #22, and #23; Trustee DeStefano abstained from Resolution #17, #20, #25, #26, and #27; Trustee White-Coursey abstained from Resolution #20, #25, #26, and #27; Trustee Byrne abstained from Resolution #17. Motion carried.

**IX. BUDGET REPORT**

- Trustee Dawson, on behalf of Trustee Torres, Interim Treasurer, reported under Resolution #2 and Resolution #18 – Regular Resolutions.

## **X. REGULAR RESOLUTIONS**

**Res. #2** FY23 Draft Financial Statement for twelve months ended June 30, 2023 as of September 11, 2023.

- Trustee Dawson stated the following:
  - As of this draft, the College has earned 100.08% of budgeted revenues and expended 99.95% of budgeted expenditures. Outstanding year-end adjustments include: the PERS (pension) and SUI (unemployment) reserves; and finalizing encumbrances and accruals. Changes from the previous draft include an additional \$73,000 in grant indirect costs recovered and a \$31,000 reduction in the bad debt reserve for subsequent receipts. The fiscal year closing is in process, and the net margin will be determined once the final adjustments are complete.
  - We provided the auditors with the FY23 enrollments and reconciliation. Pending the auditors' review, the FY23 fundable credits total 94,354. This is a 1.54% increase from FY22's 92,926 credits.
- Trustee Money motioned to approve Resolution #2; Trustee Nguyen seconded. Motion carried.

**Res. #18** FY24 Financial Statement for two months ended August 31, 2023.

- Trustee Dawson stated the following:
  - As of August 31, 2023, the College has earned 14.75% of budgeted revenues and expended 22.1% of budgeted expenditures. Summer tuition and fee revenue is \$251,575 below budget. Mitigating the Summer tuition and fee shortfall is an increase in the State's FY24 operating aid appropriation of over \$1.4 million, an increase of \$233,000 for the first two months of FY24.
  - For prior year comparisons, a timing difference exists in payroll expense for faculty as their first pay in FY24 is in September, versus August in FY23.
- Trustee Castillo motioned to approve Resolution #18; Trustee Money seconded. Motion carried.

**Res. #28**

### **Official Naming of Pastry Kitchen Donated by Borgata Hotel Casino & Spa**

Naming the Pastry Kitchen on the Mays Landing Campus in honor of Borgata Hotel Casino & Spa.

- Trustee Dawson noted that the Atlantic Cape Foundation has obtained the commitment of \$25,000 based on the approved Named Giving Opportunities for a Pastry Kitchen.
- Trustee Money motioned to approve Resolution #28; Trustee Nguyen seconded. Motion carried.

## **XI. COMMITTEE REPORTS**

### **PERSONNEL AND BOARD DEVELOPMENT**

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

### **BUDGET, FINANCE AND AUDIT**

- Trustee Dawson reviewed the following training agreements through the Workforce Development department:

- Provide a 320-hour pre-apprenticeship program in health care exploration for 19 Egg Harbor Township high school students, September 1, 2023 to May 16, 2024 (\$37,990 minimum).
- Provide a 538-hour accelerated completion program for Certified Clinical Medical Assistants to six Egg Harbor Township high school graduates, September 6, 2023 to April 25, 2024 (\$57,250).
- Provide Introduction to Career Development (with a focus on E-Sports/Gaming) for Boys & Girls Club participants, September 18, 2023 to December 22, 2023 (\$4,515 minimum for a class of 10 participants).
- Provide Introduction to Criminal Justice for Boys & Girls Club participants, September 25, 2023 to December 22, 2023 (\$4,515 minimum for a class of 10 participants).

## **XII. FOUNDATION REPORT**

- Trustee Nguyen stated the following:
  - At last week’s Foundation Board Meeting, the Foundation Board discussed the annual Golf Tournament on October 18 at Cape May National, hosted and sponsored by the Mullock Family. New sponsors include Stockton University, AC Electric/Excelon, and Wawa. Carts and greens fees are at no cost thanks to the Mullock Family.
  - The Women of Wonder luncheon event is scheduled for November 2 at the Flanders Hotel with tickets at \$50 each. Operating expenses are sponsored by Cape May County.
  - Buccaneers at the Boathouse, a new event to raise money for Crew, will be held at the Atlantic County Boathouse at Lake Lenape on Wednesday, October 25. This event is to provide additional funds for travel to competitions out of state.
  - The Restaurant Gala is scheduled for March 21, 2024, hosted and sponsored by Harrah’s. Travis Lunn, President and COO of Borgata Hotel Casino and Spa, is the honoree. Borgata has already pledged a Gala sponsorship of \$25,000, a Naming Opportunity of \$25,000, and a new sponsorship for the Golf Tournament as part of their commitment to education and partnership with Atlantic Cape.
  - Thanks to the generous donation from the Renn-Sanchez fund (Evan Sanchez) and the bizHub grant we are able to provide access to campus-wide Candid Software to non-profit organizations. Atlantic and Cape May county nonprofits can take advantage of this software that provides access to grants that are not available to the public. Atlantic Cape librarians at the college assist nonprofits on how to use the software, and the college provides no-cost grant writing training.
  - Lastly, the Foundation received \$235,000 for scholarships for Cape May County students from the Estates of Carolyn Hunter and Robert Doherty.
- Trustee Byrne noted that she would like to have a table for the Women of Wonder event and any Trustees interested in attending should contact her.

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

- No report.

**XIV. OTHER BUSINESS**

- Chairperson Byrne reminded the Board that the upcoming Board Workshop on the *Roles and Responsibilities of the Board* will be held on Saturday, November 18th at 8:30AM, in the Board room on the Mays Landing Campus. The session will be facilitated by Dr. Phil Linfante, ACCT Consultant. Dr. Linfante brings a wealth of experience in community colleges, including as a professor, administrator, and Board of Trustees Chair.
- Chairperson Byrne noted that the Board will hold their regular annual Board Retreat on Saturday, January 27th beginning at 8:30AM in the Board Room. The facilitator is Dr. Charlene Dukes, President Emeritus of Prince George's Community College in Maryland, who facilitated the last Retreat in January.
- Chairperson Byrne also noted that Dr. Gaba, Trustee Castillo, and herself are attending the Association of Community College Trustees (ACCT) Leadership Congress. Dr. Gaba and Trustee Byrne are presenting a session on the college's work in the Inlet Neighborhood and speaking on a panel with other board chairs and presidents about board retreats.

**XV. COMMENTS FROM THE PUBLIC**

- Caesar Niglio, ACCCEA President, spoke about the ACCCEA's participation in several recent student engagement events.

**XVI. EXECUTIVE SESSION AND ADJOURNMENT**

- At 7:13PM, Chairperson Byrne called for a motion to go into Executive Session to discuss personnel, litigation, anticipated contracts and matters of attorney-client privilege, noting that no action would be taken and the meeting would be adjourned at the conclusion of the Executive Session. Trustee Money motioned; Trustee Castillo seconded. Motion carried.