

## 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 11, 2023, advance written notice of the April 25, 2023 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.

## II. FLAG SALUTE

- Chairperson Byrne asked everyone to rise for the flag salute.

## III. ROLL CALL

- Chairperson Byrne introduced new Board member Trustee Mark Sandson, who was appointed by the Atlantic County Board of County Commissioners in January.
- Trustee Sandson spoke about his education and career, noting that he is currently of-counsel to Nehmad & Goldstein, as well as his current volunteer role at Leaders in Training, Inc.
- McAlister provided a roll call for Board members and marked others in attendance on the telephone.

### **Board Members:**

- ✓ Ellen Byrne
- ✓ Flora Castillo (phone)
- ✓ Christina Clemans (phone)
- ✓ Dave Coskey
- ✓ Dr. Thomas Dawson
- ✓ Dr. Judith DeStefano
- X Ambrose Gray
- ✓ Monica Kyle
- ✓ Daniel Money
- ✓ Donald J. Parker (phone)
- ✓ Dr. Robert Previti
- ✓ Mark Sandson
- ✓ Maria Ivette Torres
- X Julia Train (phone)
- ✓ Leslie White-Coursey

### **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
- ✓ Gracellen Thorstensen, Executive Assistant, Office of the President/Board of Trustee Operations and Advancement

### **Legal Counsel:**

- ✓ Will Donio, Esq., Board Solicitor

***Public in Attendance:***

- ✓ Bonnie Lindaw, Chief Financial Officer,  
County of Atlantic (phone)

***Staff in Attendance:***

- ✓ Bryant Brown, Maintenance Mechanic II
- ✓ Alexis Cabrera, Atlantic Cape Student
- ✓ Susan DePhillipis, Associate Professor of  
ESL
- ✓ Caesar Niglio, ACCCEA President
- ✓ Heather Peterson, Registrar
- ✓ Stephanie Natale-Boianelli, Professor,  
English
- ✓ Harper Showalter, Atlantic Cape Student
- ✓ David Zuba, Public Relations Manager

**IV. CALL TO ORDER**

- Chairperson Byrne called the meeting to order at 6:03PM on April 25, 2023 at the Mays Landing Campus.

**V. PRESIDENT’S REPORT**

- Dr. Gaba discussed technology upgrades, student engagement, the food voucher fundraiser, recruitment activities, community outreach in Atlantic and Cape May counties, the BizHub, and faculty, staff, and student accomplishments.
- Dr. Josette Katz, Senior Vice President of Academic Affairs, presented on the “Academic Master Plan”.

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

- None noted.

**VII. HONORARY RESOLUTIONS****Res. #102A**

**Recognition of Mr. Harper Showalter '23  
Member of the 2023 New Jersey All-State Academic Team**

*Honorary:* to congratulate **Mr. Harper Showalter '23** for being appointed to the *2023 New Jersey All-State Academic Team* and for his academic success at Atlantic Cape, and wish him well in his future endeavors.

**Res. #102B**

**Recognition of Ms. Alexis Cabrera '23  
Member of the 2023 New Jersey All-State Academic Team**

*Honorary:* to congratulate **Ms. Alexis Cabrera '23** for being appointed to the *2023 New Jersey All-State Academic Team* and for her academic success at Atlantic Cape, and wish her well in her future endeavors.

- Trustee Money spoke about Mr. Showalter and Ms. Cabrera’s accomplishments and congratulated them on behalf of the Board.

- The students spoke about their educational journeys at Atlantic Cape.
- Trustee Torres motioned to approve Resolutions #102A-B; Trustee Money seconded. Motion carried.

**Res. #93B****Retirement of Heather Peterson, Registrar**

*Acknowledge:* retirement of **Heather Peterson, Registrar**, effective June 30, 2023.

- Trustee Money read the resolution in its entirety.
- Ms. Peterson spoke about her career at the college and her gratitude for being part of the Atlantic Cape family.
- Trustee Money motioned to approve Resolution #93B; Trustee Coskey seconded. Motion carried.

**Res. #99****Honorary Resolution for Professor Susan DePhillipis,  
Recipient of the Dale P. Parnell Distinguished Faculty Award**

*Honorary:* recognition of **Susan DePhillipis, Associate Professor of English as a Second Language**, for being awarded the *Dale P. Parnell Distinguished Teaching Award* by the American Association of Community Colleges (AACCC).

- Trustee Money read the resolution in its entirety.
- Professor DePhillipis thanked the Board for their support and thanked Dr. Gaba and Dr. Katz for nominating her for the award. She spoke about the great need for community colleges, and her gratitude for being a part of the mission of Atlantic Cape.
- Trustee Money motioned to approve Resolution #99; Trustee Torres seconded. Motion carried.

**VIII. EXECUTIVE SESSION**

- At 7:05PM, 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 Torres seconded. Motion carried.
- The Board returned from Executive Session at 7:53PM.

**IX. CONSENT RESOLUTIONS**

- McAlister read the following consent resolutions.

**Res. #91** Regular Session Minutes (March 28, 2023)

**Res. #93****Personnel Action**

*Appointments* - **Yessenia Garcia**, Social Media and CRM Manager at an annual salary of \$48,992 effective May 22, 2023; **Dominic Sambucci**, Chief Business Officer at an annual salary of \$115,000 effective May 22, 2023.

*Reclassifications - Holly Atkinson*, from a Specialist to a Program Coordinator in the Nursing and Health Sciences department at an annual salary of \$50,217 effective April 26, 2023.

*Title Change - Dr. Denise Coulter*, Dean, Professional and Liberal Studies to Senior Dean, Liberal Studies and Culinary Arts effective April 26, 2023 at her current annual salary.

*Transfer - Kathryn Hagel*, Student Services Specialist to Testing Specialist effective April 26, 2023 at her current annual salary.

*Resignation - Penny Gardner*, Office Coordinator, Facilities effective April 7, 2023.

**Res. #93A**

**Exempt Salary Increases**

All full-time Atlantic Cape Community College employees not represented in bargaining unit negotiations receive a 3.0 percent base salary increase effective July 1, 2023.

**Res. #93C**

**Retirement of Dr. Zhe June Xu, Associate Professor, Biology**

*Acknowledge:* retirement of **Dr. Zhe June Xu, Associate Professor of Biology**, effective June 30, 2023.

**Res. #100**

**Policy Updates**  
**Policy No. 105 Cancellation of Classes**

Revisions to Policy No. 105 *Cancellation of Classes*.

**Res. #101**

**Policy Updates**  
**Policy No. 1 Code of Ethics Pertaining to Conflicts of Interest for College Trustees and the College President**

Revisions to Policy No. 1 *Code of Ethics Pertaining to Conflicts of Interest for College Trustees and the College President* and the Board Bylaws.

**Res. #98**

**Resolution Recognizing April 2023 as Community College Month**

*Honorary:* recognition of April 2023 as *Community College Month*.

**Res. #94**

**Award of Bids**

<b>Number</b>	<b>Item and Vendor Information</b>	<b>Amount</b>
Bid 1875A	Mays Landing Fire Pump Replacement Chapter 12 Funds Harring Fire Protection, LLC Folsom, NJ	\$89,800.00

Number	Item and Vendor Information	Amount
Bid Exempt 1034	Engineering Services for Staff Transition and Assessment of Technology Infrastructure  Ocean Computer Group, Inc. Matawan, NJ	\$40,250.00
		Total: \$130,050.00

**Res. #95**

**Congressionally Directed Spending Request for Education Appropriations  
(Dental Hygienist Program at Atlantic Cape Community College)**

Application to Congressman Van Drew’s office to support the creation of a Dental Hygienist program and, if awarded, acceptance of a grant of \$4,000,000.

**Res. #96**

**Italian Ministry Grant Opportunity**

Partnership with the Italian Ministry to offer classes in Italian culture and language and acceptance of a grant of up to \$10,000.

**Res. #97**

**Application and Acceptance of Strengthening Career and Technical Education for the 21st Century Act Funds (“Perkins”)**

**Res. #103 Executive Session**

- Trustee Money motioned to approve consent resolutions; Trustee Coskey seconded; Trustee DeStefano and Trustee Coursey abstained from Res. #97, and Trustee Sandson abstained from Res. #91.
- Motion carried.

**X. BUDGET REPORT**

- Trustee Previti reported under Resolution #92 – Regular Resolutions.

**XI. REGULAR RESOLUTIONS****Motion to Accept FY24 Annual Budget Message.**

- Trustee Previti stated that the Annual Budget Message documents the assumptions used in the original budget development approved by the Board in February 2023.
- Trustee Money motioned to accept the FY24 Annual Budget Message; Trustee Dawson seconded.
- Motion carried.

**Res. #92 FY23 Financial Statement for nine months ended March 31, 2023.**

Trustee Previti stated the following:

- As of March 31, 2023, the College has earned 88.6% of budgeted revenues and expended 78.0% of budgeted expenditures. There is a timing difference for dual credit revenue as this time last year, we had recorded over \$435,000 in dual revenue.
- Expenses are tracking higher than last year, mainly due to healthcare and pension costs. While the College is tracking according to the FY23 budgeted margin to date, management is closely monitoring and projecting revenues and expenses for the remainder of the fiscal year and instituting cost containment strategies to remain within the budgeted margin.
- Trustee Money motioned to approve Resolution #92; Trustee Torres seconded.
- Motion carried.

## **XII. COMMITTEE REPORTS**

### **PERSONNEL AND BOARD DEVELOPMENT**

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

## **XIII. FOUNDATION REPORT**

Trustee Dawson reported on behalf of the Foundation.

- The Scholarship Pledge from the Foundation for FY23-24 should exceed \$650,000, thanks to our annual scholarships, endowments, and fundraising events. We recently received a \$50,000 commitment from a generous donor, a former faculty member; \$25,000 from Excelon/AC Electric; \$25,000 from the Hollander Memorial Foundation; \$40,000 from OceanFirst; and an additional \$15,000 to support students who enroll in the GED program and cannot afford the \$140 test fee.

## **XIV. Report of the NJ Council of County Colleges**

Dr. Gaba reported on behalf of the New Jersey Council of County Colleges (NJCCC).

- The NJCCC continues to advocate for increased operating aid to the community colleges since the Governor's budget, delivered in February, did not include the \$20M increase requested by the Council. This increase is needed to offset the \$12M increase in health care costs, and other operating costs. At this point the sector is being level-funded.
- Dr. Gaba provided testimony at a joint hearing of the state Senate and Assembly Committee on Higher Education in Trenton in March and will be returning to Trenton on May 8 for another hearing.
- The *Legislative Action Campaign* is an important strategy allowing messages to be sent directly to our legislators requesting that they support our request. There is still time to have your voice count in this campaign by following the link on the NJCCC website.

## **XV. OTHER BUSINESS**

- Trustee Byrne reminded the Board that there are several events celebrating our students in the month of May, including Commencement, which will be held on May 18th. Trustees are highly encouraged to attend Commencement and any other events they are able to.
- All Trustees are required to submit the *Annual Financial Disclosure Statement* electronically to the State of New Jersey by April 30th.

**XVI. COMMENTS FROM THE PUBLIC**

- Bryant Brown, Maintenance Mechanic II, spoke about his concerns. The Board Solicitor responded that the Board would not comment on his concerns.
- Caesar Niglio, President of the Atlantic Cape Community College Education Association (ACCCEA), provided background on the union's associations for the new Trustees and involvement in student activities. Mr. Niglio congratulated Heather Peterson on her retirement.

**XVII. ADJOURNMENT**

- At 8:11PM, Chairperson Byrne called for a motion adjourn the meeting. Trustee Previti motioned; Trustee Money seconded. Motion carried.