

Atlantic Cape Community College  
Board of Trustees  
Reorganization Meeting Minutes  
November 24, 2020

**I. Call to order by Chairperson**

- Chairperson Mento called the November 24, 2020 annual Reorganization Meeting of the Board of Trustees of Atlantic Cape Community College to order at 6pm.

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

- McAlister read the statement of adequate notice:

In compliance with the "Open Public Meetings" Act of the State of New Jersey, adequate notice of this regular meeting of the Board of Trustees was provided in the following manner:

- 1) On November 3, 2020, due to the Coronavirus, advance written notice was requested for posting in Press of Atlantic City, and posted on the Board of Trustee's website and the College's Calendar, and advanced written notice was emailed to the clerks of Atlantic and Cape May counties and the clerks of the Board of Chosen Freeholders of Atlantic and Cape May counties.
- 2) On November 3, 2020, copies of advance written notice of this meeting were emailed to all persons who, according to the records of Atlantic Cape Community College, requested such notices.

**III. Roll Call**

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

<b>Board Members</b>	<b>College Personnel</b>
✓ Robert Bumpus	✓ Dr. Barbara Gaba, President
✓ Ellen Byrne (arrived at 6:10 PM)	✓ Laura Batchelor, Executive Director of Marketing and College Relations
✓ Christina Clemans	✓ George Booskos, Chief Business Officer
✓ Dave Coskey	✓ Paula Davis, Dean of Student Affairs and Enrollment Management

<b>Board Members</b>	<b>College Personnel</b>
✓ Dr. Judith DeStefano-Anen	✓ Dr. Natalie Devonish, Dean, Worthington Atlantic City Campus and Workforce Development
✓ Harrison Furman	✓ Leslie Jamison, Chief Financial Officer
✓ James Kennedy	✓ Dr. Josette Katz, Vice President, Academic Affairs
✓ Brian Lefke	✓ Maria Kellett, Dean of Cape May County Campus, Associate Dean of Resource Development
✓ Maria K. Mento	✓ Jean McAlister, Board Secretary, Chief of Staff, and Dean of Resource Development
✓ Daniel Money	✓ Dr. Vanessa O'Brien-McMasters, Dean, Institutional Research, Planning & Effectiveness and Information Technology Services
X Valerie Myland	✓ John Piazza, Chief Information Officer
✓ Donald J. Parker	✓ Mickey Trageser, Executive Director, Human Resources
✓ Maria Ivette Torres	<b>Legal Counsel</b> ✓ Lou Greco, Esq., Board Solicitor
✓ Helen Walsh	
<b>Public in Attendance</b>	
✓ Bonnie Lindaw, Chief Financial Officer, County of Atlantic	
<b>Faculty and Staff in Attendance</b>	
✓ Dr. Denise Coulter, Dean of Liberal Studies	✓ Gracellen Etherton, Senior Manager, Office of the President / Board of Trustees Operations and Resource Development
✓ Heather Peterson, ACCCEA, Registrar	

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

- Chairperson Mento thanked Trustees Lefke, DeStefano-Anen, Clemans, and Money for serving on the Nominating Committee and thanked Trustee Torres for chairing the committee. She stated that it has been an honor to serve as Chairperson of the Board of Trustees for the last two years.
- Chairperson Mento asked Trustee Torres to present the nominations.
- Trustee Torres stated that the Nominating Committee nominates Trustee James Kennedy 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. Nominations closed
- Trustee Torres motioned to close nominations for chairperson, Trustee Bumpus seconded.

ROLL CALL:

AYES

NO NAYS

ABSTENTION- Chairperson Kennedy abstained

Motion carried.

#### **b. Election of Chairperson**

- Trustee Torres made a motion to approve Trustee Kennedy as Chairperson, Trustee Money seconded.
- Trustee Torres stated that this was a unanimous decision by the committee.

ROLL CALL:

AYES

NO NAYS

ABSTENTION- Trustee Kennedy abstained

Motion carried.

- Chairperson Kennedy thanked Trustee Mento for her work as Chairperson over the last two years. He stated that he looks forward to working with the Trustees, Dr. Gaba, and her leadership team as we continue to move the institution forward serving our students and community. The college has seen trying times in recent years, especially with the Coronavirus pandemic, but we will position the college to be a driver of economic development.
- Trustee Mento congratulated Chairperson Kennedy.

#### **c. Chair turned over to Chairperson by Chairperson pro-tempore**

**V. Nominations for Vice Chairperson**

- Chairperson Kennedy asked Trustee Torres to proceed with Vice-Chairperson nominations.
- Trustee Torres stated that the Nominating Committee unanimously nominates Trustee Ellen Byrne for the position of Vice-Chairperson.
- Trustee Torres asked if there were any nominations for Vice-Chairperson from the floor. None noted.

d. Nominations closed

- Trustee Torres motioned to close nominations for Vice-Chairperson, Trustee Money seconded.

ROLL CALL:

AYES

NO NAYS

ABSTENTION- Trustee Byrne abstained

Motion carried.

e. Election of Vice-Chairperson

- Trustee Torres motioned to approve Trustee Ellen Byrne as Vice-Chairperson, Trustee Money seconded.

ROLL CALL:

AYES

NO NAYS

ABSTENTION- Trustee Byrne abstained

Motion carried.

**VI. Nominations for Treasurer**

- Chairperson Kennedy asked Trustee Torres to proceed with the Treasurer nomination.
- Trustee Torres stated that the Nominating Committee unanimously nominates Trustee Daniel Money for the position of Treasurer.
- Chairperson Kennedy asked if there were any nominations for Treasurer from the floor. None noted.

f. Nominations closed

- Trustee Torres motioned to close nominations for Treasurer, Trustee Bumpus seconded.

ROLL CALL

AYES

NO NAYS

ABSTENTION- Trustee Money abstained

Motion Carried.

g. Election of Treasurer

- Trustee Torres motioned to approve Trustee Money as Treasurer, Trustee Parker seconded.
- Trustee Torres noted that Trustee Money is an alumnus of Atlantic Cape and is the second alumnus to serve on the Executive Committee of the Board of Trustees.

ROLL CALL:

AYES

NO NAYS

ABSTENTION- Trustee Money abstained

Motion carried.

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

- Trustee Torres motioned to reappoint Jean McAlister to Secretary of the Board and Trustees. Trustee Parker seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

**VIII. Adoption of Regular Meeting schedule**

- Chairperson Kennedy requested adoption of the 2020-2021 meeting schedule as it appears in the packet.
- Trustee Bumpus motioned to approve, Trustee Torres seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

**IX. Resolution #49, Banking Depositories**

- Trustee Money 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.

- Trustee Money motioned to approve, Trustee Byrne seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.

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

- Chairperson Kennedy requested that each Trustee complete the “Board Committee Service Application” online survey, identifying preference of committee assignments. Please complete the survey by December 1, or sooner. Chairperson Kennedy will review and advise committee assignments thereafter.

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

- Chairperson Kennedy 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 following were provided to the Board.
  - h. Code of Ethics Pertaining to Conflicts of Interest for College Trustees
  - i. Committees: Application for Service (via email)
  - j. Eight Key Principles for Community College Trustees

Note: 2020 Financial Disclosure Statement will require electronic filing in the near future.

#### **XII. Adjournment**

- At 6:15pm, Trustee Bumpus motioned to adjourn, Trustee Money seconded.

ROLL CALL:

ALL AYES

NO NAYS

NO ABSTENTIONS

Motion carried.