

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 October 2, 2023, advance written notice of the October 24, 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

- McAlister provided a roll call for Board members and marked others in attendance on the telephone.

Board Members:

- ✓ Ellen Byrne
- ✓ Flora Castillo
- X Christina Clemans
- X Dave Coskey
- ✓ Dr. Thomas Dawson
- X Dr. Judith DeStefano
- ✓ Ambrose Gray (arrived at 6:19pm)
- ✓ Monica Kyle
- ✓ Daniel Money
- ✓ Hailie Nguyen
- X Donald J. Parker
- X Mark Sandson
- ✓ Maria Ivette Torres (phone)
- ✓ Brigitte White
- ✓ Leslie White-Coursey

Legal Counsel:

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

Public in Attendance:

- ✓ Bonnie Lindaw, Atlantic County Treasurer
- ✓ Kate O’Malley, Atlantic City Arts Foundation
- ✓ Marcia Kleinz, New Jersey Education Association (NJEDA)

College Personnel:

- ✓ Dr. Barbara Gaba, President
- ✓ Laura Batchelor, Chief Marketing Officer
- ✓ Lizbeth Castro-James, Director of Worthington Atlantic City Campus & Community Outreach
- X 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
- X Dr. Vanessa O’Brien-McMasters, Vice President, Institutional Effectiveness and Chief Strategy Officer
- X 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

Faculty and Staff in Attendance:

- ✓ Heather Boone, Professor of Social and Behavioral Science. and Area Coordinator
- ✓ Mark Camma, Professor of Business Studies
- ✓ Cheryl Garwood, Specialist

Students in Attendance:

- ✓ Sultana Zakia, President, Student Government Association
- ✓ Sadman Sakid, Club Coordinator, Student Government Association
- ✓ Juwan Torres, Treasurer, Student Government Association
- ✓ Ibrihim Goodman, Member of Student Government Association and Men of Atlantic Cape
- ✓ Chris Mularz, Advancement Officer/Associate Director, Foundation
- ✓ Leslie Murtha, Librarian
- ✓ Caesar Niglio, Enterprise Architect, Info Tech Services
- ✓ Amy Shelton, Professor, Mathematics
- ✓ Lisa Stein, Professor, Early Childhood Education/Development
- ✓ Bo Zilovic, Associate Professor, CIS
- ✓ David Zuba, Public Relations Manager and Copywriter

IV. CALL TO ORDER

- Chairperson Byrne called the meeting to order at 6:00PM on October 24, 2023 at the Worthington Atlantic City Campus.

V. HONORARY RESOLUTION**Res.#39****Recognition of Worthington Atlantic City Campus Mural Artists**

To recognize Valeria Marcus and Kate O'Malley, as well as artists Chanelle Rene, Kenneth Lazan Faulk, Jr., and John Morris, along with the members of the Leaders in Training (LIT) organization, for creating the inspirational, beautiful murals at the College's Worthington Atlantic City Campus that will honor Atlantic City, its history and its people for years to come.

- Trustee White-Coursey motioned to approve Resolution #39; Trustee Castillo seconded. Motion carried.

VI. PRESIDENT'S REPORT

- Dr. Gaba discussed Atlantic Cape's 3+1 degree programs with Stockton University, the 2023 *Community Betterment Award* to the Cape May County Campus from the Cape May County Chamber of Commerce, Atlantic Cape's Speaker Series featuring Stedman Graham and Weina Dai Randel, student engagement activities, community outreach in Atlantic and Cape May counties, athletics, faculty and staff accomplishments, Trustee spotlights, and Board Development at the ACCT Leadership Congress.
- Lisa Givens, Assistant Director of Student Engagement, and the Student Government Association (SGA) presented "Student Engagement."

VII. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

- None noted.

VIII. CONSENT RESOLUTIONS

- McAlister read the following consent resolutions.

Res. #30 Regular Session Minutes (September 26, 2023)

Res. #32

Personnel Actions

Appointments: **Kirsten Leaming**, Senior Clerk, Perishable Storeroom, effective October 25, 2023, at an annual salary of \$33,989; **Laci Torriero**, EOF Program Assistant, effective October 25, 2023, at an annual salary of \$33,989 (Grant Funded).

Resignation: **Chad Bullock**, Director, Center for Accessibility effective October 25, 2023.

Res. #40

Honorary Resolution for the 45th Anniversary of the Casino Career Institute

To recognize the 45th anniversary of the Casino Career Institute (CCI) and congratulate all former and current administrators, instructors, and students of the CCI who have contributed to its success and supported the gaming industry over the past 45 years.

Res. #33

Award of Bids

Number	Item and Vendor Information	Amount
Bid Exempt 1079	Professional Services for Legacy Hardware and Configurations Higher Education Technology Infrastructure (HETI) (Grant Funded) ConRes Bedford, MA	\$119,440.00
Bid Exempt 1080	Professional Services for Microsoft 365 Technology Replacement Reserve Funds ConRes Bedford, MA	\$ 40,000.00
Quote 2247	ACA Kitchen Equipment Strengthening Career and Technical Education for the 21st Century Act (Perkins) (Grant Funded) Culinary Depot Spring Valley, NY Edward Don & Company Westampton, NJ	\$43,076.24

Total \$202,516.24

Res. #34

**Resolution Authorizing the Replacement of Roof On East Campus Building
Gateway Community Action Partnership (“Gateway”) via the New Jersey Economic Development
Authority (NJEDA) Grant
Bridgeton, NJ**

Acceptance of the Gateway-coordinated the New Jersey Economic Development Authority (NJEDA) grant funded roof replacement and its related vendor and manufacturer warranties as performed by Premier Roofing, or an alternative vendor, should Premier Roofing not be approved as a College vendor.

Res. #41

**Resolution Authorizing the Award of a Contract for Professional Services
B.F Mazzeo Fruit and Produce
Northfield, NJ**

Authorization of a contract with BF Mazzeo Fruit and Produce to provide culinary food items as needed for class instruction.

Res. #41A

**Resolution Authorizing the Award of a Contract for Professional Services
Performance Food Group Inc
Richmond, VA**

Authorization of a contract with Performance Food Group to provide culinary food items as needed for class instruction.

Res. #41B

**Resolution Authorizing the Award of a Contract for Professional Services
US Foods
Rosemont, IL**

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

Res. #41C

**Resolution Authorizing the Award of a Contract for Professional Services
Village Super Market INC
Springfield, NJ**

Authorization of a contract with Village Super Market Inc. to provide culinary food items as needed for class instruction.

Res. #41D

**Resolution Authorizing the Award of a Contract for Professional Services
Randall’s Seafood of NJ INC
Pleasantville, NJ**

Authorization of a contract with Randall’s Seafood of NJ Inc. to provide culinary food items as needed for class instruction.

Res.#35**NJ Office of the Secretary of Higher Education (OSHE)
Hunger-Free Campus Grant FY24**

Application and, if awarded, acceptance of up to \$50,000 from the New Jersey Office of the Secretary of Higher Education (OSHE) for the Hunger-Free Campus Grant Program.

Res.#36**NJ Office of the Secretary of Higher Education (OSHE)
Some College, No Degree Grant Program**

Application and, if awarded, acceptance of up to \$100,000 from the New Jersey Office of the Secretary of Higher Education (OSHE) for the Some College, No Degree Grant Program.

Res.#37**United States Department of Labor, Employment and Training Administration
Strengthening Community Colleges Training Grants (SCCTG) Program**

Application and, if awarded, acceptance up to \$5,750,000 from the United States Department of Labor, Employment and Training Administration for the Strengthening Community College Training Grants Program.

Res.#38**New Jersey Pathways to Career Opportunities—Year 2 Work Phase**

Acceptance of \$101,850 from the New Jersey Community College Consortium for Workforce and Economic Development for the college's participation in the Year 2 work phase of the New Jersey Pathways to Career Opportunities initiative for Patient Care and Renewable Energy Centers of Workforce Innovation.

- Trustee Money motioned to approve the Consent Resolutions; Trustee Castillo seconded. Motion carried.

IX. BUDGET REPORT

- Trustee Dawson, on behalf of Trustee Torres, Interim Treasurer, reported under Resolution #2 and Resolution #31 – 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 99.98% of budgeted expenditures. There is no change in revenue from the last draft report. Expenses increased \$44,000 mainly due to payment of encumbrances. The final PERS adjustment is still pending. The fiscal year closing is in process, and the net margin will be determined once the final adjustments are complete.
- Trustee Castillo motioned to approve Resolution #2; Trustee Money seconded. Motion carried.

Res. #31 FY24 Financial Statement for three months ended September 30, 2023.

- Trustee Dawson stated the following:
 - o As of September 30, 2023, the College has earned 43.92% of budgeted revenues and expended 29.24% of budgeted expenditures. Fall credit enrollment is down 5% from budget, or a shortfall of \$476,000. Despite this shortfall, total revenue is up 7.6% compared to the prior fiscal year. State appropriations are \$350,000 higher than the prior year, and interest income is higher by \$168,000. The increase in State appropriations and other revenue will help mitigate the tuition and fee shortfall.
 - o 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 Money motioned to approve Resolution #31; Trustee Nguyen seconded. Motion carried.

XI. COMMITTEE REPORTS**PERSONNEL AND BOARD DEVELOPMENT**

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

XII. FOUNDATION REPORT

- Trustee Nguyen stated the following:
 - o The Foundation raised \$71,500 from the *Golf Tournament* on October 13th with 133 golfers in attendance. This is the highest grossing event in its history. Many thanks to the Mullock Family for hosting this event and covering most expenses through giving back to the Foundation. And thank you to our sponsors, including Ocean Shores, IBEW, Kisby Shores, Cooper Levinson, Trustee Clemans, the Bank of Elmer and more than 20 other sponsors for supporting this fundraising event.
 - o The *Women of Wonder* event, a scholarship fundraiser hosted by the Cape May County Women's Commission and coordinated by the Foundation is on November 2nd at the Flanders Hotel in Ocean City.
 - o Please save the date for the *Restaurant Gala* on March 21st, 2024 where we will honor community honoree Travis Lunn, President and COO at Borgata Hotel Casino and Spa. Chef Demitrious of Tropicana will be also honored is the Academy of Culinary Arts honoree.
 - o The college is providing more than 50 chicken roasters at all three campuses to our neediest students in early November for Thanksgiving in partnership with the Community Food Bank of South Jersey.

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 attended the Association of Community College Trustees (ACCT) Leadership Congress. Dr. Gaba and Trustee Byrne presented a session on the college’s work in the Inlet Neighborhood and they also spoke on a panel with other board chairs and presidents about the importance of board retreats.

XV. COMMENTS FROM THE PUBLIC

- Amy Shelton, President of Teachers, Librarians, and Counselors (TLC), read a letter to Board of Trustees regarding concerns to the negotiated contract.

XVI. EXECUTIVE SESSION AND ADJOURNMENT

- Chairperson Byrne noted there will be no Executive Session this meeting and called for a motion to adjourn the meeting.
- Adjourned: 7:01 pm. Trustee Money, motioned, Trustee White-Coursey seconded. Motion carried.