

## 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 February 2, 2023, advance written notice of the February 28, 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.
- In addition, notice that the FY24 unrestricted budget and capital outlay will be presented at today's was posted to the *Cape May Herald* website and was requested to be published in the *Press of Atlantic City* on February 21, 2023, and was posted on the college's website.

## 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 (arrived at 6:05PM)
- X Christina Clemans
- X Dave Coskey
- ✓ Dr. Thomas Dawson
- ✓ Dr. Judith DeStefano
- ✓ Ambrose Gray
- ✓ Monica Kyle
- ✓ Daniel Money
- X Donald J. Parker
- X Dr. Robert Previti
- X Mark Sandson
- ✓ Maria Ivette Torres
- ✓ Julia Train (phone)
- X 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:**

- ✓ Donald “Scott” Tietje, Security Officer

**IV. CALL TO ORDER**

- Chairperson Byrne called the meeting to order at 6:00PM on February 28, 2023 at the Mays Landing Campus.
- A quorum was achieved at 6:05PM with the arrival of Trustee Castillo.

**V. PRESIDENT’S REPORT**

- Dr. Gaba discussed the Innovation Center Ribbon Cutting Ceremony held on February 9<sup>th</sup>; Commencement; the Southern New Jersey Development Council’s “Meet the Legislators” event held on campus on February 22<sup>nd</sup>; community outreach initiatives; student engagement activities; athletics; faculty and staff accomplishments; alumni accomplishments; and the President’s Distinguished Alumni Awards for 2023.
- Dr. Natalie Devonish, Vice President of Student Affairs and Enrollment Management, presented on “Leveraging Community Partners”.

**VI. COMMENTS FROM THE PUBLIC**

- Chairperson Byrne called for comments from the public on agenda items.
- None noted.

**VII. HONORARY RESOLUTION****Res. #67C****Retirement of Donald “Scott” Tietje, Security Officer**

*Acknowledge:* Retirement of Donald “Scott” Tietje, Security Officer, effective March 23, 2023.

- Trustee Torres read the resolution in its entirety.
- Mr. Tietje spoke highly of his time at Atlantic Cape, and thanked the Board and his colleagues.

**VIII. EXECUTIVE SESSION**

- At 6:25PM, Chairperson Byrne motioned to go into Executive Session to discuss personnel, litigation, anticipated contracts and matters of attorney-client privilege. Trustee Money seconded. Motion carried.
- The Board returned from Executive Session at 6:53PM.

**IX. CONSENT RESOLUTIONS**

- McAlister read the following consent resolutions.

**Res. #65** Regular Session Minutes (January 24, 2023)**Res. #67****Personnel Action**

*Appointments* - **Melissa Brault**, Assistant Director of Athletics at an annual salary of \$65,508 effective June 5, 2023; **Maribel Enciso**, Student Services Specialist (Worthington Campus) at an annual salary of \$40,309 effective March 1, 2023; **Henry Guzman-Flores**, Student Services Associate at an annual salary of \$33,160 effective March 1, 2023; **Zach Johnson**, Student Services Specialist at an annual salary of \$40,309 effective March 6, 2023; **Christopher Mularz**, Advancement Officer/Associate Director Foundation at an annual salary of \$75,000 effective March 20, 2023.

*Salary Adjustment:* **Clifton Sudler**, Director Security and Public Safety at an annual salary of \$75,000 effective March 1, 2023.

*Resignation:* **Tom Sykes**, Admissions/One Stop Recruiter, effective March 3, 2023.

**Res. #67A****Reappointments**

Reappointed to one-year terms, effective 7/1/2023: Supervisory and Administrative Personnel included in the Bargaining Unit (38 individuals); Exempt Supervisory and Administrative Personnel (21 individuals); Faculty without Tenure (16 individuals); Academy of Culinary Arts Chef Educators (4 individuals).

**Res. #67B****Retirement of Nelson Bugas, Senior Technician PC Services**

*Acknowledge:* Retirement of **Nelson Bugas**, Senior Technician PC Services, effective March 23, 2023.

**Res. #68****Award of Bids**

<b>Number</b>	<b>Item and Vendor Information</b>	<b>Amount</b>
Bid Exempt 1026	Microsoft Licensing Annual Agreement Software House International Somerset, NJ	\$49,482.32
Bid Exempt 1027	Workforce Development Registration Management System Augusoft, Inc. Palatine, IL	\$59,800.00
Bid Exempt 1028	Digital Literacy Services Digital Literacy: Adult Education Online Teaching and Learning ( <b>Grant Funded</b> ) Cape May County Technical School District Cape May, NJ	\$65,000.00 (not to exceed)
Bid Exempt 1029	Paramedic Science Program Cardiac Life Support Courses Inspira Health Network Bridgeton, NJ	\$50,000.00 (not to exceed)

Number	Item and Vendor Information	Amount
Bid Exempt 1030	Educational Supply Support Program Educational Opportunity Fund (EOF) Special Projects <b>(Grant Funded)</b>  Follett Chicago, IL	\$35,000.00
RFP 222	Architectural Services for Gardner’s Basin Sea Survival Training Facility  New Jersey Offshore Wind Safety Training Challenge <b>(Grant Funded)</b>  SOSH Architects Atlantic City, NJ	\$70,000.00 (not to exceed)
RQ 2239	“Drone Mobile” Van for sUAS Learning Activities  Community Project Funds, Earmarks, U.S. Department of Education <b>(Grant Funded)</b>  Mall Chevrolet Cherry Hill, NJ	\$39,928.50
		Total: \$369,210.82

**Res. #70**

**US Economic Development Administration (USEDA) Statewide Planning Grant Program  
Subaward Agreement with Atlantic County Economic Alliance (ACEA)**

Acceptance of \$20,000 in subgrant funding from the Atlantic County Economic Alliance (ACEA), over the term of March 1, 2023 through December 31, 2023.

**Res. #71**

**National Junior College Athletic Association (NJCAA) Foundation  
Sport Opportunity Grant Program**

Application and, if awarded, acceptance of up to \$5,000 from the National Junior College Athletic Association (NJCAA) Foundation to sustain the men’s baseball team, effective July 1, 2023.

**Res. #114 Revised**

**State of New Jersey Labor and Workforce Development’s Workforce Innovation and Opportunity  
Act (WIOA) Title II Grant**

Acceptance of an additional \$61,111 from the Workforce Innovation and Opportunity Act (WIOA) Title II, Adult Education and Family Literacy – Consolidated Adult Basic Skills (ABS) and Integrated English Literacy and Civics Education (IELCE) Grant Program, bringing the total grant to \$858,843 with Atlantic County services (through Atlantic Cape) receiving an additional \$42,111 for a total allocation of \$601,871; Cape May County services (through Cape May County Technical School District) receiving an additional \$15,500 for a total allocation of \$220,224; and Atlantic County-Cape May County services (through Literacy Volunteers Association Cape-Atlantic Inc.) receiving an additional \$3,500 for a total allocation of \$36,748 over the term of July 1, 2022 – June 30, 2023.

**Res. #75** Executive Session

- Trustee Torres motioned to approve consent resolutions; Trustee Castillo seconded.
- Motion carried.

**X. BUDGET REPORT**

- Trustee Money, on Trustee Previti's behalf, reported under Resolution #2 and Resolution #66 – Regular Resolutions.

**XI. REGULAR RESOLUTIONS****Res. #2** FY22 Draft Financial Statement for twelve months ended June 30, 2022 as of February 7, 2023.

Trustee Money stated the following:

- There is minimal change from last month's draft. The College is expected to use only \$66,134 of the original \$954,856 budgeted fund balance. The auditors have been onsite performing their test work for the last several weeks. The plan is to hold the audit exit conference and bring the FY2022 Annual Comprehensive Financial Report to the Board for acceptance in March.

**Res. #66** FY23 Financial Statement for seven months ended January 31, 2023.

Trustee Money stated the following:

- As of January 31, 2023, the College has earned 79.38% of budgeted revenues and expended 62.65% of budgeted expenditures.
- Overall, revenue is up 0.8% compared to this time last year, and expenditures are tracking 6.7% above this time last year.
- While the College is tracking according to the FY23 budget margin through January, management is closely monitoring Spring enrollment, revenues and expenses for the remainder of the fiscal year.
- Trustee Castillo motioned to approve Resolution #2 and Resolution #66; Trustee Dawson seconded.
- Motion carried.

**Res. #72****FY24 Revenue Budget**

FY 2023-2024 revenue budget contingent on the Board of School Estimate approval of county appropriations of \$8,621,346 for the college's fiscal year 2023-2024.

Trustee Money stated the following:

- The FY24 proposed budget is a 6.6% increase from the FY23 Original budget and incorporates a \$1,698,508 fund balance transfer. The budgeted increase is largely attributed to higher costs in healthcare and pension benefits, as well as increased costs of operations for insurance, utilities, supplies and public safety.
- The primary assumptions used for tuition and fee revenue projections include a \$20.00 increase in the per credit tuition and fee rates (with a level culinary tuition rate) and level credits from FY23 actuals (as of Feb. 18th, 2023). Many fees have no change from FY23.

- The Board of School Estimate meeting is scheduled for tomorrow morning at 10am.
- Many thanks to both Atlantic and Cape May Counties for their support of the mission of Atlantic Cape.

**Res. #73****Tuition and Fees**

Tuition and Fee Schedule for FY 2024.

Trustee Money stated the following:

- As discussed under Resolution #72, there is a \$20.00 increase in the per credit tuition and mandatory fee rates (with a level culinary tuition rate). Many fees have no change from FY23.
- This is the first increase in tuition rates for three years.
- Trustee Dawson motioned to approve Resolution #72 and Resolution #73; Trustee Kyle seconded.
- Motion carried.

**Res. #74****Chapter 12 FY 2024**

Submittal of the list of renovations and upgrades for funding from the Chapter 12 FY 2024 allocation at a sum not to exceed \$3,882,899.

- Trustee Money stated that the college is grateful to Atlantic County for their unwavering support of the budget and Chapter 12 funding.
- Trustee Dawson motioned to approve Resolutions #74; Trustee Kyle seconded.
- Motion carried.

**Res. #69****Practical Nursing Certificate**

Offering the Practical Nursing Certificate, effective Fall 2023.

- Trustee Castillo motioned to approve Resolutions #69; Trustee Money 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 40<sup>th</sup> Annual Restaurant Gala, the *Ruby Gala*, will be held on March 9<sup>th</sup>. The top sponsors are

Caesars/Harrah's/Tropicana, Atlantic Shores, Borgata and Tito's. We are grateful for their support and all the support from our community.

- The Foundation also received a generous donation of \$10,000 from Tito's/Bally's for nursing scholarships.
- The Alumni Association held an alumni event at Bally's The Yard on January 27<sup>th</sup>, sponsored by Bally's.
- The Foundation approved the FY2022 audit with no findings.

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

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

- This year the Association of Community College Trustees (ACCT) annual National Legislative Summit (NLS) was held in Washington DC on February 6-8; it is the major advocacy initiative for community colleges nationwide. Over 1,000 people attended the summit, including the NJ delegation comprised of 60 presidents, trustees, and students representing 13 community colleges.
- During the summit we met with our legislators to advocate for the community college's legislative priorities, the list of which is at the Trustees seats today.
- Dr. Gaba and Jean McAlister represented Atlantic Cape and had an opportunity to meet with Congressman's Van Drew's office to thank him for the \$1M for the BizHub and his on-going support of the college.
- The summit allows us to:
  - build a strong relationship with members of our Congressional Delegation;
  - brief members on our strategic approach to the delivery of education and workforce training, our bold legislative agenda, and ACCT's national legislative agenda; and
  - inform members of the Delegation and their staff of the many programs and services offered by community colleges to residents and the business community

#### **XV. OTHER BUSINESS**

- Trustee Byrne stated that she will be appointing an Ad-Hoc Committee to negotiate a new contract with Dr. Gaba.
- Trustee Byrne also stated that on Tuesday, February 21, the College received the written results of the State's audit of the FY 2019-2020 Perkins Grant covering July 1, 2019-June 30, 2020 with a copy sent to her attention. The report was issued by the New Jersey Department of Education, Office of Fiscal Accountability and Compliance and details the results of the examination. The funding sources reviewed include federal funding through the Carl D. Perkins postsecondary grant. The findings were reviewed this evening during Executive Session and the Board will receive the full report this week. A Corrective Action Plan will be submitted for Board approval at the March meeting.
- Dr. Gaba noted that there were no program specific issues and no fiscal findings; thus, no funds need to be returned to Perkins. Dr. Gaba asked Dr. Josette Katz, Senior Vice President of Academic Affairs, to provide an overview of the findings. Dr. Katz reviewed the findings.
- Trustee Money stated that he recently met a current student in the college's Criminal Justice program, graduating in the spring, who spoke highly of her experience at Atlantic Cape.
- Trustee Dawson noted that the Buccaneers' Men's Basketball team is in the semi-finals and is playing at Montgomery County College this evening.

**XVI. COMMENTS FROM THE PUBLIC**

- None noted.

**XVII. ADJOURNMENT**

- At 7:10PM, Trustee Money motioned to adjourn the meeting; Trustee Castillo seconded.
- Motion carried.