

Atlantic Cape Community College  
Board of Trustees  
Reorganization Meeting Minutes  
November 30, 2021

**I. Call to order by Chairperson**

- Vice Chairperson Byrne (presiding) called the annual Reorganization Meeting of the Board of Trustees of Atlantic Cape Community College to order on November 30, 2021 at 6:02PM.

**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 the reorganization meeting of the Board of Trustees was provided in the following manner:

On November 3, 2021, advance written notice of the November 30, 2021 reorganization 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 August 20, 2021.

**III. Roll Call**

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

Board Members	College Personnel
✓ Robert Bumpus (phone)	✓ Dr. Barbara Gaba, President
✓ Ellen Byrne	✓ Laura Batchelor, Executive Director of Marketing and College Relations
✓ Christina Clemans (phone)	✓ George Booskos, Chief Business Officer
X Dave Coskey	X Dr. Natalie Devonish, Vice President of Student Affairs and Enrollment Management
✓ Dr. Thomas Dawson	✓ Signe Huff, Interim Executive Director, Human Resources
✓ Dr. Judith DeStefano-Anen (phone)	✓ Leslie Jamison, Chief Financial Officer
✓ Harrison Furman (phone)	✓ Dr. Josette Katz, Vice President, Academic Affairs
✓ Maria K. Mento	✓ Maria Kellett, Dean, Cape May County Campus and Senior Advancement Officer

<b>Board Members</b>	<b>College Personnel</b>
✓ Daniel Money	✓ Jean McAlister, Chief of Staff and Chief Advancement Officer
✓ Donald J. Parker (phone)	✓ Dr. Vanessa O'Brien-McMasters, Vice President, Institutional Effectiveness and Chief Strategy Officer
✓ Dr. Robert Previti	✓ John Piazza, Chief Information Officer
✓ Maria Ivette Torres	<b>Legal Counsel</b> ✓ Lou Greco, Esq., Board Solicitor
✓ Shane Winkler	
<b>Public in Attendance</b>	
✓ Bonnie Lindaw, Chief Financial Officer, County of Atlantic (phone)	
<b>Faculty and Staff in Attendance</b>	
✓ Gracellen Etherton, Executive Assistant, Office of the President/Board of Trustee Operations and Resource Development	✓ Victor Moreno, Senior Manager, Campus Operations & Community Outreach
✓ Caesar Niglio, Enterprise Architect, ACCCEA	✓ Nestor Smith, Esq.

**IV. Executive Session**

- Trustee Money motioned to go into Executive Session to discuss personnel matters and those matters of attorney-client privilege at 6:04 PM. Trustee Torres seconded. Motion carried.
- The Board returned to Regular Session at 6:35PM.

**V. Nominations for Chairperson**

- Vice Chairperson Byrne thanked former Trustee Lefke, as well as Trustees Clemans, DeStefano-Anen, and Previti for serving on the Nominating Committee and thanked Trustee Torres for chairing the committee.
- Vice Chairperson Byrne asked Trustee Torres to present the nominations.
- Trustee Torres stated that the Nominating Committee nominates Trustee Maria Mento, an Atlantic Cape alumna, 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. Closing of Nominations
- Trustee Torres motioned to close nominations for chairperson; Trustee Money seconded;

Trustee Mento abstained.

- Motion carried.

b. Election of Chairperson

- Trustee Torres made a motion to approve Trustee Mento as Chairperson; Trustee Parker seconded; Trustee Mento abstained.
- Motion carried.

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

- Trustee Torres thanked Trustee Mento for accepting the position of Chairperson.
- Trustee Mento stated that it is her pleasure to once again serve as Chairperson of the Board. She thanked the Board for the vote of confidence in giving her this honor.

## **VI. Nominations for Vice Chairperson**

- Chairperson Mento 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.
- Chairperson Mento asked if there were any nominations for Vice Chairperson from the floor. None noted.

a. Closing of Nominations

- Chairperson Mento motioned to close nominations for Vice Chairperson; Trustee Money seconded; Trustee Byrne abstained.
- Motion carried.

b. Election of Vice Chairperson

- Trustee Torres motioned to approve Trustee Ellen Byrne as Vice Chairperson; Trustee Money seconded; Trustee Byrne abstained.
- Motion carried.

## **VII. Nominations for Treasurer**

- Chairperson Mento 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 Mento asked if there were any nominations for Treasurer from the floor. None noted.

a. Closing of Nominations

- Chairperson Mento motioned to close nominations for Treasurer; Trustee Previti seconded; Trustee Money abstained.
- Motion carried.

b. Election of Treasurer

- Trustee Torres motioned to approve Trustee Money, an Atlantic Cape alumnus, as Treasurer; Trustee Parker seconded; Trustee Money abstained.
- Motion carried.

**VIII. Appointment of Secretary of the Board**

- Trustee Torres motioned to reappoint Jean McAlister as Secretary of the Board of Trustees; Trustee Money seconded.
- Motion carried.
- Chairperson Mento thanked the Nominating Committee for their work.

**IX. Adoption of Regular Meeting schedule**

- Chairperson Mento requested adoption of the 2021-2022 meeting schedule as it appears in the packet.
- Trustee Money motioned to approve; Trustee Previti seconded.
- Motion carried.

**X. Resolution #35, 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. There are no changes from the prior year.
- Trustee Torres motioned to approve Resolution #35; Trustee Previti seconded.
- Motion carried.

**XI. Resolution #36, Legal Services Contract**

- Chairperson Mento asked Trustee Previti, Chair of the Ad-Hoc Governance Committee, to proceed with Resolution #36, thanked him for leading the Committee, and thanked Trustee Byrne for serving on the committee.
- Trustee Previti stated that the Ad-Hoc Governance Committee recommends Mr. William S.

Donio, Esq. at Cooper Levinson Attorneys at Law at a contractual annual rate of \$48,000 effective January 1, 2022 as the Board Solicitor and a litigation rate of \$185 per hour.

Pending Board approval, we will revise the Resolution #36 to reflect this information as well as add language to the resolution authorizing his appearance as counsel for the College in any pending litigation or new litigation as may arise after the adoption of the Resolution and prior to January 1, 2022.

- Trustee Money motioned to approve Resolution #36 with the requested amendments; Trustee Torres seconded.
- Motion carried.

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

- Chairperson Mento stated that she is in the process of reviewing the Committee requests and will advise committee assignments in December. She thanked the Trustees for their service on these committees.

## **XIII. Annual Trustee Forms**

- Chairperson Mento 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 reorganization packet also contains the Eight Key Principles for Community College Trustees. 2021 Financial Disclosure Statements will require electronic filing in the near future.

## **XIV. Adjournment**

- At 6:45PM, Trustee Byrne motioned to adjourn; Trustee Money seconded.
- Motion carried.