

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 28, 2025, advance written notice of the May 20, 2025 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 12, 2024 and the Cape May County Herald on December 18, 2024.

II. FLAG SALUTE

- Chairperson Money 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
- ✓ Haniyah Bey
- ✓ Flora Castillo (phone)
- ✓ Christina Clemans
- ✓ Dr. Thomas Dawson
- X Dr. Judith DeStefano (phone)
- X Ambrose Gray
- ✓ Monica Kyle
- ✓ Daniel Money
- ✓ Donald J. Parker
- ✓ Mark Sandson
- ✓ Maria Ivette Torres
- ✓ Briggitte White (arrived at 6:05 p.m.)
- X Leslie White-Coursey

College Personnel:

- ✓ Dr. Barbara Gaba, President
- ✓ Laura Batchelor, Chief Marketing Officer
- ✓ Lizbeth Castro-James, Director of Worthington Atlantic City Campus & Community Outreach
- ✓ Dr. Natalie Devonish, Vice President of Student Affairs and Enrollment Management
- ✓ Leslie Jamison, Chief Financial Officer
- ✓ Dr. Josette Katz, Senior Vice President, Academic Affairs
- ✓ Jean McAlister, Chief of Staff and Chief Advancement Officer
- ✓ Krista McConnell, Director of Cape May County Campus & Community Outreach
- ✓ Dr. Vanessa O’Brien-McMasters, Vice President, Institutional Effectiveness and Chief Strategy Officer
- ✓ John Piazza, Chief Information Officer
- ✓ Dominic Sambucci, Chief Business Officer

Legal Counsel:

- ✓ Will Donio, Esq.

Public in Attendance:

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

Faculty and Staff in Attendance:

- ✓ Suzanne Haggerty, Advancement Database Manager
- ✓ Caesar Niglio, Director, Enterprise Applications, Info Tech Services, ACCCEA President
- ✓ Jay Peterson, Professor of English and Department Chair
- ✓ Rosemary Reidy, Executive Assistant, Office of the President & Board of Trustees
- ✓ Chris Vallese, Technical Solutions Engineer

IV. CALL TO ORDER

- Chairperson Money called the meeting to order at 6:00PM on May 20, 2025 at the Cape May County Campus.

V. HONORARY RESOLUTIONS

Res. #116A

Retirement of Jay Peterson, Professor of English and Department Chair

To acknowledge the retirement of **Jay Peterson**, Professor of English and Department Chair, effective June 30, 2025.

- Trustee Parker motioned to approve the Resolution #116A; Trustee Sandson seconded. Motion carried.
- Professor Peterson expressed his appreciation and gratitude for his years at Atlantic Cape and thanked the board for its acknowledgment of his retirement. Professor Peterson also thanked Dr. Katz, Dr. Coulter, and Dr. Gaba for their leadership during his time at the College and shared that it was a privilege to work for Atlantic Cape.

VI. President's Report

- Before proceeding to the President's Report, Chairperson Money shared a trustee spotlight and congratulated Trustee Clemans for being named the 2024 Cape May City Citizen of the Year.
- Dr. Gaba then discussed featured stories on the Inlet Community Development Corporation (CDC), advocacy to our state legislators, staff spotlights, student success stories and celebrations, student engagement activities, community outreach in Atlantic and Cape May counties, the Cape May County bizHub, the Center for Accessibility, recruitment events, and athletics.

VII. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

- No comments from the public on agenda items.

VIII. EXECUTIVE SESSION

- At 6:23 PM, Chairperson Money requested to go into Executive Session to discuss personnel, litigation, anticipated contracts and matters of attorney-client privilege; Trustee Parker motioned; Trustee Byrne seconded. Motion carried.
- *Secretary's Note: the board meeting was brought back to regular session at 6:39 PM.*

IX. CONSENT RESOLUTIONS

- McAlister read the following consent resolutions.

Res. #114 Regular Session Minutes (April 22, 2025).

Res. #116

Personnel Action

Approve: Appointments: **Jessica Reynolds**, appointed to the position of temporary 504 Coordinator for Students, Center for Accessibility, effective May 21, 2025, at her current salary.

Res. #116B

Retirement of Michael Mettille, Print Shop Technician

To acknowledge the retirement of **Michael Mettille**, Print Shop Technician, effective July 1, 2025.

Res. #120

**Atlantic Cape Community College Organization of Supervisory and Administrative Personnel
(ACCCOSAP)
Memorandum of Agreement
Wage Re-Opener**

To approve a Memorandum of Agreement (MOA) for the wage re-opener with the Atlantic Cape Community College Organization of Supervisory and Administrative Personnel (ACCCOSAP) reflects a 1% base salary increase (2% to 3% of the original agreement) beginning July 1, 2025, and a 3% hiring range increase for the period of July 1, 2025 to June 30, 2026.

Res. #120A

**Supportive Staff Association of Atlantic Cape Community College (SSAACCC)
Memorandum of Agreement
Wage Re-Opener**

To approve a Memorandum of Agreement (MOA) for the wage re-opener with the Supportive Staff Association of Atlantic Cape Community College (SSAACCC) reflects a 1% base salary increase (2% to 3% of the original agreement) beginning July 1, 2025, and a 3% hiring range increase for the period of July 1, 2025 to June 30, 2026.

Res. #120B

**Academy of Culinary Arts Faculty Association (ACAFA)
Memorandum of Agreement
Wage Re-Opener**

To approve a Memorandum of Agreement (MOA) for the wage re-opener with the Academy of Culinary Arts Faculty Association (ACAFA) reflects a 1% base salary increase (2% to 3% of the original agreement) beginning July 1, 2025, and a 3% hiring range increase for the period of July 1, 2025 to June 30, 2026.

Res. #120C

**Teachers/Librarians/Counselors Association (TLC)
Memorandum of Agreement
Wage Re-Opener**

To approve a Memorandum of Agreement (MOA) for the wage re-opener with the Teachers, Librarians, Counselors Association (TLC) reflects a 1% base salary increase (2% to 3% of the original agreement) beginning July 1, 2025, and a 3% hiring range increase for the period of July 1, 2025 to June 30, 2026.

Res. #120D**Exempt Staff Salary Increases – Wage Reopener Negotiations**

To approve the authorization of employees not represented in bargaining unit negotiations shall be increased from a 2% on their base salary to a 3% on their base salary (a 1% increase overall) effective July 1, 2025.

Res. #121**Memorandum of Agreement with the Support Staff Association of Atlantic Cape Community College (SSAACCC)**

To approve a Memorandum of Agreement (MOA) with the Support Staff Association (SSAACCC) that gives members the option of participating in the condensed (35/40 hour) work week from September 15, 2025 to December 23, 2025.

Res. #121A**Memorandum of Agreement with the Teachers, Librarians and Counselors (TLC)**

To approve a Memorandum of Agreement (MOA) with the Teachers, Librarians and Counselors (TLC) that gives members the option of participating in the condensed (40 hour) work week from September 15, 2025 to December 23, 2025.

Res. #121B**Memorandum of Agreement with the Organization of Supervisory and Administrative Personnel (ACCCOSAP)**

To approve a Memorandum of Agreement (MOA) with the Organization of Supervisory and Administrative Personnel (ACCCOSAP) that gives members the option of participating in the condensed (40 hour) work week from September 15, 2025 to December 23, 2025.

Res. #118**Outboard Motor Technician Certificate**

To approve the offering the Outboard Motor Technician Certificate effective, Fall 2025.

Res. #117**Award of Bids**

Number	Item and Vendor Information	Amount
Bid Exempt 1188	Collaborate Software License and Cloud Storage Services Institutional Funds Class Technologies Washington, D.C.	\$51,300.00

Number	Item and Vendor Information	Amount
Bid Exempt 1199-REV.	Enrollment Gap Analysis Professional Services Vision for Success Reserve Ferrilli Haddonfield, NJ	\$57,700.00
Bid Exempt 1200	Technology Equipment and Supplies Procurement Technology Reserve Fund SHI International Corp. Somerset, NJ	\$400,000.00 (not to exceed)
Bid Exempt 1201	MaxSim Tower and Radar Simulator Technical Refresh Emil Buehler Perpetual Trust Grant (Grant Funded) Adacel Systems Inc. Orlando, FL	\$139,250.00
Bid Exempt 1202	Career Coaching and Training Services Fund My Future Program (Grant Funded) Medical Construction Industrial Training Center, LLC Millville, NJ	\$150,000.00 (not to exceed)
Bid Exempt 1203	Career Coaching and Training Services Fund My Future Program (Grant Funded) Academy of Healthcare Excellence Vineland, NJ	\$150,000.00 (not to exceed)
Bid Exempt 1204	Career Coaching and Training Services Fund My Future Program (Grant Funded) Mike's Driving School Inc. Clayton, NJ	\$150,000.00 (not to exceed)
Bid Exempt 1205	Career Coaching and Training Services Fund My Future Program (Grant Funded) Smith & Solomon Driver Training Deptford, NJ	\$150,000.00 (not to exceed)
RFP 270-REV	Auditing Services for Fiscal Year 2025 – Year Two Option Institutional Funds Ford, Scott & Associates, LLC Ocean City, NJ	\$42,400.00

Number	Item and Vendor Information	Amount
RFP 276	K Building Ceiling Replacement – Mays Landing Campus Chapter 12 Funds	\$18,750.00
	KHS&S Contractors of NJ Absecon, NJ	
RFP 277	K Building Art Room Electrical and Lighting Upgrades – Mays Landing Campus Chapter 12 Funds	\$25,500.00
	Lee-Way Electrical, LLC Landisville, NJ	
RFP 278	HVAC Installation – K Building – Mays Landing Campus Chapter 12 Funds	\$15,900.00
	GE Mechanical Vineland, NJ	
RFP 280	Media Buying Services – FY26 Institutional Funds and Various Grant Initiatives as Allowable	\$350,000.00 (not to exceed)
	JL Media Union, NJ	
Total:		\$1,700,800.00

Res. #122

**Authorization of a Procurement of an Annual Expenditure for Energy Consulting Services
Shore Green Energy, LLC
Linwood, NJ**

To approve the authorization of a procurement of an annual expenditure for energy consulting services with Shore Green Energy LLC., expecting to exceed \$17,500.

Res. #123

**Authorization of the Retention of King Barnes Law Group, LLC for Legal Services
King Barnes Law Group, LLC
Northfield, NJ**

To approve the authorization of the retention of King Barnes Law Group LLC., for legal services expecting to exceed \$17,500.

Res. #124

**Authorization of a Procurement of an Annual Expenditure for Promotional Materials and Event Merchandise
George Jackson Promotions**

Tampa, FL

To approve the authorization of a procurement of an annual expenditure for promotional materials and event merchandise with George Jackson Promotions expecting to exceed \$17,500.

Res. #125

**Authorization of a Procurement for Professional Marketing and Public Relations Services to
Princeton Strategic Communications Pursuant to Pay-to-Play Requirements
Princeton Strategic Communications
Trenton, NJ**

To approve the authorization of a procurement for professional marketing and public relations services with Princeton Strategic Communications expecting to exceed \$17,500.

Res. #119

**New Jersey Department of Labor and Workforce Development (NJDOL)
Digital Equity Training Grant Program**

To approve the application and, if awarded, accept up to \$1,000,000 over the grant term from the New Jersey Department of Labor and Workforce Development (NJDOL) for the Digital Equity Training Grant Program.

Res. #126 Executive Session.

- Trustee Torres motioned to approve the Consent Resolutions; Trustee Parker seconded. Motion carried.
- Trustee Byrne abstained from Resolution #114.

X. BUDGET REPORT

- Trustee Kyle reported under Resolution #115 – Regular Resolutions.

XI. REGULAR RESOLUTIONS**Res. #115** FY25 Financial Statement for ten months ended April 30, 2025.

- Trustee Kyle stated the following:
 - As of April 30, 2025, the College has earned 93.45% of budgeted revenues and expended 83.81% of budgeted expenditures. This report reflects the FY25 budget modifications approved in April.
 - FY25 credits are -3.2% below the budgeted goal and down -1.4% from the prior year. High school dual credits are above the budgeted goal, but will not be finalized until May when final payment is due.
 - The FY25 net credit tuition and fee revenue shortfall is \$761,000. In terms of expenses, the year-to-date salaries and benefits are the same as the previous year. The College is committed to implementing careful financial strategies to mitigate the revenue deficit.
- Trustee Torres motioned to approve Resolution #115; Trustee Dawson seconded. Motion carried.

Motion to Accept FY26 Annual Budget Message.

- Trustee Kyle stated the following:

- This is a motion to accept the Annual Budget Message for Fiscal Year 2025-2026. The Annual Budget Message documents the assumptions used in the original budget development approved by the Board in February 2025.
- Trustee Byrne motioned to accept the FY26 Annual Budget Message; Trustee Kyle seconded. Motion carried.

XII. COMMITTEE REPORTS

PERSONNEL AND BOARD DEVELOPMENT

- Trustee Byrne: There are two incidents to report under the Cunningham Ruiz:
 - There was an unspecified threat to area high schools reported to Hamilton Township Police.
 - There was an alcohol offense at the entrance of the Cape May County Campus on Court House-South Dennis Road on March 26, 2024. The driver was arrested and charged with a DWI. This offense will be added to the FY24 Clery Report.

XIII. FOUNDATION REPORT

- Trustee Bey stated the following:
 - The Foundation was thrilled that 320 parents, supporters, students, and donors attended the *Annual Scholarship Recognition Ceremony* on May 19. We awarded 422 scholarships to 242 students, totaling more than \$408,000 in financial assistance.
 - We continue to cultivate our alumni with the Foundation's annual summer bash at Morey's Piers on June 22.

XIV. REPORT OF THE NJ COUNCIL OF COUNTY COLLEGES

- Dr. Gaba shared that the NJCCC is hosting their *Building Opportunities Summit* from June 4-6, 2025 at the Hard Rock & Casino in Atlantic City. Atlantic Cape has a good participation of college faculty, staff, and leadership attending the college, and from the Board of Trustees, several trustees are registered to attend.
- Dr. Gaba also reported that on June 5 the Council is hosting their award ceremony and Chairperson Money will receive the *New Jersey Council of County Colleges Distinguished Alumnus Award*.
- Dr. Gaba congratulated Chairperson Money on receiving this prestigious honor.

XV. OTHER BUSINESS

- There was no other business to discuss.

XVI. COMMENTS FROM THE PUBLIC

- Caesar Niglio, President of the ACCCEA, reported that the Union reached an agreement on the wage-reopener negotiations with the College as shown on the Board Agenda this evening.
- Caesar also shared that the Association was one of two community college unions that attended the State Budget Hearing on May 1st to support the reinstatement of \$20 million toward community colleges in Governor Murphy's Proposed FY26 Budget.

XVII. ADJOURNMENT

- At 6:50 PM, Trustee Torres motioned to adjourn the meeting; Trustee Parker seconded. Motion carried.