

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 28, 2024, advance written notice of the November 19, 2024 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, 2023 and the *Cape May County Herald* on December 13, 2023.

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
- ✓ Christina Clemans (phone)
- X Dave Coskey
- X Dr. Thomas Dawson
- ✓ Dr. Judith DeStefano
- ✓ Ambrose Gray
- ✓ Monica Kyle
- ✓ Daniel Money
- ✓ Donald J. Parker
- X Mark Sandson
- ✓ Maria Ivette Torres
- ✓ Brigitte White (arrived at 6:25 PM)
- ✓ 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
- ✓ 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
- ✓ Dominic Sambucci, Chief Business Officer

Legal Counsel:

- ✓ Will Donio, Esq.

Public in Attendance:

- ✓ Guy DeFalco, guest of Cindy DeFalco
- ✓ Dr. Aaron Fitchner, President of the New Jersey Council of Community Colleges (NJCCC)

Faculty and Staff in Attendance:

- ✓ Cindy DeFalco, Director, Human Resources
- ✓ Chris Mularz, Advancement Officer/Associate Director, Foundation
- ✓ Luis Giovannie Paz, Men’s Soccer Head Coach

- ✓ Raymond Maldonado, guest of Nick Maldonado
- ✓ Susie Maldonado, guest of Nick Maldonado
- ✓ Mark Stein, guest of Lisa Stein
- Students in Attendance:***
- ✓ Michelle Esochagi, Engineering Student
- ✓ Dylan Joseph, Engineering Student
- ✓ Nick Maldonado, Men's Soccer Athlete
- ✓ Brandon Tauscher, Physics Student
- ✓ Chris Walia, Physics Student
- ✓ Rosemary Reidy, Executive Assistant, Office of the President & Board of Trustees
- ✓ Lisa Stein, Professor, Early Childhood Education/Development
- ✓ John Stratton, Professor, Physics and Chemistry
- ✓ Dr. Francis Toriello, Assistant Professor, Physics and Chemistry
- ✓ Chris Vallese, Technical Solutions Engineer

IV. CALL TO ORDER

- Chairperson Money called the meeting to order at 6:16PM on November 19, 2024 at the Mays Landing Campus.

V. President's Report

- Before proceeding to the President's Report, Chairperson Money thanked Trustee Byrne for leadership as Chairperson for the last two years and shared the Trustee Spotlight for Trustee accomplishments.
- Chairperson Money congratulated Trustee White for being awarded the Education Award by Mainland/Pleasantville branch of the NAACP at their annual *Freedom Fund Luncheon* on November 2, as well as being honored by Stockton University's Council of Black Faculty and Staff at their 40th Annual Scholarship and Awards Dinner and Dance on November 14.
- Chairperson Money also congratulated Trustee Clemans for being honored as a *Women of Wonder* at the Atlantic Cape's Foundation and the Cape May County Women's Commission's *Women of Wonder* event at the Flanders Hotel in Ocean City on November 14.
- Dr. Gaba proceeded to the President's Report by congratulating Chairperson Money who will be inducted into the Ocean City High School Athletic Hall of Fame on December 7, 2024 at Ocean City High School.
- Dr. Gaba continued on with a featured student success story on the *2024 Summer Federal Aviation Administration (FAA) Field Study* where four Atlantic Cape Physics and Engineering students, Chris Walia (PHYS), Brandon Tauscher (PHYS), Michelle Esochagi (ENGR), and Dylan Joseph (ENGR), along with the faculty lead, Dr. Francis Toriello, Assistant Professor of Physics and Chemistry, presented their field study on "*Lateral Intent Error of Air Crafts*" to the Federal Aviation Administration Tech Center on August 15.
- Dr. Gaba introduced Professor Toriello and the students, who were part of the field study, to share information about their field study.
- Dr. Gaba highlighted featured events such as the Voice of Selma, student engagement activities, community outreach in Atlantic and Cape May counties, Atlantic Cape's Inlet Community Development Corporation (CDC), the Cape May County bizHub, athletics, and recruitment events.
- The President's Report continued with a report from Dr. Aaron Fitchner, President of the New Jersey Council of Community Colleges (NJCCC), a guest speaker for the evening. Dr. Fitchner talked about the NJCCC, their mission and partnership with New Jersey's Community College, and discussed the

road for the coming year for Higher Education and how the College and the Board of Trustees can participate in their initiatives in 2025.

VI. HONORARY RESOLUTIONS

Res. #48A

Retirement of Cindy DeFalco

To acknowledge the retirement of **Cindy DeFalco**, Director of Human Resources, effective January 1, 2025.

- Trustee Byrne motioned to approve Resolution #48A; Trustee Torres seconded; No abstentions. Motion carried.
- Cindy expressed her appreciation to the Board of Trustees for acknowledging her retirement. She expressed it was an honor and her pleasure to work at Atlantic Cape with a fantastic team.

Res. #48B

Retirement of Lisa Stein

To acknowledge the retirement of **Lisa Stein**, Professor of Early Childhood Education, effective February 1, 2025.

- Trustee Torres motioned to approve Resolution #48B; Trustee Byrne seconded; No abstentions. Motion carried.
- Professor Stein expressed her amazing time working at the College and thanked the Board of Trustees for their acknowledgement of her retirement, and gave her best wishes to Atlantic Cape.

Res. #48E

Recognition of Nick Maldonado as All Region-19 and All-Garden State Athletic Conference Second Team Distinctions for Men's Soccer

To congratulate **Nick Maldonado** for receiving the All-Region-19 distinction, Second Team, and the All-Garden State Athletic Conference (GSAC) distinction, Second Team, for men's soccer.

- Trustee Torres motioned to approve Resolution #48B; Trustee Byrne seconded; No abstentions. Motion carried.
- Nick expressed his gratitude for choosing Atlantic Cape and being a student athlete on the Men's Soccer team and being a part of something great.

VII. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

- None noted.

VIII. CONSENT RESOLUTIONS

- McAlister read the following consent resolutions.

Res. #46 Regular Session Minutes (October 29, 2024).

Res. #48

Personnel Action

Approve: Appointments: **Nicholas Alexander**, appointed to the position of Senior Manager, Digital Accessibility CFA, effective November 20, 2024 at an annual salary of \$61,776; **Maria Pitot Arguedas**, appointed to the position of Office and Community Event Coordinator, effective November 20, 2024 at an annual salary of \$42,350; **Regina Betz-Madge**, appointed to the position of Assistant Professor of English, effective January 21, 2025 at an annual salary of \$62,502; **Lauren DiGiovanni**, appointed to the position of Assistant Professor of Engineering/Mathematics, effective January 21, 2025 at an annual salary of \$62,502; **Dylan Favretto**, appointed to the position of ITS Technician, effective November 20, 2024 at an annual salary of \$34,839; **Justin Tipton**, appointed to the position of Security Sergeant, effective November 20, 2024 at an annual salary of \$39,374.

Res. #48C

Retirement of Carmen Cabrera

To acknowledge the retirement of **Carmen Cabrera**, Assistant Director of One Stop and Enrollment Services, effective January 1, 2025.

Res. #48D

Policy Updates

Policy No. 302 *Purchase of Advertising*
 Policy No. 800 *Academic Freedom*
 Policy No. 831 *Major Medical Benefits*
 Policy No. 813 *Bereavement Pay*
 Policy No. 821 *Educational Assistance Program*
 Policy No. 829 *Life Insurance*
 Policy No. 849 *Salary Increases – Negotiated Contract Groups*

To approve the revisions Policy No. 302 *Purchase of Advertising*; and the eliminations of Policy No. 800 *Academic Freedom*, Policy No. 831 *Major Medical Benefits*, Policy No. 813 *Bereavement Pay*, Policy No. 821 *Educational Assistance Program*, Policy No. 829 *Life Insurance* and Policy No. 849 *Salary Increases – Negotiated Contract Groups*.

Res. #50

sUAS Data Collection Technician Option in sUAS Field Technician, A.A.S.

To approve offering the sUAS Data Collection Technician Option, sUAS Field Technician, A.A.S. effective, Fall 2025.

Res. #50A

Commercial sUAS Data Collection Certificate

To approve offering the Commercial sUAS Data Collection Certificate effective, Fall 2025.

Res. #50B

sUAS Aerial Data Collection Specialist Professional Series

To approve offering the sUAS Aerial Data Collection Specialist Professional Series effective, Fall 2025.

Res. #50C

Small Animal Science, A.S. Grant

To approve offering the Small Animal Science, A.S. effective, Fall 2025.

Res. #49

Award of Bids

Number	Item and Vendor Information	Amount
Bid Exempt 1164- REVISED	Federal Emergency Management Agency (FEMA) Map Amendment Neighborhood Revitalization Tax Credit Program (NRTC) (Grant Funded) Princeton Hydro Trenton, New Jersey	\$27,800.00
Bid Exempt 1167	IBM Equipment Maintenance Contract Institutional Funds Ocean Computer Group, Inc. Matawan, New Jersey	\$37,041.70
Bid Exempt 1169	Sewage Pipe Repair for Ladies Restroom in E Building Lobby (Gymnasium – Mays Landing Campus) Chapter 12 and R&R Funds Kisby Shore Mechanical Contractors Atlantic City, New Jersey	\$34,290.00
Bid Exempt 1170	Chemical Storage Exhaust Fan and Installation Services – Cape May County Campus Chapter 12 Funds Modern Controls New Castle, DE	\$24,279.00
Bid Exempt 1171	Educational Models and Anatomical Figures Institutional Funds American 3B Scientific, LP Tucker, GA	\$22,241.83
Total:		\$145,652.53

Res. #53

**Resolution to Authorize a Contract with Eastern Sign Corporation
for the Inlet CDC Streetscape Beautification Project**

To approve the authorization of a contract to Eastern Sign Corporation for the Inlet CDC Streetscape Beautification Project at a cost not to exceed \$29,000.

Res. #55

Resolution to Communicate Insurance Claim at Atlantic Cape Community College’s

Cape May County Campus

To approve the authorization to communicate an insurance claim for the Cape May County Campus and pay the insurance deductible of \$25,000 required in College's Insurance Contract.

Res. #51

New Jersey Department of Labor and Workforce Development (NJDOLE) Pre-Apprenticeship in Career Education (PACE) Grant Program

To approve application and, if awarded, accept up to \$2,000,000 over the grant term from the New Jersey Department of Labor and Workforce Development (NJDOLE) for the Pre-Apprenticeship in Career Education (PACE) Grant Program.

Res. #52

Acceptance of Seed Funding from the Clemente Course in the Humanities (CCH) and the New Jersey Council for the Humanities (NJCH) for the Implementation of a Clemente Course for Veterans

To approve the acceptance of the \$30,000 seed funding from Clemente Course in the Humanities and New Jersey Council for the Humanities to support the implementation of the Clemente Course for Veterans.

Res. #56 Executive Session.

- Trustee Torres motioned to approve the Consent Resolutions; Trustee Castillo seconded; Trustee White and Trustee DeStefano abstained from Resolution #46. Motion carried.

IX. BUDGET REPORT

- Trustee Kyle reported under Resolution #2 and Resolution #47 – Regular Resolutions.

X. REGULAR RESOLUTIONS

Res. #2 FY24 Draft Financial Statement for twelve months ended June 30, 2024 as of November 4, 2024.

- Trustee Kyle stated the following:
 - As of this draft, the College has achieved 102.8% of its budgeted revenues and expended 98.8% of its budgeted expenditures.
 - The unrestricted fund year-end adjustments are complete with the exception of the PERS pension reserve (pending the State publishing the employer billing).
 - The College will draw significantly less from the fund balance than originally budgeted for FY24. The final net margin will be determined once the fiscal year closing and audit are complete. The auditor's field work will begin this month.
- Trustee Parker motioned to approve Resolution #2; Trustee Castillo seconded. Motion carried.

Res. #47 FY25 Financial Statement for four months ended October 31, 2024.

- Trustee Kyle stated the following:
 - As of October 31, 2024, the College has earned 45.9% of budgeted revenues and expended 36.3% of budgeted expenditures.
 - FY25 Summer enrollment is 7.3% above the budgeted goal, while Fall enrollment is -6.6% below budget. The net Summer and Fall credit tuition and fee revenue shortfall is (\$528,922).

- Revenue is tracking -1.2% less than this time last year. Expenses are tracking 6.6% higher than last year, however, encumbrances are down -37%.
- Combined, expenses plus encumbrances are down 1.6%.
- Trustee Parker motioned to approve Resolution #47; Trustee Torres 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 Bey stated the following:
 - *Giving Tuesday* is December 3 this year. The Foundation has a commitment of a \$2,500 match from one of the Foundation Board members, and the goal is \$17, 210.
 - The *Women of Wonder (WOW)* event was November 14 at the Flanders Hotel in Ocean City. Congratulations again to Trustee Clemans on being one of the awardees. This event raised more than \$16,000 compared with \$14,150 in FY24. Many thanks to the Cape May County Women’s Commission for supporting this event, where nearly 100% of the proceeds go to the neediest students in Cape May County.
 - Save the date for the *Restaurant Gala* which is March 27, 2025 at Harrah’s Waterfront Conference Center in Atlantic City. Sponsorships are available.

XIII. REPORT OF THE NJ COUNCIL OF COUNTY COLLEGES

- No report.

XIV. OTHER BUSINESS

- Chairperson Money thanked all of the board members who attended the dynamic Board Retreat on Saturday, November 16. Our ACCT facilitator, Dr. Charlene Dukes did an excellent job in her presentation and provided many opportunities for conversation about the future and sharing ideas about next steps.
- Chairperson Money advised that the 2025 National Legislative Summit in Washington D.C. will be held from February 9-12, 2025. This is the leading community college advocacy opportunity as we tell our Atlantic Cape story to our legislatures and share community college priorities. Contact Jean McAlister if you would like to attend.

XV. COMMENTS FROM THE PUBLIC

- No comments from the public.

XVI. ADJOURNMENT

- At 7:30 PM, Trustee Parker motioned to adjourn the meeting; Trustee Torres seconded.
- Motion carried.