

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 July 29, 2024, advance written notice of the August 20, 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 Byrne asked everyone to rise for the flag salute.

III. ROLL CALL

- Before proceeding to Roll Call, Chairperson Byrne welcomed Trustee Haniyah Bey, the 2024 Alumni Trustee, to the Board of Trustees.
- McAlister provided a roll call for Board members and marked others in attendance on the telephone.

Board Members:

- ✓ Ellen Byrne
- ✓ Haniyah Bey
- X Flora Castillo
- ✓ Christina Clemans (phone)
- ✓ Dave Coskey (phone)
- ✓ Dr. Thomas Dawson
- ✓ Dr. Judith DeStefano
- X Ambrose Gray
- ✓ Monica Kyle
- X Daniel Money
- ✓ Donald J. Parker
- ✓ Mark Sandson
- ✓ Maria Ivette Torres
- ✓ Brigitte White
- 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
- ✓ 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
- ✓ 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
- X Dominic Sambucci, Chief Business Officer

Legal Counsel:

- ✓ Will Donio, Esq.

Public in Attendance:

- ✓ Bonnie Lindaw, Atlantic County Treasurer (Phone)

Faculty and Staff in Attendance:

- ✓ Chris Mularz, Advancement Officer/Associate Director, Foundation
- ✓ Caesar Niglio, Director, Enterprise Applications, Info Tech Services, ACCCEA President
- ✓ Rosemary Reidy, Executive Assistant, Office of the President
- ✓ Chris Vallese, Technical Solutions Engineer
- ✓ David Zuba, Public Relations Manager and Copywriter

IV. CALL TO ORDER

- Chairperson Byrne called the meeting to order at 6:00PM on August 20, 2024 at the Mays Landing Campus.

V. President's Report

- Chairperson Byrne congratulated Dr. Gaba on being elected to the Board of Directors of the American Association of Community Colleges (AACC), and also noted to the Board that Dr. Gaba is being honored by the Atlantic City Community Fund at its annual reception for establishing the Non-Profit Resource Center at Atlantic Cape's Worthington Atlantic City Campus.
- Dr. Gaba discussed featured stories on grants awarded, the Inlet Community Development Corporation (CDC), campus visits from middle and school students, recruitment events, student success, student engagement activities, community outreach in Atlantic and Cape May counties, athletics, leadership and staff spotlights, and student achievements.
- Sherwood Taylor, Senior Director of Workforce Development, presented on "Workforce Development Part II – Prior Learning Assessment" (PLA).

VI. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

- None noted.

VII. CONSENT RESOLUTIONS

- McAlister read the following consent resolutions.

Res. #1 Regular Session Minutes (June 26, 2024).

Res. #4

Personnel Actions

Approve: Appointments: **Samantha Adelman**, appointed to the position of Student Engagement Specialist effective September 3, 2024 at an annual salary of \$42,350; **Charles Calascione**, appointed to the position of Grounds Labor Maintenance Worker effective September 3, 2024 at an annual salary of \$36,582; **Daniel Frankowski**, appointed to the position of Food Buyer/Manager effective August 26, 2024 at an annual salary of \$51,472; **Henry Guzman-Flores**, appointed to the position of Office Coordinator, EOF Program effective August 21, 2024 at an annual salary of \$43,409; **Dejhane McNeal**, appointed to the position of Payroll Accountant effective September 9, 2024 at an annual salary of \$51,472; **Emanuel Neil**, appointed to the position of Counselor I (SSS) effective August 21, 2024 at an annual salary of \$62,502; **Kelsie Steup**, appointed to the position of Middle and High School CTE Program Coordinator effective August 21, 2024 at an annual salary of \$51,472; **Christopher Weisbecker**, appointed to the position of Assistant Professor, History effective August 26, 2024 at an annual salary of \$62,502.

Reclassifications: **Andrea Enders**, from Program Coordinator, Enrollment Services to Manager Enrollment Services effective August 21, 2024 at an annual salary of \$56,764; **April Wolff**, from Assistant Director, Infrastructure Systems to Director, Infrastructure Systems effective August 21, 2024 at an annual salary of \$78,448; **Stacey Zacharoff**, from Senior Director, Center for Student Success to Dean of Students effective August 21, 2024 at an annual salary of \$100,627.

Res. #4A**Dr. Peter L. Mora Acknowledgement**

To acknowledge Dr. Peter L. Mora's accomplishments as part of the 60-year legacy of Atlantic Cape Community College and extend our sincerest condolences to Dr. Mora's loved ones.

Res. #4B**Dr. William A. Orth Acknowledgement**

To acknowledge Dr. William A. Orth's accomplishments as part of the 60-year legacy of Atlantic Cape Community College and extend our sincerest condolences to Dr. Orth's loved ones.

Res. #4C**Policy Updates**

- Policy No. 27 *College Social Media Policy*
- Policy No. 28 *Board Attendance*
- Policy No. 150 *Library Collection Development*
- Policy No. 151 *Art Gallery Exhibits and Programs*
- Policy No. 303 *Use of College Seal or Logo*
- Policy No. 306 *Media Contact*
- Policy No. 816 *Compensatory Time*
- Policy No. 842 *Prescription Drug Program* (eliminate to procedure)
- Policy No. 858 *Vacation* (eliminate to procedure)
- Policy No. 925 *Medical and Other Emergencies* (eliminate to procedure)

To approve the adoption of Policy No. 150 *Library Collection Development* and Policy No. 151 *Art Gallery Exhibits and Programs*; the revisions to Policy No. 27 *College Social Media Policy*, Policy No. 303 *Use of the College Seal or Logo*, Policy No. 816 *Compensatory Time*, Policy No. 306 *Media Contact*; eliminate the following policies as Board Policies and be incorporated under a College Procedure, Policy No. 858 *Vacation*, Policy No. 842 *Prescription Drug Program*, and Policy No. 925 *Medical and Other Emergencies*; and reaffirm Policy No. 28 *Board Attendance*.

Res.#4D

Memorandum of Agreement with the Atlantic Cape Community College Organization of Supervisory and Administrative Personnel (ACCCOSAP), Supportive Staff Association (SSAACCC), Culinary Arts Faculty (ACAFA) and Teachers, Librarians and Counselors (TLC)

To approve a Memorandum of Agreement (MOA) with the Atlantic Cape Community College Organization of Supervisory and Administrative Personnel (ACCCOSAP), Supportive Staff Association (SSAACCC), Culinary Arts Faculty (ACAFA) and Teachers, Librarians and Counselors (TLC) that allows employees who are for Health Insurance Benefits through the New Jersey School Employees Health Benefits Program (SEHBP) may choose to waive their coverage subject to the eligibility requirement as defined by SEHBP and be compensated for their waiver of coverage for benefit year 2025.

Res. #5**Award of Bids**

Number	Item and Vendor Information	Amount
Bid 1870A REVISED	Waste Hauling and Disposal Services Institutional Funds Gold Medal Environmental Sewell, New Jersey	\$106,662.72
Bid Exempt 1096 REVISED	Medium Voltage Loop and Fiber Optic Backbone Upgrade Chapter 12 Funds DaVinci Group, LLC Woodbury, New Jersey	\$103,700.00
Bid Exempt 1137	Telephone Business Line Services Institutional Funds Windstream Louisville, Kentucky	\$73,200.00
Bid Exempt 1138	Library Resources Subscription Renewal Institutional Funds and Perkins Grant (Partially Grant Funded) VALE-NJ (NJ Edge) Newark, New Jersey	\$45,919.25
Bid Exempt 1139	Telecommunication Services Warranty Institutional Funds Hunter Technologies Wall Township, New Jersey	\$28,014.00
Bid Exempt 1140	Kubota 4WD Tractor with Cab Repair & Replacement (R&R) Vehicle Funds Cherry Valley Tractor Sales Marlton, New Jersey	\$43,843.38
Bid Exempt 1142	Facilities Assessment – All Campuses Chapter 12 Funds Entech Engineering Inc. Reading, Pennsylvania	\$100,000.00 (Not to Exceed)

Number	Item and Vendor Information	Amount
Bid Exempt 1143	Atlantic City Campus Renovation Master Plan Chapter 12 Funds	\$50,000.00 (Not to Exceed)
	SOSH Architects Atlantic City, New Jersey	
Bid Exempt 1144	Gym Bleachers Replacement – Gymnasium Renovation Mays Landing Campus Chapter 12 Funds	\$143,879.00
	Nickerson Bay Shore, New York	
Bid Exempt 1145	Basketball Backstop Upgrade – Gymnasium Renovation Mays Landing Campus Chapter 12 Funds	\$22,099.16
	Nickerson Bay Shore, New York	
RFP 222 - REVISED	Mays Landing Baseball Field/Dugouts Chapter 12 Funds	\$27,500.00
	Spiezle Architectural Group, Inc. Hamilton, New Jersey	
RFP 266A - REVISED	Fisherman’s Park Refurbishment Project Inlet Revitalization (Grant Funded)	\$36,000.00
	Fichetola Landscaping Egg Harbor Township, NJ	
RFP 272	Baseball Scoreboard Chapter 12 Funds and Atlantic Cape Foundation	\$118,494.28
	Nevco LLC Greenville, Illinois	

Number	Item and Vendor Information	Amount
RFP 273	Altman Park Pickleball Court Flooring Neighborhood Revitalization Tax Credit (NRTC) Funds (Grant Funded) Jersey Concrete Atlantic City, New Jersey	\$46,640.00
RFP 274	Altman Park Pickleball Court Fencing Neighborhood Revitalization Tax Credit (NRTC) Funds (Grant Funded) Accent Fence Egg Harbor City, New Jersey	\$38,269.00
Total:		\$984,220.79

Res. #113-Revised**Award of Bids**

Number	Item and Vendor Information	Amount
Bid Exempt 1125	VMWare License Renewal Institutional Funds Continental Resources Inc (ConRes) Bedford, Massachusetts	\$154,902.30
Total:		\$154,902.30

Res. #6

**Resolution Authorizing the Award of a Contract for Insurance
Student and Athletic Accident and Non-Credit Insurance**

To approve the authorization for a contract with Gallagher Student Health & Special Risk to provide coverage for student athletes.

Res. #11

**Resolution Authorizing the Revised Neighborhood Revitalization Tax Credit Program (NRTC)
Neighborhood Plan to Expand the Service Area to Include Bungalow Park**

To approve the authorization of the Inlet CDC to expand the Inlet Neighborhood Action Plan Area to include the Bungalow Park Area in Atlantic City.

Res. #12**Resolution Authorizing a Contract for Legal and Cyber Forensic Services**

To approve the authorization of an engagement with Mullen Coughlin attorneys and At-Bay Consulting to perform a forensic study on Atlantic Cape's student email accounts buccaneer.edu to identify risk on behalf of the College.

Res. #13**Resolution Authorizing the Award of a Contract for Food Services**

**Ashley Foods
Philadelphia, PA**

To approve a contract with Ashley Foods to provide culinary food items as needed for class instruction.

Res. #14**Resolution Authorizing the Award of a Contract for Food Services**

**Performance Food Group Inc
Richmond, VA**

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

Res. #15**Resolution Authorizing the Award of a Contract for Food Services**

**Randall's Seafood
Pleasantville, NJ**

To approve a contract with Randall's Seafood to provide culinary food items as needed for class instruction.

Res. #16**Resolution Authorizing the Award of a Contract for Food Services**

**BK Specialty Food
Ridgefield, CT**

To approve a contract with BK Specialty Food to provide culinary food items as needed for class instruction.

Res. #17**Resolution Authorizing the Inlet Community Development Corporation to Purchase Security Cameras**

To approve the authorization of the Inlet CDC to contribute up to \$35,000 towards the cost associated with installing three (3) security cameras at Gardens Basin in Atlantic City contingent upon the execution of the agreement and approval from the City of Atlantic City's Council meeting on August 14, 2024.

Res. #7**New Jersey Office of the Secretary of Higher Education (OSHE)
FY25 County College-Based Centers for Adult Transition Grant**

To approve application and, if awarded, accept up to \$500,000 from the New Jersey Office of the Secretary of Higher Education for the FY25 Center for Adult Transition Grant.

Res. #8**New Jersey Council of County Colleges (NJCCC) and the Office of the Secretary of Higher Education (OSHE) FY25 College Readiness Now XI Project Grant**

A Memorandum of Understanding with the New Jersey Council of County Colleges and the Office of the Secretary of Higher Education for the implementation of the College Readiness Now XI Project, with a grant award of up to \$35,000 and a grant term of July 1, 2024 – August 20, 2025.

Res. #9**NJ Office of the Secretary of Higher Education (OSHE)
Hunger-Free Campus Grant FY25**

To approve the application and, if awarded, to accept up to \$50,000 from the New Jersey Office of the Secretary of Higher Education for the Hunger-Free Campus Grant Program.

Res. #10**NJ Office of the Secretary of Higher Education (OSHE)
Educational Opportunity Fund (EOF) Special Project Grant FY25**

To approve the application and, if awarded, to accept up to \$75,000 from the New Jersey Office of the Secretary of Higher Education for an EOF Special Project Grant.

Res. #18 Executive Session.

- Trustee Parker motioned to approve the Consent Resolutions; Trustee Torres seconded.; Trustee DeStefano abstained from Resolution #7, Resolution #8, Resolution #9, and Resolution #10. Motion carried.

VIII. BUDGET REPORT

- Trustee Parker reported under Resolution #2 – Regular Resolutions.

IX. REGULAR RESOLUTIONS

Res.#2 FY24 Draft Financial Statement for twelve months ended June 30, 2024 as of August 5, 2024.

- Trustee Parker stated the following:
 - As of this draft, the College has earned 102.7% of budgeted revenues and expended 99.4% of budgeted expenditures. The FY24 fiscal year closing is in process, and the net margin will be determined once the final adjustments are complete.
 - The Audit Entrance conference with partners from Ford-Scott and Associates was held during this month's BFA meeting to discuss the FY24 audit plan and timeline.
- Trustee Dawson motioned to approve Resolution #2; Trustee Sandson seconded. Motion carried.

Res. #3 FY25 Financial Statement for one month ended July 31, 2024.

- Trustee Parker stated the following:
 - As of July 31, 2024, the College has earned 10.3% of budgeted revenues and expended 11.5% of budgeted expenditures.
 - FY25 Summer enrollment is 759 credits above the budgeted goal of 10,336, or +7.3%.
 - Summer tuition and fee revenue is \$158,350 above budget. Expenses plus encumbrances are tracking the same as this time last year.

- Trustee White motioned to approve Resolution #3; Trustee Torres seconded. Motion carried.

Res. #77-Revised Tuition and Fee Schedule establishing the Aviation Flight Training Course Fees, commencing with the summer session FY 2025.

- Trustee Parker stated the following:
 - This revision sets the Aviation Course fees for the academic year 2024-2025 which were listed as TBD on the original tuition and fee resolution.
- Trustee Dawson motioned to approve Resolution #77-Revised; Trustee Parker seconded. Motion carried.

X. COMMITTEE REPORTS

PERSONNEL AND BOARD DEVELOPMENT

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

XI. FOUNDATION REPORT

- Trustee Bey stated the following:
 - The annual Scramble FORE Scholarships Tournament is at Cape May National, on Friday, October 4. Once again, thanks to the Mullock Family for their generosity for allowing us to use the course at no cost. The scholarships for this event will be designated for those students pursuing degrees in the science fields.

XII. REPORT OF THE NJ COUNCIL OF COUNTY COLLEGES

- Dr. Gaba thanked the Board for their support and efforts for the successful re-installment of \$20 million in Governor Murphy's FY25 budget for community colleges operating aid.

XIII. OTHER BUSINESS

- Chairperson Byrne advised that the Board Retreat is confirmed for Saturday, November 16 from 8:30am-2:30pm at the Mays Landing Campus. Dr. Charlene Dukes, a consultant with the Association of Community College Trustees (ACCT), was at a Board Retreat in January 2023 and was well received. Please save the date.

XIV. COMMENTS FROM THE PUBLIC

- No comments from the public.
- *Secretary's note – Trustee Coskey departed prior to Executive Session.*

XV. EXECUTIVE SESSION

- At 6:45PM, Chairperson Byrne called for a motion to go into Executive Session to discuss personnel, litigation, anticipated contracts and matters of attorney-client privilege. Trustee Parker motioned; Trustee Dawson seconded. Motion carried.
- *Secretary's note: the Board returned to public session at 7:35PM.*

XVI. REGULAR RESOLUTION

- Chairperson Byrne introduced Resolution #19 to the Agenda after the Executive Session.

Res. #19**Annual Performance Evaluation and Compensation of Dr. Barbara Gaba**

The Board of Trustees President Evaluation Committee (P.E.C.) conducted the FY 2024 performance review and compensation based upon endorsement of the President's mid-year review; approval of the President's annual goals; the President's Self-Evaluation for July 1, 2023-June 30, 2024; and a summary of performance ratings compiled by the Association of Community College Trustees (ACCT) from a comprehensive performance evaluation survey to which all Trustees were invited to participate. The survey again noted that Dr. Gaba's performance overall "exceeds expectations", particularly in terms of leadership, academic and student affairs, financial and accountability.

To award Dr. Barbara Gaba a salary increase of an additional one point five (1.5) percent from an annual salary of \$229,973 to \$233,323 beginning July 1, 2024.

- Trustee Parker motioned to approve Resolution #19 awarding Dr. Gaba an additional 1.5% increase; Trustee Torres seconded.
- McAlister conducted a roll call vote:

○ Trustee Byrne – yes	○ Trustee Bey – yes
○ Trustee Clemans – yes	○ Trustee Parker – yes
○ Trustee Dawson – yes	○ Trustee Sandson – no
○ Trustee DeStefano – yes	○ Trustee Torres – yes
○ Trustee Kyle – abstain	○ Trustee White – yes
- Motion carried.

XVII. ADJOURNMENT

- At 7:40 PM, Trustee Dawson motioned to adjourn the meeting; Trustee Parker seconded.
- Motion carried.