

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 September 29, 2025, advance written notice of the October 28, 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:

- X Ellen Byrne
- ✓ Flora Castillo
- ✓ Christina Clemans
- ✓ Dr. Thomas Dawson
- ✓ Dr. Judith DeStefano
- ✓ Ambrose Gray
- ✓ Monica Kyle
- ✓ Priya Momi
- ✓ Daniel Money
- ✓ Donald Parker
- X Mark Sandson
- ✓ Barbara Stafford-Jones
- ✓ Maria Ivette Torres
- ✓ Brigitte White
- ✓ Leslie White-Coursey

Legal Counsel:

- X Will Donio, Esq.
- ✓ Kasi Gifford, Esq.

Public in Attendance:

- ✓ Bonnie Lindaw, Atlantic County
Chief Financial Officer
- ✓ Lisa Habbree

College Personnel:

- ✓ Dr. Barbara Gaba, President
- ✓ Laura Batchelor, Chief Marketing Officer
- X 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
- ✓ Dr. Vanessa O’Brien-McMasters, Vice President, Institutional
Effectiveness and Chief Strategy Officer
- ✓ John Piazza, Chief Information Officer
- ✓ Dominic Sambucci, Chief Business Officer

Faculty and Staff in Attendance:

- ✓ Victor Moreno, Student Affairs Project & Operations Lead
- ✓ Chris Mularz, Advancement Officer and Associate Director of
the Foundation
- ✓ Rosemary Reidy, Executive Assistant, Office of the President
& Board of Trustees
- ✓ Chris Vallese, Technical Solutions Engineer

- ✓ David Zuba, Public Relations Manager and Copywriter

IV. CALL TO ORDER

- Chairperson Money called the meeting to order at 6:00PM on October 28, 2025 at the Worthington Atlantic City Campus.

V. HONORARY RESOLUTION

Res. #38B

Retirement of Nina Brannigan, Assistant Professor and Department Chair of Practical Nursing, Nursing and Health Science

To acknowledge the retirement of **Nina Brannigan**, Assistant Professor and Department Chair of Practical Nursing, Nursing and Health Science, effective January 1, 2026.

- Trustee Torres motioned to approve the Resolution #38B; Trustee Parker seconded. Motion carried.

VI. President's Report

- Dr. Gaba then discussed featured stories such as the 20th Anniversary of the Cape May County Campus, MOA Civil Rights Compliance review, leadership spotlights, student spotlights, the Inlet Development Corporation (CDC) events, student engagement activities, community outreach in Atlantic and Cape May counties, the Cape May County bizHub, athletics, recruitment events, and the Inlet CDC Tour.
- Lisa Givens and the Student Government Association presented on “Student Government Association and Student Engagement.”

VII. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

- No comments from the public on agenda items.

VIII. CONSENT RESOLUTIONS

- McAlister read the following consent resolutions.

Res. #36 Regular Session Minutes (September 23, 2025).

Res. #38

Personnel Action

Approve: Appointments: **Jacquelyn Daugherty**, appointed to the position of Confidential Assistant, President's Office, effective November 3, 2025, at an annual salary of \$50,000; **Jessica Ellis**, appointed to the position of Assistant Professor of Nursing, Nursing and Health Science, effective November 10, 2025 at an annual salary of \$64,377; **Jessica Gustafson**, appointed to the position of Mental Health/Basic Needs Specialist, Center for Student Success, effective November 3, 2025, at an annual salary of \$43,621; this is a grant funded position scheduled to end on or before June 30, 2026.

Promotions: **Dylan Favretto**, to the position of Help Desk Manager, Information Technology Services, effective November 3, 2025, at an annual salary of \$54,341.

Res. #38A

Retirement of JoAnna Johns, Assistant Professor, Nursing and Health Science

To acknowledge the retirement of **JoAnna Johns**, Assistant Professor, Nursing and Health Science, effective January 1, 2026.

Res. #38C

Policy Updates

Policy No. 400 *Acceptable Use of Technology*
 Policy No. 500 *Administrative Responsibility*
 Policy No. 513 *Institutional Review Board (IRB) Compliance*

To approve the revisions Policy No. 400 *Acceptable Use of Technology* and Policy No. 500 *Administrative Responsibility*; and the reaffirmation of Policy No. 513 *Institutional Review Board (IRB) Compliance*.

Res. #39

Award of Bids

Number	Item and Vendor Information	Amount
Bid Exempt 1228- Rev.	Library Resources Subscription Renewal Institutional Funds and Perkins Grant Funds (Partially Grant Funded) VALE-NJ (NJ Edge) Newark, NJ	\$44,446.17
Bid Exempt 1124- Rev.	Career Exploration Software License (Career Coach) Renewable Energy Grant & Institutional Funds (Partially Grant Funded) Ocean Casino Resort Atlantic City, NJ	\$50,000.00 (not to exceed)
Bid Exempt 1241	HVAC Preventive Boiler Maintenance Services Institutional Funds Northeast Mechanical Services, Inc. Sewell, NJ	\$19,916.50
Bid Exempt 1242	IBM Equipment Maintenance Institutional Funds Ocean Computer Group, Inc. Matawan, NJ	\$32,579.46
Total:		\$146,942.13

Res. #40**Termination of the Health Information Technology, A.A.S.**

To approve the termination of the Health Information Technology, A.A.S. degree effective, Fall 2025.

Res. #42**Authorization of a Procurement of an Annual Expenditure for HVAC Services**

Edward R. Woods

West Trenton, NJ

To approve the authorization of a procurement of an annual expenditure for HVAC Services with Edward R. Woods for FY26 is expected to exceed \$17,500.

Res. #43**Authorization of a Procurement of an Annual Expenditure for Tent Rental and Related Equipment**

Petrosh Big Top Tent

Rio Grande, NJ

To approve the authorization of a procurement of an annual expenditure for tent rental and related equipment with Petrosh Big Top Tent for FY26 is expected to exceed \$17,500.

Res. #44**Authorization for Annual Expenditure for Consulting Services in support of the National Science Foundation (NSF) Grant**

Mullins Consulting

Kalamazoo, MI

To approve the authorization of a procurement of an annual expenditure for consulting services with Mullins Consulting for FY26 is expected to exceed \$17,500.

Res. #41**New Jersey Department of Labor and Workforce Development (NJDOL)
Pre-Apprenticeship in Career Education (PACE) Grant Program FY26**

To approve the application and, if awarded, accept up to \$650,000 over the grant term from the New Jersey Department of Labor and Workforce Development (NJDOL) for the Pre-Apprenticeship in Career Education (PACE) Grant Program.

Res. #7-Rev.**New Jersey Council of County Colleges (NJCCC) Mental Health and Wellness Mini-Grant**

To approve the application and, if awarded, accept \$1,125 over the term of the grant from the New Jersey Council of County Colleges for the Mental Health and Wellness Mini-Grant program.

Res. #45 Executive Session.

- Trustee Castillo motioned to approve the Consent Resolutions; Trustee White seconded. Motion carried.

IX. BUDGET REPORT

- Trustee Kyle reported under Resolution #2 and Resolution #37 – Regular Resolutions.

X. REGULAR RESOLUTIONS

Res. #2 FY25 Draft Financial Statement for twelve months ended June 30, 2025 as of October 6, 2025.

- Trustee Kyle stated the following:
 - o As of this draft, the College has earned 99.9% of budgeted revenues and expended 99.7% of budgeted expenditures.
 - o The year-end adjustments for the bad debt reserve, aviation fees deferral and PERS liability are now completed.
 - o The State published the PERS Employer Billing, which is \$55,000 lower than the prior year and within the estimated accrued.
 - o The fiscal year closing is in process, and the net margin will be determined upon completion of the grant closeouts, encumbrance reviews and final adjustments and audit.
 - o It is expected by management that most of the adjusted budgeted fund balance will be utilized in FY2025.
 - o Audit field work is expected to begin in November.
- Trustee Torres motioned to approve Resolution #2; Trustee Castillo seconded. Motion carried.

Res. #37 FY26 Financial Statement for three months ended September 30, 2025.

- Trustee Kyle stated the following:
 - o As of September 30, the College has earned 46.7% of budgeted revenues and expended 29.2% of budgeted expenditures.
 - o Fall credits are 2.3% above budget, and 4.5% higher than last year. The revenue from tuition and fees for Summer and Fall is \$27,112 higher than the budgeted amount, with Fall exceeding the budget by \$188,000 which is offset by a shortfall for Summer of \$161,000.
 - o Salaries and benefits are tracking 0.9% below last year.
 - o It was noted that savings in salaries and benefits are needed to help mitigate the significant (32%) healthcare premium increases effective January 1st.
- Trustee Dawson motioned to approve Resolution #37; Trustee Parker seconded. Motion carried.

Res. #39A Award of Bids

Number	Item and Vendor Information	Amount
Bid Exempt 1243	Building-A Leak Repair R&R Funds and Institutional Funds	\$21,713.38
	Kisby Lees Mechanical LLC Atlantic City, NJ	
	Total:	\$21,713.38

- Trustee Dawson motioned to approve Resolution #39A; Trustee Parker seconded Motion carried.

XI. COMMITTEE REPORTS

PERSONNEL AND BOARD DEVELOPMENT

- Trustee Dawson: no report.

XII. FOUNDATION REPORT

- Trustee Momi stated the following:
 - o The College will be participating in the international day of giving called GIVING TUESDAY, which is Tuesday, Dec. 2nd. We will be getting a head start in a few weeks and we hope to raise more than \$20,000.
 - o The annual Women of Wonder event for scholarships, in partnership with the Cape May County Women's Commission, is at the Flanders on November 13 at 11:30am.

XIII. REPORT OF THE NJ COUNCIL OF COUNTY COLLEGES

- No report.

XIV. COMMENTS FROM THE PUBLIC

- No comments from the public.

XV. EXECUTIVE SESSION

- At 6:43 PM, Chairperson Money requested to go into Executive Session to discuss personnel, litigation, anticipated contracts and matters of attorney-client privilege; Trustee Torres motioned; Trustee Castillo seconded. Motion carried.

XVI. ADJOURNMENT

- At 7:17 PM, Trustee Parker motioned to adjourn the meeting; Trustee White seconded. Motion carried.