

## 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 27, 2025, advance written notice of the November 18, 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 (phone)
- ✓ Dr. Thomas Dawson
- ✓ Dr. Judith DeStefano
- X Ambrose Gray
- ✓ Monica Kyle
- ✓ Priya Momi
- ✓ Daniel Money
- ✓ Donald Parker
- X Mark Sandson
- ✓ Barbara Stafford-Jones (phone)
- ✓ Maria Ivette Torres
- X Brigitte White
- ✓ Leslie White-Coursey

### ***Legal Counsel:***

- ✓ Will Donio, Esq.

### ***Public in Attendance:***

- ✓ Bonnie Lindaw, Atlantic County Chief Financial Officer (phone)
- ✓ Dr. Aaron Fitchner, President of the New Jersey Council of Community Colleges (NJCCC)
- ✓ Victor Garlitos, Esq., King Barnes LLC

### ***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:***

- ✓ Chris Mularz, Advancement Officer and Associate Director of the Foundation
- ✓ Caesar Niglio, Director, Enterprise Applications, Info Tech Services, ACCCEA President
- ✓ 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 6:14PM on November 18, 2025 at the Mays Landing Campus.

#### **V. HONORARY RESOLUTION**

##### **Res. #50A**

##### **Honorary Retirement Resolution from the Atlantic Cape Community College Board of Trustees Trustee Leslie White-Coursey**

To approve the retirement of **Trustee Leslie White-Coursey** from the Board of Trustees effective January 1, 2026.

- Trustee Castillo motioned to approve the Resolution #50A; Trustee Torres seconded. Motion carried.

#### **VI. President's Report**

- Dr. Gaba discussed featured stories such as the Veterans Day Observance events, faculty spotlights, the Inlet Development Corporation (CDC) events, student engagement activities, community outreach in Atlantic and Cape May counties, the Cape May County bizHub, athletics, and recruitment events.
- Dr. Aaron Fitchner, President of the New Jersey Council of County Colleges (NJCCC), presented an update on the activities of the Council of County Colleges.

#### **VII. EXECUTIVE SESSION**

- At 6:46 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. *Secretary's Note: regular session was called back to order at 7:23 PM.*

#### **VIII. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS**

- No comments from the public on agenda items.

#### **IX. CONSENT RESOLUTIONS**

- McAlister read the following consent resolutions.

**Res. #46** Regular Session Minutes (October 28, 2025).

**Res. #48**

##### **Personnel Action**

*Approve: Transfer: Kasey Dunlap*, transfer from Financial Aid Specialist to Coordinator of the Center for Student Success, Center for Student Success/Student Affairs, effective November 19, 2025, at an annual salary of \$45,145.

*Extension: Renee Patterson*, to extend the temporary position of Student Service Navigator, effective November 19, 2025 through June 30, 2026, at an annual salary of \$54,607.

**Promotion: Jessica Reynolds**, promotion to the position of Assistant Director of the Center for Accessibility, Center for Accessibility, effective November 24, 2025, at an annual salary of \$74,621.

**Res. #48B**

**Memorandum of Agreement with Teachers, Librarians and Counselors (TLC), Academy of Culinary Arts Faculty Association (ACAFA), Organization of Supervisory and Administrative Personnel (ACCCOSAP), and Support Staff Association (SSAACCC)**

To approve the Memorandum of Agreement (MOA) with Teachers, Librarians and Counselors (TLC), Academy of Culinary Arts Faculty Association (ACAFA), Organization of Supervisory and Administrative Personnel (ACCCOSAP), and Support Staff Association (SSAACCC) that allows modification of the contracts for payment of unused sick leave maximum from \$8,000 to up to \$15,000 for those meeting the requirements to retire by July 1, 2026.

**Res. #48C**

**Memorandum of Agreement with Employees Exempt from Bargaining Unit**

To approve the Memorandum of Agreement (MOA) with employees exempt from the bargaining unit for payment of unused sick leave maximum from \$8,000 to up to \$15,000 for those meeting the requirements to retire by July 1, 2026.

**Res. #50**

**Policy Updates**

*Policy No. 3 Non-Discrimination*

To approve the revisions to Policy No. 3 *Non-Discrimination* that assures that the lack of English language skills will not be a barrier to admissions and participation in vocation education programs.

**Res. #49**

**Award of Bids**

<b>Number</b>	<b>Item and Vendor Information</b>	<b>Amount</b>
Bid Exempt 1244	Building E – Gym Interior Renovations – Restroom and Office Renovations <b>Chapter 12 Funds</b>  Spiezle Architectural Group, Inc. Hamilton, NJ	\$78,860.00
Bid Exempt 1245	Exterior Wall Repair for Worthington Atlantic City Campus <b>Plant Fund</b>  KHS&S Contractors of NJ Absecon, NJ	\$24,730.00

Number	Item and Vendor Information	Amount
Bid Exempt 1246	Professional Services Stormwater Management Design Institutional and <b>Chapter 12</b> Funds	\$19,600.00
	Dixon Associates Galloway, NJ	
Bid Exempt 1247	Theater McQuay Unit Circuit #2 Compressor Replacement <b>R&amp;R Funds</b>	\$25,390.00
	Edward R. Woods & Co West Trenton, NJ	
Bid Exempt 1249	Adult Basic Education Professional Services Consolidated Adult Basic Skills (ABS) and Integrated English Literacy Grants ( <b>Grant Funded</b> )	\$96,000.00 (Not to Exceed)
	Literacy New Jersey, Inc. Edison, NJ	
Bid Exempt 1250	Adult Basic Education Professional Services Consolidated Adult Basic Skills (ABS) and Integrated English Literacy Grants ( <b>Grant Funded</b> )	\$285,000.00 (Not to Exceed)
	Cape May County Technical School District Cape May, NJ	
Bid Exempt 1251	Project Management Services for Building E Gym Roof Replacement <b>Chapter 12 Funds</b>	\$25,016.00 (Not to Exceed)
	Atlantic County Improvement Authority Cape May, NJ	
Bid Exempt 1252	IBM Virtualization Software and Implementation Services <b>Technology Reserve Funds</b>	\$82,500.00
	Continental Resources, Inc. Bedford, MA	
Bid Exempt 1253	IBM Virtualization Project <b>Technology Reserve Funds</b>	\$30,000.00
	Ellucian, Inc. Reston, VA	
Bid Exempt 1254	Windstream Telephone Services Institutional Funds	\$45,000.00 (Not to Exceed)
	Windstream Louisville, KY	

Number	Item and Vendor Information	Amount
Bid 1880B	Building E Gym Roof Replacement <b>Chapter 12 Funds</b>	\$825,525.00
	Patriot Roofing, Inc. Jobstown, NJ	
RFP 281	Procurement and Installation of Chilled Water Pump - J-Building <b>Chapter 12 Funds</b>	\$40,000.00 (Not to Exceed)
	GE Mechanical Vineland, NJ	
		<b>Total:</b> \$1,577,621.00

**Res. #52**

**Authorization of Cumulative Annual Procurement for HVAC Repairs and Services**  
**GE Mechanical, Inc.**  
**Vineland, NJ**

To approve the authorization of a procurement of an annual expenditure for HVAC repairs and services with GE Mechanical Inc. for FY26 that is expected to exceed \$17,500.

**Res. #53**

**Authorization of Cumulative Annual Procurement for Fire Protection Services**  
**Harring Fire Protection, LLC**  
**Mays Landing, NJ**

To approve the authorization of a procurement of an annual expenditure for fire protection services with Harring Fire Protection LLC for FY26 that is expected to exceed \$17,500.

**Res. #54**

**Authorization of Cumulative Annual Procurement for HVAC Repairs and Services**  
**Kisby Lees Mechanical LLC t/a Kisby Shore Corp**  
**Atlantic City, NJ**

To approve the authorization of a procurement of an annual expenditure for HVAC repairs and services with Kisby Lees Mechanical LLC t/a Kisby Shore Corp for FY26 that is expected to exceed \$17,500.

**Res. #55**

**Authorization of a Contract to Purchase Office Supplies and Workplace Solutions**  
**Staples Contract & Commercial LLC**  
**Framingham, MA**

To approve the authorization of a contract to purchase office supplies and workplace solutions with Staples Contract & Supplies LLC for FY26 that is expected to exceed \$17,500.

**Res. #56**

**Authorization of an Annual Procurement for Academic Publishing and Instructional Materials  
Oxford University Press  
Cary, NJ**

To approve the authorization of a procurement of an annual expenditure for academic publishing and instructional materials with Oxford University Press for FY26 that is expected to exceed \$17,500.

**Res. #123-Rev.**

**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 for \$60,000.

**Res. #57**

**Resolution to Accept the Emergency & Access Initiative Grant Award from the Clemente Course in the Humanities to Support a Veteran Success Coach**

To approve the application and, if awarded, accept up to \$5,000 over the grant term from the Clemente Course National Team for Emergency & Access Initiative grant funding to support a Veteran Success Coach.

**Res. #58**

**American Rescue Plan Act (ARPA) Grant Funding  
City of Atlantic City**

To approve the application and if awarded, accept up to \$50,000 over the grant term from the City of Atlantic City for the American Rescue Plan Act Grant Program.

**Res. #60** Executive Session.

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

**X. BUDGET REPORT**

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

**XI. REGULAR RESOLUTIONS**

**Res. #2** FY25 Draft Financial Statement for twelve months ended June 30, 2025 as of November 5, 2025.

- Trustee Kyle stated the following:
  - As of this draft, the College has earned 100.0% of budgeted revenues and expended 99.6% of budgeted expenditures.
  - Changes from the previous draft include grant indirect cost recovery and encumbrance adjustments. Audit field work is expected to begin by the end of November.
  - The net margin will be determined upon completion of the final adjustments and audit.
  - Most of the budgeted fund balance requested will be utilized in FY2025.
  - Lastly, the Fiscal Year 2025 Enrollment Fundable Credits Agreed Upon Procedures was submitted to the state and a copy was handed out this evening for your reference.

- Trustee Castillo motioned to approve Resolution #2; Trustee Parker seconded. Motion carried.

**Res. #47** FY26 Financial Statement for four months ended October 31, 2025.

- Trustee Kyle stated the following:
  - As of October 31, 2025, the College has earned 47.6% of budgeted revenues and expended 39.1% of budgeted expenditures.
  - The revenue from tuition and fees for Summer and Fall is \$137,310 higher than the budgeted amount, an increase of \$110,000 in October resulting from registrations for the fall second start term.
  - There is a timing difference in October for expenses as there were three pays in October 2025, versus two in October 2024. The timing difference will reverse for the November Board report.
  - Management is evaluating strategies aimed at alleviating the healthcare premium increases exceeding 30% which are effective January 1, 2026.
- Trustee Castillo motioned to approve Resolution #47; Trustee Dawson seconded. Motion carried.

**Res. #49A** Award of Bids

Number	Item and Vendor Information	Amount
Bid Exempt 1248	Presidential Search Professional Services Institutional Funds	\$46,000.00 (not to exceed)
	Association of Community College Trustees (ACCT), Washington, DC	
		<b>Total:</b> \$46,000.00

- Trustee Torres motioned to approve Resolution #49A; Trustee Castillo seconded. Motion carried.

**Res. #78-Rev.** FY26 Tuition and Fees- flight training courses have been updated.

- Trustee Kyle stated the following:
  - This revision sets the Aviation Course fees, effective for Spring 2026, which were listed as TBD on the original resolution.
  - There were no changes to the flight training course fees for the summer and fall 2025.
- Trustee Parker motioned to approve Resolution #78-Rev.; Trustee Castillo seconded. Motion carried.

**Res. #58A** to approve the application and, if awarded, accept up to \$4,000,000 over the four-year term of the grant from the FY 2025 United States Department of Education Fund for the Improvement of Post-Secondary Education Special Projects (FIPSE) Grant Program.

- Trustee Castillo motioned to approve Resolution #58A; Trustee Dawson seconded. Motion carried.

**XII. COMMITTEE REPORTS**

**PERSONNEL AND BOARD DEVELOPMENT**

- Trustee Dawson: no report.

**XIII. FOUNDATION REPORT**

- Trustee Momi stated the following:

- The Restaurant Gala is March 12-the planning committee is ready to go. Sponsorships are available.
- The Atlantic Cape Foundation and the Cape May County Women's Commission recognized three exceptional Cape May County women - Jodie DiEduardo, Cheryl Spaulding and Diane Wieland - while also raising a record amount of \$17,575 for student scholarships at Atlantic Cape during the Annual Women of Wonder Awards Luncheon at The Flanders Hotel in Ocean City, NJ on November 13.
- The Foundation is currently in the process of raising funds for the college's food pantries. We have raised in the last two and a half weeks more than \$16,000 for just the food pantries. These funds will count toward Giving Tuesday totals which is on Dec. 2. Giving Tuesday, is the international annual day of giving. We raised approximately \$17,000 last year, and we believe we will exceed this total before Giving Tuesday even begins thanks to the generosity of Dr. Gaba, several of our Trustees and the Foundation Board.
- Additionally, the Community Food Bank of South Jersey has provided Shop Rite gift cards and frozen chickens, and our union has purchased \$1,000 in fresh produce and other items for the annual food giveaway.
- And, our newest foundation board member Alan Greenstein, President of Bally's Atlantic City has generously donated 100 turkeys which we will have next week.
- This is an amazing outpouring of support as SNAP programs were cut, and students and their families' needs continue to grow.

#### **XIV. REPORT OF THE NJ COUNCIL OF COUNTY COLLEGES**

- No report.

#### **XV. OTHER BUSINESS**

- Chairperson Money thanked the board for sending in their committee appointment requests for FY26 and advised he is currently reviewing requests and assignments will be sent to the Board in December.
- Chairperson Money also provided an update on the following:
  - President Search Committee
    - Trustee Parker and I are meeting with an ACCT consultant to review the president search timeline and suggested committee membership on November 20, and we will convene the committee shortly.
  - President's Holiday Reception
    - Tomorrow evening is the President's Holiday Reception at Careme's at 5:30 to 7:30, an evening of thanking our donors and for great food prepared by our Culinary Arts Program.

#### **XVI. COMMENTS FROM THE PUBLIC**

- Caesar Niglio, President of the ACCCEA, reported that the Association participated in the College's Trunk or Treat last month by donating pumpkins for families to decorate.
- In the spirit of giving, the Association applied for and was awarded a grant for \$1,000 in fresh produce and \$2,000 non-perishable items for the College's food pantries.

#### **XVII. ADJOURNMENT**

- At 7:39 PM, Trustee Parker motioned to adjourn the meeting; Trustee Castillo seconded. Motion carried.