

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 29, 2026 advance written notice of the May 19, 2026 regular meeting was emailed to all persons who requested such notices, posted on the Board of Trustees website, the Public Notices page on the Atlantic Cape 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 20, 2025 and the Cape May County Herald on December 17, 2025.

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
- ✓ Flora Castillo (phone)
- X Christina Clemans
- ✓ Dr. Thomas Dawson
- X Dr. Judith DeStefano
- X Ambrose Gray
- ✓ Dr. Harvey Kesselman (phone)
- ✓ Monica Kyle
- ✓ Priya Momi
- ✓ Daniel Money
- ✓ Donald Parker
- ✓ Barbara Stafford-Jones
- ✓ Maria Ivette Torres (phone)
- ✓ Brigitte White

Legal Counsel:

- ✓ Will Donio, Esq.

Public in Attendance:

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

Guests in Attendance:

- ✓ Dominick DePhilippis, guest of Susan

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

Faculty and Staff in Attendance:

- ✓ Heather Boone, Professor of Social Sciences
- ✓ Susan DePhilippis, Professor English as a Second Language
- ✓ Cheryl Garwood, Specialist, Bursar’s Office

- DePhilippis
- ✓ Fred Hauber, guest of Heather Boone
- ✓ Heather Peterson
- ✓ Richard Russell Senior, guest of Effie Russell
- ✓ Lisa Givens, Assistant Director of Student Engagement
- ✓ Sandi Maddelin, Senior Director of Project Management
- ✓ Gwen McIntyre, Professor of English as a Second Language
- ✓ Chris Mularz, Advancement Officer/Associate Director, Foundation
- ✓ Michelle Perkins, Director, Instructional Technology, ACCCOSAP President
- ✓ Nancy Porfido, Judicial Officer and Student Advocacy Coordinator
- ✓ Rosemary Reidy, Executive Assistant, Office of the President & Board of Trustees
- ✓ Effie Russell, Professor of English
- ✓ Chris Vallese, Technical Solutions Engineer

IV. CALL TO ORDER

- Chairperson Money called the meeting to order at 6:00PM on May 19, 2026 at the Cape May County Campus.

V. HONORARY RESOLUTIONS

Res. #118A

Retirement of Lisa Givens, Assistant Director, Student Engagement

To acknowledge the retirement of **Lisa Givens**, Assistant Director, Student Engagement, effective July 1, 2026.

- Trustee Parker motioned to approve Resolution #118A; Trustee Byrne seconded. Motion carried.
- Lisa expressed her gratitude for working at Atlantic Cape and experiencing the College's milestones. She also noted that it was an honor to engage with students and serve as an advocate and cheerleader for Atlantic Cape.

Res. #118B

Retirement of Sandi Maddelin, Senior Director, Project Management

To acknowledge the retirement of **Sandi Maddelin**, Senior Director, Project Management, effective July 1, 2026.

- Trustee Parker motioned to approve Resolution #118B; Trustee Byrne seconded. Motion carried.
- Sandi shared she first started working at the College a student worker and climbed her way up the latter. During her time here, she was encouraged by many to continue her education and loved watching the College grow. Sandi appreciates everyone who was part of her journey.

Res. #118C

Retirement of Heather Boone, Professor of Social Sciences

To acknowledge the retirement of **Heather Boone**, Professor of Social Sciences, effective July 1, 2026.

- Trustee Parker motioned to approve Resolution #118C; Trustee Byrne seconded. Motion carried.

- Heather shared that receiving this recognition for her time at the College is a great honor. She is grateful for the wonderful friends she has made and for the opportunity to teach amazing students. Her time at Atlantic Cape has been very meaningful to her.

Res. #118D

Retirement of Susan DePhilippis, Professor of English as a Second Language

To acknowledge the retirement of **Susan DePhilippis**, Professor of English as a Second Language, effective July 1, 2026.

- Trustee Parker motioned to approve Resolution #118D; Trustee Byrne seconded. Motion carried.
- Susan expressed her gratitude for being part of the legacy of Atlantic Cape and for the opportunities the college provides to its students. She is thankful to the college, Dr. Katz, and Dr. Gaba for their support during her time as a professor. Lastly, she thanked the board for their role and for acknowledging her retirement.

Res. #118E

Retirement of Gwen McIntyre, Professor of English as a Second Language

To acknowledge the retirement of **Gwen McIntyre**, Professor of English as a Second Language, effective July 1, 2026.

- Trustee Parker motioned to approve Resolution #118E; Trustee Byrne seconded. Motion carried.
- Gwen expressed her gratitude for the opportunity to work and teach at the College. She thanked the Board for their dedication to the College and for acknowledging her retirement.

Res. #118G

Retirement of Ethel “Effie” Russell, Professor of English

To acknowledge the retirement of **Ethel “Effie” Russell**, Professor of English, effective July 1, 2026.

- Trustee Parker motioned to approve Resolution #118E; Trustee Byrne seconded. Motion carried.
- Effie shared her deep affection for working at the College and expressed how much she will miss Atlantic Cape and its students. She had a wonderful experience and does not want to leave but looks forward to retirement. Effie also thanked the Board for their dedication to the College.

Res. #129

Granting President Emerita Status to Dr. Barbara Gaba

To grant Dr. Barbara Gaba the rank of President Emerita upon her retirement, effective July 1, 2026.

- Trustee Parker motioned to approve Resolution #129; Trustee Byrne seconded. Motion carried.
- Dr. Gaba expressed her gratitude to the Board for the recognition of her as President Emerita. She shared that Atlantic and Cape May Counties welcomed her and her family during her tenure as President, and she leaves with a sense of pride and reflected on her time here at Atlantic Cape. Dr. Gaba also thanked her cabinet for their support throughout her journey, stating that it has been a pleasure and an honor to serve as President of Atlantic Cape Community College.

VI. President’s Report

- Chairperson Money congratulated Dr. Gaba for being recognized as a *2026 INNOVATE100* by Innovate New Jersey, that highlights the top innovative leaders across all industry sectors.

- Dr. Gaba discussed the South Jersey Higher Education Alliance Signing Ceremony, Employee Appreciation Day, leadership spotlights, student celebrations such as the Graduate Fair, Nursing Pinning and Culinary Awards Ceremony, and more, student and athletic achievements, major campus events, the Inlet Community Development Corporation (CDC), community outreach efforts in Atlantic and Cape May counties, the Cape May County bizHub, student engagement, and recruitment events.
- Dr. Josette Katz, Senior Vice President of Academic Affairs presented on “Academic Partnerships.”

VII. EXECUTIVE SESSION

- At 7:13 PM, Chairperson Money requested to go into Executive Session to discuss personnel, litigation, anticipated contracts and matters of attorney-client privilege; Trustee Byrne motioned; Trustee White seconded. Motion carried.
- *Secretary’s Note:* regular session was called back to order at 7:44 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. #117 Regular Session Minutes (April 28, 2026).

Res #117A Special Session Minutes (May 4, 2026).

Res. #118

Personnel Action

Appointments: **Yasmin Razzaq**, appointed to the position of Digital Communications Manager, College Relations and Marketing, effective May 26, 2026, at an annual salary of \$53,016.

Transfers: **Angela Stewart**, transfer from Junior Accountant to the position of Enrollment Verification Associate, Enrollment and Recruitment, effective June 1, 2026, at her current annual salary.

Promotions: **Zach Johnson**, promoted to the position of Student Services Navigator, Center for Student Success, effective May 26, 2026, at an annual salary of \$54,341.

Res. #118F

Retirement of Geralyn Michelfelder, Professor of Nursing and Health Science and Department Chair

To acknowledge the retirement of **Geralyn Michelfelder**, Professor of Nursing and Health Science and Department Chair, Academic Affairs, effective July 1, 2026.

Res. #127

Board of Trustees Bylaws Revision

To approve the revisions to the Board of Trustees Bylaws.

Res. #128

Policy Updates

Policy No. 307 *Graphic Design/Production Services*

Policy No. 400 *Information Technology Services*

Policy No. 404 *Acquisition of Technology*

To approve the revisions to Policy No. 307 *Graphic Design/Production Services*, Policy No. 400 *Information Technology Services*, and Policy No. 404 *Acquisition of Technology*.

Res. #130

**Approval of Contract Terms and Conditions for
Dr. Jason Abreu, 10th President of Atlantic Cape Community College**

To approve all the contract terms and conditions for **Dr. Jason Abreu**, 10th President of Atlantic Cape Community College.

Res. #120

Award of Bids

Number	Item and Vendor Information	Amount
Bid Exempt #1276	Room and Event Scheduling Software – 25Live Institutional Funds College Net, Inc Portland, Oregon	\$30,936.60
BID 1881 – Trade 1	Building S (STEM) Stairwell and Carpet Renovations – Drywall & Painting Plant Funds KHS&S Contractors Absecon, NJ	\$37,740.00
BID 1881 – Trade 2	Building S (STEM) Stairwell and Carpet Renovations – Carpet & Flooring Plant Funds TGG Floors Dayton, NJ	\$5,239.00
Total:		\$73,915.60

Res. #122

**Authorization to Utilize Cooperative Purchasing Contract with Amazon Business via OMNIA
Partners
Amazon
Seattle, WA**

To approve the authorization to utilize Amazon Business through the OMNIA Partners cooperative purchasing contract, for the purchase of goods and services as needed during FY27.

Res. #123

**Authorization of a Procurement for Food Products for Culinary Instruction
Village Supermarkets
Springfield, NJ**

To approve the authorization of an annual procurement with Village Supermarkets for perishable food products and supplies for instructional purposes that may exceed \$17,500 for FY27.

Res. #124

**Authorization of a Procurement for Food Products for Culinary Instruction
B.F. Mazzeo
Northfield, NJ**

To approve the authorization of an annual procurement with B.F. Mazzeo for perishable food products and supplies for instructional purposes that may exceed \$17,500 for FY27.

Res. #125

**Authorization of a Procurement for Student Collection Services
AR Resources, Inc.
Blue Bell, PA**

To approve the authorization of an annual procurement with AR Resources, Inc. for student account receivable management and collection services that may exceed \$17,500 for FY27.

Res. #126

**Application and Acceptance of Strengthening Career and Technical Education for the 21st Century
Act Funds (“Perkins”)**

To approve the application and acceptance of the Strengthening Career and Technical Education for the 21st Century Act funds for an amount equal to Atlantic Cape's allocation as determined by the State of New Jersey Department of Education for the fiscal year ending June 30, 2027.

Res. #131 Executive Session.

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

X. BUDGET REPORT

- Trustee Kyle reported under Resolution #119– Regular Resolutions.

XI. REGULAR RESOLUTIONS**Res. #119 FY26 Financial Statement for ten months ended April 30, 2026.**

- Trustee Kyle stated the following:
 - As of April 30, 2026, the College has earned 94.0% of budgeted revenues and expended 83.0% of budgeted expenditures.
 - In total, revenue is tracking 3.6% higher than the same time last year, while expenses are 2.0% more, and the net margin is \$711,000 above the prior year.
 - Tuition revenue is tracking to meet the budgeted amount (pending the year-end bad debt entry), and revenue from student fees has exceeded the goal, mainly due to culinary program revenues ending 20% above the budget.

- Management projects to be within the FY2026 Original Budgeted margin.
- Trustee Parker motioned to approve Resolution #119; Trustee Byrne seconded. Motion carried.

Res. #121-Rev. to approve the authorization to establish a Health Reimbursement Account (HRA) Fund to reimburse employees for qualified medical expenses, such as prescriptions, premiums and out-of-pocket costs.

- Trustee Parker motioned to approve Resolution #121-Rev.; Trustee Byrne seconded. Motion carried.

Res. #114A to approve the authorization of a settlement to COPS LLC in connection with the Litigation in an amount not to exceed \$22,500, inclusive of all fees.

- Trustee Byrne motioned to approve Resolution #114A; Trustee Castillo seconded. Motion carried.

Motion to Accept the FY27 Annual Budget Message

- Trustee Kyle stated the following:
 - This is a motion to accept the Annual Budget Message for Fiscal Year 2026-2027.
 - The Annual Budget Message documents the assumptions used in the original budget development approved by the Board in February 2026.
 - The format is the same as the prior year. The President's message places emphasis on planning and student-centered resource allocations used in developing the budget.
- Trustee Kyle motioned to accept the FY27 Annual Budget Message; Trustee Byrne seconded. Motion carried.

XII. COMMITTEE REPORTS

PERSONNEL AND BOARD DEVELOPMENT

- Trustee Byrne: An incident occurred on April 26 at the Worthington Atlantic City Campus which is classified as Domestic Violence under Cleary Act criteria because it involved a violation of a protective order by a family member on campus property. Security notified police and the family member was placed into custody.

XIII. FOUNDATION REPORT

- Trustee Momi: The Foundation organized the annual donor reception and scholarship events on May 18th. Approximately 300 people were in attendance. There were 353 scholarships awarded to 234 students totaling \$371,690 for the upcoming Fall semester thus far. As part of the festivities, the event celebrated a milestone of giving over the last nine years by Dr. and Mr. Gaba as they presented a big check of \$100,000.

XIV. REPORT OF THE NJ COUNCIL OF COUNTY COLLEGES

Dr. Gaba reported:

- The annual summit will take place in Atlantic City from June 9-11, focusing on expanding economic opportunities for New Jersey residents. Over 400 leaders from community colleges, government, workforce development, business, and community organizations will attend.
- A discussion on addressing healthcare cost challenges affecting colleges will be held on June 10 from 2:30 PM to 5 PM, featuring 3-4 speakers, including healthcare experts.
- Alexandra Montoya, a current Atlantic Cape student, will receive the "NJ Student of the Year Award" for her academic excellence and community service during the awards dinner on June 10, 2026.

XV. OTHER BUSINESS

- Chairperson Money appointed Trustee Parker to lead an ad hoc President Onboarding Committee, that will work with Jean McAlister and himself, to aid the new President in his role starting July 1. Trustee Castillo, Trustee Dawson, and Trustee Byrne will also serve on the committee.

XVI. COMMENTS FROM THE PUBLIC

- Caesar Niglio, President of the ACCCEA, thanked the Board for Resolution #121-Revised to address the employee's healthcare issues.
- Caesar also shared with the Board feedback that he received concerning the potential privatization of certain departments. He requested that the Board, in the upcoming months, carefully consider the implications of outsourcing college departments as a means to achieve cost savings.
- Lastly, Caesar congratulated Dr. Gaba on receiving the recognition of President Emerita and wishes her well in her retirement.

XVII. ADJOURNMENT

- At 8:01 PM, Trustee Castillo motioned to adjourn the meeting; Trustee Torres seconded. Motion carried.