

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 28, 2025, advance written notice of the August 19, 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

- Before starting the Roll Call, Chairperson Money announced that Dr. Gaba is unable to attend the meeting tonight since she is not feeling well. However, Dr. Katz, the Senior Vice President of Academic Affairs, will present the President’s Report this evening.
- McAlister provided a roll call for Board members and marked others in attendance on the telephone.

Board Members:

- ✓ Ellen Byrne
- ✓ Flora Castillo
- ✓ Christina Clemans (phone)
- ✓ Dr. Thomas Dawson
- ✓ Dr. Judith DeStefano (phone)
- X Ambrose Gray
- ✓ Monica Kyle
- ✓ Priya Momi
- ✓ Daniel Money
- ✓ Donald Parker (arrived at 6:07 p.m.)
- ✓ Mark Sandson
- ✓ Maria Ivette Torres
- ✓ Brigitte White
- X Leslie White-Coursey

College Personnel:

- X 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

Legal Counsel:

- ✓ Will Donio, Esq.

Public in Attendance:

- ✓ Bonnie Lindaw, Atlantic County Chief Financial Officer (phone)
- ✓ Elizabeth Ebinger, guest of Al Ebinger
- ✓ Holly Ebinger, guest of Al Ebinger

Faculty and Staff in Attendance:

- ✓ Cynthia Correa, Director of Student Affairs and One-Stop Services Worthington Atlantic City and Cape County campuses
- ✓ Al Ebinger, Senior Technician of Information Technology and Service Desk

- ✓ Charles Mettille, Captain of Security and Public Safety
- ✓ Victor Moreno, Student Affairs Project & Operations Lead
- ✓ 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 6:00PM on August 19, 2025 at the Mays Landing Campus.

V. President's Report

- Chairperson Money shared a Trustee Spotlight before Dr. Katz proceeded to the President's Report: Trustee Thomas Dawson participated in FBI Day at the Cape May County Campus during the NJ GiveBack initiative, which was part of the NJ4 summer program, on July 16. The event connected local youth with law enforcement, offering insights into the FBI's role in public safety and career opportunities.
- Dr. Katz then discussed featured stories on leadership spotlights, new student orientation, National Night Out, student engagement activities, community outreach in Atlantic and Cape May counties, the Inlet Development Corporation (CDC), the Cape May County bizHub, and recruitment events.
- Laura Batchelor presented the Inside the College – "The New Atlantic Cape Website."

VI. HONORARY RESOLUTIONS

Res. #3B

Retirement of Cynthia Correa, Director of Student Affairs and One-Stop Services

To acknowledge the retirement of **Cynthia Correa**, Director of Student Affairs and One-Stop Services Worthington Atlantic City and Cape County campuses, effective September 1, 2025.

- Trustee Castillo motioned to approve the Resolution #3B; Trustee Torres seconded. Motion carried.
- Cynthia expressed the privilege to work with great people and shared her gratitude to her colleagues, College leadership, and the Board of Trustees for her journey at the College and for honoring her retirement.

Res. #3C

Retirement of Charles Mettille, Security Captain and Emergency Operations Coordinator

To acknowledge the retirement of **Charles Mettille**, Captain of Security and Public Safety, effective October 1, 2025.

- Trustee Byrne motioned to approve the Resolution #3C; Trustee Parker seconded. Motion carried.
- Charles thanked the Board of Trustees and the College's leadership for supporting the security department during his time at the College. He expressed it has been a pleasure working at Atlantic Cape.

Res. #3D**Retirement of Al Ebinger, Senior Technician, Information Technology and Service Desk**

To acknowledge the retirement of **Al Ebinger**, Senior Technician of Information Technology and Service Desk, effective September 1, 2025.

- Trustee Byrne motioned to approve the Resolution #3D; Trustee Parker seconded. Motion carried.
- Al thanked the Board of Trustees and the College leadership for this opportunity to honor his retirement, and expressed his appreciation for working with great colleagues here at Atlantic Cape.

VII. EXECUTIVE SESSION

- At 6:17 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 Castillo seconded. Motion carried.
- *Secretary's Note: the regular session was called back to order at 6:42PM.*

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. #1 Regular Session Minutes (June 24, 2025).

Res. #3**Personnel Action**

Approve: Appointments: **Shah Alam**, appointed to the position of Security Officer I, Security and Public Safety, effective August 11, 2025, at an annual salary of \$35,884; **John Costanzo**, appointed to the position of Security Officer I, Security and Public Safety, effective August 11, 2025, at an annual salary of \$35,884; **Robert Ford**, appointed to the position of Grounds Labor Maintenance Worker, Facilities Operations, effective August 18, 2025, at an annual salary of \$37,679; **Michelle Karayiannis**, appointed to the position of Assistant Professor of Nursing, Academic Affairs, effective September 2, 2025, at an annual salary of \$64,377; **Wyeth Leslie**, appointed to the position of Assistant Professor of English, Academic Affairs, effective September 2, 2025, at an annual salary of \$64,377; **Jarrett Nuse**, appointed to the position of Security Officer I, Security and Public Safety, effective August 18, 2025, at an annual salary of \$35,884; **Phyllis Sodaitis**, appointed to the position of Assistant Professor of Nursing, Academic Affairs, effective September 2, 2025, at an annual salary of \$64,377.

Res. #3A**Memorandum of Agreement**

To approve a Memorandum of Agreement (MOA) with the Teachers, Librarians and Counselors (TLC) that the stipend for the Assessment Committee Chair will be allocated to support non CTE faculty who are presenting or attending educational conferences.

Res. #3E**Memorandum of Agreement**

To approve a Memorandum of Agreement (MOA) in effect for benefits year 2026 to compensate employees who waive their New Jersey School Employees Health Benefit Program (SEHBP) insurance.

Res. #9**Policy Eliminations**

Policy No. 304 *Official Advisor, College Recruitment/Marketing Publications*

To approve the elimination of Policy No. 304 *Official Advisor, College Recruitment/Marketing Publication*.

Res. #19**Personnel Action**

Approve: Promotion: Vita Stovall, from Student Service Navigator to Assistant Director of Worthington Atlantic City Student Affairs, Student Affairs, effective August 20, 2025, at an annual salary of \$74,622.

Res. #12**Bidding Threshold – 2 Year Schedule**

To approve the revision of the College's bidding threshold from \$41,600 to \$44,900, effective July 1, 2025, in accordance with the County College Purchasing Law and associated statutes.

Res. #4**Award of Bids**

Number	Item and Vendor Information	Amount
Bid Exempt 1215	Kubota RTVX2C-SKLH-1 Utility Vehicle Institutional Funds (R&R Funds) Cherry Hill Tractor Sales Marlton, NJ	\$38,863.37
Bid Exempt 1216	Commercial Kitchen Ranges, Fryer, and Installation R&R Funding Kelly Products Co, Inc. Cape May Court House, NJ	\$19,500.00
Bid Exempt 1217	Uniforms and Classroom Supplies for Workforce Development Programs Institutional Funds Action Uniform Pleasantville, NJ	\$50,000.00 (Not to Exceed)

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Number	Item and Vendor Information	Amount
Bid Exempt 1218	Training Services Institutional Funds Bult & Associates, LLC Galloway, NJ	\$35,000.00 (Not to Exceed)
Bid Exempt 1219	Computer Software/Software License Consolidated Adult Basic Skills (ABS) and Integrated English Literacy (Grant Funded) Burlington English Inc. Boca Raton, FL	\$55,000.00 (Not to Exceed)
Bid Exempt 1221	Program Audit for GWO Training Institutional Funds Drilling Systems (USA) Inc. Houston TX	\$35,000.00 (Not to Exceed)
Bid Exempt 1223	Professional Services Institutional Budget Mutual Aid Emergency Services, Inc. Absecon, NJ	\$200,000.00 (Not to Exceed)
Bid Exempt 1224	Computer Software/Software License Institutional Funds National Healthcare Association Chicago, IL	\$50,000.00 (Not to Exceed)
Bid Exempt 1225	Career Coaching and Training Services Fund My Future Program FY26 (Grant Funded) Mike's Driving School Inc. Clayton, NJ	\$150,000.00 (Not to Exceed)
Bid Exempt 1226	Career Coaching and Training Services Fund My Future Program FY26 (Grant Funded) ASI Career Institute LLC Turnersville, NJ	\$150,000.00 (Not to Exceed)
Bid Exempt 1227	Career Coaching and Training Services Fund My Future Program FY26 (Grant Funded) Rizzieri Aveda School Voorhees, NJ	\$150,000.00 (Not to Exceed)

Number	Item and Vendor Information	Amount
Bid Exempt 1228	Library Resources Subscription Renewal Institutional Funds and Perkins Grant Funds (Partially Grant Funded) VALE-NJ (NJ Edge) Newark, New Jersey	\$43,217.11
Bid Exempt 1229	Armed Guard Security Services Institutional Funds Allied Universal Conshohocken, PA	\$37.98 per hour (Not to Exceed \$370,000.00)
Bid Exempt 1230	Security/Public Safety Account Management/Consulting Services Institutional Funds Allied Universal Conshohocken, PA	\$110,000.00 (Not to Exceed)
Bid Exempt 1231	Nursing Education Program Software Perkins Grant (Grant Funded) Assessment Technologies Institute, LLC Leawood, KS	\$130,000.00
Bid Exempt 1232	Nursing Academic Readiness Software - ATI Launch Perkins Grant (Grant Funded) Assessment Technologies Institute, LLC Leawood, KS	\$32,000.00
RFP 279 a REBID - REVISED	Interior Painting Services – K Building - Mays Landing Campus Chapter 12 Funds KHS&S Contractors of NJ Absecon, NJ	\$29,765.00
Total:		\$1,648,345.48

Res. #10

**Resolution Authorizing the Award of a Contract for Professional Services
Atlantic County Improvement Authority Egg Harbor Township, NJ**

To approve the authorization of a contract to the Atlantic County Improvement Authority (ACIA) for redevelopment services for the Inlet Community Development Corporation to carry out projects to revitalize the Inlet neighborhood of Atlantic City in an amount not to exceed \$205,000.00 through December 31, 2026, funded through the 2025 Neighborhood Revitalization Tax Credit program.

Res. #11

Authorization of a Procurement of an Annual Expenditure for Food Services
B.F. Mazzeo
Northfield, NJ

To approve the authorization of a procurement of an annual expenditure for food services with B.F. Mazzeo for FY26 expecting to exceed \$17,500.

Res. #13

Authorization of a Procurement of an Annual Expenditure for the Campus Bookstore
Follett Higher Education Group
Mays Landing, NJ

To approve the authorization of a procurement of an annual expenditure for the campus bookstore with Follett Higher Education Group for FY26 expecting to exceed \$17,500.

Res. #14

Authorization of the Procurement of Annual Expenditure for Promotional Materials and Event Merchandise
George Jackson Promotions
Tampa, FL

To approve the authorization of a procurement of an annual expenditure for promotional materials and event merchandise with George Jackson Promotions for FY26, that may exceed \$17,500.

Res. #15

Authorization of a One-Time Payment to the Cove at Gardner's Basin Homeowners Association for Residential Repair Support
The Cove at Gardner's Basin Homeowners Association
Atlantic City, NJ

To approve the authorization for Inlet Community Development Corporation (CDC) to disburse a one-time payment of \$60,000 to The Cove at Gardner's Basin Homeowners Association in accordance with the terms set forth by the Inlet CDC and outlined in the correspondence dated July 29, 2025.

Res. #16

Authorization for Annual Expenditure for Printing Services
Kiva Printing and Graphics
Westville, NJ

To approve the authorization of a procurement of an annual expenditure for printing services with Kiva Printing and Graphics for FY26, that may exceed \$17,500.

Res. #17

**A Resolution Authorization of Funding to the Boys & Girls Club of Atlantic City
for HVAC System Repairs
Boys & Girls Club of Atlantic City
Atlantic City, NJ**

To approve the authorization of the Inlet Community Development Corporation to provide grant funding in the amount of \$57,124.00 to the Boys & Girls Club of Atlantic City for HVAC repairs supporting the health and safety of youth in the Inlet neighborhood.

Res. #18

Resolution Authorizing the Award of a Contract for Legal Services

To approve the authorization to award a contract for legal services with Lewis Brisbois Bisgaard & Smith LLP for FY26 that may exceed \$17,500.

Res. #42-Rev.

**Resolution Authorizing Lighting and HVAC Upgrades on Cape May Campus leveraging South
Jersey Gas NJ Direct Install Program**

To approve the authorization for the College to pursue the proposal from South Jersey Gas NJ Direct Install Program with Tri-State Light and Energy, Inc. for a total of \$160,722.79, which will achieve greater energy efficiency and reduce overall energy costs at the Cape May Campus.

Res. #6

**Achieving the Dream (ATD)
Alliance for Community College Learner Success Initiative**

To approve the application and, if awarded, accept \$15,000 over two years from Achieving the Dream (ATD) for the Alliance for Community College Learner Success initiative.

Res. #7

New Jersey Council of County Colleges (NJCCC) Mental Health and Wellness Mini-Grant

To approve the application and, if awarded, accept \$1,000 over the term of the grant from the New Jersey Council of County Colleges for the Mental Health and Wellness Mini-Grant program.

Res. #8

New Jersey American Water Hydration Station Grant Program

To approve the application and, if awarded, accept up to \$2,500 over the term of the grant from New Jersey American Water for the Hydration Station grant program.

Res. #22 Executive Session.

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

X. BUDGET REPORT

- Trustee Kyle reported under Resolution #2 and Resolution #5 – Regular Resolutions.

XI. REGULAR RESOLUTIONS

Res. #2 FY25 Draft Financial Statement for twelve months ended June 30, 2025 as of August 8, 2025.

- Trustee Kyle stated the following:
 - As of this draft, the College has earned 99.9% of budgeted revenues and expended 99.8% of budgeted expenditures. The college is awaiting the year-end adjustments including:
 - 1) the PERS (pension) reserve
 - 2) grant close-outs,
 - 3) aviation course fee deferrals, and
 - 4) completing encumbrances and accruals.
 - A new accounting pronouncement, GASB Statement No. 101, Compensated Absences, took effect for FY25. Adoption of GASB 101 required an additional year-end adjustment of \$154,000 to account for future vacation leave earned in FY25.
 - The fiscal year closing is in process, and the net margin will be determined once the final adjustments are complete.
 - Management anticipates that the majority of the adjusted budgeted fund balance will be used in FY2025.
- Trustee Castillo motioned to approve Resolution #2; Trustee Torres seconded. Motion carried.

Res. #5 FY26 Financial Statement for one month ended July 31, 2025.

- Trustee Kyle stated the following:
 - As of July 31, 2025, the College has earned 10.7% of budgeted revenues and expended 12.2% of budgeted expenditures.
 - FY26 Summer enrollment is 838 credits below the budgeted goal of 11,210, or -7.5%. Summer tuition and fee revenue is -\$155,942 below budget.
 - The good news is that Atlantic Cape's FY26 State operating appropriations allocation is \$6,986,391 which is \$155,366 above the original budget. This offsets the summer shortfall.
 - Revenue is tracking 4.4% higher than FY25 largely due to the timing of Continuing Education (CE) revenue recognition.
 - Expenses plus encumbrances are tracking 8.4% higher compared to this time last year due to timing of requisitions, purchase orders and voucher payments between the beginning of the fiscal years.
- Trustee Torres motioned to approve Resolution #5; Trustee Parker seconded. Motion carried.

Res. #20 Resolution Authorizing Atlantic Cape Community College to Submit a Grant Application to the Secretary of Higher Education for Grant Funding under the Summer 2025 Cycle of the Higher Education Capital Facilities Program for the Purpose of Providing Funding for One or More Projects of the Institution and Authorizing All Other Necessary Actions Required in Connection Therewith

- Trustee Kyle: *Approve*: the submission of a grant application to the Office of the Secretary of Higher Education for grant funding under the Summer 2025 Cycle of the Higher Education Capital Facilities (HEFT) Program for an allocation up to \$20 million for capital projects.
- Trustee Castillo motioned to approve Resolution #20; Trustee Dawson seconded. Motion carried.

Res. #4A Award of Bids

Number	Item and Vendor Information	Amount
Bid Exempt 1220- Revised	Computer Software/Software License Institutional Funds	\$55,000.00 (Not to Exceed)
	Burlington English Inc. Boca Raton, FL	
	Total:	\$55,000.00

- Trustee Castillo motioned to approve Resolution #4A; Trustee Byrne seconded. Motion carried.

Res. #21 Personnel Action

- Trustee Byrne read: *Approve: Appointment: Catherine McDonnell*, appointed to the position of the Executive Director of Human Resources, Human Resources, effective September 2, 2025, at an annual salary of \$105,000.
- Trustee Parker motioned to approve Resolution #21; Trustee Byrne seconded. Motion carried.

XII. COMMITTEE REPORTS

PERSONNEL AND BOARD DEVELOPMENT

- Trustee Byrne: no report.

XIII. FOUNDATION REPORT

- Trustee Momi stated the following:
 - The Foundation is sponsoring and the College is hosting the “50th anniversary of the End of the Vietnam War” a 4-day event beginning on Tuesday, September 16 with the arrival of the 82-foot wall that replicates the Vietnam Wall in Washington DC. The temporary tribute wall will arrive with a cavalcade of State Troopers and the American Legion riders, and the Oakcrest HS band will play patriotic songs in the quad as part of the opening celebration.
 - On Wednesday, September 17, is the main event as we honor all those who served our country between 1955-1975. This is the final celebration sanctioned by the US Department of Defense. We expect a full house in the theater and all veterans who served or their family members in attendance will receive a US Department of Defense pin and Atlantic County will provide certificates. Dennis Levinson will provide brief remarks and Trustee Rev. Dr. Dawson will provide the Invocation.
 - Also, the Foundation is preparing for the golf event which is on October 3 at Cape May National Golf Course, and Women of Wonder is November 13 at the Flanders.

XIV. REPORT OF THE NJ COUNCIL OF COUNTY COLLEGES

- Dr. Katz: no report.

XV. OTHER BUSINESS

- Trustee Parker thanked all the Board members who completed the President’s Evaluation Survey. The PEC has met twice so far, and they intend to meet with Dr. Gaba mid-September.

XVI. COMMENTS FROM THE PUBLIC

- Caesar Niglio, President of the ACCCEA, reported that the Association participated in all three New Student Orientations at the three campuses and provided students with snacks and water at the events.

XVII. ADJOURNMENT

- At 7:22 PM, Trustee Torres motioned to adjourn the meeting; Trustee Parker seconded. Motion carried.