

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 2, 2025, advance written notice of the September 23, 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:

- ✓ Ellen Byrne
- ✓ Flora Castillo
- ✓ Christina Clemans
- ✓ Dr. Thomas Dawson
- X Dr. Judith DeStefano
- X Ambrose Gray
- ✓ Monica Kyle (arrived at 6:03 p.m.)
- ✓ Priya Momi
- ✓ Daniel Money
- ✓ Donald Parker
- X Mark Sandson
- ✓ Barbara Stafford-Jones
- X Maria Ivette Torres
- ✓ Brigitte White
- X Leslie White-Coursey

Legal Counsel:

- ✓ Will Donio, Esq.

Public in Attendance:

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

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:

- ✓ Catherine McDonnell, Executive Director of Human
Resources
- ✓ 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

- ✓ Tasha Rivera, Director of One-Stop Enrollment & Recruitment
- ✓ Chris Vallese, Technical Solutions Engineer

IV. CALL TO ORDER

- Chairperson Money called the meeting to order at 6:00PM on September 23, 2025 at the Cape May County Campus.

V. President's Report

- Chairperson Money shared a Leadership Spotlight noting that: Dr. Gaba was awarded “Our Roots Youth Leadership Award” at Nuestras Raíces Gala for her exceptional and outstanding services at Atlantic Cape to our youth all over the country. Dr. Gaba also was recognized by the Atlantic City City Council with a resolution honoring her for receiving the Shelia Y. Oliver Foundation Education Award.
- Dr. Gaba then discussed featured stories on leadership spotlights, kick-off of the fall semester activities, the Clemente Course in Humanities for Veterans, student spotlights, the Inlet Development Corporation (CDC) student engagement activities, community outreach in Atlantic and Cape May counties, the Cape May County bizHub, athletics, and recruitment events.
- Jean McAlister shared two videos and information about the *50th Anniversary of the End of the Vietnam War* events that was held by the College from September 16-20, 2025.
- Dr. Natalie Devonish, Vice President of Student Affairs and Enrollment Management, presented on the “One Stop Welcome Center.”
- Lastly, Krista McConnell invited the Board of Trustees to the *20th Anniversary of the Cape May County Campus* on October 11, 2025.

VI. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

- No comments from the public on agenda items.

VII. CONSENT RESOLUTIONS

- McAlister read the following consent resolutions.

Res. #23 Regular Session Minutes (August 19, 2025).

Res. #25

Personnel Action

Approve: Appointments: **Robert Johnson**, appointed to the position of Director of the Center for Accessibility, Center for Accessibility, effective September 29, 2025, at an annual salary of \$80,591; **Ryan Moore-Rebolledo**, appointed to the position of Student Service Navigator, Center for Student Success/Student Affairs, effective September 29, 2025, at an annual salary of \$53,016.

Promotions: **Suzanne DeNick**, to the position of Senior Manager of Advising and Student Success Systems, Center for Student Success/Student Affairs, effective September 29, 2025, at an annual salary of \$65,223; **Jerome Ingram**, to the position of Director of the Center for Student Success, Center for Student Success/Student Affairs, effective September 29, 2025, at an annual salary of \$84,623.

Res. #25A

Retirement of Michael McHale, Journeyman, Facilities

To acknowledge the retirement of **Michael McHale**, Journeyman, Facilities, effective November 1, 2025.

Res. #26**Award of Bids**

Number	Item and Vendor Information	Amount
Bid Exempt 1207-Rev.	Bypass Pumping Equipment - Mays Landing Campus Chapter 12 Funds	\$45,000.00 (not to exceed)
	Herc Rentals Bonita Springs, FL	
Bid Exempt 1234	Ovation Hall Rental for Commencement Ceremony Institutional Funds	\$32,000.00 (not to exceed)
	Ocean Casino Resort Atlantic City, NJ	
Bid Exempt 1235	Mastodon Batting Cage System Institutional Funds	\$19,042.80
	On Deck Sports Randolph, MA	
Bid Exempt 1236	Telecommunication Support & Maintenance Services Institutional Funds	\$28,749.42
	Hunter Technologies Wall Township, NJ	
Bid Exempt 1237	Professional Training Services Fund My Future Program (Grant Funded)	\$150,000.00 (not to exceed)
	American Training Center Cherry Hill, NJ	
Bid Exempt 1238	Rental of Piper Seminole PA-44 Aircraft and Landing Fees Institutional Funds	\$60,000.00 (not to exceed)
	Infinity Flight Group LLC Trenton, NJ	
Bid Exempt 1239	Billboard Advertising Lease Institutional Funds	\$20,800.00
	Interstate Outdoor Advertising, L.P. Cherry Hill, NJ	

Number	Item and Vendor Information	Amount
Bid Exempt 1240	Hybrid Advising Software for Student Services CCOG & SSI Grant Funds (Grant Funded)	\$82,957.00
	Mainstay Boston, MA	
	Total:	\$438,549.22

Res. #29**Resolution to Authorize a Legal Services Contract**

To approve the authorization of a 12-month legal services contract with Mr. William S. Donio, Esq. of Cooper Levenson, Attorneys at Law, at an annual retainer fee of \$48,000 as the Board Solicitor and an hourly rate of \$185.00 for litigation and off-campus hearings, effective July 1, 2025.

Res. #30

**Authorization of a Procurement of an Annual Expenditure for Athletic Apparel and Equipment
MBM Sports
Winston-Salem, NC**

To approve the authorization of a procurement of an annual expenditure for athletic apparel and equipment with MBM Sports for FY26 that is expected to exceed \$17,500.

Res. #31

**Resolution Authorizing Funding to the Noyes Museum of Art of Stockton University for the
NJEDA ARTs Wayfinding Project
Atlantic City, NJ**

To approve the authorization for the Inlet Community Development Corporation to provide funding in the amount of \$25,000 to the Noyes Museum of Art of Stockton University, 2200 Fairmount Avenue, Atlantic City, NJ 08401, in support of the NJEDA Arts Wayfinding Project in the Inlet neighborhood.

Res. #32

**Authorization of a Procurement of an Annual Expenditure for Software Subscriptions and Annual
Membership Dues
NJEdge
Newark, NJ**

To approve the authorization of a procurement of an annual expenditure for software subscriptions and annual membership dues with NJEdge for FY26 that is expected to exceed \$17,500.

Res. #27

**NJ Office of the Secretary of Higher Education (OSHE)
Hunger-Free Campus Grant FY26**

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. #28

**New Jersey Office of the Secretary of Higher Education (OSHE)
FY26 County College-Based Centers for Adult Transition Grant**

To approve the application and, if awarded, accept up to \$100,000 from the New Jersey Office of the Secretary of Higher Education for the FY26 Center for Adult Transition Grant.

Res. #99-Rev.

State of New Jersey Labor and Workforce Development's Workforce Innovation and Opportunity Act (WIOA) Title II Grant

To approve the acceptance of an additional **\$152,849** from the Workforce Innovation and Opportunity Act (WIOA) Title II, Adult Education and Family Literacy – Consolidated Adult Basic Skills (ABS) and Integrated English Literacy and Civics Education (IELCE) Grant Programs, bringing the total grant to **\$954,587**; Atlantic County services (through Atlantic Cape) receiving an additional \$62,394 for a total allocation of \$574,964; Cape May County services (through Cape May County Technical School District) receiving an additional \$80,355 for a total allocation of \$283,723; and Atlantic County-Cape May County services (through Literacy New Jersey, Inc.) receiving an additional \$10,100 for a total allocation \$95,900, over the term of July 1, 2025 – June 30, 2026.

Res. #33

Community College Opportunity Grant (CCOG) Student Success Initiative Funding

To approve the application and, if awarded, accept an allocation of \$128,936 from the New Jersey Office of the Secretary of Higher Education (OSHE) for the Community College Opportunity Grant (CCOG) Student Success Initiative, with a grant term of July 1, 2025 – June 30, 2026.

Res. #35 Executive Session.

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

VIII. BUDGET REPORT

- Trustee Kyle reported under Resolution #2 and Resolution #24 – Regular Resolutions.

IX. REGULAR RESOLUTIONS

Res. #2 FY25 Draft Financial Statement for twelve months ended June 30, 2025 as of September 10, 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. CFO Jamison reviewed some of the outstanding year-end adjustments including:
 - 1) the PERS (pension) reserve which requires the employer billing from the State,
 - 2) grant close-outs,
 - 3) aviation course fee deferrals, and

- 4) finalizing the bad debt reserve and encumbrances.
- The fiscal year closing is in process, and the net margin will be determined upon completion of the final adjustments and audit. It is expected by management that all of the adjusted budgeted fund balance will be utilized in FY2025.
- The auditors began test work of the Enrollment Report Agreed-Upon Procedures.
- The Enrollment Report is due to the state on November 1st.
- Beginning for Fiscal Year 2025, the dual credits offered by the College are eligible for inclusion as fundable credits, following a modification in the Accounting standards adopted by the New Jersey Council of County Colleges.
- Preliminary fundable credits total over 95,000, reflecting a 7% increase compared to last year, attributed to the inclusion of nearly 8,000 dual credits.
- Trustee Castillo motioned to approve Resolution #2; Trustee Parker seconded. Motion carried.

Res. #24 FY26 Financial Statement for two months ended August 31, 2025.

- Trustee Kyle stated the following:
 - As of August 31, 2025, the College has earned 14.35% of budgeted revenues and expended 22.25% of budgeted expenditures. Salaries and benefits are tracking 1.5% below last year. Summer tuition and fee revenue is -\$161,000 below budget.
 - Atlantic Cape's FY26 State operating appropriations allocation is \$155,366 above the original budget, offsetting most of the summer revenue shortfall.
- Trustee Byrne motioned to approve Resolution #5; Trustee Parker seconded. Motion carried.

X. COMMITTEE REPORTS

PERSONNEL AND BOARD DEVELOPMENT

- Trustee Byrne: no report.

XI. FOUNDATION REPORT

- Trustee Momi stated the following:
 - We have been awarded \$250,000 from Doherty Family Trust for scholarships for Cape May County residents.
 - The Annual Golf Tournament for Scholarships will be held Friday, October 3 at Cape May National.

XII. REPORT OF THE NJ COUNCIL OF COUNTY COLLEGES

- Dr. Gaba stated that the NJCCC will hold a statewide convening on September 30 at Middlesex County College for *“Launching the Future Ready NJ Coalition”* – a cross section partnership to promote economic mobility, community vibrancy and an educated, skilled workforce for the future.
- This convening will bring together representatives from community colleges, business, labor unions, workforce development, social justice, community-based organizations, k-12 and vocational-technical schools to work together to design and implement a bold and innovative economic mobility blueprint for the state.

XIII. COMMENTS FROM THE PUBLIC

- Caesar Niglio, President of the ACCCEA, reported that the Association participated in the IAMALIVE event on campus in support of student mental health, and held a tie dye booth at Atlantic Cape's Welcome Back event for students on September 10.

XIV. EXECUTIVE SESSION

- At 7:10 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 Parker seconded. Motion carried.
- *Secretary's Note: the regular session was called back to order at 7:19PM.*

XV. REGULAR RESOLUTION

- Counselor Donio introduced Resolution #34 to the Agenda after the Executive Session.

Res. #34**Annual Performance Evaluation and Compensation of Dr. Barbara Gaba**

The Board of Trustees President Evaluation Committee conducted the review based upon endorsement of the President's mid-year review; approval of the President's annual goals; approval of the President's Annual Report and Self-Evaluation for July 1, 2024-June 30, 2025; and a summary of the performance ratings compiled by the Association of Community College Trustees (ACCT), which noted that Dr. Gaba's overall strengths are inclusive and servant leadership, strategic vision, commitment to student success, effective communication, adaptability, professionalism, community engagement, innovation, fostering collaboration, supporting emerging leaders, driving progress in academics, infrastructure, and equity.

To award Dr. Barbara Gaba an annual salary of \$244,989 beginning July 1, 2025. The Board thanks Dr. Gaba for her continued devotion, innovation, and collaborative leadership.

- Trustee Parker motioned to approve Resolution #34; Trustee Castillo seconded; Trustee Kyle abstained from Resolution #34. Motion carried.

XVI. ADJOURNMENT

- At 7:25 PM, Trustee Byrne motioned to adjourn the meeting; Trustee Parker seconded. Motion carried.