

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 January 2, 2025, advance written notice of the January 21, 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
- ✓ Haniyah Bey (phone; left at 6:30 PM)
- ✓ Flora Castillo
- X Christina Clemans
- X Dave Coskey
- ✓ Dr. Thomas Dawson
- X Dr. Judith DeStefano
- ✓ Ambrose Gray (arrived at 6:07 PM)
- ✓ Monica Kyle
- ✓ Daniel Money
- ✓ Donald J. Parker
- X Mark Sandson
- ✓ Maria Ivette Torres (phone)
- ✓ Brigitte White (arrived at 6:05 PM)
- ✓ Leslie White-Coursey

Legal Counsel:

- ✓ Will Donio, Esq.

Public in Attendance:

- ✓ Nancy Weber, guest of McKenna Weber
- ✓ David Weber, guest of McKenna Weber

College Personnel:

- ✓ Dr. Barbara Gaba, President
- X 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
- ✓ Tom Hendrixson, Executive Director, Human Resources
- ✓ 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/Associate Director, Foundation
- ✓ Allen Ragland, Men’s Basketball Team Head Coach
- ✓ Rosemary Reidy, Executive Assistant, Office of the President & Board of Trustees
- ✓ Dr. Gwen Setley, Director, Academic Program Effectiveness

Students in Attendance:

- ✓ Christopher Parker, Atlantic Cape Student Athlete
- ✓ McKenna Weber, Atlantic Cape Student Athlete
- ✓ Sherwood Taylor, Senior Director, Workforce Development
- ✓ Connie Walton, Office Coordinator, Academic Affairs
- ✓ David Zuba, Public Relations Manager and Copywriter

IV. CALL TO ORDER

- Chairperson Money called the meeting to order at 6:08PM on January 21, 2025 at the Mays Landing Campus.

V. HONORARY RESOLUTIONS**Res. #60A****Retirement of Connie Walton**

To acknowledge the retirement of **Connie Walton**, Office Coordinator, effective February 1, 2025.

- Trustee Parker motioned to approve Resolution #60A; Trustee White seconded; No abstentions. Motion carried.
- Connie expressed her appreciation to the Board and was grateful to all the amazing colleagues, faculty, and students she met during her time at Atlantic Cape. She shared her gratitude to Dr. Katz for hiring her that created her journey at the College.

Res. #65

**Recognition of McKenna Weber as Region 19 All-Garden State Athletic Conference (GSAC)
Division III 2nd Team Honors**

To congratulate **McKenna Weber** for receiving the Region 19 All-Garden State Athletic Conference (GSAC) Division III 2nd Team distinction for women's volleyball.

- Trustee Castillo motioned to approve Resolution #65; Trustee White-Coursey seconded; No abstentions. Motion carried.
- Ms. Weber expressed her gratitude for being able to play on the Women's Volleyball team and it was an amazing opportunity to play at Atlantic Cape.

VI. President's Report

- Dr. Gaba then discussed featured stories on student athlete achievements, grants update, the nursing program, faculty, staff and leadership spotlights, recruitment events, student success, student engagement activities, community outreach in Atlantic and Cape May counties, the Cape May County bizHub, the Inlet Community Development Corporation (CDC), and athletics.
- Dr. Vanessa O'Brien-McMasters, Vice President of Institutional Effectiveness and Chief Strategy Officer, presented on the "Middle States Self-Study."

VII. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

- None noted.

VIII. EXECUTIVE SESSION

- At 6:55PM, Chairperson Money requested to go into Executive Session to discuss personnel, litigation, anticipated contracts and matters of attorney-client privilege; Trustee Parker motioned; Trustee Byrne seconded. Motion carried.
- *Secretary's note: the Board returned to public session at 7:33PM.*

IX. CONSENT RESOLUTIONS

- McAlister read the following consent resolutions.

Res. #57 Reorganization Session Minutes (November 19, 2024).

Res. #58 Regular Session Minutes (November 19, 2024).

Res. #60

Personnel Action

Approve: Appointments: **Joshua Baez**, appointed to the position of Assistant Director, Fund My Future, effective January 27, 2025 at an annual salary of \$68,824; **Catherine Clark**, appointed to the position of Assistant Professor, Practical Nursing, effective January 21, 2025, at an annual salary of \$62,502; **Suzanne DeNick**, appointed to the position of Center for Accessibility Office Coordinator, effective January 27, 2025 at an annual salary of \$43,742; **Amber Evans**, appointed to the position of Academic Affairs Grants Coordinator, effective January 27, 2025, at an annual salary of \$51,472; **Christina Fountain**, appointed to the position of Security Officer, effective January 27, 2025, at an annual salary of \$34,839; **Leanna LaValle**, appointed to the position of Student Services Associate, effective January 6, 2025, at an annual salary of \$34,839; **Michael Le**, appointed to the position of Enterprise Analyst (ITS), effective January 27, 2025 at an annual salary of \$51,472; **Jessica Reynolds**, appointed to the position of Counselor II, Center for Accessibility, effective January 6, 2025, at an annual salary of \$70,221; **Kayla Scannell**, appointed to the position of Registrar, Enrollment Services, effective January 27, 2025 at an annual salary of \$82,558; **Alexandra Tray**, appointed to the position of Assistant Director, One-Stop Services, effective January 6, 2025, at an annual salary of \$68,824.

Reclass: **Kayla Corson**, from Office Assistant Student Support Services (SSS) to Office Coordinator SSS, effective January 27, at an annual salary of \$43,408; **Andrea Enders**, Enrollment Services Manager to Assistant Registrar, effective January 27, 2025, at an annual salary of \$68,824.

Salary Adjustments: **Rashawn Martin**, Director, Student Support Services in grade increase effective January 27, 2025 at an annual salary of \$77,069.

Sabbatical: **Keith Forrest**, Professor of Communications, a year sabbatical leave for Fall 2025/Spring 2026 at half salary, pending acceptance into the Fulbright Roving Scholars program.

Res. #60B

Retirement of Virgilio Yray

To acknowledge the retirement of **Virgilio Yray**, Housekeeper I, Custodial and Business Services, effective February 1, 2025.

Res. #60C

2025 Employee of the Year

To congratulate **Jesus Del Valle**, Housekeeper I, on being named the 2025 Employee of the Year.

Res. #60D**Policy Reaffirmations**

To approve the reaffirmation Policy No. 804 *Compensation and Benefits*.

Res. #64**Award of Bids**

Number	Item and Vendor Information	Amount
Bid Exempt 1172	Customer Relationship Management (CRM) Software Community College Opportunity Grant (CCOG) (Grant Funded) Salesforce San Francisco, CA	\$22,881.96
Bid Exempt 1173	Chiller Repairs - Cape May County Campus Institutional Funds Johnson Controls Milwaukee, WI	\$25,000.00 (not to exceed)
Bid Exempt 1174	Online Computer Platform Software - Workforce Development Fund My Future Program (Grant Funded) AGS Data Systems Hudson, WI	\$65,000.00 (not to exceed)
Bid Exempt 1175	Professional Services Fund My Future Program (Grant Funded) Center for Family Services Camden, NJ	\$250,000.00 (not to exceed)
Bid Exempt 1176	Nursing Kelly Simulator for Cape May Nursing Lab Perkins V (Grant Funded) Laerdal Medical Corporation Wappingers Falls, NY	\$18,874.30
Bid Exempt 1177	Continental Refrigerators/Freezer for Culinary Program Perkins V (Grant Funded) Cooks Direct Woodridge, IL	\$41,772.52

Number	Item and Vendor Information	Amount
Bid Exempt 1099 - REVISED	Inlet CDC Projects – Atlantic City Arts Foundation Art Murals Neighborhood Revitalization Tax Credit Planning (Grant Funded)	\$38,553.00
	AC Arts Foundation Atlantic City, NJ	
	Total:	\$462,081.78

Res. #67**Official Naming of the Student Life Center, Room 132, at the Cape May County Campus in Honor of First Harvest Credit Union**

To approve the Named Giving Opportunity for the *Student Life Center*, room 132, on the Cape May County Campus to First Harvest Credit Union.

Res. #59**Resolution to Approve a Contribution to SkateAC in Support of the Uptown Skate Park Project in Atlantic City**

To approve the authorization to release funds in the amount of \$20,000 to SkateAC on behalf of the Inlet CDC.

Res. #68**Resolution for Member Participation in Hunterdon County Cooperative Pricing**

To approve the authorization for the College to participate in the Cooperative Pricing System led by the Hunterdon County Educational Services Commission.

Res. #69**Resolution Authorizing the Award of a Contract for Legal Services**

To approve the authorization of a contract for legal services with Marshall Dennehey Warner Coleman & Goggin.

Res. #61**New Jersey Pathways to Career Opportunities—Year 3**

To approve the acceptance of \$63,000 from the New Jersey Community College Consortium for Workforce and Economic Development for the college's participation in Year 3 of the New Jersey Pathways to Career Opportunities initiative and the Patient Care, Renewable Energy, and Essential Studies and Skills Development Centers of Workforce Innovation.

Res. #62**Amendment to Strengthening Career and Technical Education for the 21st Century Act Funds (Perkins V Grant FY25)**

To approve the amendment to the Spending Plan of the Strengthening Career and Technical Education for the 21st Century Act (Perkins V Grant) as detailed in Exhibit A of this resolution.

Res. #70

The Federal Aviation Administration Workforce Development Grant

To approve the application, and if awarded, accept up to \$200,000 over the grant term from the Federal Aviation for the Aviation Workforce Development Grant Program.

Res. #71 Executive Session.

- Trustee Castillo motioned to approve the Consent Resolutions; Trustee White seconded; Trustee White-Coursey abstained from Resolution #62 and Resolution #64. Motion carried.

X. BUDGET REPORT

- Trustee Kyle reported under Resolution #2 and Resolution #66 – Regular Resolutions.

XI. REGULAR RESOLUTIONS

Res. #2 FY24 Draft Financial Statement for twelve months ended June 30, 2024 as of January 2, 2025.

- Trustee Kyle stated the following:
 - As of this draft, the College has achieved 102.7% of its budgeted revenues and expended 98.9% of its budgeted expenditures.
 - The unrestricted fund year-end adjustments are complete.
 - The College will draw significantly less from the fund balance than originally budgeted for FY24.
 - The College used \$97,364 of the budgeted \$1,784,141 fund balance, plus \$153,781 of encumbrances, leaving \$1,532,996 for future use.
 - The auditors are onsite this week. The exit conference is planned for next month.
- Trustee Parker motioned to approve Resolution #2; Trustee Castillo seconded. Motion carried.

Res. #66 FY25 Financial Statement for six months ended December 31, 2024.

- Trustee Kyle stated the following:
 - As of December 31, 2024, the College has earned 52.9% of budgeted revenues and expended 53.1% of budgeted expenditures.
 - FY25 Summer tuition revenue is 6.0% above the budgeted goal, while Fall is -7.4% below budget.
 - The net Summer and Fall credit tuition and fee revenue shortfall is (\$547,770).
 - The College has implemented strategies aimed at improving Spring enrollment.
 - In addition, cost savings measures are in place to help mitigate the revenue shortfall, evidenced by salary and benefit expense down -0.3% from last year.
- Trustee Byrne motioned to approve Resolution #66; Trustee Gray seconded. Motion carried.

Res. #64A Approve: the authorization of a contract with RT Environmental Services, Inc. for environmental consulting and remediation services.

- Trustee Parker motioned to approve Resolution #64A; Trustee White seconded; Trustee Gray abstained from Resolution #64A. Motion carried.

XII. COMMITTEE REPORTS**PERSONNEL AND BOARD DEVELOPMENT**

- There were no incidents to report under the Cunningham-Ruiz Bill.

XIII. FOUNDATION REPORT

- In the absence of Trustee Bey, Jean McAlister stated the following:
 - The Restaurant Gala preparation is in full swing. The fundraising event is March 27 at 6pm at the Harrah's Waterfront Conference Center. Our community honoree is Ocean Casino Resort, and our Academy of Culinary Arts alumni honoraries are our four full-time chef educators- Chef Chelius, Chef Tedeschi, Chef Latorre, and Chef Wohlman. The Chef Educators are all graduates of the Academy.
 - Raffle sales, event tickets and sponsorships are important if we are to reach the \$325,000 goal. We hope you will join us at the event and or purchase raffle tickets.
 - This is a Broadway themed event and Kelsey Grammer has confirmed his attendance and will be bringing his beer product, Faith American Brewing Company.

XIV. REPORT OF THE NJ COUNCIL OF COUNTY COLLEGES

- Dr. Gaba advised the NJ Council of Community Colleges is coordinating NJ Community Colleges during the ACCT's, National Legislative Conference February 9-12 in Washington DC. Community colleges across the country will meet with legislators to advocate for students we serve.

XV. OTHER BUSINESS

- Chairperson Money advised at the last Board Retreat the Trustees requested additional short information sessions about a variety of topics in an effort to better assist the college. Thanks to Dr. Gaba, we have created a *Fireside Chat* series that will take place beginning February 25 at 5:30pm during dinner for anyone who wants to learn a little more about the college.
- These mini informal sessions will be about 15-20 minutes in length. The first topic will be *The Institutional Profile*. This report has a lot of information about the college that is provided annually to the Board.
- Chairperson Money lastly asked the Trustees if they have a topic they would like to discuss in the future to let him know.

XVI. COMMENTS FROM THE PUBLIC

- No comments from the public.

XVII. ADJOURNMENT

- At 7:46 PM, Trustee Parker motioned to adjourn the meeting; Trustee Byrne seconded. Motion carried.