

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, 2024, advance written notice of the January 23, 2024 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, 2023 and the *Cape May County Herald* on December 13, 2023.

II. FLAG SALUTE

- Chairperson Byrne 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)
- ✓ Christina Clemans
- ✓ Dave Coskey
- ✓ Dr. Thomas Dawson
- X Dr. Judith DeStefano
- ✓ Ambrose Gray
- ✓ Monica Kyle
- ✓ Daniel Money
- ✓ Hailie Nguyen
- X Donald J. Parker
- ✓ Mark Sandson
- ✓ Maria Ivette Torres
- ✓ Brigitte White
- ✓ Leslie White-Coursey

Legal Counsel:

- ✓ Carl Taylor, Esq. (for Will Donio, Esq.)

Public in Attendance:

- ✓ Bonnie Lindaw, Atlantic County Treasurer
- ✓ Melanie Collette, Cape May County Commissioner

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
- ✓ Krista Fitzsimons, Director of Cape May County Campus & Community Outreach
- ✓ 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
- X Rosemary Reidy, Confidential Assistant, Office of the President
- ✓ Dominic Sambucci, Chief Business Officer

Faculty and Staff in Attendance:

- ✓ Richard McHale, IT
- ✓ Victor Moreno, Senior Manager of Special Projects
- ✓ Chris Mularz, Advancement Officer/Associate Director, Foundation
- ✓ Caesar Niglio, Enterprise Architect, Info Tech Services, ACCCEA President

IV. CALL TO ORDER

- Chairperson Byrne called the meeting to order at 6:00PM on January 23, 2024 at the Cape May County Campus.

V. EXECUTIVE SESSION

- An Executive Session will be held this evening at the end of the Board Meeting to discuss matters of personnel, litigation, anticipated contracts and matters of attorney-client privilege. No action will be taken.

VI. HONORARY RESOLUTION

- Chairperson Byrne asked Trustee White to present the honorary resolution.

Res.#61B

Recognition of Mr. Victor Moreno

To congratulate **Victor Moreno**, Senior Manager of Special Projects, on being named the 2024 Employee of the Year.

VII. PRESIDENT'S REPORT

- Chairperson Byrne highlighted the Trustee Spotlight part of the President's Report; and congratulated Trustee Christina Clemans on receiving the 2023 Leadership Legacy Award, and Trustee Leslie White-Coursey on receiving the Martin Luther King (MLK) Community Spirit Award.
- Dr. Gaba discussed Cape May County *bizHub*'s free beginner Excel course through Atlantic Cape's Workforce Development program to business owners and employees in Cape May County that was held on the Cape May campus, recruitment events, student success, student engagement activities, community outreach in Atlantic and Cape May counties, athletics, faculty and staff accomplishments, Foundation events, and upcoming events at the college.

VIII. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

- None noted.

IX. CONSENT RESOLUTIONS

- McAlister read the following consent resolutions.

Res. #57 Reorganization and Regular Session Minutes (November 28, 2023)

Res. #61

Personnel Actions

Approve: Appointments: **Justin Einwechter**, appointed to the position of Enterprise Systems Administrator, Information Technology Services, effective January 24, 2024, at an annual salary of \$51,472; **Janet Marler**, appointed to the position of Assistant Professor, effective January 2, 2024, at an annual salary of \$61,573; **Caesar Niglio**, appointed to the position of Director, Enterprise Applications, Information Technology Services, effective January 24, 2024, at an annual salary of \$97,467; **Jay**

Peterson, appointed to the position of English Department Chair, effective January 2, 2024, at an annual salary of \$85,494; **Jason Tarby**, appointed to the position of Technician, Information Technology Services, effective January 24, 2024, at an annual salary of \$33,989.

Title Change: **Tonya Cooper**, from Accountant, Restricted Accounts to Manager, Foundation and Restricted Accounting effective January 24, 2024, at her current annual salary.

Res. #61A

Retirement of Patrick Sweeney, Director, Administrative Computing

To acknowledge the retirement of **Patrick Sweeney**, Director, Administrative Computing, effective February 1, 2024.

Res. #59

Award of Bids

Number	Item and Vendor Information	Amount
Bid 1876 A	Baseball Field/Dugout Construction Chapter 12 Funds , Other Restricted Funds, & R&R Funds Command Co. Inc Egg Harbor City, New Jersey	\$1,603,063.15
Bid Exempt 1090	Maintenance Support Contract (IBM Equipment) Institutional Funds Ocean Computer Group, Inc. Matawan, New Jersey	\$40,921.67
Bid Exempt 1091	Customer Relationship Management (CRM) Software Community College Opportunity Grant (CCOG) (Grant Funded) Salesforce San Francisco, California	\$19,158.00 (not to exceed)
Bid Exempt 1092	Aerco Boiler #2 Replacement Heat Exchanger Chapter 12 Funds Edward R. Woods & CO West Trenton, New Jersey	\$50,295.00 (not to exceed)
		Total \$1,713,437.82

Res. #64

Resolution Authorizing Atlantic Cape to Receive Funds on Behalf of Inlet Community Development Corporation for the Improvement Plan of Fisherman’s Park in Atlantic City

To accept \$50,000 in support of the Inlet Community Development Corporation improvement of Fisherman’s Park in Atlantic City.

Res. #38-Revised

New Jersey Pathways to Career Opportunities—Year 2

To accept an additional \$25,000 to serve as the lead institution for the Renewable Energy Center of Workforce Innovation, for a total award of \$126,850 from the New Jersey Community College Consortium for Workforce and Economic Development.

Res.#127-Revised

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

To accept additional **\$34,037** 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 **\$778,638**; Atlantic County services (through Atlantic Cape) receiving an additional \$34,037 for a total allocation of \$553,323; Cape May County services (through Cape May County Technical School District) receiving an additional \$12,801 for a total allocation of \$203,116; and Atlantic County-Cape May County services (through Literacy New Jersey, Inc.) receiving an additional \$2,400 for a total allocation \$37,400, over the term of July 1, 2023 – June 30, 2024.

Res.#60

Amendment to Strengthening Career and Technical Education for the 21st Century Act Funds (Perkins V Grant FY24)

Amendment to the Spending Plan of the Strengthening Career and Technical Education for the 21st Century Act (Perkins V Grant), \$736,714, as detailed in Exhibit A of this resolution.

Res.#62

National Junior College Athletic Association (NJCAA) Foundation Sport Opportunity Grant Program

Application, and if awarded, acceptance up to \$5,000 from the National Junior College Athletic Association (NJCAA) Foundation to add cross country to the college’s athletic offerings, effective March 1, 2024.

Res.#63

US Environmental Protection Agency (USEPA) Environmental Education Grants Program Subaward Agreement with Rowan University

Application and, if awarded, acceptance of \$5,000 in subgrant funding from Rowan University over the term of January 1, 2024 through April 2, 2025.

- Trustee Money motioned to approve the Consent Resolutions; Trustee Clemans seconded. Motion carried.
- Trustee White-Coursey abstained from Res.#57 and Res.#59.

X. BUDGET REPORT

- Trustee Kyle reported under Resolution #2 and Resolution #58 – Regular Resolutions.

XI. REGULAR RESOLUTIONS

Res. #2 FY23 Draft Financial Statement for twelve months ended June 30, 2023 as of January 5, 2024.

- Trustee Kyle stated the following:
 - As of this draft, the College has earned 100.09% of budgeted revenues and expended 99.91% of budgeted expenditures. The College used \$1,227,029 of the revised budgeted \$1,381,577 fund balance, with an additional \$85,633 designated for open encumbrances. The auditors (Ford-Scott & Associates) have been onsite for fieldwork. The FY2023 Annual Comprehensive Financial Report and respective audit results should be presented at next month's meeting.
- Trustee White motioned to approve Resolution #2; Trustee Clemans seconded. All Ayes. Motion carried.

Res. #58 FY24 Financial Statement for six months ended December 31, 2023.

- Trustee Kyle stated the following:
 - As of December 31, 2023, the College has earned 56.1 % of budgeted revenues and expended 54.4% of budgeted expenditures. Fall credit enrollment is down 4% from budget. Cumulative summer and fall credit tuition and fee shortfall totals \$620,000. State appropriations revenue for the six-month period is \$710,000 higher than budget. The increase in State appropriations will help mitigate the tuition and fee shortfall through 12/31/2023.
- Trustee Money motioned to approve Resolution #58; Trustee Coskey seconded. Motion carried.

XII. COMMITTEE REPORTS

PERSONNEL AND BOARD DEVELOPMENT

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

XIII. FOUNDATION REPORT

- Trustee Nguyen stated the following:
 - The Foundation is hosting the 41st Annual Restaurant Gala 6pm, on March 21 at Harrah's Waterfront Conference Center. Invitations are going out this week. We hope to see you there when we honor Travis Lunn, President and COO of Borgata Hotel, Casino and Spa and Academy of Culinary Arts Chef Demetrios Haronis, '90. He is the Director of Culinary Operations at Tropicana Atlantic City.
 - All Board members will receive two raffle tickets and are asked to sell for this year's Raffle drawing at the Gala that assists with students' needs. If you need additional tickets, please see Jean McAlister or go online to purchase additional tickets at www.atlantic.edu/gala.

- As Dr. Gaba mentioned, the ground breaking for the baseball field is February 15 at 2pm near the field at Rutgers on our campus. This event kicks off the fundraising campaign for the Digital Scoreboard. We are currently seeking a \$100,000 naming opportunity.

XIV. REPORT OF THE NJ COUNCIL OF COUNTY COLLEGES

- Dr. Gaba reported that on December 14th, the NJCCC, the state coordinating organization for the 18 community colleges submitted its annual State Budget to the Governor and the state Treasurer in the amount of \$189.1M in state operating aid for community colleges (an increase of \$20M from FY24).
- On January 10th, the NJCCC followed up with a letter to the Governor, signed by all community college Presidents.
- Next Step – Legislative Action Campaign. Dr. Gaba advised that she will be sending out an email for the Legislative Action Campaign to the college community, asking them to send letters to our state legislators to increase state operating aid for community colleges.
- Dr. Gaba also shared that the National Legislative Summit (NLS) will be held in February in Washington D.C. This annual event focuses on our federal advocacy priorities; we have the opportunity to meet with directly with members of congress (and/or their staff) to discuss key issues impacting community colleges and our students.
- In the past we have met with Congressman Van Drew and his staff; as well as Senator Booker’s staff.

XV. OTHER BUSINESS

- Chairperson Byrne advised that the retreat has been postponed and will be rescheduled at a later date and that the Board Self-Assessment is being reviewed and will be shared shortly.

XVI. COMMENTS FROM THE PUBLIC

- Caesar Niglio, President of the ACCCEA, acknowledge the retirement of Patrick Sweeney who worked at the college for 36 years and saw multiple conversions of the technology at Atlantic Cape, and he appreciated the Board for recognizing Patrick Sweeney’s retirement.
- Caesar also informed the ACCCEA held a winter snow ball on January 13th and raised \$1,600 in student scholarships.

XVII. ADJOURNMENT

- At 6:55PM, Chairperson Byrne called for a motion to adjourn and go into Executive Session to discuss personnel, litigation, anticipated contracts and matters of attorney-client privilege.
- Trustee Torres motioned; Trustee Kyle seconded. Motion carried.

XVIII. EXECUTIVE SESSION

- No action taken.