

## 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 12, 2023, advance written notice of the January 24, 2023 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 10, 2022 and the *Cape May County Herald* on December 14, 2022.

## II. FLAG SALUTE

- Chairperson Byrne asked everyone to rise for the flag salute.

## III. ROLL CALL

- Chairperson Byrne introduced a new Board member, Trustee Ambrose Gray, who was appointed by the Atlantic County Board of County Commissioners in December. Chairperson Byrne welcomed Trustee Gray and asked him if he would like to address the Board.
- Trustee Gray spoke about Leaders in Training (LIT), Inc., a youth advocacy program that he runs in Atlantic City, which is in its fourth year.
- McAlister provided a roll call for Board members and marked others in attendance on the telephone.

### **Board Members:**

- ✓ Ellen Byrne
- X Flora Castillo
- ✓ Christina Clemans
- X Dave Coskey
- ✓ Dr. Thomas Dawson
- ✓ Dr. Judith DeStefano
- ✓ Ambrose Gray
- ✓ Monica Kyle
- ✓ Daniel Money
- ✓ Donald J. Parker (phone)
- ✓ Dr. Robert Previti
- ✓ Maria Ivette Torres
- X Julia Train
- ✓ Leslie White-Coursey

### **Legal Counsel:**

- ✓ Will Donio, Esq., Board Solicitor

### **College Personnel:**

- ✓ Dr. Barbara Gaba, President
- ✓ Laura Batchelor, Executive Director of Marketing and College Relations
- ✓ Lizbeth Castro-James, Director of the Worthington Atlantic City Campus and Community Outreach
- ✓ Dr. Natalie Devonish, Vice President of Student Affairs and Enrollment Management
- ✓ Tom Hendrixson, Executive Director, Human Resources
- ✓ Krista Fitzsimons, Director of the Cape May County Campus and Community Outreach
- ✓ 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
- ✓ Gracellen Thorstensen, Executive Assistant, Office of the President/Board of Trustee Operations and Advancement

***Staff in Attendance:***

- ✓ Sandi Greco, Senior Director, Project Management, ACCCEA
- ✓ Raquel Martin, Director, Facilities and Construction
- ✓ Caesar Niglio, Enterprise Architect, ACCCEA President
- ✓ Heather Peterson, Registrar, ACCCEA
- ✓ Chris Stenger, Director, Cape May BizHub

***Public in Attendance:***

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

**IV. CALL TO ORDER**

- Chairperson Byrne called the meeting to order at 6:00PM on January 24, 2023 at the Cape May County Campus.

**V. PRESIDENT’S REPORT**

- Dr. Gaba introduced Lizbeth Castro-James, the new Director of the Worthington Atlantic City Campus and Community Outreach, and discussed grants awarded, technology upgrades, the Cape May County Zoo partnership, student support, athletics, and marketing efforts.
- Sandi Greco, Senior Director of Project Management in Information Technology Services, presented on “Innovation Center Classroom Technology.”

**VI. COMMENTS FROM THE PUBLIC**

- Chairperson Byrne called for comments from the public on agenda items.
- None noted.

**VII. EXECUTIVE SESSION**

- At 6:30PM, Chairperson Byrne motioned to go into Executive Session to discuss personnel, litigation, anticipated contracts and matters of attorney-client privilege. Trustee Money seconded. Motion carried.
- The Board returned from Executive Session at 7:10PM.

**VIII. CONSENT RESOLUTIONS**

- McAlister read the following consent resolutions.

**Res. #54** Reorganization and Regular Session Minutes (November 29, 2022)

**Res. #58**

**Physics A.S.**

Offering the Physics, A.S., effective Fall 2023.

**Res. #59**

**Policy Updates**  
*Policy No. 3 Non-Discrimination*

Revisions to Policy #3 Non-Discrimination.

**Res. #56**

**Personnel Action**

*Appointments* - **Danielle Nicastro**, Assistant Professor Nursing at an annual salary of \$59,491 effective January 3, 2023.

*Promotions* - **Myrna Morales Keklak**, from Assistant Dean Nursing and Health Sciences to Dean of Nursing and Health Sciences at an annual salary of \$100,000, effective January 25, 2023; **Joseph Sheridan**, from Interim Director, Academy of Culinary Arts and Hospitality Management to Director, Academy of Culinary Arts and Hospitality Management at an annual salary of \$85,000, effective January 25, 2023; **Lawrencia Nnadi**, Senior Nursing Lab Manager to Assistant Director Nursing Simulation and Skill Lab at an annual salary of \$72,181, effective January 25, 2023; **Tasha Rivera**, Manager Enrollment Services – Worthington Atlantic City Campus to Director, One Stop Enrollment and Recruitment at an annual salary of \$74,474, effective January 25, 2023.

*Transfers (no change in salary)* - **Victor Moreno**, Senior Manager, Campus Operations and Community Outreach – Worthington Atlantic City Campus to Senior Manager, Special Projects; **Aline Milligan**, Administrative Assistant to Office Coordinator.

*Salary Adjustment/Reclassifications* - **Dr. Josette Katz**, Senior Vice President, Academic Affairs at annual salary of \$157,000, effective January 25, 2023; **Leslie Jamison**, Chief Financial Officer at annual salary of \$120,000, effective January 25, 2023; **Jean McAlister**, Chief of Staff and Chief Advancement Officer at annual salary of \$116,500, effective January 25, 2023; **Dr. Kalpana Jain**, Dean, Stem Programs at annual salary of \$103,000, effective January 25, 2023; **Jamal Edwards**, Director of Athletics at annual salary of \$75,625, effective January 25, 2023; **Cindy DeFalco**, Director of Human Resources at an annual salary of \$88,000, effective January 25, 2023; **Nina Brannigan**, Senior Nursing Clinical Instructor at annual salary of \$66,625, effective January 25, 2023.

*Resignations* - **Tamaraty Robinson**, Science Lab Specialist effective January 6, 2023.

**Res. #57**

**Award of Bids**

Number	Item and Vendor Information	Amount
Bid Exempt 1023 - <b>Revised</b>	Proctoring Services (extension through May 2025)  Honorlock, Inc. Boca Raton, FL	\$150,000

<b>Number</b>	<b>Item and Vendor Information</b>	<b>Amount</b>
Bid Exempt 1025	Achieving the Dream Membership and Coaching Services	\$25,500
	Opportunity Meets Innovation Challenge (OMIC) <b>(Partially Grant Funded)</b>	
	Achieving the Dream Silver Spring, MD	
		Total \$175,500

**Res. #60**

**Resolution Authorizing the Award of a Contract for  
Performance Food Group  
Englewood, CO**

Contract with Performance Food Group to provide culinary food items as needed for class instruction.

**Res. #60A**

**Resolution Authorizing the Award of a Contract for  
Randall's Seafood  
Pleasantville, NJ**

Contract with Randall's Seafood to provide culinary food items as needed for class instruction.

**Res. #61**

**New Jersey Department of Environmental Protection (NJDEP)  
Building our Resilient, Inclusive, and Diverse Green Economy (BRIDGE) Initiative**

Application and, if awarded, acceptance of up to \$2,000,000 over two years from the New Jersey Department of Environmental Protection (NJDEP) for the Building our Resilient, Inclusive, and Diverse Green Economy (BRIDGE) Initiative.

**Res. #62**

**New Jersey Office of the Secretary of Higher Education (OSHE)  
Mental Health in Higher Education: Community Provider Partnerships and Professional  
Development Grant**

Application and, if awarded, acceptance of \$224,935 from the New Jersey Office of the Secretary of Higher Education for the Mental Health in Higher Education: Community Provider Partnerships and Professional Development Grant.

**Res. #64 Executive Session**

- Trustee Clemans motioned to approve consent resolutions; Trustee Money seconded.
- Motion carried.

**IX. BUDGET REPORT**

- Trustee Previti reported under Resolution #2 and Resolution #55 – Regular Resolutions.

**X. REGULAR RESOLUTIONS**

**Res. #2** FY22 Draft Financial Statement for twelve months ended June 30, 2022 as of January 11, 2023.

Trustee Previti stated the following:

- As of this draft, the College has earned 101% of budgeted revenues and expended 98% of budgeted expenditures. There is minimal change from the previous draft. The College is expected to use only \$66,133 of the original \$954,856 budgeted fund balance.
- The auditor’s fieldwork was delayed on their end and is now expected to begin later this week.

**Res. #55** FY23 Financial Statement for six months ended December 31, 2022.

Trustee Previti stated the following:

- As of December 31, 2022, the College has earned 53.9% of budgeted revenues and expended 55.5% of budgeted expenditures.
- Net Summer and Fall credit tuition and fees are above budget by \$220,000. Revenue and expenditures are tracking close to budget through this report date.
- Management is monitoring Spring enrollment which is currently behind the budgeted goal. Numerous enrollment management initiatives are in place to help improve the Spring enrollment through the second start semester beginning in March. Next month’s Board report will reflect Spring revenue.
- Trustee Money motioned to approve Resolutions #2 and #55; Trustee Byrne seconded.
- Motion carried.

**Res. #57A**

**Award of Bids**

<b>Number</b>	<b>Item and Vendor Information</b>	<b>Amount</b>
Regular Quote 2238	Water Heater Replacement for STEM Building Repair and Replacement Funds Edward R. Woods & Co. West Trenton, NJ	\$30,220
Bid 1861 - <b>Revised</b>	Renovations and Roofing Replacement of Morse Hall, Boyer Hall, and Richards Hall (B-Buildings) Securing Our Children’s Future Bond Grant Act / Atlantic County Match, <b>Chapter 12 Funds</b> Ogren Construction Company, Inc. Vineland, NJ	\$9,406,840
		Total \$9,437,060

- After discussion regarding the warranty and cost of the water heater replacement for the STEM building, Trustee Money motioned to close the discussion of Regular Quote 2238; Trustee Clemans seconded.
- Trustee Torres motioned to approve Resolution #57A; Trustee Clemans seconded.
- Motion carried.

**Res. #63****Resolution Authorizing the Award of a Contract for Professional Services****COPS LLC – Expert Investigation Group****Somers Point, NJ**

Contract to COPS LLC – Expert Investigation Group for armed guard security services in an amount not to exceed \$210,000.00 to June 30, 2023, and in the amount not to exceed \$520,000 for the period July 1, 2023 to June 30, 2024.

- Trustee Torres motioned to approve Resolution #63; Trustee Money seconded.
- Motion carried.

**Res. #24 Revised****Annual Performance Evaluation of Dr. Barbara Gaba**

To commend Dr. Barbara Gaba for her outstanding leadership, and per Paragraph 11 of Dr. Gaba's contract of employment, the Board of Trustees grants Dr. Barbara Gaba a base salary increment of two (2%) per cent additional to the automatic two (2%) per cent annual base salary increment for an overall increase to base of four (4%) per cent, along with a one (1%) per cent increase to her annual pension contribution increasing that contribution from 7.2% to 8.2%. The Board thanks Dr. Gaba for her continued devotion, innovation, and collaborative leadership.

- Trustee Byrne introduced Resolution #24 Revised from the President Evaluation Committee to the agenda and read the resolution in its entirety.
- Trustee Previti motioned to approve Resolutions #24 Revised; Trustee Money seconded; Trustee Kyle abstained.
- Motion carried.

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

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

**XII. FOUNDATION REPORT**

Trustee Clemans reported on behalf of the Foundation.

- Tickets are on sale for the Restaurant Gala, celebrating its 40<sup>th</sup> anniversary, on March 9<sup>th</sup>. The Foundation is acknowledging those individuals who have supported the Gala for 40 years, including Ed Blake, Joseph Massaglia, and Johnny Varelli, with a special tribute to James L Cooper. Docks

Oyster House, Renault Winery, Bally's, Tropicana, Resorts, Caesars, Gregory's Restaurant, and Smithville Inn have supported the Restaurant Gala since its inception 40 years ago and will be acknowledged at the Gala.

- Your support is greatly appreciated. The 50/50 raffle tickets are on sale for \$100 each, and each Board member received two tickets this evening to sell. Raffle tickets can also be purchased online at [atlantic.edu/gala](http://atlantic.edu/gala).
- The major sponsors this year are Caesars Entertainment, Atlantic Shores LLC, and Tito's Vodka, Petro Cohen Petro law firm. Gallo and Carbon Champaign are also very generous.
- Marketing and advertising for the event are in full swing, including billboards, social media, press releases, and radio spots.

### **XIII. Report of the NJ Council of County Colleges**

Dr. Gaba reported on behalf of the New Jersey Council of County Colleges (NJCCC).

- The State Budget Request has been submitted to the Governor's office, and the community colleges are asking for an increase of \$20M (\$169M total) for the sector. We estimate that much of the increase will be needed to offset the increased cost of health insurance. The annual increase for Atlantic Cape will be approximately \$500,000. A letter-writing campaign will be launched by the NJCCC. The Governor's Budget Message is expected at the end of February.
- Most New Jersey community colleges will be attending the upcoming ACCT National Legislative Summit (NLS). This advocacy event takes place February 5-8 in Washington DC. The Council has assembled a packet of information for the attendees. Dr. Gaba and Jean McAlister are attending from the College and will meet with Congressman Van Drew's office. There are 60 NJ delegates attending the Summit including presidents, board members, and students. Any Trustees interested in attending should contact Jean McAlister.

### **XIV. OTHER BUSINESS**

- Trustee Money thanked Dr. Gaba for her leadership in facing the challenges that have come before the Board, and congratulated her. Trustee Money also commented on the excellent Board Retreat that was held recently and the tour of the Cape May County Campus' space for the Cape May County Zoo's Education Program.
- Trustee Parker congratulated Dr. Gaba as well.
- Dr. Gaba stated that it takes a team to do the great work we're accomplishing at the college, and the "Inside the College" presentations help to articulate the work of our great team. They are always willing to step up and handle the challenges.
- Trustee Byrne noted that Dr. Gaba keeps the Board well informed.
- Trustee Byrne also thanked the Trustees that attended the Board Retreat on January 21<sup>st</sup>. There was an excellent turnout with an engaging conversation. Dr. Charlene Dukes did a wonderful job facilitating the session. Trustee Byrne thanked Dr. Gaba for coordinating the Retreat.

### **XV. COMMENTS FROM THE PUBLIC**

- Caesar Niglio, president of the Atlantic Cape Community College Education Association (ACCCEA), reported that the ACCCEA held its annual Christmas party, which included a fundraiser for the ACCCEA's student scholarship. They raised \$1,330 for the ACCCEA scholarship.

- Bonnie Lindaw, Atlantic County CFO, noted that Atlantic County was requested to increase its contribution for the next fiscal year. She also inquired how the unbudgeted salary increases approved at today's meeting are being covered. Tom Hendrixson, Executive Director of Human Resources, responded that the college is reallocating the funds from existing vacancies this fiscal year, which will offset these costs.

#### **XVI. ADJOURNMENT**

- At 7:35PM, Trustee Clemans motioned to adjourn the meeting; Trustee Torres seconded.
- Motion carried.