

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 March 21, 2023, advance written notice of the March 28, 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

- McAlister provided a roll call for Board members and marked others in attendance on the telephone.

Board Members:

- ✓ Ellen Byrne
- ✓ Flora Castillo (arrived at 6:05PM)
- ✓ Christina Clemans
- ✓ Dave Coskey
- ✓ Dr. Thomas Dawson
- ✓ Dr. Judith DeStefano
- X Ambrose Gray
- ✓ Monica Kyle (phone)
- ✓ Daniel Money
- ✓ Donald J. Parker (phone)
- ✓ Dr. Robert Previti (phone)
- X Mark Sandson
- ✓ Maria Ivette Torres (phone)
- ✓ Julia Train (phone)
- ✓ Leslie White-Coursey

Legal Counsel:

- ✓ Will Donio, Esq., Board Solicitor

Public in Attendance:

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

College Personnel:

- ✓ Dr. Barbara Gaba, President
- ✓ Laura Batchelor, Chief Marketing Officer
- ✓ 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
- ✓ Gracellen Thorstensen, Executive Assistant, Office of the President/Board of Trustee Operations and Advancement

Staff in Attendance:

- ✓ Automne Bennett, Senior Manager, Financial Aid
- ✓ Bryant Brown, Maintenance Mechanic II

IV. CALL TO ORDER

- Chairperson Byrne called the meeting to order at 6:03PM on March 28, 2023 at the Worthington Atlantic City Campus.
- A quorum was achieved at 6:05PM with the arrival of Trustee Castillo.

V. PRESIDENT’S REPORT

- Dr. Gaba discussed the new LPN program, the Restaurant Gala, grants, community outreach, student engagement, athletics, the President’s Distinguished Alumni Awards, and faculty and staff accomplishments.
- Dr. Vanessa O’Brien-McMasters, Vice President of Institutional Effectiveness and Chief Strategy Officer, presented on “Diversity, Equity & Inclusion”.
 - Following the presentation, Trustees inquired about the various populations that were aggregated in the Campus Climate Survey and the role of the Achieving the Dream (ATD) Coaches.

VI. COMMENTS FROM THE PUBLIC

- Chairperson Byrne called for comments from the public on agenda items.
 - Mr. Bryant Brown commented about the college's commitment to diversity, equity and inclusion, and expressed some concerns.

VII. HONORARY RESOLUTION

Res. #78B

Retirement of Dr. Tammy DeFranco, Director, Cape May County Campus Student Affairs and One Stop Services

Acknowledge: Retirement of Dr. Tammy DeFranco, Director of Cape May County Campus Student Affairs and One-Stop Services, effective July 1, 2023.

- Trustee Money read the resolution in its entirety.
- Dr. DeFranco thanked the past and present Trustees, Dr. Gaba, and the past Presidents for the opportunity to serve the students of Atlantic Cape. She spoke about the joy that working with the students has brought her, and noted that she is honored to be part of the Atlantic Cape family.
- Trustee Money motioned to approve Resolution #78B; Trustee Coskey seconded. Motion carried.

VIII. CONSENT RESOLUTIONS

- McAlister read the following consent resolutions.

Res. #76 Regular Session Minutes (February 28, 2023)

Res. #78**Personnel Action**

Appointments: **Kayla Gonzalez**, Student Support Services Office Assistant at an annual salary of \$33,160 effective March 29, 2023; **Jalen Hudgins**, Admissions/One Stop Recruiter at an annual salary of \$48,992 effective April 10, 2023; **Richard McHale**, ITS Technician at an annual salary of \$33,160 effective April 10, 2023; **Michael Tolson**, Assistant Project Manager at an annual salary of \$70,000 effective April 3, 2023.

Reclassifications: **Peter Quinn** from Maintenance Mechanic 1 to Maintenance Mechanic II at an annual salary of \$44,142 effective March 29, 2023.

Resignations: **Sharon Andress**, Assistant Professor, Nursing effective April 14, 2023; **Michelle Mastrangelo**, Purchasing Manager effective March 24, 2023; **Erin Mercer**, Public Relations/Social Media Manager effective March 24, 2023; **Kevin Urrutia**, Technician, Information Technology Services effective March 31, 2023.

Res. #78A**Memorandum of Agreement with Teachers, Librarians and Counselors (TLC)**

Memorandum of Agreement with the Teachers, Librarians and Counselors.

Res. #79**Award of Bids**

Number	Item and Vendor Information	Amount
RFP 260	Website Redesign Technology Replacement Reserve Beacon Technologies Greensboro, N.C.	\$280,115.00
Bid Exempt 1031	AwardSpring Scholarship Software, 3-Year Contract AwardSpring Chicago, IL	\$26,190.00
Bid Exempt 1032	Furnishing for One-Stop Chapter 12 WS Goff Mays Landing, NJ	\$437,128.52 (Not to Exceed)
Bid Exempt 1033	Pickup Truck with Snow Plow Facilities Fee Repair and Replacement Plant Fund Winner Ford Cherry Hill, NJ	\$56,000.00 (not to exceed)
		Total: \$799,433.52

Res. #5A Revised

Number	Item and Vendor Information	Amount
Bid 1872B	Working at Heights Structure for Wind Training Center New Jersey Offshore Wind Safety Training Challenge Grant (Grant Funded) Weatherby Construction & Renovation, Corp. Atlantic City, NJ	\$370,000.00 (not to exceed)
		Total \$370,000.00

Res. #89

**Resolution Authorizing the Award of a Contract for PAG Catering & Consult, LLC
Green Creek, N.J.**

Contract with PAG of Green Creek, N.J. to provide culinary food items to support student food vouchers and catering for college meetings and functions at the Cape May County Campus for the sum in excess of \$17,500.

Res. #81

**Casino Reinvestment Development Authority (CRDA)
“Atlantic City Works 2” Grant**

Application and, if awarded, acceptance of an allocation of \$769,810 from the Casino Reinvestment Development Authority (CRDA) for a workforce training program titled “Atlantic City Works 2” over a term of one year.

Res. #82

LibraryLinkNJ Level Up Your Library Grant Program

Application and, if awarded, acceptance of \$5,000 from LibraryLinkNJ for the Level Up Your Library program.

Res. #83

**USA Archery/Easton Sports Development Foundation
Collegiate Archery Grant Program**

Application and, if awarded, acceptance of up to \$1,750 from USA Archery/Easton Foundation for the Collegiate Archery Grant Program.

Res. #84

**New Jersey Department of Labor and Workforce Development (NJDOL)
Lifelong Learning Accounts (LiLA) Grant Program**

Application and, if awarded, acceptance of up to \$750,000 over two years from the New Jersey Department of Labor and Workforce Development (NJDOL) for the Lifelong Learning Accounts (LiLA) Program.

Res. #85**New Jersey Office of the Secretary of Higher Education (OSHE)
County College-Based Center for Adult Transition Grant**

Application and, if awarded, acceptance of up to \$500,000 from the New Jersey Office of the Secretary of Higher Education for the Center for Adult Transition Grant over a term of one year.

Res. #86**Congressionally Directed Spending Request for Education Appropriations
(Microsoft 365 Cloud Computing Initiative)**

Application to Senator Booker's office to support a Microsoft 365 cloud computing project and, if awarded, acceptance of a grant of up to \$700,000.

Res. #86A**Congressionally Directed Spending Request for Education Appropriations
(Campus Safety and Security Improvement Project)**

Application to Senator Booker's office to support a campus safety and security improvement project and, if awarded, acceptance of a grant of up to \$550,000.

Res. #87**Congressionally Directed Spending Request for Education Appropriations
(Microsoft 365 Cloud Computing Initiative)**

Application to Senator Menendez's office to support a Microsoft 365 cloud computing project and, if awarded, acceptance of a grant of up to \$700,000.

Res. #87A**Congressionally Directed Spending Request for Education Appropriations
(Campus Safety and Security Improvement Project)**

Application to Senator Menendez's office to support a campus safety and security improvement project and, if awarded, acceptance of a grant of up to \$550,000.

Res. #88**Congressionally Directed Spending Request for Education Appropriations
(Microsoft 365 Cloud Computing Initiative)**

Application to Congressman Van Drew's office to support a Microsoft 365 cloud computing project and, if awarded, acceptance of a grant of up to \$700,000.

Res. #88A**Congressionally Directed Spending Request for Education Appropriations
(Campus Safety and Security Improvement Project)**

Application to Congressman Van Drew's office to support a campus safety and security improvement project and, if awarded, acceptance of a grant of up to \$550,000.

Res. #75 Executive Session

- Trustee Money motioned to approve consent resolutions; Trustee Clemans seconded; Trustee DeStefano abstained from Res. #85, and Trustee White-Coursey abstained from Res. #76.
- Motion carried.

IX. BUDGET REPORT

- Trustee Byrne called upon Mr. Mike Garcia of Ford-Scott & Associates to deliver a report on the college's FY22 Annual Comprehensive Financial Report.

X. REGULAR RESOLUTIONS**Motion to Accept Draft FY22 Annual Comprehensive Financial Report.**

- Mr. Garcia, reported that the audit resulted in an unmodified or “clean” audit opinion. He reviewed the audit processes and some of the fiscal impacts on the college.
- Mr. Garcia complimented Leslie Jamison, Chief Financial Officer, and her staff in Finance and Financial Aid for their work during the audit.
- Trustee Money motioned to accept the Annual Comprehensive Financial Report; Trustee Dawson seconded.
- Motion carried.

Res. #2 FY22 Financial Statement for twelve months ended June 30, 2022.

Trustee Money stated the following:

- This is the final FY22 Board Report and reflects that the College used only \$66,134 of the original \$954,856 fund balance budgeted.

Res. #77 FY23 Financial Statement for eight months ended February 28, 2023.

Trustee Money stated the following:

- As of February 28, 2023, the College has earned 84% of budgeted revenues and expended 70% of budgeted expenditures. In the month of February, \$183,000 in revenue was gained for the second Spring session beginning on March 20th. Tuition and fee revenue for the fiscal year has a \$242,000 shortfall from budget.
- Expenses are tracking higher than last year. A main reason for this is last year the State approved a healthcare premium holiday for the month of February, yielding \$386,000 in net savings.
- Trustee Clemans motioned to approve Resolution #2 and Resolution #77; Trustee Coskey seconded.
- Motion carried.

Res. #80**Audit of the Carl D. Perkins Grant**

Certification that the findings in the State of New Jersey's Report on Examination of the audit of the Carl D. Perkins Grant covering the period July 1, 2019 through June 30, 2020 were discussed during the February 28, 2023 public meeting and approval of the Corrective Action Plan outlined.

Trustee Money stated the following:

- Res. #80 affirms that the Board reviewed the State of New Jersey’s Report on Examination of the audit of the Carl D. Perkins Grant in public session, and the BFA Committee reviewed the Corrective Action Plan and endorses it as presented.
- Trustee Castillo motioned to approve Resolution #80; Trustee Coskey seconded; Trustee White-Coursey abstained.
- Motion carried.

Res. #90

Judge Steven Perskie - 56th Annual Commencement Keynote Address

Honorary Associate in Applied Science (A.A.S.) degree in Hospitality Management to Judge Steven Perskie, the Keynote Speaker of the 56th Annual Commencement Ceremony, in recognition of his outstanding accomplishments and commitment to the Atlantic City region and Atlantic Cape Community College’s students.

- Trustee Clemans motioned to approve Resolution #90; Trustee Dawson seconded.
- 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.

- The 40th Annual Restaurant Gala was a huge success, exceeding all expectations, raising \$284,575 to support student scholarship funds for the Academy of Culinary Arts and other initiatives. There were more than 825 guests in attendance plus nearly 40 restaurants and bakeries, wineries, breweries, and champagne vendors. The drumline from Mainland Regional High School added a flare to the event as the Academy of Culinary Arts students paraded down the center aisle while guests provided a standing ovation. Trustee Clemans thanked the Trustees who attended or purchased 50/50 raffle tickets. The 50/50 raffle ticket sales support the Student Emergency Fund and faculty special projects.

XIII. Report of the NJ Council of County Colleges

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

- The Governor’s Budget Message for FY24 did not include the \$20M increase to community colleges that was requested. The NJCCC will be launching a “Legislative Action Campaign” to allow individuals to advocate for the community colleges to their legislators.
- As another part of the NJCCC’s advocacy efforts for increased state funding, Dr. Gaba provided testimony at a joint hearing of the state Senate and Assembly Committee on Higher Education in Trenton. Both Senators Polistina (Atlantic County) and Testa (Cape May County) were on the panel, and Senator Polistina voiced his support for the community college sector, noting the important role the colleges play in workforce development.

- The Governor’s Budget Message included an expansion to the Community College Opportunity Grant (CCOG) program to a third tier of eligible students with an Adjusted Gross Income (AGI) between \$80,000 and \$100,000.

XIV. OTHER BUSINESS

- Trustee DeStefano reported that she was one of the winners of the Restaurant Gala’s 50/50 Raffle. She noted that Trustees get solicited from all the boards they are on for raffle fundraisers, and this shows that sometimes you can actually win.

XV. COMMENTS FROM THE PUBLIC

- None noted.

XVI. EXECUTIVE SESSION AND ADJOURNMENT

- At 7:25PM, Chairperson Byrne motioned to go adjourn the meeting and into Executive Session to discuss personnel, litigation, anticipated contracts and matters of attorney-client privilege. No action will be taken, and the meeting will be adjourned following the Executive Session. Trustee Coskey seconded. Motion carried.