

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 June 3, 2024, advance written notice of the June 26, 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 May 2, 2024 and the *Cape May County Herald* on May 1, 2024.

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

Legal Counsel:

- X Will Donio, Esq.
- ✓ Kasi Gifford, Esq.

Public in Attendance:

- ✓ Bonnie Lindaw, Atlantic County Treasurer

Guests

- ✓ Melanie Collette, Commissioner, Cape May County Board of Commissioners
- ✓ David Coit
- ✓ Madison Martinez
- ✓ Bryant Rossum

College Personnel:

- ✓ Dr. Barbara Gaba, President
- ✓ Laura Batchelor, Chief Marketing Officer
- X 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
- X 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:

- ✓ Jamal Edwards, Athletics Director
- ✓ Victor Moreno, Senior Manager of Special Projects
- ✓ Caesar Niglio, Director, Enterprise Applications, Info Tech Services, ACCCEA President
- ✓ Allen Ragland, Atlantic Cape Basketball Coach
- ✓ Rosemary Reidy, Confidential Assistant, Office of the President
- ✓ Clifton Sudler, Director, Security and Public Safety
- ✓ Jason Tarby, Technician

IV. CALL TO ORDER

- Chairperson Byrne called the meeting to order at 6:00PM on June 26, 2024 at the Mays Landing Campus.

I. HONORARY RESOLUTIONS

- Chairperson Byrne asked Trustee Money to present the honorary resolutions.

Res. #112A

Recognition of Trustee Nguyen

- To recognize **Trustee Hailie Nguyen** for her service to the Board of Trustees, the Atlantic Cape Foundation Board, and the students of Atlantic Cape and wish her well in her future endeavors.
- Trustee Sandson comments on how articulate Trustee Nguyen has been in her duties as a Trustee in her term and wishes her well in her future endeavors.
- Trustee Sandson motioned to approve Resolution #112A; Trustee Torres seconded. Motion carried.

II. President's Report

- Dr. Gaba discussed featured stories on Trustee and Leadership Spotlights, Faculty and Staff Achievements, campus visits from high school students, recruitment events, student success, student engagement activities, community outreach in Atlantic and Cape May counties, athletics, and student spotlights.
- Jamal Edwards, Director of Athletics, presented on Atlantic Cape's "Athletic Plan".

III. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

- None noted.

IV. EXECUTIVE SESSION

- Chairperson Byrne noted there will be no Executive Session this evening and asked Jean McAlister to proceed to the Consent Resolutions.

V. CONSENT RESOLUTIONS

- McAlister read the following consent resolutions.

Res. #111 Regular Session Minutes (May 21, 2024).

Res. #112

Personnel Actions

Approve: Appointments: **Lindley Thacker**, Director, Purchasing, effective July 1, 2024 at an annual salary of \$78,244; **Terrance Witcher**, First Year Experience Manager (EOF) effective June 27, 2024 at an annual salary of \$51,472 (*grant funded*).

Promotions: **Michele Leacott**, from Associate Professor of Math to Professor of Math effective September 3, 2024 at an annual salary of \$83,389; **Bojan Zilovic**, from Associate Professor of CISM to Professor of CISM effective September 3, 2024 at an annual salary of \$83,154.

Reclassifications: **Brooke DiLorenzo**, from Junior Accountant to Finance Specialist effective June 27, 2024 at an annual salary of \$42,350; **Jennifer Lashkari**, from Financial Aid Specialist to Manager, Financial Aid effective June 27, 2024 at an annual salary of \$51,472.

Res. #102-Revised

Personnel Action

Approve: Appointment: **Renee Patterson**, appointed to the position of Student Navigator (temp) effective May 22, 2024 at an annual salary of **\$51,472**.

Res. #112B

Me Counselors morandum of Agreement with the Teachers, Librarians, and Counselors (TLC)

To approve a Memorandum of Agreement (MOA) with the Teachers, Librarians and Counselors (TLC) that the stipend for the Assessment Committee Chair will be allocated to support non CTE faculty who are presenting or attending educational conferences.

Res. #112C

Memorandum of Agreement with the Organization of Supervisory and Administrative Personnel (ACCCOSAP)

To approve a Memorandum of Agreement (MOA) with the Organization of Supervisory and Administrative Personnel (ACCCOSAP) that gives members the option of participating in the condensed (40 hour) work week from September 16, 2024 to May 16, 2025.

Res. #112D

Memorandum of Agreement with the Support Staff Association (SSAACCC)

To approve a Memorandum of Agreement (MOA) with the Support Staff Association (SSAACCC) that gives members the option of participating in the condensed (35/40 hour) work week from September 16, 2024 to May 16, 2025.

Res.#112E

Memorandum of Agreement with the Teachers, Librarians, and Counselors (TLC)

To approve a Memorandum of Agreement (MOA) with the Teachers, Librarians and Counselors (TLC) that gives members the option of participating in the condensed (40 hour) work week from September 16, 2024 to May 16, 2025.

Res. #112F

Resolution Authorizing Adjunct Pay Increase

To approve an increase to \$780 per credit hour for adjuncts and \$815 per credit hour for senior adjuncts, respectively, effective September 3, 2024.

Res. #112G

Retirement of Eileen Bakley

To acknowledge the retirement of **Eileen Bakley**, Payroll Accountant, effective September 1, 2024.

Res. #112H

Honorary Resolution Recognizing Donna Marie McElroy

To recognize **Donna Marie McElroy**, Professor of Social Science, for being honored with the *Distinguished Faculty Award* by the New Jersey Council of County Colleges.

Res. #115

Policy Updates

To approve the revisions to *Confidentiality of Student Records*, Policy No. 410 *Use of Personal Technology on Campus*, Policy No. 824 *Health Benefits*, Policy No. 600 *Accounting and Finances*, and Policy No. 609 *Reserve for Allowance of Doubtful Accounts*; and reaffirm Policy No. 506 *Campus Demonstrations and Gatherings*.

Res. #113

Award of Bids

Number	Item and Vendor Information	Amount
Bid Exempt 1067 REVISED	Sewer Pump Improvements Chapter 12 Funds The DaVinci Group, LLC Woodbury, New Jersey	\$169,000.00 (Not to Exceed)
Bid Exempt 1117	Zoom License Intuitional Funds Zoom Video Communications Inc. San Jose, California	\$25,000.00 (Not to Exceed)
Bid Exempt 1118	Room Scheduling Software (25Live) Institutional Funds College Net, Inc Portland, Oregon	\$24,701.52
Bid Exempt 1119	Live Chatbot for the Atlantic Cape Website Community College Opportunity (CCOG) Planning Grant (Grant Funded) Ivy.ai,inc Boulder, Colorado	\$37,215.00
Bid Exempt 1120	Potential Student Outreach Initiative Institutional Funds NextGrad/Glacier Salt Lake City, Utah	\$45,000.00 (Not to Exceed)

Number	Item and Vendor Information	Amount
Bid Exempt 1122	Computer Imaging Software Technology Replacement Reserve	\$27,426.00
	Zoho Corporation Pleasanton, California	
Bid Exempt 1123	Curriculum Development & Training Services Institutional Funds, Kids College	\$25,000.00 (Not to Exceed)
	Black Rocket Productions LLC Freehold, New Jersey	
Bid Exempt 1124	Career Exploration Software License (Career Coach) Center for Transition Success Grant (Grant Funded)	\$50,000.00 (Not to Exceed)
	Light Cast (DBA Career Coach) Moscow, Idaho	
Bid Exempt 1125	VMWare License Renewal Institutional Funds	\$163,296.00
	NJ EDGE Carahsoft Technology Corp. Reston, Virginia	
Bid Exempt 1126	UPS Batteries - Mays Landing Datacenter & Cape May County Campus Disaster Recovery Center Technology Replacement Reserve	\$60,302.37
	Ocean Computer Group Matawan, New Jersey	
Bid Exempt 1127	Kubota Diesel STTII Mower R & R (Vehicle) Funds	\$18,719.22
	Cummins Equipment Company, Inc. Hammonton, New Jersey	
Bid Exempt 1128	ATI Launch (Nursing Academic Readiness Product) NJ Pathways Funds (Granted Funded)	\$26,000.00
	Assessment Technologies Institute, LLC Leawood, Kansas	
Bid Exempt 1129	Nursing Education Program Perkins Grant- Pending FY25 approval (Grant Funded)	\$124,999.44
	Assessment Technologies Institute, LLC Leawood, Kansas	

Number	Item and Vendor Information	Amount
Bid Exempt 1130	ATI – Practical Nurse Software Perkins Grant (Grant Funded)	\$15,000.00
	Assessment Technologies Institute, LLC Leawood, Kansas	
Bid Exempt 1131	Professional Development Equity Training Center for Transition Success Grant (Grant Funded)	\$50,000.00 (Not to Exceed)
	Achieving the Dream Silver Springs, Maryland	
Bid Exempt 1132	Employee Safety - Panic Button Alarms Technology Replacement Reserve, R&R, and Chapter 12 Funds	\$70,000.00 (Not to Exceed)
	Ocean Computer Group Matawan, New Jersey	
Bid Exempt 1133	Audio Visual Upgrades – Worthington Atlantic City Campus, Room 204 Technology Replacement Reserve	\$95,000.00 (Not to Exceed)
	Software House International Somerset, New Jersey	
Bid Exempt 1134	New Jersey Council of County Colleges Dues Assessment Institutional Funds	\$52,183.00
	New Jersey Council of County Colleges Trenton, NJ	
Bid Exempt 1135	Lease of Cessna 172SP for Academic Instruction Institutional Funds - Academics	\$51,000.00 (minimum)
	Christiansen Aviation, Inc Tulsa, Oklahoma	
Bid Exempt 1136	Lease of Cessna 172SP and a Cessna 172R for Academic Instruction Institutional Funds - Academics	\$61,440.00 (minimum)
	Christiansen Aviation, Inc Tulsa, Oklahoma	
RFP 263	Building E Renovations – Gym Chapter 12 Funds	\$50,000.00 (Not to Exceed)
	Spiezle Architectural Group, INC Hamilton, New Jersey	

Number	Item and Vendor Information	Amount
RFP 268	Media Buying Services Institutional Funds and Community College Opportunity (CCOG) Planning Grant (Partially Grant Funded) JL Media Union, New Jersey	\$350,000.00 (Not to Exceed)
RFP 270	Auditing Services Institutional Funds Ford, Scott & Associates, LLC Ocean City, New Jersey	\$41,000.00
Total:		\$1,632,282.55

Res. #120**Resolution Authorizing the Award of a Contract for Professional Services for Atlantic Cape Community College from Shore Medical Center, Somers Point, NJ**

To approve the authorization for a contract with Shore Medical Center for three years, from July 1, 2024 to June 30, 2027, at a cost based in the student fees collected for the Radiologic classes taught at Shore Medical Center.

Res. #121**Resolution Authorizing the Award of a Contract for Insurance**

To approve an award of contract with CBIZ-Borden Perlman for insurance with a premium of \$672,600.

Res. #124**Resolution Authorizing the Award of a Contract for Nobil Food Services, Margate, NJ for FY24**

To approve a contract with Nobil to provide food services to support student food vouchers and catering for college meetings and functions at the Mays Landing Campus for FY24.

Res. #129**Resolution Authorizing the Award of a Contract for Nobil Food Services, Margate, NJ for Three Years**

To approve a contract with Nobil Food Services of Margate, NJ for a term not to exceed three (3) years.

Res. #125**Resolution Authorizing the Award of a Contract for New Jersey Community College Worker's Compensation Insurance Pool**

To approve the estimated assessment of \$215,000 to the New Jersey Community College Insurance Pool for the New Jersey Community College Insurance Pool Worker's Compensation Fund.

Res. #122**Resolution Authorizing the Award of a Contract for Epic Aviation Salem, OR**

To approve a contract with Epic Aviation, Inc. for fuel services and landing fees for CESSNA aircrafts used for Aviation department instruction.

Res. #123

Resolution Authorizing the Award of a Contract for Big Sky Aviation, Millville, NJ

To approve a contract with Big Sky Aviation for repairs to CESSNA aircrafts used for Aviation department instruction.

Res. #126

Resolution Authorizing the Award of a Contract for Signature Flight Support, Orlando, FL

To approve a contract with Signature Flight Support for office space and ties downs for parking of the CESSNA aircrafts used for Aviation department instruction.

Res. #127

Resolution Authorizing the Award of a Contract for Velocity Maintenance Solutions, Port Republic, NJ

To approve a contract with Velocity Maintenance Solutions for repairs to CESSNA aircrafts used for Aviation department instruction.

Res. #128

Resolution Authorizing the Award of a Contract for Ascent Aviation

To approve a contract with Ascent Aviation for aircraft for Aviation department instruction as well as fuel, oil, maintenance, hangar storage and room for pre-flight and post-flight instruction and debriefing.

Res. #114

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

To approve the continuation with the fourth year of the four year awarded grant from State of New Jersey Department of Labor and Workforce Development's 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; and to accept a total grant of **\$803,758**, with Atlantic County services (through Atlantic Cape) receiving \$552,760, Cape May County services (through Cape May County Technical School District) receiving \$205,368, and Atlantic County-Cape May County services (through Literacy New Jersey, Inc.) receiving \$45,630 over the term of July 1, 2024 – June 30, 2025.

Res. #116

United States Department of Education Student Support Services (SSS) Grant Program

To approve the application, and if awarded, accept a five-year grant anticipated to totaling \$348,002 per year over five years from the U.S. Department of Education for the Student Support Services Program, over the anticipated term of July 1, 2025 – June 30, 2030.

Res. #117

Achieving the Dream (ATD) Strategic Enrollment Management for Adult Learners Initiative

To approve the application and, if awarded, accept \$25,000 over one year from Achieving the Dream (ATD) for the Strategic Enrollment Management for Adult Learners initiative.

Res. #118

Education Opportunity Fund (EOF) Grant FY25

To approve the submission of a budget to, and to accept a contract from, the State of New Jersey, Office of the Secretary of Higher Education FY25 Educational Opportunity Fund Article IV – Academic Year Support, with preliminary funding of \$260,786 to be awarded over the term of June 1, 2024 through June 30, 2025.

Res. #130 Executive Session.

- Trustee Parker motioned to approve the Consent Resolutions; Trustee Dawson seconded.; Trustee White-Coursey and Trustee DeStefano abstained from Resolution #111, Resolution #113, Resolution #114, Resolution #116, and Resolution #118. Motion carried.

VI. BUDGET REPORT

- Trustee Parker reported under Resolution #103 – Regular Resolutions.

VII. REGULAR RESOLUTIONS

Res.#119 FY24 Financial Statement for eleven months ended May 31, 2024.

- Trustee Parker stated the following:
 - As of May 31, 2024, the College has earned 100.39% of budgeted revenues and expended 92.47% of budgeted expenditures. The College has met its FY24 revenue goal through the first eleven months.
 - Year-end adjustments will include provisions for the bad debt reserve and deferral of aviation fees. The cumulative Fiscal Year 2024 credit tuition and fee shortfalls totals \$954 thousand (excluding Aviation and Radiology fees).
 - The cumulative Fiscal Year 2024 shortfall in credit tuition and fees amounts to \$961 thousand, not including Aviation and Radiology Fees.
 - Despite the tuition and fee shortfall and year-end adjustments, the College is expected to exceed its revenue goal for the year due to higher-than-budgeted due to state appropriation.
 - The net margin is currently tracking \$1.2 million higher than it was at this time last year, despite the inclusion of three pays in May 2024 compared to two in May 2023. Management projects that the College will finish the fiscal year below the budgeted fund balance of \$1.7 million.
- Trustee Sandson motioned to approve Resolution #119; Trustee Parker seconded. Motion carried.

Res. #77-Revised To approve the FY2025 Tuition and Fee Schedule incorporation the Radiologic Technology Course Fees (no change from FY2024).

- Trustee Parker stated the following:
 - The RADX course fees were listed as TBD on the FY2025 Tuition and Fee Resolution.
 - Shore Medical Center has confirmed that the course fees will remain unchanged for FY25. This revision documents the continuation of level fees.

- We appreciate the partnership we have with Shore Medical Center. In fact, they have held their radiologic fees the same for several years, which is good news, as these fees are a pass-through expense for students.
- Trustee Torres motioned to approve Resolution #77-Revised; Trustee Nguyen seconded. Motion carried.

VIII. COMMITTEE REPORTS

PERSONNEL AND BOARD DEVELOPMENT

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

IX. FOUNDATION REPORT

- Trustee Nguyen stated the following:
 - At its last Board meeting it was reported that the Foundation has exceeded its goals for FY24 increasing IMPACT. The Foundation supports the college's mission and goals in creating opportunities for students. The Foundation exceeded its goal increasing revenue by more than the 5% from the prior year through its events and giving opportunities-these include The Restaurant Gala, Women of Wonder, Annual Golf Event coming up on October 4, Employee Annual Giving Campaign, Giving Tuesday, annual giving and naming opportunities, and interest on investment accounts. The Foundation raised more than \$1.7 million this year thus far.
 - The Foundation had highest giving in its history of awarding more than \$792,000 in scholarships to 524 students.
 - This would not be possible without the support of the Board, faculty, staff, and students and our community at large.
- Trustee Byrne praised Trustee Nguyen for her participation on the Board of Trustees this year as the Alumni representative.

X. REPORT OF THE NJ COUNCIL OF COUNTY COLLEGES

- Dr. Gaba reported on the following:
- New Jersey Community College (NJCCC) Opportunity Summit
 - The event was held in Atlantic City bringing together community college trustees, presidents, faculty, and staff to highlight the NJCCC Opportunity Agenda which focuses on equity, collaboration, opportunity, and innovation. Over 500 attended including partners from local high schools, colleges and universities, unions, community-based organizations, public workforce, state and local governments. Trustee Mark Sandson was a keynote presenter, who spoke about the JOBS Program.
- State Budget Update
 - Advocacy efforts continue for the restoration of \$20M to the Governor's FY25 budget for community colleges. The NJCCC has kept up efforts to engage the legislature and the media in this ongoing campaign.
 - Negotiations between the Governor and legislative leaders are nearing completion since the Governor must sign the budget by June 30 to avoid a government shutdown.
- Trustee Torres asked Dr. Gaba when will we know if the \$20M is restored to the Governor's budget.
- Dr. Gaba informed she will notify the Board once word is received by the Council.
- Commissioner Collette also provided a brief update on the budget hearing.

XI. OTHER BUSINESS

- No discussion.

XII. COMMENTS FROM THE PUBLIC

- Caesar Niglio, President of the ACCCEA, reported that the Association joined and supported the *Pride Celebration Event* in the park in honor of Pride Month.
- Caesar wished the board a wonderful summer and looks forward to seeing them again in August.

XIII. ADJOURNMENT

- At 7:10 PM, Trustee Torres motioned to adjourn the meeting; Trustee Sandson seconded.
- Motion carried.