

Atlantic Cape Community College  
Board of Trustees  
Reorganization Meeting Minutes  
November 29, 2022

**I. Call to order by Chairperson**

- Vice Chairperson Byrne (presiding) called the annual Reorganization Meeting of the Board of Trustees of Atlantic Cape Community College to order on November 29, 2022 at 6:02PM.

**II. Statement by Secretary confirming adequate notice of meeting**

- 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 reorganization meeting of the Board of Trustees was provided in the following manner:

On November 3, 2022, advance written notice of the November 29, 2022 reorganization 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 20, 2021 and the *Cape May County Herald* on January 12, 2022.

**III. Roll Call**

- McAlister provided a roll call for board members and marked others in attendance.

Board Members	College Personnel
✓ Ellen Byrne	✓ Dr. Barbara Gaba, President
✓ Flora Castillo	✓ Laura Batchelor, Executive Director of Marketing and College Relations
X Christina Clemans	✓ George Booskos, Chief Business Officer
✓ Dave Coskey	✓ Dr. Natalie Devonish, Vice President of Student Affairs and Enrollment Management
✓ Dr. Thomas Dawson	✓ Tom Hendrixson, Executive Director, Human Resources
✓ Dr. Judith DeStefano	✓ Leslie Jamison, Chief Financial Officer
✓ Harrison Furman (phone)	✓ Dr. Josette Katz, Senior Vice President, Academic Affairs
✓ Monica Kyle	✓ Jean McAlister, Chief of Staff and Chief Advancement Officer

<b>Board Members</b>	<b>College Personnel</b>
✓ Daniel Money	✓ Dr. Vanessa O'Brien-McMasters, Vice President, Institutional Effectiveness and Chief Strategy Officer
✓ Donald J. Parker	X John Piazza, Chief Information Officer
X Dr. Robert Previti	✓ Gracellen Thorstensen, Executive Assistant, Office of the President/Board of Trustee Operations and Resource Development
✓ Maria Ivette Torres	<b>Legal Counsel</b> ✓ Will Donio, Esq., Board Solicitor
X Julia Train	
✓ Leslie White-Coursey	
<b>Staff in Attendance</b>	
✓ Cheryl Garwood, Specialist Student Financial Services, ACCCEA	✓ Caesar Niglio, Enterprise Architect, ACCCEA President
✓ Connie Walton, 2023 Employee of the Year	
<b>Students in Attendance</b>	
✓ Samantha Dangler, Volleyball Athlete	
<b>Public in Attendance</b>	
✓ E. Marie Hayes, Cape May County Commissioner	✓ Bonnie Lindaw, Chief Financial Officer, County of Atlantic (phone)
✓ Steve Kelly, Rowing Coach	✓ Eric Topy, Rowing Coach

#### **IV. Nominations for Chairperson**

- Vice Chairperson Byrne thanked the Nominating Committee: Trustee Maria Ivette Torres, Chair; Trustee Judith DeStefano; Trustee Robert Previti; Trustee Dave Coskey; and Trustee Thomas Dawson.
- Vice Chairperson Byrne asked Trustee Torres to present the nominations for Chairperson.
- Trustee Torres stated that the Nominating Committee nominates Trustee Ellen Byrne for the position of Chairperson of the Board of Trustees.
- Trustee Torres asked if there were any nominations for Chairperson from the Floor. None noted.
  - a. Closing of Nominations
- Trustee Torres motioned to close nominations for Chairperson; Trustee Parker seconded; Trustee Byrne abstained.

- Motion carried.

b. Election of Chairperson

- Trustee Torres made a motion to approve Trustee Byrne as Chairperson; Trustee Money seconded; Trustee Byrne abstained.
- Motion carried.

c. Chair turned over to Chairperson by Chairperson pro-tempore

- Chairperson Byrne stated that it is her pleasure and honor to serve as the Chairperson of the Board of Trustees, and she looks forward to working with the Trustees, Dr. Gaba, and her team as we continue to move the institution forward.

## **V. Nominations for Vice Chairperson**

- Chairperson Byrne asked Trustee Torres to proceed with the nominations for Vice Chairperson.
- Trustee Torres stated that the Nominating Committee nominates Trustee Daniel Money, an Atlantic Cape alumnus, for the position of Vice Chairperson.
- Chairperson Byrne asked if there were any nominations for Vice Chairperson from the floor. None noted.

a. Closing of Nominations

- Chairperson Byrne motioned to close nominations for Vice Chairperson; Trustee Coskey seconded; Trustee Money abstained.
- Motion carried.

b. Election of Vice Chairperson

- Trustee Torres motioned to approve Trustee Daniel Money as Vice Chairperson; Trustee Coskey seconded; Trustee Money abstained.
- Motion carried.

## **VI. Nominations for Treasurer**

- Chairperson Byrne asked Trustee Torres to proceed with the nominations for Treasurer.
- Trustee Torres stated that the Nominating Committee nominates Trustee Robert Previti, an Atlantic Cape alumnus, for the position of Treasurer. Trustee Torres stated that Trustee Previti accepted the nomination on October 12, 2022.
- Chairperson Byrne asked if there were any nominations for Treasurer from the floor. None noted.

a. Closing of Nominations

- Chairperson Byrne motioned to close nominations for Treasurer; Trustee Money seconded.
- Motion carried.

b. Election of Treasurer

- Trustee Torres motioned to approve Trustee Previti as Treasurer; Trustee Money seconded.
- Motion carried.

**VII. Appointment of Secretary of the Board**

- Trustee Torres motioned to reappoint Jean McAlister as Secretary of the Board of Trustees; Trustee Parker seconded.
- Motion carried.
- Chairperson Byrne thanked the Nominating Committee for their work.

**VIII. Adoption of Regular Meeting schedule**

- Chairperson Byrne requested adoption of the 2022-2023 meeting schedule as it appears in the packet.
- Trustee Money motioned to approve; Trustee Torres seconded.
- Motion carried.

**IX. Resolution #43, Banking Depositories**

- Trustee Money, on Trustee Previti’s behalf, stated that this Resolution is the annual Designation of Banking Depositories/Funds Transfer Agreements presented at the Reorganization meeting and defines the officials authorized as signatories on college checks, the number of signatures required (2), and the dollar amount limits for those signatures. The Resolution also authorizes ACH transfers for payroll and accounts payable liabilities and funds transfer agreements by one of the listed signatories. There are no changes from the prior year.
- Trustee Parker motioned to approve Resolution #43; Trustee Torres seconded.
- Motion carried.

**X. Appointments/Recruitment for Standing Committees**

- Chairperson Byrne stated that she is in the process of reviewing the Committee requests and will advise committee assignments in December. She thanked the Trustees for their service on these committees.

## **XI. Annual Trustee Forms**

- Chairperson Byrne requested that the Board Members complete the annual Code of Ethics Pertaining to Conflicts of Interest for College Trustees disclosure form and return to the Board Secretary. The reorganization packet also contains the Eight Key Principles for Community College Trustees. 2022 Financial Disclosure Statements will require electronic filing in the near future.

## **XII. Adjournment**

- At 6:15PM, Trustee Parker motioned to adjourn; Trustee Coskey seconded.
- Motion carried.