

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 April 1, 2024, advance written notice of the April 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 (Phone)
- ✓ Dave Coskey
- ✓ Dr. Thomas Dawson
- ✓ Dr. Judith DeStefano (Phone)
- ✓ Ambrose Gray
- ✓ Monica Kyle
- ✓ Daniel Money
- ✓ Hailie Nguyen
- ✓ Donald J. Parker
- ✓ Mark Sandson
- ✓ Maria Ivette Torres
- ✓ Brigitte White
- X Leslie White-Coursey

Legal Counsel:

- ✓ Will Donio, Esq.

Public in Attendance:

- ✓ Bonnie Lindaw, Atlantic County Treasurer

Guests

- ✓ Terri Chapman

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
- ✓ 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
- ✓ 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:

- ✓ Chris Mularz, Advancement Officer/Associate Director, Foundation
- ✓ Caesar Niglio, Director, Enterprise Applications, Info Tech Services, ACCCEA President
- ✓ Rosemary Reidy, Confidential Assistant, Office of the President

IV. CALL TO ORDER

- Chairperson Byrne called the meeting to order at 6:00PM on April 23, 2024 at the Mays Landing Campus.

I. HONORARY RESOLUTIONS

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

Res. #90B

Recognition of Ms. Priya Momi

To congratulate **Ms. Priya Momi** for being appointed to the *2024 New Jersey All-State Academic Team* and for her academic success at Atlantic Cape, and wish her well in her future endeavors.

- Trustee Torres motioned to approve Resolution #90B; Trustee Money seconded. Motion carried.

II. EXECUTIVE SESSION

- An Executive Session will be held this evening before we get to the Consent Resolutions on the Board Meeting Agenda to discuss matters of personnel, litigation, anticipated contracts and matters of attorney-client privilege. No action will be taken.

III. President's Report

- Dr. Gaba discussed featured stories of the 60th Anniversary of the College, the new President's Distinguished Alumni and Young Alumni recipients, recruitment events, student success, student engagement activities, community outreach in Atlantic and Cape May counties, athletics, and the *Cape May County BizHub* is the recipient of the *2024 Professional Services Award* from Middle Township.
- John Piazza, Chief Information Officer, presented "Cybersecurity Update."

IV. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

- None noted.

V. CONSENT RESOLUTIONS

- McAlister read the following consent resolutions.

Res. #89 Regular Session Minutes (March 26, 2024).

Res. #90

Personnel Actions

Approve: Appointments: **Dr. Chernice Miller**, appointed to the position of Assistant Professor of English at salary of \$62,502; **Rosemary Reidy**, appointed to the position of Executive Assistant/Office of the President effective April 24, 2024 at an annual salary of \$55,000.

Res. #90A

Recognition of Mr. Enin Taggart

To congratulate **Mr. Enin Taggart** for being appointed to the 2024 New Jersey All-State Academic Team and for his academic success at Atlantic Cape, and wish him well in his future endeavors.

Res. #93

Recognition of Community College Month

To recognize April 2024 as **Community College Month**.

Res. #92

Policy Updates

Policy No. 403 *Projects Involving New or Changed Technologies*

Policy No. 410 *Use of Personal Technology on Campus*

Policy No. 607 *Cell Phone Communication Device Policy*

To approve the revisions to Policy No. 403 *Projects Involving New or Changed Technologies* and Policy No. 410 *Use of Personal Technology on Campus*; and approve the change of Policy No. 607 *Cell Phone Communication Device Policy* to procedure.

Res. #97

Social Sciences Option in Liberal Arts, A.A.

To approve offering the Social Sciences Option, Liberal Arts, A.A., effective, Fall 2024.

Res.#94

Award of Bids

Number	Item and Vendor Information	Amount
Bid Exempt 1023 (2 nd Revision)	Academic Integrity Software	\$155,285.00
	Institutional Funds	(Not to Exceed)
	Honorlock Inc Boca Raton, Florida	
Bid Exempt 1102	Workforce Development Registration	\$59,800.00
	Management System	
	Operating Funds Continuing Education Augusoft, Inc Palatine, Illinois	

Number	Item and Vendor Information	Amount
Bid Exempt 1103	Vision Services for Students Some College No Degree (OSHE) (Grant Funded) Visionworks Doctors of Optometry San Antonio, Texas	\$25,000.00 (Not to Exceed)
Bid Exempt 1104	Applied but Never Enrolled Student Outreach Initiative Institutional Funds Motimatic Oakland, California	\$35,000.00 (Not to Exceed)
Bid Exempt 1106	Digital Accessibility and Compliance Software Center for Adult Transition (OSHE) (Grant Funded) Level Access Arlington, Virginia	\$38,000.00
Bid Exempt 1107	Student Services Case Management Software Center for Adult Transition (OSHE) (Grant Funded) CaseWorthy West Valley City, Utah	\$38,000.00 (Not to Exceed)
Bid Exempt 1108	Chiller Remediation Efforts – Cape May County Campus Chapter 12 and R&R Funds Johnson Controls Inc New Jersey	\$19,601.24
Bid Exempt 1109	Well Water Maintenance – Worthington Atlantic City Campus	\$30,000.00

Number	Item and Vendor Information	Amount
	Institutional Funds	(Not to Exceed)
	RT Environmental Services, Inc. King of Prussia, Pennsylvania	
Bid Exempt 1111	Engineering Services Inlet CDC (Grant Funded)	\$25,000.00 (Not to Exceed)
	Dixon Associates Engineering LLC Galloway, New Jersey	
Bid Exempt 1112	Autoclave – Cape May County Campus Chapter 12 Funds	\$72,326.00
	Tuttnauer Hauppauge, New York	
Bid Exempt 1113	Technology and Equipment Upgrade – Worthington Atlantic City Campus Technology Replacement Reserve Fund	\$48,502.84
	Bluum Technology Phoenix, Arizona	
RFP 263	Architectural Services of Record (5-years) Chapter 12 and R&R Funds Multiple Vendors Pennsylvania and New Jersey	*Contracts will be awarded on an individual project basis.
RFP 266A	Fisherman’s Park Refurbish - REVISED Inlet CDC (Grant Funded)	\$34,500.00

Number	Item and Vendor Information	Amount
	Fichetola Landscaping Egg Harbor Township, New Jersey	
		Total: \$581,015.08.

Res. #95**Authorizing the Selection of Energy Suppliers for both Natural Gas and Electric**

To approve the authorization for the College to pursue a multi-year contract with both a natural gas and electric supplier and lock-in rates within the next thirty (30) days that will go into effect when the current contracts expire.

Res. #96**Authorizing the Award of a Contract for Legal Services for Specific Personnel Matters**

To approve the authorization for a contract with Machado Law Group.

Res. #98**Authorizing the Award of a Contract for Ellucian/Datatel**

To approve the authorization for a five-year software maintenance contract with Ellucian for an estimated amount of \$3,489,256 for providing goods or services for the use, support or maintenance of proprietary computer hardware, software, peripherals and system development for the hardware may be negotiated or awarded without public advertising for Bids.

Res.#100 Executive Session.

- Trustee Money motioned to approve the Consent Resolutions; Trustee Sandson seconded. Motion carried.
- Trustee Coskey abstained from Resolution #89.

VI. BUDGET REPORT

- Trustee Parker reported under Resolution #91 and Resolution #94 – RFP 264 – Regular Resolutions.

VII. REGULAR RESOLUTIONS**Motion to Accept FY25 Annual Budget Message.**

- Trustee Parker stated that the Annual Budget Message documents includes the assumptions used in preparing the original budget document approved by the Board in February 2024.
- Trustee Money motioned to accept the FY25 Annual Budget Message; Trustee Nguyen seconded. Motion carried.

Res.#91 FY24 Financial Statement for nine months ended March 31, 2024.

- Trustee Parker stated the following:
 - As of March 31, 2024, the College has earned 93.1% of budgeted revenues and expended 75.4% of budgeted expenditures. The cumulative Fiscal Year 2024 credit tuition and fee

- shortfall totals \$900 thousand (excluding Aviation and Radiology Fees). Overall, revenue is still tracking higher than budget (up 10.5% compared to this time last year, versus a budgeted increase of 5.2%). This is due to an increase in continuing education revenue, State appropriations, interest income, aviation and radiology fees.
- Expenses are tracking at 2.9% higher than last year, versus a budgeted increase of 6.6%. Management projects that the College will end the fiscal year below the \$1.7 million budgeted fund balance.
- Trustee Torres motioned to approve Resolution #91; Trustee White seconded. Motion carried.

Res.#94 – RFP 264

- Trustee Parker stated the following:
 - To approve Resolution #94-**Armed Security Guards**, Institutional Funds, Allied Universal, Conshohocken, Pennsylvania, \$34.86 per hour (Not to Exceed \$350,000.00).
- Trustee White motioned to approve Resolution #94-RFP 264; Trustee Torres seconded. Motion carried.

Res. #99

Endorsement of Diversity, Equity, and Inclusion Plan FY24-FY26

- Trustee White stated the following:
 - This motion is to approve the endorsement of the *Diversity, Equity, and Inclusion Plan FY24-FY26*.
- Trustee Parker motioned to approve Resolution #99; 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:
 - No report.

X. REPORT OF THE NJ COUNCIL OF COUNTY COLLEGES

- Dr. Gaba reported that the NJCCC continues to advocate for the restoration of \$20 million to the community college sector in the Governor’s Budget for the coming year.
- Dr. Gaba advised another set of hearings are scheduled with our legislators on:
 - May 1 – Assembly Budget Hearing
 - May 2 – Senate Budget Hearing

XI. OTHER BUSINESS

- Chairperson Byrne reminded Board members that the Association of Community College Trustees (ACCT) is hosting a free webinar on April 30th on *Fiduciary Responsibilities* and more information has been sent to them, and encourages all to attend.

XII. COMMENTS FROM THE PUBLIC

- Caesar Niglio, President of the ACCCEA, reported that the Association held a “Produce Market” for students in order to provide access to fresh produce for their families.
- Caesar also advised the New Jersey Education Association (NJEA) is also advocating for the restoration of the \$20 million toward community colleges in the Governor’s Budget for the coming year.

XIII. ADJOURNMENT

- At 7:25 PM, Trustee Parker motioned to adjourn the meeting; Trustee Nguyen seconded.
- Motion carried.