

## 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 October 7, 2022, advance written notice of the November 1, 2022 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 August 1, 2022 and the *Cape May County Herald* on August 3, 2022.

## II. FLAG SALUTE

- Chairperson Mento 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	College Personnel
✓ Ellen Byrne	✓ Dr. Barbara Gaba, President
X Flora Castillo	✓ Laura Batchelor, Executive Director of Marketing and College Relations
✓ Christina Clemans (phone)	✓ 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
✓ Maria K. Mento	✓ Dr. Vanessa O'Brien-McMasters, Vice President, Institutional Effectiveness and Chief Strategy Officer
✓ Daniel Money	✓ John Piazza, Chief Information Officer
✓ Donald J. Parker	✓ Gracellen Thorstensen, Executive Assistant, Office of the President/Board of Trustee Operations and Resource Development
✓ Dr. Robert Previti	

<b>Board Members</b>	<b>College Personnel</b>
✓ Maria Ivette Torres (phone)	<b>Legal Counsel</b> ✓ Will Donio, Esq., Board Solicitor
✓ Julia Train (phone)	
✓ Leslie White-Coursey	
<b>Staff in Attendance</b>	
✓ Leslie Atherholt, Specialist, Bursar's Office	✓ Heather Boone, Professor, Social Sciences
✓ Intiaz Chowdhury, Security Officer I	✓ Al Ebinger, Senior Technician, ITS
✓ Cheryl Garwood, Specialist Student Financial Services, ACCCEA	✓ Dr. Terri-Lynn Hamby, Director, Science Labs
✓ Melissa Hatty, Assistant Director, Workforce Development Operations	✓ Lynette Ingram, Counselor II, Student Support Services
✓ Ruth Latorre, Chef Educator	✓ Leslie Murtha, Librarian
✓ Danielle Nelson, Assistant Bursar	✓ Caesar Niglio, Enterprise Architect, ACCCEA President
✓ Heather Peterson, Registrar, ACCCEA	✓ Vincent Tedeschi, Chef Educator, ACCCEA
✓ Bo Zilovic, Associate Professor of Information Systems & Aviation Studies, ACCCEA	
<b>Public in Attendance</b>	
✓ Marcia Kleinz, NJEA	✓ Bonnie Lindaw, Chief Financial Officer, County of Atlantic (phone)

#### **IV. CALL TO ORDER**

- Chairperson Mento called the meeting to order at 6:00PM on November 1, 2022 at the Worthington Atlantic City Campus.

#### **V. PRESIDENT'S REPORT**

- Dr. Gaba introduced Krista Fitzsimons, the new Director of the Cape May County Campus and Community Outreach.
- Dr. Gaba discussed the Neighborhood Revitalization Tax Credit Program to carry out the Inlet Neighborhood Plan, as well as recent technology upgrades, grants, high school partnerships, student recognition events, athletics, professional development, Foundation donations, and accomplishments by staff and Trustees. This information was also provided in the written report to the Board, which is posted to the college's website.

#### **Inside the College**

- John Piazza, Chief Information Officer, presented "Cyber Security."

## VI. COMMENTS FROM THE PUBLIC

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

## VII. EXECUTIVE SESSION

- At 6:28PM, Chairperson Mento called for a motion to go into Executive Session to discuss personnel, litigation, anticipated contracts and matters of attorney-client privilege.
- Trustee Byrne motioned, and Trustee Parker seconded. Motion carried.
- The Board returned from Executive Session at 6:50PM.

## VIII. REGULAR RESOLUTION

### Res. #38

#### **Contract for Zoo Partnership**

To enter into an agreement to develop a partnership between Atlantic Cape Community College and the County of Cape May for a lease agreement for the Cape May County Zoo's educational program to be housed in facilities at the Cape May County Campus.

- Upon return from Executive Session, the Board presented Resolution #38. Counselor Donio read the resolution in its entirety.
- Trustee Byrne motioned to approve Resolution #38; Trustee Dawson seconded.
- Motion carried.

## IX. CONSENT RESOLUTIONS

- McAlister read the following consent resolutions.

**Res. #25** Regular Session Minutes (September 27, 2022)

### Res. #27

#### **Personnel Action**

*Appointments* - **Wendy Aguilar**, Office and Community Events Coordinator at an annual salary of \$39,135 effective November 2, 2022; **Taylor Smith**, Student Services Specialist at an annual salary of \$39,135 effective November 2, 2022.

*Title Change* - **Madeline Barrows**, from Assistant Professor of Human Services to Assistant Professor of Psychology at her current salary, effective November 2, 2022.

*Reclassification* - **Thomas Hughes**, from Manager, Receiving and Print Shop Services to Senior Manager, Business Services, effective November 2, 2022, at an annual salary of \$58,569.

*Resignations* - **Matthew Bennett**, Maintenance Mechanic II, Facilities effective October 7, 2022; **Ryan Richardson**, Specialist, Workforce Development effective October 21, 2022.

**Res. #28**

**Award of Bids**

<b>Number</b>	<b>Item and Vendor Information</b>	<b>Amount</b>
Bid Exempt 1014	Engineering Design Services for Mays Landing Campus Fire Pump Replacement  Chapter 12 Funded  DaVinci Engineering Group, LLC Woodbury, NJ	\$22,000.00
Bid 1873	Culinary Equipment  Strengthening Career and Technical Education for the 21st Century - Perkins <b>(Grant Funded)</b>  Don J. Urie Associates Vineland, NJ \$29,941.44  Edward Don & Company Mt. Holly, NJ \$30,922.55	\$60,863.99
Bid Exempt 1015	Library Service Fees  Strengthening Career and Technical Education for the 21st Century - Perkins / Higher Education Emergency Relief Funds (HEERF) <b>(Partially Grant Funded)</b>  NJEDGE.Net Newark, NJ	\$45,002.39
		Total \$127,866.38

**Res. #32**

**Resolution Authorizing the Award of a Contract for  
 Nobil Food Services  
 Margate, NJ**

Contract with Nobil Food Service in excess of \$17,500 to provide cafeteria food items to support student food vouchers and catering for college meetings and functions.

**Res. #29**

**Educational Opportunity Fund (EOF) Winter Session Funding**

Application and, if awarded, acceptance of \$29,580 from the State of New Jersey, Office of the Secretary of Higher Education for Educational Opportunity Fund (EOF) Winter Session Funding.

**Res. #31****Achieving the Dream (ATD) Accelerating and Diversifying Nursing Pathways Initiative**

Application and, if awarded, acceptance of \$300,000 over three years from Achieving the Dream (ATD) for the Accelerating and Diversifying Nursing Pathways initiative.

**Res. #33****Educational Opportunity Fund (EOF) Special Project Grant**

Acceptance of \$39,598 from the State of New Jersey, Office of the Secretary of Higher Education for the Educational Opportunity Fund (EOF) FY23 Educational Supply Support Program.

**Res. #34****Educational Opportunity Fund (EOF) Special Project Grant**

Acceptance of \$36,450 from the State of New Jersey, Office of the Secretary of Higher Education for the Educational Opportunity Fund (EOF) FY23 Retention Program.

**Res. #36****Endorsement of Technology Plan FY21-FY25**

Endorsement of the Technology Plan FY21-FY25.

**Res. #37 Executive Session**

- Trustee Parker motioned to approve consent resolutions; Trustee Dawson seconded.
- Trustees DeStefano and White-Coursey abstained from Resolutions #29, #33, and #34.
- Motion carried.

**X. BUDGET REPORT**

- Trustee Money reported under Resolution #2 and Resolution #26 – Regular Resolutions.

**XI. REGULAR RESOLUTIONS**

**Res. #2** FY22 Draft Financial Statement for twelve months ended June 30, 2022 as of October 20, 2022.

Trustee Money stated the following:

- As of this draft, the College has earned 101% of budgeted revenues and expended 98% of budgeted expenditures.
- As of this draft, the final PERS (pension) and SUI (unemployment) adjustments were pending the employer billings from the State.
- The fiscal year closing is in process, and the net margin will be determined once the final adjustments are complete. The auditor's fieldwork for the financial statements is expected to begin towards the end of November.
- The FY22 Enrollment Report was submitted to the State by today's deadline. The FY22 fundable credit enrollments total 92,926 credits, a decrease -3% from FY21 fundable credits.

**Res. #26** FY23 Financial Statement for three months ended September 30, 2022.

Trustee Money stated the following:

- As of September 30, 2022, the College has earned 43% of budgeted revenues and expended 30% of budgeted expenditures.
- FY23 Summer enrollment is 21% above the budgeted goal, while FY23 Fall enrollment is -7% below the budgeted goal. The combined FY23 Fall and Summer tuition and fee revenue is \$63,000 above budget.
- Overall, revenue is up 4.5% compared to this time last year, expenditures are tracking 8.0% above this time last year, and the year to date margin is almost the same as the prior year to date.
- Trustee Previti motioned to approve Resolutions #2 and #26; Trustee Byrne seconded.
- Motion carried.

**Res. #27A****Personnel Action**

*Appointments* - **Christopher Stenger**, Director, Cape May County BizHub at an annual salary of \$66,949 effective November 7, 2022 (*grant funded*); **Sondra Ritondo**, Budget Analyst at an annual salary of \$57,087 effective November 14, 2022.

- Trustee Parker motioned to approve Resolution #27A; Trustee Previti seconded.
- Motion carried.

**Res. #35****Neighborhood Revitalization Tax Credit (NRTC) Program**

Application and, if awarded, acceptance of approximately \$796,140 to carry out projects to implement the Inlet Neighborhood Plan.

- Trustee Byrne motioned to approve Resolution #35; Trustee Money seconded.
- Motion carried.

**Res. #30****Trustee Maria Mento '77****Honorary Resolution**

*Honorary*: to extend to **Trustee Maria Mento** the Board's appreciation for her service to the Board, the College, and its students.

- Trustee Parker motioned to approve Resolution #30; Trustee Previti seconded.
- Motion carried.

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

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

**XIII. FOUNDATION REPORT**

Trustee Furman reported on behalf of the Foundation.

- The Foundation’s Annual Scramble ‘Fore’ Scholarships Golf Tournament raised more than \$67,000 with 128 golfers attending on October 14 at Cape May National. This is the highest grossing golf event to date. Trustee Furman thanked the Mullock family for their support and donating the fees back to the Foundation, as well as the supporters and major donors, including Trustee Clemans, Ameriprise, the Carpenters and Electrical local unions, Cooper Levinson, Tito’s, Orsted, and Atlantic Shores. The proceeds will benefit students in STEM majors.
- The Women of Wonder event will be held on November 3 at the Flanders Hotel in Ocean City. This is a co-supported event by the Foundation and the Cape May County Women’s Commission. There are approximately 180 supporters attending. The honorees are: Lenora Boninfante Kodytek, public relations, Rutgers Cooperative Extension of Cape May County; Bernadette Matthews Givens, owner, Cape Island Coastal Cleaning Service; and Joyce Gould, former Wildwood Crest mayor and commissioner. 100% of proceeds will benefit underserved women attending Atlantic Cape.
- Giving Tuesday is on November 29. Trustee Furman asked the Trustees to consider donating. This year Leslie DiLuigi, a Foundation Board member, has agreed to a personal match of \$2,500. Donations will be accepted online at atlantic.edu/givingtuesday starting next week. Our goal is \$10,000.
- The college is providing 50+ turkeys and chickens this year to the neediest students at our three campuses. This effort is in collaboration with the Community Foodbank of South Jersey, thanks to Nancy Porfido’s efforts, and the Foundation. Due to increased need this year, the Foundation will be funding turkeys. Donations are always welcome and needed.
- We have begun soliciting sponsorships for the 40<sup>th</sup> Annual Restaurant Gala, to be held on March 9, 2023 at Harrah’s. The Trustees’ support and attendance are appreciated. Tickets are \$250 each, and our goal is to raise \$250,000.

**XIV. Report of the NJ Council of County Colleges**

- No report.

**XV. OTHER BUSINESS**

- None noted.

**XVI. COMMENTS FROM THE PUBLIC**

- Caesar Niglio, president of the Atlantic Cape Community College Education Association (ACCCEA), introduced Professor Heather Boone, who advised the Board of the concerns of the union as it relates to contract negotiations.

**XVII. ADJOURNMENT**

- At 7:15PM, Trustee Parker motioned to adjourn the meeting; Trustee Byrne seconded.
- Motion carried.