

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 May 5, 2023, advance written notice of the May 23, 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
- ✓ Christina Clemans
- X Dave Coskey
- ✓ Dr. Thomas Dawson
- ✓ Dr. Judith DeStefano
- X Ambrose Gray
- ✓ Monica Kyle
- ✓ Daniel Money
- X Donald J. Parker
- ✓ Dr. Robert Previti
- ✓ Mark Sandson
- ✓ Maria Ivette Torres (phone)
- X Julia Train
- ✓ Leslie White-Coursey

Legal Counsel:

- ✓ Will Donio, Esq., Board Solicitor

College Personnel:

- ✓ Dr. Barbara Gaba, President
- ✓ Laura Batchelor, Chief Marketing Officer
- ✓ Lizbeth Castro-James, Director, Worthington Atlantic City Campus and Community Outreach
- ✓ Dr. Natalie Devonish, Vice President of Student Affairs and Enrollment Management
- ✓ Krista Fitzsimons, Director, Cape May County Campus and Community Outreach
- ✓ 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

Public in Attendance:

- ✓ Commissioner E. Marie Hayes, Vice Director, Cape May County Board of County Commissioners
- ✓ Bonnie Lindaw, Chief Financial Officer, County of Atlantic

Students in Attendance:

- ✓ Brooke Kaelble, Student Athlete, Archery Team
- ✓ Lou O'Grady, Student Athlete, Archery Team

Staff in Attendance:

- ✓ John Feldbauer, Director, Server, Cloud, and Broadcast Systems
- ✓ Suzanne Haggerty, Advancement Database Manager
- ✓ Dr. Barbara Heard, Professor, Biology
- ✓ Caesar Niglio, ACCCEA President
- ✓ John Repnicki, Head Coach, Atlantic Cape Archery Team
- ✓ Jack Ward, Assistant Coach, Atlantic Cape Archery Team
- ✓ Chris Vallese, Technical Solutions Engineer

IV. CALL TO ORDER

- Chairperson Byrne called the meeting to order at 6:00PM on May 23, 2023 at the Cape May County Campus.

V. PRESIDENT'S REPORT

- Dr. Gaba discussed student accomplishments, including Commencement and other end-of-academic-year events, the unveiling of a painting in the Nurse's wing, a signing ceremony with the University of Phoenix for an RN to BSN articulation agreement, community partnerships, community outreach, and grants.
- Christopher Stenger, Director of the Cape May County BizHub, presented on the "Cape May County BizHub".

VI. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

- None noted.

VII. HONORARY RESOLUTIONS**Res. #108****Recognition of Buccaneers' Archery Team 2022-23 Season**

To commend the Buccaneers' Archery Team for their perseverance, success, and leadership; congratulate them for a successful season; and offer each athlete best wishes in their future endeavors.

- Trustee Previti read the resolution in its entirety.
- Trustee Castillo motioned to approved Resolution #108; Trustee Money seconded. Motion carried.

Res. #106D

**Retirement of John Feldbauer,
Director, Server, Cloud and Broadcast Systems**

Acknowledge the retirement of **John Feldbauer**, Director, Server, Cloud and Broadcast Systems, effective June 30, 2023.

- Trustee Money read the resolution in its entirety.
- Trustee Money motioned to approved Resolution #106D; Trustee Sandson seconded. Motion carried.
- Mr. Feldbauer spoke about his time at the college, and thanked the Board.

Res. #106E

Retirement of Dr. Barbara Heard, Professor, Science

Acknowledge the retirement of **Dr. Barbara Heard**, Professor, Science, effective June 30, 2023.

- Trustee Money read the resolution in its entirety.
- Trustee Money motioned to approved Resolution #106E; Trustee Previti seconded. Motion carried.
- Dr. Heard thanked the Board for the recognition, and noted that retiring was a difficult decision since she enjoys teaching. She wished the college and the students the best as we continue with new initiatives.

VIII. CONSENT RESOLUTIONS

- McAlister read the following consent resolutions.

Res. #104 Regular Session Minutes (April 25, 2023)

Res. #106

Personnel Actions

Appointments - **Susan Smith**, appointed to the position of Director, Center for Transition Success effective July 5, 2023 at an annual salary of \$74,474 (**Grant Funded**).

Faculty Promotion - **Judith Otterburn-Martinez** from Associate Professor to Professor, ESL effective September 5, 2023, at an annual salary of \$81,126.

Res. #106A

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

A Memorandum of Agreement (MOA) with the Organization of Supervisory and Administrative Personnel (ACCCOSAP) for the option to participate in a condensed (40 hour) work week pilot program.

Res. #106B

Memorandum of Agreement with the Support Staff Association of Atlantic Cape Community College (SSAACCC)

A Memorandum of Agreement (MOA) with the Support Staff Association of Atlantic Cape Community College (SSAACCC) for the option to participate in a condensed (35/40 hour) work week pilot program.

Res. #106C**Memorandum of Agreement with the Teachers, Librarians and Counselors (TLC)**

A Memorandum of Agreement (MOA) with the Teachers, Librarians and Counselors (TLC) for the option to participate in a condensed (40 hour) work week pilot program.

Res. #112**Policy Updates**

Revisions to Policy No. 811 *Absence Reporting*.

Res. #107**Award of Bids**

Number	Item and Vendor Information	Amount
Bid Exempt 1035	Chair Academy Leadership Training Program The Chair Academy Meza, Arizona	\$24,000.00
Bid Exempt 1036	Security Camera Equipment Partially Chapter 12 Funded Ocean Computer Group Matawan, NJ	\$64,232.00 (not to exceed)
		Total: \$88,232.00

Res. #111**Resolution Authorizing the Award of a Contract for Legal Services**

A contract for legal services with Marshall Dennehey Warner Coleman & Goggin.

Res. #113**Resolution to Authorize a Legal Services Contract**

A contract for legal services for 12 months with Mr. William S. Donio, Esq. of Cooper Levenson, Attorneys at Law.

Res. #109**United States Department of Education Developing Hispanic-Serving Institutions (DHSI) Grant Program**

Application and, if awarded, acceptance of up to \$3,000,000 over the term of the grant from the United States Department of Education for the Developing Hispanic Serving Institutions Grant Program.

Res. #110**New Jersey Council for the Humanities Fueling Community Journalism Through NJ Community Colleges Grant Program**

Application and, if awarded, acceptance of \$40,000 over one year from the New Jersey Council for the Humanities for the Fueling Community Journalism Through NJ Community Colleges Grant Program.

Res. #114

National Science Foundation (NSF) Office of Advanced Cyberinfrastructure (OAC) Sub award Agreement with the H. Lee Moffitt Cancer Center and Research Institute

Acceptance of \$15,575 in subgrant funding from the H. Lee Moffitt Cancer Center and Research Institute over the term of July 1, 2023 through October 31, 2023.

Res. #115

Executive Session

IX. BUDGET REPORT

- Trustee Previti reported under Resolution #105 – Regular Resolutions.

X. REGULAR RESOLUTIONS

Res. #105 FY23 Financial Statement for ten months ended April 30, 2023.

- Trustee Previti stated the following:
 - As of April 30, 2023, the College has earned 92.5% of budgeted revenues and expended 85.4% of budgeted expenditures. We have recorded \$212,591, or 50%, of the budgeted dual credit tuition. Excluding dual credit revenue, tuition revenue for the fiscal year has a \$294,000 shortfall from budget. State operating appropriations and interest income are tracking above the budget.
 - Expenses are tracking higher than last year, mainly due to increased healthcare, pension and public safety costs. Management is working to ensure that we remain within the FY23 budgeted margin.
- Trustee Dawson motioned to approve Resolution #105; Trustee Castillo seconded.
- Motion carried.

Res. #28 Rev.**Award of Bids**

Number	Item and Vendor Information	Amount
Bid 1873, Quote 2235, and Quote 2236	Culinary Equipment	\$76,868.08
	Strengthening Career and Technical Education for the 21st Century - Perkins (Grant Funded)	
	Edward Don & Company Mt. Holly, NJ \$5,999.99	
	Culinary Depot Spring Valley, NY \$70,868.09	
		Total \$76,868.08

- Trustee Castillo motioned to approve Resolution #28 Revised; Trustee Clemans seconded; Trustees DeStefano and White-Coursey abstained.
- Motion carried.

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

- Trustee Previti stated that there was one incident of an intoxicated student on campus, and the student was provided assistance.

XII. FOUNDATION REPORT

Trustee Clemans reported on behalf of the Foundation.

- The Scholarship Awards Ceremony was held on May 15th to recognize the recipients of our scholarships, as well as the generous donors who made them possible. The event started with a donor reception in Careme's with nearly 60 donors in attendance before the Ceremony in the gym where donors and scholarship recipients spoke about the impact of scholarships on student lives. More than \$322,000 was awarded at the event for the Fall Semester.
- Judge Steven Perskie, the Commencement Keynote speaker, and his family, donated \$10,000 to the Foundation.
- An Alumni event to celebrate graduation was held at the Tennessee Beer Hall on May 19th where more than 50 alumni attended, including members of the Class of 2023 as well as past graduates.

XIII. Report of the NJ Council of County Colleges

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

- Dr. Gaba and Dr. Aaron Fichtner, President of the New Jersey Council of County Colleges, met with Assembly Speaker Coughlin on May 1st to discuss community colleges and the need for increased operating aid in the state budget.
- The NJCCC has secured sponsors in both the Assembly and the Senate for resolutions that propose an increase of \$20 million in state operating aid to community colleges above the amount proposed by the Governor. These resolutions are a required step in the legislature's efforts to develop and pass a

state budget. It is the Council's plan to ask all members of the Assembly and the Senate to sign on as co-sponsors of these resolutions.

- The NJCCC recently honored 37 students from the state's 18 community colleges for being named to the 2023 NJ All-State Team for their outstanding academic achievements and service to their communities and colleges. Alexis Cabrera (Mays Landing) and Harper Showalter (Marmora) were among the honorees.

XIV. OTHER BUSINESS

- Trustee Byrne stated that the ACCT Governance Leadership Institute for New Trustees will be held in Washington DC on August 2-4. This is an excellent opportunity for new trustees to learn about best practices for community college boards.

XV. COMMENTS FROM THE PUBLIC

- Caesar Niglio, President of the Atlantic Cape Community College Education Association (ACCCEA), spoke about the union's contribution to Commencement and a food giveaway funded by an NJEA grant.

XVI. EXECUTIVE SESSION AND ADJOURNMENT

- At 7:00PM, Chairperson Byrne called for a motion adjourn the public meeting and go into Executive Session, noting that no action would be taken and the meeting would be adjourned at the conclusion of the Executive Session. Trustee Previti motioned; Trustee Money seconded. Motion carried.