

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 September 19, 2022, advance written notice of the September 27, 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 December 20, 2021 and the *Cape May County Herald* on January 12, 2022.

II. FLAG SALUTE

- Vice Chairperson Ellen Byrne, presiding, 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
✓ 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
X Harrison Furman	✓ Dr. Josette Katz, Senior Vice President, Academic Affairs
✓ Monica Kyle	✓ Jean McAlister, Chief of Staff and Chief Advancement Officer
X 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	

Board Members	College Personnel
✓ Maria Ivette Torres (phone)	Legal Counsel ✓ Kasi Gifford (representing Will Donio, Esq., Board Solicitor)
✓ Julia Train	
✓ Leslie White-Coursey	
Staff in Attendance	
✓ Cheryl Garwood, Specialist Student Financial Services, ACCCEA	✓ 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	
Public in Attendance	
✓ Marcia Klein, NJEA	✓ Bonnie Lindaw, Chief Financial Officer, County of Atlantic (phone)

IV. CALL TO ORDER

- Vice Chairperson Byrne called the meeting to order at 6:03PM on September 27, 2022 at the Mays Landing Campus.

V. PRESIDENT’S REPORT

- Dr. Gaba discussed the recent student engagement activities and partnerships, student support, technology upgrades, workforce development, as well as faculty and staff accomplishments. This information was also provided in the written report to the Board.
- Dr. Gaba also spoke about the Resolution regarding health insurance (Resolution #17A) to modify the bargaining unit agreements so that employees who successfully waive their health insurance coverage will receive payments of 25% of the college's cost of the waived plan or \$5,000, whichever is less, effective only for benefits year 2023.

Inside the College

- John Piazza, Chief Information Officer, presented “Technology Plan for FY21-FY25.”
 - The Board discussed the convenience of online classes and the capability to virtually connect classes between each campus.
 - Piazza discussed the reasons behind choosing the Cape May County Campus as the disaster recovery location.

VI. COMMENTS FROM THE PUBLIC

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

VII. CONSENT RESOLUTIONS

– McAlister read the following consent resolutions.

Res. #15 Regular Session Minutes (August 23, 2022)

Res. #17

Personnel Action

Approve: Appointments: **Samantha Glasser**, Temporary Recruitment and Outreach Specialist at an annual salary of \$39,135 effective September 28, 2022; **Donald Inskip**, Network Specialist at an annual salary of \$40,113 effective September 28, 2022; **Ruth Robles**, Student Services Associate at an annual salary of \$32,194 effective September 28, 2022; **Emily Smykla**, Senior Manager, Grants at an annual salary of \$58,514 effective September 28, 2022; **Valarie Warren**, Financial Aid Specialist at an annual salary of \$39,135 effective September 28, 2022; **David Zuba**, Public Relations Manager and Copywriter at an annual salary of \$47,565 effective October 5, 2022; **Krista Fitzsimons**, Director Cape May Campus and Community Outreach at an annual salary of \$75,921 effective October 10, 2022.

Reclassifications: **Johnna Atkinson**, from Office Assistant to Specialist, Academic Affairs at an annual salary of \$40,113 effective September 28, 2022; **Jennifer Botwin**, from Testing Assistant to Testing Specialist at an annual salary of \$41,133 effective September 28, 2022; **Tonya Cooper**, from Financial Data Specialist to Accountant, Restricted Accounting at an annual salary of \$50,335 effective September 28, 2022; **Darick Garrison**, from Testing Assistant to Testing Specialist at an annual salary of \$49,949 effective September 28, 2022; **Melissa Hatty**, from Program Coordinator to Assistant Director, Workforce Development Operations at an annual salary of \$63,600 effective September 28, 2022; **Liriana Samuel**, from Testing Specialist to Senior Testing Associate at an annual salary of \$49,735 effective September 28, 2022; **Jeffrey Wenzel**, from Assistant Director, Restricted Accounting to Director, Restricted Accounting at an annual salary of \$86,572 effective September 28, 2022.

Res. #18

Award of Bids

Number	Item and Vendor Information	Amount
Bid Exempt 871	Maintenance and Testing of Fire Alarm Systems, 2-Year Agreement Johnson Controls Fire Protection, LP Horsham, PA	\$121,262.88
Bid Exempt 1005	Laptop Racks and Vaddio Camera Systems Consolidated Adult Basic Skills (ABS) and Integrated English Literacy and Civics Education (IELCE) Grant Program (Grant Funded) BLUUM USA, Inc. (f.k.a. Troxell Communications Inc.) Phoenix, AZ	\$45,000.00 (not to exceed)

Number	Item and Vendor Information	Amount
Bid Exempt 1009	Laptop Computers for Classrooms Consolidated Adult Basic Skills (ABS) and Integrated English Literacy and Civics Education (IELCE) Grant Program (Grant Funded) Ocean Computer Matawan, NJ	\$60,000.00 (not to exceed)
Bid Exempt 1011	Adobe Creative Cloud Software Package SHI International Corporation Somerset, NJ	\$23,996.64
Bid Exempt 1012	Software Conversion to Support Nursing Program Simulation Manikins and Sim Manikin Preventative Maintenance Strengthening Career and Technical Education for the 21st Century - Perkins (Grant Funded) Laerdal Medical Corporation Wappingers Falls, NJ	\$80,218.59
Bid Exempt 1013	Domain Name Change - AtlanticCape.edu Ocean Computer Group Matawan, NJ	\$30,000.00
		Total \$360,478.11

Res. #19

**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR
Ashley Foods
Philadelphia, PA**

Contract with Ashley Foods to provide culinary food items as needed for class instruction.

Res. #19A

**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR
B.F. Mazzeo Fruit & Produce
Northfield, NJ**

Contract with B.F. Mazzeo Fruit & Produce to provide culinary food items as needed for class instruction.

Res. #19B

**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR
US Food Service
Bridgeport, NJ**

Contract with U.S. Food Service to provide culinary food items as needed for class instruction.

Res. #19C

**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR
Village Super Market, Inc.
Springfield, NJ**

Contract with Village Super Market, Inc. to provide culinary food items as needed for class instruction and items for the Food Pantries at all three campuses.

Res. #111 Revised

**Resolution Authorizing the Award of a Contract for Insurance
Multi-Peril/Commercial, Data Security Liability, E & O, Umbrella, Environmental, Excess
Liability, Aviation and Builders Risk**

Contract with Borden Perlman for insurance with a total premium of \$517,553, which now includes a revised total for Aviation program insurance.

Res. #20

To Apply for and Accept College Readiness Now IX Grant Funds

Memorandum of Understanding with New Jersey Council of County Colleges (NJCCC) and the Office of the Secretary of Higher Education (OSHE) for the implementation of the College Readiness Now VIII Project, with a grant award of \$38,282 and a grant term of July 1, 2022 – June 30, 2023.

Res. #21

**NSF Advanced Technological Education (ATE) Program Grant Application with
Sinclair Community College**

Grant application as a partner of Sinclair Community College to the National Science Foundation's (NSF) Advanced Technological Education (ATE) Program and, if awarded, to accept up to \$35,000 over three years, with an anticipated start date of October 1, 2023 through September 30, 2026.

Res. #22

Community College Opportunity Grant (CCOG) Student Success Initiative Funding

Acceptance of an allocation of \$246,568.75 from the New Jersey Office of the Secretary of Higher Education (OSHE) for the Community College Opportunity Grant (CCOG) Student Success Initiative, with a grant term of July 1, 2022 – June 30, 2023.

Res. #23 Executive Session

- Trustee Parker motioned to approve consent resolutions; Trustee Castillo seconded.
- Motion carried.

VIII. BUDGET REPORT

- Trustee Money reported under Resolution #2 and Resolution #16 – Regular Resolutions.

IX. REGULAR RESOLUTIONS

Res. #2 FY22 Draft Financial Statement for twelve months ended June 30, 2022 as of September 14, 2022.

Trustee Money stated the following:

- As of this draft, the College has earned 100.79% of budgeted revenues and expended 97.75% of budgeted expenditures. The following year-end adjustments are currently in progress: closing-out grants, PERS (pension), awaiting State billings to complete SUI (unemployment) reserves, finalizing encumbrances and Continuing Education and aviation revenue.
- The fiscal year closing is in process, and the net margin will be determined once the final adjustments are complete.
- The Enrollment Audit fieldwork has begun with Ford-Scott & Associates for the FY22 FTE audit detail.
- Trustee Parker motioned to approve Resolution #2; Trustee Coskey seconded.
- Motion carried.

Res. #16 FY23 Financial Statement for two months ended August 31, 2022.

Trustee Money stated the following:

- As of August 31, 2022, the College has earned 14.65% of budgeted revenues and expended 22.42% of budgeted expenditures. FY23 Summer enrollment is 21.42% above the budgeted goal. Summer tuition and fee revenue is \$400,000 above budget.
- Overall, revenue is up 21.2% compared to this time last year, and expenditures are tracking 4.8% above this time last year, which is consistent with a 4.6% budgeted increase.
- The FY23 budget is based on a 3% increase in credits; however, Fall credit enrollment is tracking 1.9% below last year and down 3.8% in heads.
- The second start session begins October 24th.
- Trustee Previti motioned to approve Resolution #16; Trustee Dawson seconded.
- Motion carried.

Res. #17A

Memorandum of Agreement

Memorandum of Agreement (MOA) in effect for benefits year 2023 to compensate employees who waive their New Jersey School Employees Health Benefit Program (SEHBP) insurance.

- Trustee Money motioned to approve Resolution #17A; Trustee Castillo seconded.
- Motion carried.

X. COMMITTEE REPORTS

PERSONNEL AND BOARD DEVELOPMENT

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

XI. FOUNDATION REPORT

Trustee Train reported on behalf of the Foundation.

- The annual Scramble “FORE” Scholarships Golf Tournament at Cape May National Golf Course will be held on October 14. Many thanks to Trustee Clemans for her sponsorship for the event. Our goal is to raise \$65,000. We are excited about the new sponsorships from Atlantic Shores and Orsted, who both have representatives serving on the Foundation Board. There is still time to participate as a sponsor or a player.

XII. Report of the NJ Council of County Colleges

- Dr. Gaba reported the following:
 - As a follow up to the announcement of increases in health care costs, the New Jersey Council of County Colleges (NJCCC) has asked the college presidents to contact the members of the Assembly and Senate who represent our counties to inform them of the negative impact of the increase.
 - The expected 15% increase will increase costs to the community colleges by \$14M. For Atlantic Cape the annual increase would be \$700,000. This increase will consume almost all of the operating aid increases community colleges received in the past 15 years.
 - In our advocacy effort, the Council is asking the legislature and the Governor to work together to find solutions to this significant increase.

XIII. OTHER BUSINESS

- Vice Chairperson Byrne noted the following:
 - The Board extends its condolences to Trustee Clemans on the loss of her husband. Trustee Clemans thanked the Board.
 - Atlantic Cape was selected by the Association of Community College Trustees (ACCT) for a complimentary Board Retreat. The Board Retreat scheduled for November 5th will be rescheduled for January. The Board Office will send out a notice with the new date in the near future.
 - Trustee Donald Parker was honored by NJBiz’s “2022 Healthcare Heroes” program with the *Lifetime Achievement Award* for his extraordinary work as President of Behavioral Health Care Transformation Services at Hackensack Meridian Health.

XIV. COMMENTS FROM THE PUBLIC

- Caesar Niglio, president of the Atlantic Cape Community College Education Association (ACCCEA), spoke about the mediation process and its challenges.
- The ACCCEA supported the welcome back events by supplying food and earbuds to the students.

XV. EXECUTIVE SESSION

- At 6:55PM, Vice Chairperson Byrne called for a motion to go into Executive Session to discuss personnel, litigation, anticipated contracts and matters of attorney-client privilege. She noted that action will be taken upon return.

- The Board returned from Executive Session at 7:20PM.

XVI. REGULAR RESOLUTION

Res. #24

Annual Performance Evaluation of Dr. Barbara Gaba

Upon the recommendation of the President Evaluation Committee, that the Board of Trustees commends Dr. Barbara Gaba for her outstanding leadership.

- Vice Chairperson Byrne noted that the Board will bring forward Resolution #24 and called for a motion to approve.
- Trustee Coskey motioned to approve Resolution #24; Trustee Kyle seconded.
- Motion carried.

XVII. ADJOURNMENT

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