

Notice of Meeting Agenda

Atlantic Cape Community College Board of Trustees

A meeting of the Atlantic Cape Community College Board of Trustees shall be held on Tuesday, August 19, 2025 at 6:00 p.m., in "J" Building, J-202, on the Mays Landing main campus at 5100 Black Horse Pike, Hamilton Township, Atlantic County, NJ. Portions of the meeting may be held in executive session if needed.

The proposed AGENDA is subject to revision:

- I. Statement by Board Secretary confirming adequate notice of the meeting
- II. Flag Salute
- III. Roll Call
- IV. Call to order - regular session
- V. **Honorary Resolutions**

Res. No.	Description	Committee
Res. #3B	<i>Acknowledge:</i> the retirement of Cynthia Correa , Director of Student Affairs and One-Stop Services Worthington Atlantic City and Cape County campuses, effective September 1, 2025.	Personnel & Board Development
Res. #3C	<i>Acknowledge:</i> the retirement of Charles Mettelle , Captain of Security and Public Safety, effective October 1, 2025.	Personnel & Board Development
Res. #3D	<i>Acknowledge:</i> the retirement of Al Ebinger , Senior Technician of Information Technology and Service Desk, effective September 1, 2025.	Personnel & Board Development
VI.	*Call to order - Executive Session – discussion of personnel, litigation, anticipated contracts and matters of attorney-client privilege	
VII.	Report of the President <ul style="list-style-type: none"> a. Inside the College – “The New Atlantic Cape Website” 	
VIII.	Comments from the Public on Agenda Items**Resolutions	

IX. **Consent Resolutions**

Res. No.	Description	Committee
Res. #1	<i>Approve:</i> Regular Session Minutes (June 24, 2025).	
Res. #3	<i>Approve: Appointments:</i> Shah Alam , appointed to the position of Security Officer I, Security and Public Safety, effective August 11, 2025, at an annual salary of \$35,884; John Costanzo , appointed to the position of Security Officer I, Security and Public Safety, effective August 11, 2025, at an annual salary of \$35,884; Robert Ford , appointed to the position of Grounds Labor Maintenance Worker, Facilities Operations, effective August 18, 2025, at an annual salary of \$37,679; Michelle Karayiannis , appointed to the position of Assistant Professor of Nursing, Academic Affairs, effective September 2, 2025, at an annual salary of \$64,377; Wyeth Leslie , appointed to the position of Assistant Professor of English, Academic Affairs, effective September 2, 2025, at an annual salary of \$64,377; Jarrett Nuse , appointed to the position of Security Officer I, Security and Public Safety,	Personnel & Board Development

Res. No.	Description	Committee
	effective August 18, 2025, at an annual salary of \$35,884; Phyllis Sodaitis , appointed to the position of Assistant Professor of Nursing, Academic Affairs, effective September 2, 2025, at an annual salary of \$64,377.	
Res. #3A	<i>Approve:</i> A Memorandum of Agreement (MOA) with the Teachers, Librarians and Counselors (TLC) that the stipend for the Assessment Committee Chair will be allocated to support non CTE faculty who are presenting or attending educational conferences.	Personnel & Board Development
Res. #3E	<i>Approve:</i> A Memorandum of Agreement (MOA) in effect for benefits year 2026 to compensate employees who waive their New Jersey School Employees Health Benefit Program (SEHBP) insurance.	Personnel & Board Development
Res. #9	<i>Approve:</i> the elimination of Policy No. 304 <i>Official Advisor, College Recruitment/Marketing Publication.</i>	Personnel & Board Development
Res. #19	<i>Approve: Promotion:</i> Vita Stovall , from Student Service Navigator to Assistant Director of Worthington Atlantic City Student Affairs, Student Affairs, effective August 20, 2025, at an annual salary of \$74,622.	Personnel & Board Development
Res. #12	<i>Approve:</i> revision of the College's bidding threshold from \$41,600 to \$44,900, effective July 1, 2025, in accordance with the County College Purchasing Law and associated statutes.	Budget, Finance & Audit
Res. #4	<i>Approve:</i> Bid Exempt 1215 Kubota RTVX2C-SKLH-1 Utility Vehicle, Institutional Funds (R&R Funds), Cherry Hill Tractor Sales, Marlton, NJ, \$38,863.37; Bid Exempt 1216 Commercial Kitchen Ranges, Fryer, and Installation, R&R Funding, Kelly Products Co, Inc., Cape May Court House, NJ, \$19,500.00; Bid Exempt 1217 Uniforms and Classroom Supplies for Workforce Development Programs, Institutional Funds, Action Uniform, Pleasantville, NJ, \$50,000.00 (Not to Exceed); Bid Exempt 1218 Training Services, Institutional Funds, Bult & Associates, LLC, Galloway, NJ, \$35,000.00 (Not to Exceed); Bid Exempt 1219 Computer Software/Software License, Consolidated Adult Basic Skills (ABS) and Integrated English Literacy (Grant Funded), Burlington English Inc., Boca Raton, FL, \$55,000.00 (Not to Exceed); Bid Exempt 1221 Program Audit for GWO Training, Institutional Funds, Drilling Systems (USA) Inc., Houston TX, \$35,000.00 (Not to Exceed); Bid Exempt 1223 Professional Services, Institutional Budget, Mutual Aid Emergency Services, Inc., Absecon, NJ, \$200,000.00 (Not to Exceed); Bid Exempt 1224 Computer Software/Software License, Institutional Funds, National Healthcare Association, Chicago, IL, \$50,000.00 (Not to Exceed); Bid Exempt 1225 Career Coaching and Training Services, Fund My Future Program FY26 (Grant Funded), Mike's Driving School Inc., Clayton, NJ, \$150,000.00 (Not to Exceed); Bid Exempt 1226 Career Coaching and Training Services, Fund My Future Program FY26 (Grant Funded), ASI Career Institute LLC, Turnersville, NJ, \$150,000.00 (Not to Exceed); Bid Exempt 1227 Career Coaching and Training Services, Fund My Future Program FY26 (Grant Funded), Rizzieri Aveda School, Voorhees, NJ, \$150,000.00 (Not to Exceed); Bid Exempt 1228 Library Resources Subscription Renewal, Institutional Funds and Perkins Grant Funds (Partially Grant Funded), VALE-NJ (NJ Edge),	Budget, Finance & Audit

Res. No.	Description	Committee
	Newark, New Jersey, \$43,217.11; Bid Exempt 1229 Armed Guard Security Services, Institutional Funds, Allied Universal, Conshohocken, PA, \$37.98 per hour (Not to Exceed \$370,000.00); Bid Exempt 1230 Security/Public Safety Account Management/Consulting Services, Institutional Funds, Allied Universal, Conshohocken, PA, \$110,000.00 (Not to Exceed); Bid Exempt 1231 Nursing Education Program Software, Perkins Grant (Grant Funded), Assessment Technologies Institute, LLC, Leawood, KS, \$130,000.00; Bid Exempt 1232 Nursing Academic Readiness Software - ATI Launch, Perkins Grant (Grant Funded), Assessment Technologies Institute, LLC, Leawood, KS, \$32,000.00; RFP 279 a REBID – REVISED Interior Painting Services – K Building - Mays Landing Campus, Chapter 12 Funds, KHS&S Contractors of NJ, Absecon, NJ, \$29,765.00; Total: \$1,648,345.48.	
Res. #10	<i>Approve:</i> the authorization of a contract to the Atlantic County Improvement Authority (ACIA) for redevelopment services for the Inlet Community Development Corporation to carry out projects to revitalize the Inlet neighborhood of Atlantic City in an amount not to exceed \$205,000.00 through December 31, 2026, funded through the 2025 Neighborhood Revitalization Tax Credit program.	Budget, Finance & Audit
Res. #11	<i>Approve:</i> the authorization of a procurement of an annual expenditure for food services with B.F. Mazzeo for FY26 expecting to exceed \$17,500.	Budget, Finance & Audit
Res. #13	<i>Approve:</i> the authorization of a procurement of an annual expenditure for the campus bookstore with Follett Higher Education Group for FY26 expecting to exceed \$17,500.	Budget, Finance & Audit
Res. #14	<i>Approve:</i> the authorization of a procurement of an annual expenditure for promotional materials and event merchandise with George Jackson Promotions for FY26, that may exceed \$17,500.	Budget, Finance & Audit
Res. #15	<i>Approve:</i> the authorization for Inlet Community Development Corporation (CDC) to disburse a one-time payment of \$60,000 to The Cove at Gardner's Basin Homeowners Association in accordance with the terms set forth by the Inlet CDC and outlined in the correspondence dated July 29, 2025.	Budget, Finance & Audit
Res. #16	<i>Approve:</i> the authorization of a procurement of an annual expenditure for printing services with Kiva Printing and Graphics for FY26, that may exceed \$17,500.	Budget, Finance & Audit
Res. #17	<i>Approve:</i> the authorization of the Inlet Community Development Corporation to provide grant funding in the amount of \$57,124.00 to the Boys & Girls Club of Atlantic City for HVAC repairs supporting the health and safety of youth in the Inlet neighborhood.	Budget, Finance & Audit
Res. #18	<i>Approve:</i> the authorization to award a contract for legal services with Lewis Brisbois Bisgaard & Smith LLP for FY26 that may exceed \$17,500.	Budget, Finance & Audit

Res. No.	Description	Committee
Res. #42-Rev.	<i>Approve:</i> the authorization for the College to pursue the proposal from South Jersey Gas NJ Direct Install Program with Tri-State Light and Energy, Inc. for a total of \$160,722.79, which will achieve greater energy efficiency and reduce overall energy costs at the Cape May Campus.	Budget, Finance & Audit
Res. #6	<i>Approve:</i> the application and, if awarded, accept \$15,000 over two years from Achieving the Dream (ATD) for the Alliance for Community College Learner Success initiative.	Budget, Finance & Audit
Res. #7	<i>Approve:</i> the application and, if awarded, accept \$1,000 over the term of the grant from the New Jersey Council of County Colleges for the Mental Health and Wellness Mini-Grant program.	Budget, Finance & Audit
Res. #8	<i>Approve:</i> the application and, if awarded, accept up to \$2,500 over the term of the grant from New Jersey American Water for the Hydration Station grant program.	Budget, Finance & Audit

Res. #22 Executive Session

X. Budget Report

XI. Regular Resolutions

Res. No.	Description	Committee
Res. #2	FY25 Draft Financial Statement for twelve months ended June 30, 2025 as of August 8, 2025..	Budget, Finance & Audit
Res. #5	FY26 Financial Statement for one month ended July 31, 2025.	Budget, Finance & Audit
Res. #20	<i>Approve:</i> submission of a grant application to the Office of the Secretary of Higher Education for grant funding under the Summer 2025 Cycle of the Higher Education Capital Facilities (HEFT) Program for an allocation up to \$20 million for capital projects.	
Res. #4A	<i>Approve:</i> Bid Exempt 1220-Revised Computer Software/Software License, Institutional Funds, Burlington English Inc., Boca Raton, FL, \$55,000.00 (Not to Exceed).	
Res. #21	<i>Approve: Appointment:</i> Catherine McDonnell , appointed to the position of the Executive Director of Human Resources, Human Resources, effective September 2, 2025, at an annual salary of \$105,000.	

XII. Committee Reports: Discussion/Questions

a. P&BD- Cunningham Ruiz Bill

XIII. Report of the Atlantic Cape Foundation

XIV. Report of the NJ Council of County Colleges

XV. Other Business

XVI. Comments from the Public

XVII. Adjournment

*Matters may be discussed in a trustee session closed to the public

**Formal action may be taken by trustees