

Notice of Meeting Agenda - Revised

Atlantic Cape Community College Board of Trustees

A meeting of the Atlantic Cape Community College Board of Trustees shall be held on Wednesday, June 26, 2024 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 Resolution**

Res. No.	Description	Committee
Res. #112A	<i>Honorary:</i> to recognize Trustee Hailie Nguyen for her service to the Board of Trustees, the Atlantic Cape Foundation Board, and the students of Atlantic Cape and wish her well in her future endeavors.	Personnel & Board Development

- VI. Report of the President
 - a. Inside the College – "Athletic Plan Update"
- VII. Comments from the Public on Agenda Items**Resolutions
- VIII. *Call to order - executive session – discussion of personnel, litigation, anticipated contracts and matters of attorney-client privilege

IX. **Consent Resolutions**

Res. No.	Description	Committee
Res. #111	<i>Approve:</i> Regular Session Minutes (May 21, 2024).	
Res. #112	<i>Approve: Appointments:</i> Lindley Thacker , Director, Purchasing effective July 1, 2024 at an annual salary of \$78,244; Terrance Witcher , First Year Experience Manager (EOF) effective June 27, 2024 at an annual salary of \$51,472 (<i>grant funded</i>). <i>Promotions:</i> Michele Leacott , from Associate Professor of Math to Professor of Math effective September 3, 2024 at an annual salary of \$83,389; Bojan Zilovic , from Associate Professor of CISM to Professor of CISM effective September 3, 2024 at an annual salary of \$83,154. <i>Reclassifications:</i> Brooke DiLorenzo , from Junior Accountant to Finance Specialist effective June 27, 2024 at an annual salary of \$42,350; Jennifer Lashkari , from Financial Aid Specialist to Manager, Financial Aid effective June 27, 2024 at an annual salary of \$51,472.	Personnel & Board Development

Res. No.	Description	Committee
Res. #102-Rev	<i>Appointment: Renee Patterson, appointed to the position of Student Navigator (temp) effective May 22, 2024 at an annual salary of \$51,472.</i>	Personnel & Board Development
Res. #112B	<i>Approve: 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.</i>	Personnel & Board Development
Res. #112C	<i>Approve: A Memorandum of Agreement (MOA) with the Organization of Supervisory and Administrative Personnel (ACCCOSAP) that gives members the option of participating in the condensed (40 hour) work week from September 16, 2024 to May 16, 2025.</i>	Personnel & Board Development
Res. #112D	<i>Approve: A Memorandum of Agreement (MOA) with the Support Staff Association (SSAACCC) that gives members the option of participating in the condensed (35/40 hour) work week from September 16, 2024 to May 16, 2025.</i>	Personnel & Board Development
Res. #112E	<i>Approve: A Memorandum of Agreement (MOA) with the Teachers, Librarians and Counselors (TLC) that gives members the option of participating in the condensed (40 hour) work week from September 16, 2024 to May 16, 2025.</i>	Personnel & Board Development
Res. #112F	<i>Approve: an increase to \$780 per credit hour for adjuncts and \$815 per credit hour for senior adjuncts, respectively, effective September 3, 2024</i>	Personnel & Board Development
Res. #112G	<i>Acknowledge: the retirement of Eileen Bakley, Payroll Accountant, effective September 1, 2024.</i>	Personnel & Board Development
Res. #112H	<i>Honorary: to recognize Donna Marie McElroy, Professor of Social Science, for being honored with the <i>Distinguished Faculty Award</i> by the New Jersey Council of County Colleges.</i>	Personnel & Board Development
Res. #115	<i>Approve: the revisions to <i>Confidentiality of Student Records</i>, Policy No. 410 <i>Use of Personal Technology on Campus</i>, Policy No. 824 <i>Health Benefits</i>, Policy No. 600 <i>Accounting and Finances</i>, and Policy No. 609 <i>Reserve for Allowance of Doubtful Accounts</i>; and reaffirm Policy No. 506 <i>Campus Demonstrations and Gatherings</i>.</i>	Personnel & Board Development
Res. #113	<i>Approve: Bid Exempt 1067 REVISED Sewer Pump Improvements, Chapter 12 Funds, The DaVinci Group, LLC, Woodbury, New Jersey, \$169,000.00 (Not to Exceed); Bid Exempt 1117 Zoom License, Institutional Funds, Zoom Video Communications Inc., San Jose, California, \$25,000.00 (Not to Exceed); Bid Exempt 1118 Room Scheduling Software (25Live), Institutional Funds, College Net, Inc, Portland, Oregon, \$24,701.52; Bid Exempt 1119 Live Chatbot for the Atlantic Cape Website, Community College Opportunity (CCOG) Planning Grant (Grant Funded), Ivy.ai,inc, Boulder, Colorado, \$37,215.00; Bid Exempt 1120 Potential Student Outreach Initiative, Institutional Funds, NextGrad/Glacier, Salt Lake City, Utah, \$45,000.00</i>	Budget, Finance & Audit

Res. No.

Description

Committee

(Not to Exceed); **Bid Exempt 1122** Computer Imaging Software, Technology Replacement Reserve, Zoho Corporation, Pleasanton, California, \$27,426.00; **Bid Exempt 1123** Curriculum Development & Training Services, Institutional Funds, Kids College, Black Rocket Productions LLC, Freehold, New Jersey, \$25,000.00 (Not to Exceed); **Bid Exempt 1124** Career Exploration Software License (Career Coach), Center for Transition Success Grant (**Grant Funded**), Light Cast (DBA Career Coach), Moscow, Idaho, \$50,000.00 (Not to Exceed); **Bid Exempt 1125** VMWare License Renewal, Institutional Funds, NJ EDGE Carahsoft Technology Corp., Reston, Virginia, \$163,296.00; **Bid Exempt 1126** UPS Batteries - Mays Landing Datacenter & Cape May County Campus Disaster Recovery Center, Technology Replacement Reserve, Ocean Computer Group, Matawan, New Jersey, \$60,302.37; **Bid Exempt 1127** Kubota Diesel STTII Mower, R & R (Vehicle) Funds, Cummins Equipment Company, Inc., Hammonton, New Jersey, \$18,719.22; **Bid Exempt 1128** ATI Launch (Nursing Academic Readiness Product), NJ Pathways Funds (**Granted Funded**), Assessment Technologies Institute, LLC, Leawood, Kansas, \$26,000.00; **Bid Exempt 1129** Nursing Education Program, Perkins Grant- Pending FY25 approval (**Grant Funded**), Assessment Technologies Institute, LLC, Leawood, Kansas, \$124,999.44; **Bid Exempt 1130** ATI – Practical Nurse Software, Perkins Grant (**Grant Funded**), Assessment Technologies Institute, LLC, Leawood, Kansas, \$15,000.00; **Bid Exempt 1131** Professional Development Equity Training, Center for Transition Success Grant (**Grant Funded**), Achieving the Dream, Silver Springs, Maryland, \$50,000.00 (Not to Exceed); **Bid Exempt 1132** Employee Safety - Panic Button Alarms, Technology Replacement Reserve, R&R, and Chapter 12 Funds, Ocean Computer Group, Matawan, New Jersey, \$70,000.00 (Not to Exceed); **Bid Exempt 1133** Audio Visual Upgrades – Worthington Atlantic City Campus, Room 204, Technology Replacement Reserve, Software House International, Somerset, New Jersey, \$95,000.00 (Not to Exceed); **Bid Exempt 1134** New Jersey Council of County Colleges Dues Assessment, Institutional Funds, New Jersey Council of County Colleges, Trenton, NJ, \$52,183.00; **Bid Exempt 1135** Lease of Cessna 172SP for Academic Instruction, Institutional Funds – Academics, Christiansen Aviation, Inc, Tulsa, Oklahoma, \$51,000.00 (minimum); **Bid Exempt 1136** Lease of Cessna 172SP and a Cessna 172R for Academic Instruction, Institutional Funds – Academics, Christiansen Aviation, Inc, Tulsa, Oklahoma, \$61,440.00 (minimum); **RFP 263** Building E Renovations – Gym, Chapter 12 Funds, Spiegle Architectural Group, INC, Hamilton, New Jersey, \$50,000.00 (Not to Exceed); **RFP 268** Media Buying Services, Institutional Funds and Community College Opportunity (CCOG) Planning Grant (**Partially Grant Funded**), JL Media, Union, New Jersey \$350,000.00 (Not to Exceed); **RFP 270** Auditing Services, Institutional Funds, Ford, Scott & Associates, LLC, Ocean City, New Jersey, \$41,000.00; Total: \$1,632,282.55.

Res. #120

Approve: the authorization for a contract with Shore Medical Center for three years, from July 1, 2024 to June 30, 2027, at a cost based in the student fees collected for the Radiologic classes taught at Shore Medical Center.

Budget, Finance & Audit

Res. No.	Description	Committee
Res. #121	<i>Approve:</i> award of contract with CBIZ-Borden Perlman for insurance with a premium of \$672,600.	Budget, Finance & Audit
Res. #124	<i>Approve:</i> a contract with Nobil to provide food services to support student food vouchers and catering for college meetings and functions at the Mays Landing Campus for FY24.	Budget, Finance & Audit
Res. #129	<i>Approve:</i> a contract with Nobil Food Services of Margate, NJ for a term not to exceed three (3) years.	Budget, Finance & Audit
Res. #125	<i>Approve:</i> remit the estimated assessment of \$215,000 to the New Jersey Community College Insurance Pool for the New Jersey Community College Insurance Pool Worker's Compensation Fund.	Budget, Finance & Audit
Res. #122	<i>Approve:</i> a contract with Epic Aviation, Inc. for fuel services and landing fees for CESSNA aircrafts used for Aviation department instruction.	Budget, Finance & Audit
Res. #123	<i>Approve:</i> a contract with Big Sky Aviation for repairs to CESSNA aircrafts used for Aviation department instruction.	Budget, Finance & Audit
Res. #126	<i>Approve:</i> a contract with Signature Flight Support for office space and ties downs for parking of the CESSNA aircrafts used for Aviation department instruction.	Budget, Finance & Audit
Res. #127	<i>Approve:</i> a contract with Velocity Maintenance Solutions for repairs to CESSNA aircrafts used for Aviation department instruction.	Budget, Finance & Audit
Res. #128	<i>Approve:</i> a contract with Ascent Aviation for aircraft for Aviation department instruction as well as fuel, oil, maintenance, hangar storage and room for pre-flight and post-flight instruction and debriefing.	Budget, Finance & Audit
Res. #114	<i>Approve:</i> continuation with the fourth year of the four year awarded grant from State of New Jersey Department of Labor and Workforce Development's Workforce Innovation and Opportunity Act (WIOA) Title II, Adult Education and Family Literacy – Consolidated Adult Basic Skills (ABS) and Integrated English Literacy and Civics Education (IELCE) Grant Programs; and to accept a total grant of \$803,758 , with Atlantic County services (through Atlantic Cape) receiving \$552,760, Cape May County services (through Cape May County Technical School District) receiving \$205,368, and Atlantic County-Cape May County services (through Literacy New Jersey, Inc.) receiving \$45,630 over the term of July 1, 2024 – June 30, 2025.	Budget, Finance & Audit
Res. #116	<i>Approve:</i> application to the U.S. Department of Education for the Student Support Services Program for an anticipated grant totaling \$348,002 per year over five years, over the anticipated term of July 1, 2025 – June 30, 2030.	Budget, Finance & Audit
Res. #117	<i>Approve:</i> to apply and, if awarded, accept \$25,000 over one year from Achieving the Dream (ATD) for the Strategic Enrollment Management for	Budget, Finance & Audit

Res. No.	Description	Committee
	Adult Learners initiative.	
Res. #118	<i>Approve:</i> to submit a budget to, and to accept a contract from, the State of New Jersey, Office of the Secretary of Higher Education FY25 Educational Opportunity Fund Article IV – Academic Year Support, with preliminary funding of \$260,786 to be awarded over the term of June 1, 2024 through June 30, 2025.	Budget, Finance & Audit

Res. #130 Executive Session

X. Budget Report

XI. Regular Resolutions

Res. No.	Description	Committee
Res. #119	FY24 Financial Statement for eleven months ended May 31, 2024.	Budget, Finance & Audit
Res. #77-Rev	<i>Approve:</i> FY2025 Tuition and Fee Schedule incorporation the Radiologic Technology Course Fees (no change from FY2024).	Budget, Finance & Audit

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