

# 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, June 23, 2026 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. #133A	<i>Acknowledge:</i> the retirement of <b>William "Bill" Smith</b> , Sergeant of Security, and Interim Security Captain and Emergency Operations Coordinator, effective July 1, 2026.	Personnel & Board Development
Res. #133B	<i>Acknowledge:</i> the retirement of <b>Dr. Barbara Gaba</b> , 9th President of Atlantic Cape Community College, effective July 1, 2026.	Personnel & Board Development
Res. #133C	<i>Honorary:</i> to recognize <b>Trustee Priya Momi</b> 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 – "Commencement 2026"
- VII. Comments from the Public on Agenda Items\*\*Resolutions

### VIII. Consent Resolutions

Res. No.	Description	Committee
Res. #132	<i>Approve:</i> Regular Session Minutes (May 19, 2026)	
Res. #133	<i>Approve: Appointments:</i> <b>Carlos Chism</b> , appointed to the position of Assistant Professor of English, Academic Affairs, effective August 31, 2026, at an annual salary of \$64,377; <b>Cheron Cooley</b> , appointed to the position of Department Chair of Practical Nursing, Academic Affairs, effective August 31, 2026, at an annual salary of \$64,377; <b>Stuart Hemphill</b> , appointed to the position of Assistant Professor of the Academic English Language Program (ESL), Academic Affairs, effective August 31, 2026, at an annual salary of \$64,377; <b>Frank Gioia</b> , appointed to the position of Assistant Professor of Social Science, Academic Affairs, effective August 31, 2026, at an annual salary of \$64,377; <b>Kristina Milburn</b> , appointed to	Personnel & Board Development

Res. No.	Description	Committee
	<p>the position of Student Services Specialist, Student Affairs, effective July 1, 2026, at an annual salary of \$43,621; <b>Shannon Vane</b>, appointed to the position of Assistant Professor of Nursing, Academic Affairs, effective August 31, 2026, at an annual salary of \$64,377.</p> <p><i>Extension:</i> <b>Jessica Gustafson</b>, Mental Health/Basic Needs Specialist, Center for Student Success, to December 31, 2026 at her current annual salary (grant funded).</p> <p><i>Faculty Promotions:</i> <b>Carolyn Coulter</b>, from Associate Professor to Professor of Sociology, Academic Affairs, effective August 31, 2026, at an annual salary of \$85,649; <b>Neera Desai</b>, from Associate Professor to Professor of Mathematics, Academic Affairs, effective August 31, 2026, at an annual salary of \$85,890; <b>Laurie Lemons</b>, from Associate Professor to Professor of Chemistry, Academic Affairs, effective August 31, 2026, at an annual salary of \$85,649; <b>Judith Otterburn-Martinez</b>, promoted to Department Chair for English &amp; World Languages, Academic Affairs, effective June 29, 2026, at her current annual salary with semester stipends and a reduced faculty load.</p> <p><i>Salary Adjustment:</i> <b>Tasha Rivera</b>, Director of the One-Stop Enrollment and Recruitment, increase of annual salary from \$81,380 to \$87,076 effective June 29, 2026.</p>	
Res. #153	<i>Approve:</i> the revisions to Policy No. 513 <i>Institutional Review Board (IRB) Compliance.</i>	Personnel & Board Development
Res. #143	<i>Acknowledge:</i> the Second Amendment to the Agreement between the Atlantic County Improvement Authority and Inlet Community Development Corporation concerning the Home Rehabilitation and Façade Program for qualifying homeowners within the Inlet target area of Atlantic City.	Budget, Finance & Audit
Res. #135	<p><i>Approve:</i> <b>Bid Exempt #1279</b> New Jersey Council of Community Colleges - Fiscal 2027, Institutional Funds, New Jersey Council of County Colleges, Trenton, NJ, \$50,264.00; <b>Bid Exempt #1280</b> Air Traffic Control Simulator Expansion and Equipment, NJ Air Traffic Collegiate Training Initiative (<b>Grant Funded</b>), Adacel Systems, Inc., Orlando, FL, \$450,000.00 (not to exceed); <b>Bid Exempt #1281</b> Air Traffic Control Simulator Equipment and Support, NJ Air Traffic Collegiate Training Initiative (<b>Grant Funded</b>),UFA, Inc., Woburn, MA, \$475,000.00 (not to exceed); <b>Bid Exempt #1282</b> Wolfram Mathematica Academic Site License Agreement, Institutional Funds, Wolfram Research, Inc., Champaign, IL, \$51,063.44; <b>Bid Exempt #1283</b> Lease of Cessna 172SP Aircraft for Aviation Instruction, Institutional Funds, Christiansen Aviation, Inc., Tulsa, OK, \$54,000.00 (minimum); <b>Bid Exempt #1284</b> Lease of Cessna 172SP and Cessna 172R Aircrafts for Aviation Instruction, Institutional Funds, Christiansen Aviation, Inc., Tulsa, OK, \$57,960.00 (minimum); <b>Bid Exempt #1285</b> Air Traffic Consulting and Deliverables FY27, NJ Air Traffic Collegiate Training Initiative (<b>Grant Funded</b>), Precision ATC, Winchester, VA, \$60,000.00 (not to exceed); <b>Bid Exempt #1286</b> Vinyl Chloride Delineation and LSRP Services, <b>Chapter 12</b> and Institutional Funds, RT Environmental Services, Inc., King of Prussia, PA, \$32,645.00; <b>Bid Exempt #1287</b></p>	Budget, Finance & Audit

Res. No.	Description	Committee
	<p>Verkada Security Camera Upgrades, Licensing, and Maintenance Services, <b>Chapter 12</b> and Institutional Funds, Ocean Computer Group, Matawan, NJ, \$60,142.12; <b>Bid Exempt #1288</b> Zoom License for FY27, Institutional Funds, Zoom Video Communications Inc., San Jose, CA, \$35,984.60; <b>Bid Exempt #1289</b> Billboard Advertising Services and Lease Renewals, Institutional, Restricted, and Various Grant Initiatives as Allowable, Interstate Outdoor Advertising, L.P., Cherry Hill, NJ, \$50,000.00 (not to exceed); <b>Bid Exempt #1290</b> Nursing Simulation Equipment and Educational Supplies, Atlantic Cape Foundation (<b>Grant Funded</b>), Pocket Nurse, Monaca, PA, \$82,739.71; <b>Bid Exempt #1291</b> LearNEXT Educational Membership and Simulation Training Services, Atlantic Cape Foundation (<b>Grant Funded</b>), Laerdal Medical Corporation, Wappingers Falls, NY, \$33,465.10; <b>Bid Exempt #1292</b> Sim2Grow Medication Administration Simulation System, Atlantic Cape Foundation (<b>Grant Funded</b>), Sim2Grow, LLC, Beavercreek, OH, \$59,667.00; <b>RFP #282</b> Media Buying Services – Digital and Social Media – FY27, Institutional Funds and Various Grant Initiatives as Allowable, JL Media, Union, NJ, \$200,000.00 (not to exceed); <b>RFP #283</b> Media Buying Services – Traditional Media Services - FY27, Institutional Funds and Various Grant Initiatives as Allowable, JL Media, Union, NJ, \$150,000.00 (not to exceed); <b>RFP #284</b> Auditing Services for FY26, Institutional Funds, Ford, Scott &amp; Associates, LLC, Ocean City, NJ, \$41,000.00 (not to exceed); Total: \$1,943,930.97.</p>	
Res. #136	<p><i>Approve:</i> the authorization of an annual procurement for an emergency HVAC services from Edward R. Woods that may exceed \$17,500 for FY27.</p>	Budget, Finance & Audit
Res. #137	<p><i>Approve:</i> the authorization of specialized instructional and training services for Workforce Development programs from Mutual Aid Emergency Services that may exceed \$17,500 for FY27.</p>	Budget, Finance & Audit
Res. #138	<p><i>Approve:</i> the authorization of an annual expenditure for consulting services in support of the National Science Foundation (NSF) grant with Mullins Consulting that will exceed \$17,500 for FY27.</p>	Budget, Finance & Audit
Res. #139	<p><i>Approve:</i> the authorization of an annual procurement with US Aerial Services Inc. for airplane maintenance and inspection that will exceed \$17,500 for FY27.</p>	Budget, Finance & Audit
Res. #140	<p><i>Approve:</i> the authorization of an annual procurement with George Jackson Promotions for promotional materials and event merchandise that may exceed \$17,500 for FY27.</p>	Budget, Finance & Audit
Res. #140A	<p><i>Approve:</i> the authorization of an annual procurement with Petrosch's Big Top Ten for tent rentals and related equipment that may exceed \$17,500 for FY27.</p>	Budget, Finance & Audit
Res. #141	<p><i>Approve:</i> the authorization of an annual procurement with Nobil Food Services for catering and food services that may exceed \$17,500 for FY27.</p>	Budget, Finance & Audit

Res. No.	Description	Committee
Res. #141A	<i>Approve:</i> the authorization of an annual procurement with Smokeology LLC for catering and food services that may exceed \$17,500 for FY27.	Budget, Finance & Audit
Res. #141B	<i>Approve:</i> the authorization of an annual procurement with Performance Food Group Inc. for food products for culinary classes that may exceed \$17,500 for FY27.	Budget, Finance & Audit
Res. #141C	<i>Approve:</i> the authorization of an annual procurement with Randall's Seafood for food products for culinary classes that may exceed \$17,500 for FY27.	Budget, Finance & Audit
Res. #141D	<i>Approve:</i> the authorization of an annual procurement with Seashore Food Distributors for food products for culinary classes that may exceed \$17,500 for FY27.	Budget, Finance & Audit
Res. #142	<i>Approve:</i> the authorization of an annual procurement with MBM Sports for athletic apparel and equipment that may exceed \$17,500 for FY27.	Budget, Finance & Audit
Res. #142A	<i>Approve:</i> the authorization to utilize Office Basics through the OMNIA Partners cooperative purchasing contract for office supplies, furniture, operational materials and more that are anticipated to exceed \$17,500 for FY27.	Budget, Finance & Audit
Res. #142B	<i>Approve:</i> the authorization to utilize Staples Contract and Commercial LLC through the OMNIA Partners cooperative purchasing contract for office supplies, furniture, operational materials and more that are anticipated to exceed \$17,500 for FY27.	Budget, Finance & Audit
Res. #142C	<i>Approve:</i> the authorization to utilize SUPPLYITALL through the HCESC cooperative purchasing contract for office supplies, furniture, operational materials and more that are anticipated to exceed \$17,500 for FY27.	Budget, Finance & Audit
Res. #144	<i>Approve:</i> the authorization of an annual procurement with Pemberton Supply Company, LLC for electrical, lighting maintenance, and facilities-related supplies that may exceed \$17,500 for FY27.	Budget, Finance & Audit
Res. #148	<i>Approve:</i> the authorization to award of contract with Herlihy Helicopters Inc. for professional services that may exceed \$17,500 for FY27.	Budget, Finance & Audit
Res. #148A	<i>Approve:</i> the authorization to award of contract with Signature Flight Support for aviation support and professional services that may exceed \$17,500 for FY27.	Budget, Finance & Audit
Res. #150	<i>Approve:</i> remit the estimated assessment of \$196,519 to the New Jersey Community College Insurance Pool for the New Jersey Community College Insurance Pool Worker's Compensation Fund.	Budget, Finance & Audit
Res. #151	<i>Approve:</i> the authorization of a 12-month legal services contract with Mr. William S. Donio, Esq. of Cooper Levenson, Attorneys at Law at an	Budget, Finance & Audit

Res. No.	Description	Committee
	annual retainer fee of \$48,000.00 as the Board Solicitor and an hourly rate of \$185.00 for litigation and off campus hearings, effective July 1, 2026.	
Res. #152	<i>Approve:</i> the authorization of a contract with CBIZBorden Perlman for insurance for Commercial Package, Excess Liability, Special Excess Liability, School Leaders E&O, Cyber Liability, Environmental, and Aviation not to exceed \$600,715.	Budget, Finance & Audit
Res. #145	<i>Approve:</i> the application and, if awarded, accept up to \$800,000 to carry out a project to implement the Inlet Neighborhood Plan, of which up to 50% to be funded by the New Jersey Department of Community Affairs and 50% to be funded by private partnerships.	Budget, Finance & Audit
Res. #146	<i>Approve:</i> to accept an allocation of \$9,615 in additional Student Success Incentive Funding from the New Jersey Office of the Secretary of Higher Education (OSHE) through the Community College Opportunity Grant (CCOG) Program.	Budget, Finance & Audit
Res. #147	<i>Approve:</i> to accept from the 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, bringing the total grant to <b>\$730,185.00</b> ; Atlantic County services (through Atlantic Cape) receiving a total allocation of \$482,950.00; Cape May County services (through Cape May County Technical School District) a total allocation of \$186,635.00; and Atlantic County-Cape May County services (through Literacy New Jersey, Inc.) a total allocation \$60,600, over the term of July 1, 2026 – June 30, 2027.	Budget, Finance & Audit
Res. #149	<i>Approve:</i> to accept, and if awarded, an allocation of up to \$377,135 from the Casino Reinvestment Development Authority (CRDA) for a workforce training program titled “Atlantic City Works 5” over a term of one year.	Budget, Finance & Audit
Res. #86-Rev.	<i>Approve:</i> the additional amount of \$497,000 in Chapter 12 funding for FY 2027 in the total amount of \$5,095,400. The attached list of renovations and upgrades for funding from the Chapter 12 FY 2027 allocation are not to exceed \$5,095,400.	Budget, Finance & Audit
Res. #154	Executive Session	

IX. Budget Report

**X. Regular Resolutions**

Res. No.	Description	Committee
Res. #134	FY26 Financial Statement for eleven months ended May 31, 2026.	Budget, Finance & Audit

Res. No.	Description	Committee
Res. #141E	<i>Approve:</i> the authorization of an annual procurement with Ashley Foods Inc. for food products for culinary classes that may exceed \$17,500 for FY27.	
XI.	Committee Reports: Discussion/Questions	
	a. P&BD- Cunningham Ruiz Bill	
XII.	Report of the Atlantic Cape Foundation	
XIII.	Report of the NJ Council of County Colleges	
XIV.	Other Business	
XV.	Comments from the Public	
XVI.	*Call to order - Executive Session – discussion of personnel, litigation, anticipated contracts and matters of attorney-client privilege	
XVII.	Adjournment	
	*Matters may be discussed in a trustee session closed to the public	
	**Formal action may be taken by trustees	