

## 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 Tuesday, June 22, 2021 at 6:00 p.m., via Zoom. To connect to the meeting, go to <https://atlantic-edu.zoom.us/j/98003380452>. To connect via phone, dial **1-646-876-9923** and enter meeting ID **980 0338 0452**. 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. Report of the President
- VI. Comments from the Public on Agenda Items\*\*Resolutions
- VII. Consent Resolutions**

Res. No.	Description	Committee
Res. #116	<i>Approve:</i> Regular Session Minutes (May 25, 2021)	
Res. #118	<i>Approve: Appointments - <b>Holly Atkinson</b>, appointed to the position of Specialist, Nursing and Health Sciences effective July 12, 2021 at an annual salary of \$38,367; <b>Caesar Niglio</b>, appointed to the position of Enterprise Architect effective July 1, 2021 at an annual salary of \$80,000; <b>Charles Oglesby</b>, appointed to the position of Security Officer II/Sergeant effective June 23, 2021 at an annual salary of \$34,802; <b>Dominic Tullio</b>, appointed to the position of Assistant Director, Financial Aid effective June 23, 2021 at an annual salary of \$68,369; <b>Madeline Barrows</b>, appointed to the position of Assistant Professor, Human Services effective August 30, 2021 at an annual salary of \$57,758; <b>Jeanine DiNardo</b>, appointed to the position of Instructor, Hospitality Management effective August 30, 2021 at an annual salary of \$50,031; <b>Janet Marler</b>, appointed to the position of English Department Chair effective July 26, 2021 at an annual salary of \$57,758; <b>Andrea Watkins</b>, appointed to the position of Assistant Professor, English and Communication effective August 30, 2021 at an annual salary of \$57,758; <b>Francis Toriello</b>, appointed to the position of Assistant Professor, Science effective August 30, 2021 at an annual salary of \$57,758.  <i>Resignation - <b>Stephanie Neville</b>, Assistant Professor, Nursing effective June 30, 2021.</i></i>	Personnel & Board Development
Res. #82 Rev.	<i>Approve:</i> Tuition and Fee Schedule for FY22 for Aviation Studies and Radiologic Technology, and High School Initiatives.	Budget, Finance & Audit
Res. #129	<i>Approve:</i> to establish a designated Technology Replacement Reserve in the amount of \$2.5 million from the FY21 year-end unrestricted, undesignated net position to a Board designated net position for Technology Replacement Reserve.	Budget, Finance & Audit

Res. No.	Description	Committee
Res. #119	<p><i>Approve:</i> <b>Bid Exempt 910</b> New Jersey Council of County Colleges Membership Dues, President’s Office Institutional Funds, New Jersey Council of County Colleges, Trenton, NJ, \$47,997; <b>Bid Exempt 915</b> Supplies for Line School Program, Atlantic County Workforce Development Board, Choctaw Kaul Distribution, Detroit, MI, \$65,000.00, (not to exceed); <b>Bid Exempt 916</b> Zoom Enterprise Site License, Higher Education Emergency Relief Fund (HEERF) – Institutional Portion (Grant Funded), Zoom Video Communications, Inc., San Jose, CA, \$18,805.50; <b>Bid Exempt 917</b> Grant Writing Professional Service, Grants Development Services Institutional Funds, Hanover Research-Grants Division, Arlington, VA \$45,000.00; <b>Bid Exempt 918</b> Services for Fixed Wing Aircraft (CESSNA 172SP) – FY2021, Academics Institutional Funds, Epic Aviation, Inc., Salem, OR \$22,000.00, (Minimum); <b>Bid Exempt 919</b> Services for Fixed Wing Aircraft (CESSNA 172SP), Academics Institutional Funds, Epic Aviation, Inc., Salem, OR \$40,000.00, (Minimum); <b>Bid Exempt 920</b> Inside Track Enrollment Campaigns, Institutional Funds, Inside Track, Salem, OR, \$31,500.00; <b>Bid Exempt 922</b> Chatbot Service, Higher Education Emergency Relief Fund (HEERF) – Institutional Portion (Grant Funded), Ivy.ai, Inc., Boulder, CO \$33,755.00; <b>Bid Exempt 923</b> Airplane Lease (Cessna 172SP and Cessna 172R) for Fixed Wing Flight Training Program, Academics Institutional Funds, Christiansen Aviation, Inc., Tulsa, OK, \$40,320.00, (Minimum); <b>Bid Exempt 924</b> Laptops for Student Laptop Loaner Program, Higher Education Emergency Relief Fund (HEERF) – Institutional Portion (Grant Funded), Ocean Computer Group, Matawan, NJ, \$1,728,750.00; <b>Regular Quote 2221</b> Paper and Envelopes, Central Stores / Print Shop Institutional Funds, Paper Mart, East Hanover, NJ, \$49,203.45; <b>RFP 238</b> Media Buying Services, Institutional Funds, JL Media, Union, NJ, \$350,000.00, (not to exceed); <b>RFP 239</b> Creative Services, Institutional Funds, Interact, La Crosse, WI, \$60,000.00, (not to exceed); <b>RFP 242</b> Public Relations Services, Institutional Funds, Laura Bishop Communications, Cherry Hill, NJ, \$60,000.00 (not to exceed); Total \$2,592,330.95</p>	Budget, Finance & Audit
Res. #120	<p><i>Approve:</i> a contract with Herlihy Helicopters Inc., DBA Helicopter Flight Services for helicopter rental.</p>	Budget, Finance & Audit
Res. #122	<p><i>Approve:</i> Remit the assessment of \$156,000 to the New Jersey Community College Insurance Pool for the New Jersey Community College Insurance Pool Worker’s Compensation Fund.</p>	Budget, Finance & Audit
Res. #123	<p><i>Approve:</i> Authorizing the award of contract with Borden Perlman for insurance with a premium of \$486,103.</p>	Budget, Finance & Audit
Res. #124	<p><i>Approve:</i> a contract with T.L. Groseclose Associates for student insurance with no changes in per-student rate from prior year.</p>	Budget, Finance & Audit
Res. #125	<p><i>Approve:</i> a contract to Allied Universal Service for security services, on an “as needed” basis for all three (3) campuses the sum in excess of \$17,500.00 to June 30, 2022.</p>	Budget, Finance & Audit

Res. No.	Description	Committee
Res. #131	<i>Approve:</i> a three-year contract with Shore Medical Center for coursework instruction in Radiologic Technology at a cost based on the student fees collected for the Radiologic classes taught at Shore Medical Center.	Budget, Finance & Audit
Res. #132	<i>Approve:</i> Participation in a consortium contract for Title IX Training and Related Services through the New Jersey Council of County Colleges (NJCCC), Joint Purchasing Consortium (JPC) for a contract term of March 25, 2021 – March 24, 2022 with Fox Rothschild, LLP with the cost to be determined after the number of colleges participating is confirmed.	Budget, Finance & Audit
Res. #126	<i>Approve:</i> application for and acceptance of a total grant of \$1,000,000 from the U.S. Small Business Administration, Office of Entrepreneurial Development Community Navigator Pilot Program, over the term of July 1, 2021 – June 30, 2022.	Budget, Finance & Audit
Res. #127	<i>Approve:</i> application and acceptance of up to \$1,000,000 from the NJ Wind Turbine Technician Training Grant Challenge to establish an industry-recognized certificate training program to prepare New Jerseyans for careers as offshore wind turbine technicians, with a grant term of Fall 2021-Spring 2023.	Budget, Finance & Audit
Res. #128	<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 FY21 Educational Opportunity Fund Article IV – Academic Year Support, with preliminary funding of \$260,786 to be awarded over the term of July 1, 2021 through June 30, 2022.	Budget, Finance & Audit
Res. #133	<i>Approve:</i> to accept \$12,497 from the State of New Jersey, Office of the Secretary of Higher Education for the Educational Opportunity Fund (EOF) FY21 Special Project for Summer 2021.	Budget, Finance & Audit
Res. #135	Executive Session	

VIII. Budget Report

**IX. Regular Resolutions**

Res. No.	Description	Committee
Motion to Accept	FY22 Annual Budget Message	Budget, Finance & Audit
Res. #117	FY21 Financial Statement for eleven months ended May 31, 2021.	Budget, Finance & Audit
Res. #121	<i>Approve:</i> a one-year legal services contract with Louis J. Greco for a retainer fee of \$46,916.00 and an hourly rate of \$137.13 for litigation and off campus hearings.	Budget, Finance & Audit

Res. No.	Description	Committee
Res. #136	<i>Approve:</i> the application and acceptance of the \$10,000 award from the National Junior College Athletic Association (NJCAA) to start a men's volleyball team effective Fall of FY23.	
Res. #118A	<i>Approve:</i> An increase to \$700 per credit hour for adjuncts and \$740 per credit hour for senior adjuncts, respectively, effective August 30, 2021.	Personnel & Board Development
Res. #118C	<p><i>Approve: Appointments - <b>Johnna Atkinson</b>, appointed to the position of Office Assistant, Academic Support Services effective July 19, 2021 at an annual salary of \$31,563; <b>Kathryn Kaczmarek Frew</b>, appointed to the position of Assistant Professor, English effective August 30, 2021 at an annual salary of \$57,758.</i></p> <p><i>Promotions - <b>Gracellen Etherton</b>, from Senior Manager to Executive Assistant, Office of the President/Board of Trustee Operations and Resource Development effective June 23, 2021 at an annual salary of \$62,423; <b>Suzanne Fiedler</b>, from Master Technician to Assistant Director, Server, Cloud, and Broadcast Systems effective June 23, 2021 at an annual salary of \$69,418; <b>Luis Montefusco</b>, from Director, Institutional Research, Assessment and Planning to Senior Director, Institutional Research, Assessment and Planning effective June 23, 2021 at an annual salary of \$86,542; <b>Christopher Vallese</b>, from Program Coordinator to System Administrator, Server, Cloud, and Broadcast Technology effective June 23, 2021 at an annual salary of \$58,436.</i></p> <p><i>Title Change and Salary Increase – <b>Dr. Denise Coulter</b>, from Dean, Liberal Studies to Dean, Professional and Liberal Studies effective July 1, 2021 at an annual salary of \$110,364; <b>Dave Moderski</b>, from Master Technician to Security Administrator effective June 23, 2021 at an annual salary of \$66,939;</i></p> <p><i>Extension of Appointment - <b>Kasey Dunlap</b>, extension of appointment as temporary full-time Financial Aid Specialist at an annual salary of \$39,134 through April 30, 2022 [Grant Funded].</i></p> <p><i>Reassignment - <b>Jesse Kurtz</b>, from Senior Manager, Web Systems and Marketing to Senior Manager, Digital Accessibility effective July 1, 2021 at his current annual salary of \$61,632.</i></p>	Personnel & Board Development
Res. #130	<i>Honorary:</i> to recognize <b>Ms. Valerie Myland</b> , Alumni Trustee, for her service to the Board of Trustees, the College's Foundation, and the students of Atlantic Cape.	Personnel & Board Development
Res. #134	<i>Honorary:</i> to honor the legacy of <b>Mr. Alfred Cade</b> and extend to his family and friends its sincere condolences.	Personnel & Board Development
Res. #118B	<i>Acknowledge:</i> the retirement of <b>Paula Davis</b> , Dean Student Affairs and Enrollment Management, effective October 1, 2021.	Personnel & Board Development

X. Committee Reports: Discussion/Questions

a. P&BD- Cunningham Ruiz Bill

XI. Report of the Atlantic Cape Foundation

- XII. Report of the NJ Council of County Colleges
- XIII. Other Business
- XIV. Comments from the Public
- XV. \*Call to order - executive session – discussion of personnel, litigation, anticipated contracts and matters of attorney-client privilege
- XVI. Adjournment

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

\*\*Formal action may be taken by trustees