

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 28, 2022 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. Report of the President
 - a. Inside the College - "Partners in Education"
- VI. Comments from the Public on Agenda Items**Resolutions
- VII. *Call to order - executive session – discussion of personnel, litigation, anticipated contracts and matters of attorney-client privilege
- VIII. **Consent Resolutions**

Res. No.	Description	Committee
Res. #105	<i>Approve: Regular Session Minutes (May 24, 2022)</i>	
Res. #107	<i>Approve: Appointments - Joshua Baez, Assistant Director, Foundations for Success at an annual salary of \$63,600 effective June 29, 2022; Nina Brannigan, Senior Nursing Clinical Instructor at an annual salary of \$58,514 effective June 29, 2022; Alonna Brown, Director, Educational Opportunity Fund/Assistant Director, Center for Student Success at an annual salary of \$75,000 effective August 1, 2022; Jose Escajillo-Munoa, Senior Technician, Administrative Computing at an annual salary of \$47,565 effective July 5, 2022; Kenneth Cabarle, Department Chair, Science at his current annual salary of \$58,912 effective July 1, 2022; Dr. Otto Hernandez, Department Chair, ISAS, and Business at his current annual salary of \$124,046 effective July 1, 2022; Dr. Augustine Nigro, Department Chair, Arts and Humanities at his current annual salary of \$76,842 effective July 1, 2022; Cydnee Phoenix, Director, Worthington Atlantic City Campus and Community Outreach at an annual salary of \$75,921 effective July 5, 2022; Dr. Beth Sanders, Department Chair, Social Science at her current annual salary of \$67,888 effective July 1, 2022; Dr. Gwen Setley, Director, Academic Program Effectiveness at an annual salary of \$72,305, effective June 29, 2022; Joseph Sheridan, Interim Director, Academy of Culinary Arts and Hospitality Management at an annual salary of \$75,000 effective July 1, 2022; Huiching Wang, Assistant Professor, Nursing at an annual salary of \$57,758 effective August 29, 2022; Lauree Klein, Counselor II, Student Services, Worthington Atlantic City Campus, at an annual salary of \$64,912; Alondra Martinez, Temporary EOF Counselor I, Center for Student Success at a prorated salary of \$10,180, effective June 29, 2022; Kasey Dunlap, Financial Aid Specialist at an annual salary of \$39,917 effective June 29, 2022; Maria Giordano, Manager, Financial Aid at an annual salary of \$48,754 effective June 29, 2022.</i>	Personnel & Board Development

Res. No.	Description	Committee
	<p><i>Title Change - Timothy Cwik, from Division Chair, Aviation Studies to Aviation Operations Chair at his current annual salary of \$60,346 effective July 1, 2022.</i></p> <p><i>Promotions - Sandra Greco, from Director, Systems and Hardware Projects to Senior Director, Project Management at an annual salary of \$98,931 effective June 29, 2022; Tiffani Harris, from Senior Clerk to Specialist, Accounts Payable at an annual salary of \$40,113 effective June 29, 2022.</i></p> <p><i>Faculty Promotion - Richard Russell, from Assistant Professor to Associate Professor, English effective August 29, 2022, at an annual salary of \$65,506.</i></p> <p><i>Transition to Institutional Funding - Shara Deberry, full-time Instructional Technology Program Coordinator at an annual salary of \$48,822 [Grant Funded] shall be 100% Institutionally funded effective July 1, 2022.</i></p> <p><i>Resignations: Christine Matos, Director, High School Initiatives effective July 28, 2022; Nicole Morfitt, Student Services Associate effective June 23, 2022; Timothy O'Donnell, Director, Academy of Culinary Arts and Hospitality Management effective July 19, 2022.</i></p>	
Res. #107A	<i>Acknowledge:</i> Retirement of Frank Branca , effective August 1, 2022.	Personnel & Board Development
Res. #107B	<i>Acknowledge:</i> Retirement of Lucy McGlynn , effective July 1, 2022.	Personnel & Board Development
Res. #107C	<i>Acknowledge:</i> Retirement of Mary Jayne Santilli , effective August 1, 2022.	Personnel & Board Development
Res. #107D	<i>Acknowledge:</i> Retirement of Karen Zaniewski , effective July 1, 2022.	Personnel & Board Development
Res. #107E	<i>Acknowledge:</i> Retirement of Mariangela Sozio , effective August 1, 2022.	Personnel & Board Development
Res. #97 Rev.	<i>Approve: Promotion - Autonne Bennett appointed to the position of Senior Manager, Financial Aid effective May 25, 2022 at an annual salary of \$58,514.</i>	Personnel & Board Development
Res. #110	<i>Approve:</i> remit the assessment of \$161,000 to the New Jersey Community College Insurance Pool for the New Jersey Community College Insurance Pool Worker's Compensation Fund.	Budget, Finance & Audit
Res. #111	<i>Approve:</i> award of contract with Borden Perlman for insurance with a premium of \$480,489.	Budget, Finance & Audit
Res. #113	<i>Approve:</i> authorize a contract with Herlihy Helicopters Inc., DBA Helicopter Flight Services for helicopter rental.	Budget, Finance & Audit
Res. #108	<i>Approve: Bid Exempt 974 New Jersey Council of County Colleges Membership Dues, New Jersey Council of County Colleges, Trenton, NJ, \$49,492.00; Bid Exempt 975 Lease of Cessna 172SP and a Cessna 172R for Academic Instruction, Christiansen Aviation, Inc. Tulsa, Oklahoma, \$43,200.00 (Minimum); Bid Exempt 976 Lease of</i>	Budget, Finance & Audit

Res. No.

Description

Committee

Cessna 172SP for Academic Instruction, Christiansen Aviation, Inc. Tulsa, Oklahoma, \$38,400.00 (Minimum); **Bid Exempt 977** Fuel and Landing Fees for the CESSNA 172SP and the CESSNA 172R Used for Academic Instruction, Epic Aviation, Inc., Salem, Oregon, \$60,000.00 (Minimum); **Bid Exempt 979** Repairs for the CESSNA 172SP and CESSNA 172R Used for Academic Instruction, Big Sky Aviation, Millville, NJ, \$30,000.00 (Minimum); **Bid Exempt 982** Video Conferencing Software, Higher Education Emergency Relief Fund (HEERF) – Institutional Portion (Grant Funded), Zoom Video Communications, Inc., San Jose, CA, \$18,805.50; **Bid Exempt 983** Equipment for Global Wind Organization (GWO) Basic Safety Training, New Jersey Offshore Wind Safety Training Challenge Grant (Grant Funded), Arcon Training Center, Salisbury, MD, \$275,000.00; **Bid Exempt 984** ATI Nursing Education Program, Strengthening Career and Technical Education for the 21st Century Act Funds (“Perkins”) (Grant Funded), ATI Nursing Education, Leawood, KS \$130,000.00; **Bid Exempt 986** Computer Equipment for Faculty Teaching Stations, Ocean Computer Group, Matawan, NJ, \$18,893.85; **Bid Exempt 988** Equipment for Foundations for Success Laptop Loaner Program, Foundations for Success (Grant Funded), Ocean Computer Group, Matawan, NJ \$19,521.27; **Bid Exempt 989** “25 Live” Room Scheduling Software, CollegeNet, Portland, OR, \$25,282.56; **Bid Exempt 990** Commencement Caps and Gowns for Students, Follett Corporation, d.b.a. Follett Higher Education Group, LLC, Westchester, IL, \$25,614.75; **Bid 1870A** Waste Hauling and Disposal Services, Gold Medal Environmental, Sewell, NJ, \$100,662.72; **Regular Quote 2233** Parking Lot Repairs and Improvements, Tars & Stripes, LLC, Waterford, NJ, \$22,225.00; **RFP 245** Auditing Services (one-year contract), Ford, Scott & Associates, L.L.C., Ocean City, NJ, \$39,500.00 (not to exceed); **RFP 253** Media Buying Services, New Jersey Community College Opportunity Grant (CCOG); Governor’s Emergency Education Relief Fund II (GEERF II); Opportunity Meets Innovation Challenge (OMIC) Grant (Partially Grant Funded), JL Media, Union, NJ, \$350,000.00 (not to exceed); **RFP 254** Marketing Research, The Melior Group, Philadelphia, PA, \$56,150.00; Total \$1,302,747.65

Res. #109

Approve: submission of a budget to, and acceptance of a contract from, the State of New Jersey, Office of the Secretary of Higher Education FY23 Educational Opportunity Fund Article IV – Academic Year Support, with preliminary funding of \$260,786 to be awarded over the term of July 1, 2022 through June 30, 2023.

Budget, Finance & Audit

Res. #114

Approve: continuation for a second 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 acceptance of a total grant of \$797,732, with Atlantic County services (through Atlantic Cape) receiving \$559,760, Cape May County services (through Cape May County Technical School District) receiving \$204,724, and Atlantic County-Cape May County services (through Literacy Volunteers Association Cape-Atlantic Inc.) receiving \$33,248 over the term of

Budget, Finance & Audit

Res. No.	Description	Committee
	July 1, 2022 – June 30, 2023.	
Res. #116	<i>Approve:</i> acceptance of \$19,048 from the New Jersey Community College Consortium for Workforce and Economic Development for the college's participation in the planning phase of the New Jersey Pathways to Career Opportunities initiative and the Patient Care and Renewable Energy Centers of Workforce Innovation.	Budget, Finance & Audit
Res. #118	<i>Approve:</i> submission of an application to the Office of the Secretary of Higher Education (OSHE) for the Center for Transition Success project and acceptance of a grant of \$250,000.00.	Budget, Finance & Audit
Res. #120	Executive Session	
IX.	Budget Report	
X.	Regular Resolutions	

Res. No.	Description	Committee
Motion to Accept	FY23 Annual Budget Message	Budget, Finance & Audit
Res. #106	FY22 Financial Statement for eleven months ended May 31, 2022.	Budget, Finance & Audit
Res. #115	<i>Approve:</i> Establishment of a "Vision for Success" reserve fund.	Budget, Finance & Audit
Res. #117	<i>Approve:</i> acceptance of a proposal from TD Bank for primary banking services and enter into a two-year agreement; extension of the agreement with OceanFirst Bank for primary accounts for the necessary transition period; and extension of banking services with OceanFirst Bank for credit card, federal funds and flexible spending accounts for a two-year period.	Budget, Finance & Audit
Res. #112	<i>Approve:</i> award of a contract to Securitas Security Services USA, Inc. for security services on an "as needed" basis for all three (3) campuses for a sum in excess of \$17,500.00 to June 30, 2023.	Budget, Finance & Audit
Res. #108A	<i>Approve:</i> RFP 252 Mental Health Services; Higher Education Emergency Relief Fund (HEERF) – Institutional Portion (Grant Funded); Stephanie Snead Poellnitz, MD; Mays Landing, NJ, \$78,000.00 (not to exceed).	Budget, Finance & Audit
Res. #68 Rev.	<i>Approve:</i> Regular Quote 2232 Cape May County Campus Chiller Repair, Repair & Replacement Fund, Johnson Controls, Pennsauken Township, NJ, total amount revised from \$32,942.00 to \$49,342.00 .	
Res. #119	<i>Honorary:</i> To recognize Trustee Shane Winkler for his service to the Board of Trustees, the Atlantic Cape Foundation Board, and the students of Atlantic Cape.	Personnel & Board Development
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. Adjournment

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

**Formal action may be taken by trustees