

## 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, November 30, 2021 immediately following the reorganization meeting at 6:00 p.m., at the **Charles D. Worthington Atlantic City Campus**, Room 204, at 1535 Bacharach Boulevard, Atlantic City, 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 – “Early College High School Partnership Programs”
- 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. #31	<i>Approve:</i> Regular Session Minutes (October 26, 2021)	
Res. #33	<p><i>Approve: Appointments - <b>Wendy Gray</b>, Assistant Director, Advising and Retention effective December 1, 2021 at an annual salary of \$63,600.</i></p> <p><i>Extension of Appointment - <b>Shara Deberry</b>, temporary full-time Instructional Technology Program Coordinator at an annual salary of \$48,822 through May 6, 2022 [Grant Funded].</i></p> <p><i>Title Change and Salary Adjustment - <b>Emily Smykla</b>, from Specialist to Confidential Assistant, Office of the President effective December 1, 2021 at an annual salary of \$48,860.</i></p> <p><i>Title Changes - <b>Daymis Alicea</b>, from Program Coordinator to Student Service Navigator effective December 1, 2021 at her current annual salary; <b>Jessica Brown</b>, from Program Coordinator to Student Service Navigator effective December 1, 2021 at her current annual salary; <b>Jerome Ingram</b>, from Program Coordinator to Student Service Navigator effective December 1, 2021 at his current annual salary; <b>Eric Stewart</b>, from Program Coordinator to Student Service Navigator effective December 1, 2021 at his current annual salary; <b>Vita Stovall</b>, from Program Coordinator to Student Service Navigator effective December 1, 2021 at her current annual salary; <b>Carmen Cabrera</b>, from Assistant Director Admissions to Assistant Director, One Stop and Enrollment Services at her current annual salary; <b>Tasha Rivera</b>, from Manager, Admissions to Manager, Enrollment Services effective December 1, 2021 at her current annual salary; <b>Cynthia Correa</b> from Director, WACC Student Services and Institutional Career Services to Director, WACC Student Affairs and One Stop Services effective December 1, 2021 at her current annual salary.</i></p> <p><i>Resignations - <b>Adelina Marini</b>, Academic Support Specialist, effective October 29, 2021; <b>David Ortiz-Nunez</b>, College Recruiter, effective November 12, 2021.</i></p>	Personnel & Board Development

Res. No.	Description	Committee
Res. #40	<i>Approve:</i> termination of the Office Systems Technology, A.A.S. degree effective Spring 2022.	Academic & Student Affairs
Res. #34	<i>Approve:</i> <b>Bid 1867</b> Cape May County Campus Cooling Tower and Emergency Generator, Chapter 12, Repair & Replacement, and Institutional Funds, Falasca Mechanical, Vineland, NJ, \$486,000.00; <b>RFP 244</b> Media Buying Services, Institutional and Grant Funds (Partially Grant Funded), JL Media, Union, NJ, \$125,000.00 (not to exceed); <b>Bid Exempt 945</b> Labor Negotiation Services, Blaney & Karavan, Avalon, NJ, \$30,000.00 (not to exceed); <b>Bid Exempt 946</b> Verkada Command Software for Security Cameras, Ocean Computer Group, Matawan, NJ, \$38,603.95; <b>Bid Exempt 947</b> Professional Services for Wind Training Center, Wind Safety Challenge Grant (Grant Funded), Arcon Training Center, LLC, Salisbury, MD, \$479,205.00 (not to exceed); <b>Bid Exempt 948</b> Support and Equipment Warranty College Phone System, Hunter Technologies, Wall Township, NJ, \$23,105.00; <b>Bid Exempt 949</b> Proctoring Services, Higher Education Emergency Relief Fund (HEERF II) - Institutional Portion (Grant Funded), Honorlock, Inc., Boca Raton, FL, \$20,000.00 (not to exceed); <b>Bid Exempt 950</b> Customer Relationship Management (CRM) Software, Community College Opportunity Grant (CCOG) (Grant Funded), Salesforce, Inc., San Francisco, CA, \$19,300.00; <b>Bid Exempt 951</b> SiteImprove Website Functionality Software Tool, Higher Education Emergency Relief Fund (HEERF) - Institutional Portion (Grant Funded), SiteImprove, Inc., Bloomington, MN, \$26,316.48; <b>Bid Exempt 952</b> Inside Track Enrollment Campaigns, Opportunity Meets Innovation Challenge Grant (OMIC) / Higher Education Emergency Relief Fund (HEERF) – Institutional Portion (Grant Funded), Inside Track, Salem, OR, \$58,279.00 (not to exceed); <b>Bid Exempt 953</b> Color Copier for Print Shop, Xerox Corporation, Mt. Laurel, NJ, \$91,548.00; <b>Bid Exempt 954</b> Xerox Copier for Print Shop, Xerox Corporation, Mt. Laurel, NJ, \$34,497.00; Total \$1,431,854.43.	Budget, Finance & Audit
Res. #39	<i>Approve:</i> an application to the National Association of College and University Business Officers (NACUBO) Strategic Finance for Student Success Grant and, if awarded, acceptance of a grant not to exceed \$35,000 over three years.	Budget, Finance & Audit
Res. #41	<i>Approve:</i> acceptance of a grant of up to \$5,000 from the New Jersey Council for the Humanities for its Smithsonian Traveling Exhibit <i>Voices and Votes</i> project.	Budget, Finance & Audit
Res. #43	Executive Session	

IX. Budget Report

X. Regular Resolutions

Res. No.	Description	Committee
Res. #2	FY21 Draft Financial Statement for twelve months ended June 30, 2021 as of November 11, 2021.	Budget, Finance & Audit
Res. #32	FY22 Financial Statement for four months ended October 31, 2021.	Budget, Finance & Audit

Res. No.	Description	Committee
Res. #33A	<i>Approve:</i> Memorandum of Agreement with the Supportive Staff Association of Atlantic Cape Community College (SSAACCC) for a one-time opportunity for employees to be paid on a per-diem basis for unused vacation days (Higher Education Emergency Relief Fund-Institutional Portion – Grant Funded).	Personnel & Board Development
Res. #33B	<i>Approve:</i> Memorandum of Agreement with the Teacher, Librarian and Counselor Bargaining Unit of the Education Association of Atlantic Cape Community College (TLC) for a one-time opportunity for employees to be paid on a per-diem basis for unused vacation days (Higher Education Emergency Relief Fund-Institutional Portion – Grant Funded).	Personnel & Board Development
Res. #33C	<i>Approve:</i> Memorandum of Agreement with the Atlantic Cape Community College Organization of Supervisory and Administrative Personnel (ACCCOSAP) for a one-time opportunity for employees to be paid on a per-diem basis for unused vacation days (Higher Education Emergency Relief Fund-Institutional Portion – Grant Funded).	Personnel & Board Development
Res. #33D	<i>Approve:</i> employees exempt from the bargaining unit to be granted a one-time opportunity to be paid on a per-diem basis for unused vacation days (Higher Education Emergency Relief Fund-Institutional Portion – Grant Funded).	Personnel & Board Development
Res. #33E	<i>Approve:</i> Memorandum of Agreement with the Academy of Culinary Arts Faculty Association of Atlantic Cape Community College (ACAFA) to change the Chef Educators' academic year from 150 teaching days to 120 teaching days, with non-instructional days increasing from 10 days to 40 days for the academic year.	Personnel & Board Development
Res. #37	<i>Approve:</i> the elimination of Policy No. 500 <i>Administrative Responsibility</i> as it will be reclassified as a General Administration Department policy, and approve the revisions and renumbering of Policy No. 504 <i>Lines of Authority in the Absence of the President</i> to Board Policy No. 29 and Policy No. 503 <i>Grants Procurement/Administration</i> to Board Policy No. 30.	Personnel & Board Development
Res. #38	<i>Approve:</i> revisions to the Board of Trustees Bylaws (Long Range Planning & Capital Projects committee charges).	Personnel & Board Development
Res. #42	<i>Acknowledge:</i> Mr. Lou Greco's service to the Board, the College, and its students over the past 38 years.	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