

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, May 20, 2025 at 6:00 p.m., at the Cape May County Campus, Room 113, located at 341 Court House South Dennis Road, Cape May Court House, Cape May 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. #116A	<i>Acknowledge:</i> the retirement of Jay Peterson , Professor of English and Department Chair, effective June 30, 2025.	Personnel & Board Development

- VI. Report of the President
- 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. #114	<i>Approve:</i> Regular Session Minutes (April 22, 2025).	
Res. #116	<i>Approve: Appointments:</i> Jessica Reynolds , appointed to the position of temporary 504 Coordinator for Students, Center for Accessibility, effective May 21, 2025, at her current salary.	Personnel & Board Development
Res. #116B	<i>Acknowledge:</i> the retirement of Michael Mettelle , Print Shop Technician, effective July 1, 2025.	Personnel & Board Development
Res. #120	<i>Approve:</i> A Memorandum of Agreement (MOA) for the wage re-opener with the Atlantic Cape Community College Organization of Supervisory and Administrative Personnel (ACCCOSAP) reflects a 1% base salary increase (2% to 3% of the original agreement) beginning July 1, 2025, and a 3% hiring range increase for the period of July 1, 2025 to June 30, 2026.	Personnel & Board Development
Res. #120A	<i>Approve:</i> A Memorandum of Agreement (MOA) for the wage re-opener with the Supportive Staff Association of Atlantic Cape Community College (SSAACCC) reflects a 1% base salary increase (2% to 3% of the original agreement) beginning July 1, 2025, and a 3% hiring range increase for the period of July 1, 2025 to June 30, 2026.	Personnel & Board Development

Res. No.	Description	Committee
Res. #120B	<i>Approve:</i> A Memorandum of Agreement (MOA) for the wage re-opener with the Academy of Culinary Arts Faculty Association (ACAFA reflects a 1% base salary increase (2% to 3% of the original agreement) beginning July 1, 2025, and a 3% hiring range increase for the period of July 1, 2025 to June 30, 2026.	Personnel & Board Development
Res. #120C	<i>Approve:</i> A Memorandum of Agreement (MOA) for the wage re-opener with the Teachers, Librarians, Counselors Association (TLC) reflects a 1% base salary increase (2% to 3% of the original agreement) beginning July 1, 2025, and a 3% hiring range increase for the period of July 1, 2025 to June 30, 2026.	Personnel & Board Development
Res. #120D	<i>Approve:</i> the authorization of employees not represented in bargaining unit negotiations shall be increased from a 2% on their base salary to a 3% on their base salary (a 1% increase overall) effective July 1, 2025.	Personnel & Board Development
Res. #121	<i>Approve:</i> 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 15, 2025 to December 23, 2025.	Personnel & Board Development
Res. #121A	<i>Approve:</i> 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 15, 2025 to December 23, 2025.	Personnel & Board Development
Res. #121B	<i>Approve:</i> 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 15, 2025 to December 23, 2025.	Personnel & Board Development
Res. #118	<i>Approve:</i> offering the Outboard Motor Technician Certificate effective, Fall 2025.	Academic & Student Affairs
Res. #117	<i>Approve:</i> Bid Exempt 1188 Collaborate Software License and Cloud Storage Services, Institutional Funds, Class Technologies, Washington, D.C., \$51,300.00; Bid Exempt 1199-REV. Enrollment Gap Analysis Professional Services, Vision for Success Reserve, Ferrilli, Haddonfield, NJ, \$57,700.00; Bid Exempt 1200 Technology Equipment and Supplies Procurement, Technology Reserve Fund, SHI International Corp., Somerset, NJ, \$400,000.00 (not to exceed); Bid Exempt 1201 MaxSim Tower and Radar Simulator Technical Refresh, Emil Buehler Perpetual Trust Grant (Grant Funded), Adacel Systems Inc., Orlando, FL, \$139,250.00; Bid Exempt 1202 Career Coaching and Training Services, Fund My Future Program (Grant Funded), Medical Construction Industrial Training Center, LLC, Millville, NJ, \$150,000.00 (not to exceed); Bid Exempt 1203 Career Coaching and Training Services, Fund My Future Program (Grant Funded), Academy of Healthcare Excellence, Vineland, NJ, \$150,000.00 (not to exceed); Bid Exempt 1204 Career Coaching and Training Services, Fund My Future Program (Grant Funded), Mike's Driving School Inc., Clayton, NJ, \$150,000.00 (not to exceed); Bid Exempt 1205 Career Coaching and Training	Budget, Finance & Audit

Res. No.	Description	Committee
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Services, Fund My Future Program (**Grant Funded**), Smith & Solomon Driver Training, Deptford, NJ, \$150,000.00 (not to exceed); **RFP 270-REV** Auditing Services for Fiscal Year 2025 – Year Two Option, Institutional Funds, Ford, Scott & Associates, LLC, Ocean City, NJ, \$42,400.00; **RFP 276** K Building Ceiling Replacement – Mays Landing Campus, **Chapter 12** Funds, KHS&S Contractors of NJ, Absecon, NJ, \$18,750.00; **RFP 277** K Building Art Room Electrical and Lighting Upgrades – Mays Landing Campus, **Chapter 12** Funds, Lee-Way Electrical, LLC, Landisville, NJ, \$25,500.00; **RFP 278** HVAC Installation – K Building – Mays Landing Campus, **Chapter 12** Funds, GE Mechanical, Vineland, NJ, \$15,900.00; **RFP 280** Media Buying Services – FY26, Institutional Funds and Various Grant Initiatives as Allowable, JL Media, Union, NJ, \$350,000.00 (not to exceed); Total: \$1,700,800.00

Res. #122	<i>Approve:</i> the authorization of a procurement of an annual expenditure for energy consulting services with Shore Green Energy LLC., expecting to exceed \$17,500.	Budget, Finance & Audit
Res. #123	<i>Approve:</i> the authorization of the retention of King Barnes Law Group LLC., for legal services expecting to exceed \$17,500.	Budget, Finance & Audit
Res. #124	<i>Approve:</i> the authorization of a procurement of an annual expenditure for promotional materials and event merchandise with George Jackson Promotions expecting to exceed \$17,500.	Budget, Finance & Audit
Res. #125	<i>Approve:</i> the authorization of a procurement for professional marketing and public relations services with Princeton Strategic Communications expecting to exceed \$17,500.	Budget, Finance & Audit
Res. #119	<i>Approve:</i> the application and, if awarded, accept up to \$1,000,000 over the grant term from the New Jersey Department of Labor and Workforce Development (NJDOL) for the Digital Equity Training Grant Program.	Budget, Finance & Audit

Res. #126 Executive Session

X. Budget Report

XI. Regular Resolutions

Res. No.	Description	Committee
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Res. #115	FY25 Financial Statement for ten months ended April 30, 2025.	Budget, Finance & Audit
Motion to Accept	FY26 Annual Budget Message.	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