

# 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, September 24, 2024 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. Report of the President
  - a. Inside the College – “Cape May County BizHub”
- 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. #20	<i>Approve:</i> Regular Session Minutes (August 20, 2024).	
Res. #22	<i>Approve: Appointments:</i> <b>Devin Brathwaite</b> , appointed to the position of Security Officer I, effective September 25, 2024 at an annual salary of \$34,839; <b>Jaime Lepore</b> , appointed to the position of Security Officer I, effective September 30, 2024 at an annual salary of \$34,839; <b>Hayden McCullough</b> , appointed to the position of ITS Technician, effective September 25, 2024 at an annual salary of \$34,839; <b>Lauren Pavlis</b> , appointed to the position of Senior Clerk, Perishable Storeroom, effective October 1, 2024 at an annual salary of \$34,839; <b>Alyssa Vitiello</b> , appointed to the position of Science Laboratory Assistant, effective September 25, 2024 at an annual salary of \$34,839.  <i>Reclassifications:</i> <b>Deena Happersett</b> , from Graphic Designer to Graphic Design Manager effective September 25, 2024 at an annual salary of \$52,759.	Personnel & Board Development
Res. #22A	<i>Approve:</i> the elimination of the following policies which are duplicated elsewhere: Policy No. 810 <i>Tenure</i> , Policy No. 836 <i>Parking</i> , Policy No. 850 <i>Security</i> ; and Policy No. 854 <i>Social Security</i> which is a federal law.	Personnel & Board Development
Res. #22B-Rev.	<i>Approve:</i> the revisions to Policy No. 104 <i>Curriculum</i> and Policy No. 109 <i>Degree Program Review Process</i> .	Personnel & Board Development
Res. #23	<i>Approve:</i> <b>Bid Exempt 1141</b> Uniforms and Classroom Supplies for Workforce Development Programs, Institutional Funds, Action Uniforms, Pleasantville, New Jersey, \$35,000.00 (Not to Exceed); <b>Bid Exempt 1146</b> Training Services, Institutional Funds, Bolt & Associates, LLC,	Budget, Finance & Audit

Res. No.

Description

Committee

Galloway, New Jersey, \$35,000.00 (Not to Exceed); **Bid Exempt 1147** Online Access to ESL Curriculum, Institutional Funds and Consolidated Adult Basic Skills (ABS) and Integrated English Literacy (**Grant Funded**), Burlington English Inc., Boca Raton, Florida, \$90,000.00 (Not to Exceed); **Bid Exempt 1148** One-Stop Atlantic City Campus, **Chapter 12 Funds**, Spiegle Architectural Group, Inc., Hamilton, New Jersey, \$204,300.00; **Bid Exempt 1149** Adult Basic Education, Consolidated Adult Basic Skills (ABS) and Integrated English Literacy (**Grant Funded**), Cape May County Technical School District, Cape May, New Jersey, \$275,000.00 (Not to Exceed); **Bid Exempt 1150** Commercial Driver's License Training Program, Institutional Funds, Ernest Trans School of Trucking LLC, Atlantic City, New Jersey, \$65,000.00 (Not to Exceed); **Bid Exempt 1151** Advanced Cardiac Life Support Training and Pediatric Advanced Life Support Classes for Paramedic Science Program, Institutional Funds, Inspira Health Systems, Bridgeton, New Jersey, \$60,000.00 (Not to Exceed); **Bid Exempt 1152** Advanced Cardiac Life Support Training and Pediatric Advanced Life Support Classes for Paramedic Science Program, Institutional Funds, Life Support Training Center, Egg Harbor Township, New Jersey, \$60,000.00 (Not to Exceed); **Bid Exempt 1153** Adult Basic Education, Consolidated Adult Basic Skills (ABS) and Integrated English Literacy (**Grant Funded**), Literacy Volunteers Association of Cape-Atlantic, Inc., Edison, New Jersey, \$80,000.00 (Not to Exceed); **Bid Exempt 1154** Textbook and Classroom Materials for Workforce Solutions, Institutional Funds, Logical Operations, Inc., Rochester, New York, \$25,000.00 (Not to Exceed); **Bid Exempt 1155** Workforce Development Training Services, Institutional Funds, Michelle D. Mooney, Galloway, New Jersey, \$22,000.00 (Not to Exceed); **Bid Exempt 1156** Emergency Medical Technician (EMT) Training Program, Institutional Funds, Mutual Aid, Absecon, New Jersey, \$150,000.00 (Not to Exceed); **Bid Exempt 1157** Training Programs for Medical Assistant and Phlebotomy, Institutional Funds, National Healthcare Association, Chicago, Illinois, \$55,000.00 (Not to Exceed); **Bid Exempt 1158** Computer Equipment for Students and Staff, Consolidated Adult Basic Skills (ABS) and Integrated English Literacy (**Grant Funded**), Ocean Computer, Matawan, New Jersey, \$60,000.00 (Not to Exceed); **Bid Exempt 1159** Textbooks for Students and Instructors, Consolidated Adult Basic Skills (ABS) and Integrated English Literacy (**Grant Funded**), Oxford University Press, Cary, North Carolina, \$25,000.00 (Not to Exceed); **Bid Exempt 1160** Professional Services for Wind Training Center, Institutional Funds, Drilling Systems (USA) Inc., Houston, Texas, \$25,000.00 (Not to Exceed); **Bid Exempt 1161** Athletic Van, Foundation, R&R and Institutional Funds, All-American Ford of Paramus, Paramus, New Jersey, \$68,000.00; **Bid Exempt 1162** J Building Air Flow and Quality Design, **Chapter 12 Funds**, Remington and Vernick, Egg Harbor Township, New Jersey, \$75,000.00 (Not to Exceed); Total: \$1,409,300.00.

Res. #29

*Approve:* the authorization of a contract with the Atlantic County Improvement Authority (ACIA) for redevelopment services for the Inlet Community Development Corporation to carry out projects to revitalize the Inlet neighborhood of Atlantic City in an amount not to exceed \$430,000.00 to February 28, 2026, funded through the 2024 Neighborhood Revitalization Tax Credit program.

Budget, Finance & Audit

Res. No.	Description	Committee
Res. #30	<i>Approve:</i> the authorization of a contract with Pristine Properties GC LLC in the amount of \$30,000 for redevelopment services for the Inlet Community Development Corporation to carry out General Home Beautification to revitalize the Inlet neighborhood of Atlantic City.	Budget, Finance & Audit
Res. #31	<i>Approve:</i> a contract with US Foods to provide culinary food items as needed for class instruction.	Budget, Finance & Audit
Res. #32	<i>Approve:</i> a contract with B.F. Mazzeo to provide culinary food items as needed for class instruction.	Budget, Finance & Audit
Res. #24	<i>Approve:</i> application, and, if awarded, to accept up to \$75,000 from the New Jersey Office of the Secretary of Higher Education (OSHE) for the Some College, No Degree Grant Program.	Budget, Finance & Audit
Res. #25	<i>Approve:</i> application and, if awarded, accept up to \$475,000 over three years from the National Science Foundation (NSF) for the Advanced Technological Education (ATE) Program.	Budget, Finance & Audit
Res. #26	<i>Approve:</i> application and, if awarded, accept up to \$1,000,000 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. #27	<i>Approve:</i> application and, if awarded, accept up to \$60,000 over two years from the National Endowment for the Humanities (NEH) for the Spotlight on Humanities in Higher Education grant program.	Budget, Finance & Audit
Res. #28	<i>Approve:</i> application and, if awarded, acceptance of \$30,000 from the State of New Jersey, Office of the Secretary of Higher Education (OSHE) for Educational Opportunity Fund (EOF) Winter Session Funding.	Budget, Finance & Audit
Res. #34	<i>Approve:</i> acceptance of an allocation of \$255,444 from the New Jersey Office of the Secretary of Higher Education (OSHE) for the Community College Opportunity Grant (CCOG) Student Success Initiative, with a grant term of July 1, 2024 – June 30, 2025.	Budget, Finance & Audit
Res. #35	Executive Session	

IX. Budget Report

**X. Regular Resolutions**

Res. No.	Description	Committee
Res. #2	FY24 Draft Financial Statement for twelve months ended June 30, 2024 as of September 9, 2024.	Budget, Finance & Audit
Res. #21	FY25 Financial Statement for two months ended August 31, 2024.	Budget, Finance & Audit

Res. No.	Description	Committee
Res. #33	<i>Approve:</i> the extension of agreements with TD Bank for the primary accounts and with OceanFirst Bank for credit card, federal funds, flexible spending and secondary operating accounts.	Budget, Finance & Audit

- 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