

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, August 25, 2020 at 6:00 p.m., via Zoom. To connect to the meeting, go to <https://zoom.us/j/98177597981>. To connect via phone, dial **1-646-876-9923** and enter meeting ID **981 7759 7981**. 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 – “Atlantic Cape’s Reopening Plan”
- 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.	Name	Committee
Res. #1	<i>Approve:</i> Regular Session Minutes (June 23, 2020)	
Res. #4	<p><i>Approve: Appointments - Elizabeth Franchetti</i>, Senior Clerk, Accounts Payable, effective August 26, 2020, at a salary of \$44,190; Kasey Dunlap, temporary Specialist, Financial Aid, effective August 26, 2020 at a salary of \$38,367; Tasha Rivera, Specialist, Admissions, effective August 26, 2020, at a salary of \$38,367; Stephanie Neville, Assistant Professor-Nursing, effective August 31, 2020, at a salary of \$56,625.</p> <p><i>Sabbatical</i> - Reclassification of the previously Board-approved sabbatical for Judith Otterburn-Martinez, changing it from a full year sabbatical to a half-year sabbatical due to COVID-19.</p> <p><i>Promotion - Crista Golden</i>, promoted from Assistant Bursar to Bursar effective September 1, 2020 at a salary of \$79,000.</p>	Personnel & Board Development
Res. #17	<i>Approve:</i> deferral of the annual increase to Union Exempt Personnel until October 1, 2020 retroactive to July 1, 2020.	Personnel & Board Development
Res. #9	<i>Approve:</i> reaffirmation of Policy No. 801 <i>Affirmative Action Equal Opportunity</i> , the revisions to Policy No. 802 <i>Employment of Relatives</i> , and the conversion of Policy No. 848 <i>Salary Advance</i> to Procedure No. 804.2.	Personnel & Board Development
Res. #10	<i>Approve:</i> adoption of Policy No. 865 <i>Infectious Disease Control Policy</i> .	Personnel & Board Development
Res. #72 Rev.	<i>Approve:</i> Tuition and Fee Schedule for FY2021, changing the Course-Related Fees to exclude Remote sections from the Light Technology and Studio Arts Course Fees and including those sections in the Online Course Fee.	Budget, Finance & Audit

Res. No.	Name	Committee
Res. #5	<i>Approve: Bid Ex. 870 MacBook Laptops for Faculty and Staff, CARES Act Higher Education Emergency Relief Fund – Institutional Portion (Grant Funded), Apple Store for Educational Institution, E Commerce, \$76,860.00; Bid Ex. 871 Security & Safety Services, Operational Funds, Johnson Controls, Horsham, PA, \$52,094.00; Bid Ex. 872 ATI Learning Resources for Nursing Program, Perkins (Grant Funded), ATI Nursing Education, Lakewood, Kansas, \$100,500.00; Bid Ex. 873 Laptops for Remote Staff, CARES Act Higher Education Emergency Relief Fund – Institutional Portion (Grant Funded), Ocean Computer Group, Matawan, NJ, \$46,127.00; Bid Ex. 876 Fixed Wing Aircraft Lease, Academics Departmental Funds, Christiansen Aviation, Inc., Tulsa, Oklahoma, \$26,880.00 (Minimum); RFP 232 Media Buying, Marketing and ACA Operational Funds, JL Media, Union, NJ, \$250,000.00 (not to exceed); Bid Ex. 877 Virtual Laboratory Software, Operational Funds, Labster Inc., New York, NY, \$19,200.00, Total \$571,661.00.</i>	Budget, Finance & Audit
Res. #106 Rev.	<i>Approve: Bid Ex. 867 Upgraded Laptops for Faculty, Governor's Education Emergency Relief (GEER) Fund (Grant Funded), Ocean Computer Group, Matawan, NJ, \$164,431.74.</i>	Budget, Finance & Audit
Res. #6	<i>Approve: to authorize a contract with Marshall Dennehey Warner Coleman & Goggin.</i>	Budget, Finance & Audit
Res. #12	<i>Approve: to authorize a contract with Herlihy Helicopters Inc., DBA Helicopter Flight Services.</i>	Budget, Finance & Audit
Res. #7	<i>Approve: to submit an application to the National Science Foundation, Advanced Technological Education (ATE) Program, for a competitive grant to develop education of technicians for the high-technology fields that drive our nation's economy, requesting \$600,000 over the grant term of three years (July 1, 2021 – June 30, 2024).</i>	Budget, Finance & Audit
Res. #8	<i>Approve: to submit an application to the State of New Jersey Department of Labor and Workforce Development for the COVID-19 Dislocated Worker Grant Program to address the training needs of individuals suffering job loss or substantially reduced hours due to the COVID-19 pandemic, requesting a cost reimbursement grant, with total amount TBD based on number of participants to be served and dollar cost average per participant over a grant term of 12 months (Sept. 1, 2020 – Aug. 31, 2021).</i>	Budget, Finance & Audit
Res. #15	<i>Approve: to submit an application to and accept an allocation of \$856,855 from the Office of the Secretary of Higher Education (OSHE) for the Coronavirus Relief Fund (CRF).</i>	Budget, Finance & Audit
Res. #18	Executive Session	

IX. Budget Report

X. Regular Resolutions

Res. No.	Name	Committee
Res. #2	FY20 Draft Financial Statement for twelve months ended June 30, 2020 as of August 10, 2020.	Budget, Finance & Audit
Res. #3	FY21 Financial Statement for one month ended July 31, 2020.	Budget, Finance & Audit
Res. #14	<i>Approve:</i> to accept funding from the U.S. Department of Education for the Student Support Services (SSS) Program with a grant of \$348,002 per year over five years (total \$1,740,010 over 5 years) over the anticipated term of September 1, 2020 – August 31, 2025.	Budget, Finance & Audit
Res. #13	<i>Acknowledge:</i> retirement of Mildred Ciraolo , Library Specialist, retroactive to June 30, 2020.	Personnel & Board Development
Res. #11	<i>Acknowledge:</i> to honor the legacy of former Trustee Andrew Melchiorre and extend to his family and friends its sincere condolences	Personnel & Board Development
Res. #16	<i>Approve:</i> to commend Dr. Barbara Gaba for her service as an outstanding leader, and approve the continued remuneration of Dr. Barbara Gaba's salary under the current contract terms.	President Evaluation Committee

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