

Secretary's Note: The reorganization meeting was held at 7:37 p.m. on November 25, 2008, prior to the regular meeting

I. CALL TO ORDER REGULAR SESSION

On Tuesday, November 25, 2008, at 7:48 p.m. newly elected Chairperson Nicholas Talvacchia called the meeting to order.

II. STATEMENT OF ADEQUATE NOTICE

In compliance with the "Open Public Meetings Act" of the state of New Jersey, adequate notice of this regular meeting of the Atlantic Cape Community College Board of Trustees was provided by posting at "J" Building main campus; the Charles D. Worthington Atlantic City Campus, the Cape May County Campus and copies were mailed to the clerks of Atlantic and Cape May counties and the clerks of the Board of Chosen Freeholders of Atlantic and Cape May counties on November 14, 2008.

III. FLAG SALUTE

Chairperson Talvacchia asked everyone to rise and salute the flag. Everyone rose, saluted the flag and recited the Pledge of Allegiance.

IV. ROLL CALL

Lynn G. Baumgardner
Robert J. Boyer
Terrence J. Crowley
Thomas J. Dowd
Dr. Elizabeth A. Dworsky
David A. Evans
Mary B. Long
Andrew W. Melchiorre
Donald J. Parker
Eric Reynolds
Nicholas F. Talvacchia
Maria Ivette Torres

College Personnel

Dr. Peter Mora
Kathy Corbalis
Patricia Gentile
Douglas Hedges
Dr. Richard Perniciaro
Bobby Royal
Carmen Royal
Terry Sampson
Cathie Skinner, CPA
Dr. Art Wexler
Brittany Williams
BettyAnn Inloes Hines
Louis J. Greco, Esquire

Others in Attendance

Jane Lugo, Atlantic County Treasurer & CFO
Joseph Silipena, Chairman, Atlantic County Board
of Chosen Freeholders
Kathy Silipena
John Atsu-Swanzy, ACCC employee
Grant Wilinski, ACCC employee
Thanavanh Khattiya, ACCC student

V. CALL TO ORDER EXECUTIVE SESSION

Chairperson Talvacchia said that the executive session would be held at the end of the regular meeting.

VI. CALL TO ORDER REGULAR SESSION

Chairperson Talvacchia stated that there would be a change in the agenda order so Dr. Mora could present two items from his President's Report.

Dr. Mora said that he would recognize the Honorable Joseph Silipena, outgoing Chairman of the Atlantic County Board of Chosen Freeholders, with a resolution of appreciation and show a video on the Atorkor (Ghana) Book Drive with comments from Professor John Atsu-Swanzy.

Chairperson Talvacchia read **Resolution #27A** honoring Mr. Silipena for his commitment to the residents of Atlantic County and specifically to the students, faculty and staff of the college.

Chairperson Talvacchia moved and Dr. Dworsky seconded the following:

WHEREAS, Atlantic Cape Community College, as an entity within Atlantic County, has benefitted from a longstanding relationship with the Atlantic County Board of Chosen Freeholders, and

WHEREAS, the Honorable Joseph Silipena, Chairman of the Atlantic County Board of Chosen Freeholders, has provided leadership to the County and has advocated the mission of Atlantic Cape Community College throughout the past 15 years he has served as a representative of the people, and

WHEREAS, Chairman Silipena's advocacy for a comprehensive, accessible and superior community college has been evidenced by his service on the Board of School Estimate Committees, the Blueprint 2020 Capital Formation Group, and Annual Commencement Ceremonies, and

WHEREAS, Chairman Silipena's public service also includes time spent as Mayor of Egg Harbor City, Councilman for Egg Harbor City, Chairman of the Egg Harbor City Salvation Army, representative to the South Jersey Transportation Planning Organization and the South Jersey Economic Development District, member of the Atlantic County Mainland Chamber of Commerce, Egg Harbor City Knights of Columbus, South Jersey Field of Dreams, Galloway Township Lions Club and UNICO National, and

WHEREAS, Chairman Silipena's commitment to responsible citizenship and serving the public is consistent with the mission of Atlantic Cape Community College.

THEREFORE BE IT RESOLVED, upon the recommendation of the President, that the Board extends its sincere gratitude to Chairman Silipena for his ongoing commitment to the residents of Atlantic County and, specifically, the students, faculty and staff of Atlantic Cape Community College.

ROLL CALL: AYES, NO NAYS

Chairperson Talvacchia presented Mr. Silipena with a framed copy of the resolution.

The Board applauded.

Dr. Mora stated that Mr. Silipena worked closely with the college over the last two years on the Blueprint 20/20 Facilities Master Plan. Dr. Mora said that he has worked closely with Mr. Silipena and he has been an advocate for the college, students and our mission. He noted that Mr. Silipena was committed to the college and Mr. Silipena's leadership with the Atlantic County Board of Chosen

Freeholders allowed the college to work with them on an individual basis. Dr. Mora said, "Mr. Silipena opened up the doors and advocated for our project. We would not be here if not for the leadership of Mr. Silipena."

Dr. Mora asked Mr. Silipena if he had any comments.

Chairperson Talvacchia presented Mr. Silipena with a framed copy of the resolution. "Thank you for your service to the college and the county," said Chairperson Talvacchia.

The Board applauded.

Mr. Silipena thanked Dr. Mora and the Board for the resolution stating that it is a pleasure working with Dr. Mora and the Board members especially in making recommendations to the Atlantic County Board of Chosen Freeholders for the college Board member appointments. He noted his support for the funding of the Blueprint 2020 Master Plan but credited Dr. Mora for getting the vote of approval. "Thank you for all you and the Board do for the citizens of Atlantic and Cape May counties," said Mr. Silipena.

The Board applauded.

Dr. Mora stated that Mr. Silipena will receive an honorary degree at the college's 2009 commencement.

Secretary's Note: After Mr. Silipena and Dr. Mora took pictures, Mr. and Mrs. Silipena left the meeting.

Dr. Mora asked Dean Wexler to address the next item on his report--the Atorkor, Ghana book drive while Ms. Williams showed the video of the village receiving the books last year.

Dean Wexler said the Atorkor book drive is largely inspired by Professor John Atsu-Swanzy who is a native of the Atorkor village. This initiative was supported by the library staff under the direction of Associate Dean Grant Wilinski; the Rotaract student club, Ms. Thanavanh Khattiya, Service Learning student; and Professor Paula Manns. The Black Cultural Interest Club of Absegami High School also participated. Dean Wexler said in order to reinforce the efforts of Professor Atsu-Swanzy there were several initiatives from the college student body. We addressed several service learning goals--to promote responsible citizenship and to impact with faculty committees such as the International Education and Multi-Cultural Affairs Committee—Dean Wexler shared. The drive met a substantial need in the Atorkor Village. It also enhanced the service efforts of the students and faculty involved. Dean Wexler said, "The college community should be proud of their efforts."

Professor Atsu-Swanzy said the video shows over 3,000 books and other accessories given by the college being presented to the village by the leaders. "The village was very thankful to the Board, President Mora, faculty, staff and student body for this donation of books. This was very significant for the village since they never heard of a library, said Professor Atsu-Swanzy.

Dr. Mora asked the Board if they had any questions for Professor Atsu-Swanzy.

Dean Wexler stated that although Professor Atsu-Swanzy was humble about his role in this endeavor, he was the leading force behind getting this done. Dr. Wexler then asked Associate Dean Grant Wilinski to talk about the library's role in this project.

Dean Wilinski said that he was proud of how the library staff from the three campuses took on this project. After the books were dropped off, they logged and stored them then the staff took the personal initiative to complete the project.

A video was shown of the village dignitaries thanking and honoring Dr. Mora and the college for the donation of books. The video showed the families crowding around the stacks of boxed books.

Dr. Mora said Professor Atsu-Swanzy's life is an example of the American dream. He went back to take care of the village where he grew up. "The college is proud of John for his humanitarian efforts," said Dr. Mora.

Professor Atsu-Swanzy thanked Dr. Mora for his comments.

Secretary's Note: After Professor Atsu-Swanzy, Dean Wilinski and Ms. Khattiya took pictures with Dr. Mora, they left the meeting.

VII. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

Chairperson Talvacchia asked if there were any comments from the public.

VIII. CONSENT AGENDA ITEMS

Chairperson Talvacchia asked if there were any consent agenda items to be removed from the resolutions list to be discussed individually.

Mr. Boyer noted that the "Motion to Accept" the policies should not be on the consent agenda.

Mr. Boyer moved and Dr. Dworsky seconded that the Resolutions List be amended.

ROLL CALL: AYES, NO NAYS

Secretary Hines read the remaining consent agenda items as follows: Res. #30, Res. #32, Res. #33, Res #33A., Res. #34, and Res. #36.

Secretary's Note: Res. #27A was removed from the consent agenda and adopted earlier in the meeting.

Chairperson Talvacchia stated, "If there is no objection, these resolutions will be adopted."

Mr. Boyer moved and Dr. Dworsky seconded the following:

Res. #30

Regular minutes for October 28, 2008

Res. #32 Rev.

It is respectfully recommended, by the President, that the board approve the following:

Appointments

Dharmesh Dave, Program Developer/Coordinator Continuing Education, at an annual salary of \$39,322, effective November 26, 2008.

Patricia McFadden, Senior Nursing Lab Manager & Simulation Coordinator, at an annual salary of \$47,193, effective November 26, 2008.

Mary Wunnenberg, Assistant Professor, Nursing, at an annual salary of \$47,747, effective January 20, 2009.

Res. #33

It is respectfully recommended that the Board of Trustees approve the following:

Open Quote 48	Professional Architectural Services – Library Renovation/ Perishable Storeroom Addition (Chapter 12 FY'08 Funds)	\$ 64,869.00
	Blumberg Associates Atlantic City, NJ	
Open Quote 50	Printing, 2009 Continuing Education Guides, (FY'09/10 Non- Credit Operational budget)	\$ 24,927.23
	A.F.L. Web Printing Voorhees, NJ	
Open Quote 51	Professional Consulting Services, Solar Energy Project Green Initiatives	\$ 67,000.00
	Gabel Associates Highland Park, NJ	
Bid 1695	Ethernet Wide Area Network Services, three-year contract, (FY'09-FY'12 Information Operations budget), *plus monthly federal surcharges	*\$359,820.00
	Comcast Moorestown, NJ	
Bid Exempt 558	Software Licensing – Microsoft Campus, (FY'09/10 Information Technology Services Operational)	\$ 34,884.30

Educational Resources
Elgin, IL

Res. #33A

It is respectfully recommended that the Board of Trustees approve the following:

WHEREAS, New Jersey State Contract Law 18A64A-25.10 gives authority for the College to enter into joint purchasing agreements with the governing bodies of any municipality or county and or with other institutions of higher education, and

WHEREAS, the College has determined that it would be advantageous to join with Atlantic County to participate in the South Jersey Power Cooperative in order to obtain the best pricing for Natural Gas, and

WHEREAS, on August 21, 2008 Camden County, the lead County for the South Jersey Power Cooperative, received bid for the purchase of the commodity Natural Gas for a three (3) year period from December 2008 to November 2011, and

WHEREAS, the winning bid for accounts with usage of 5,000 therms or more annually was Woodruff Energy of Bridgeton, NJ 9 (see attached) with a Natural Gas commodity rate of \$11.023 per dekatherm, which includes a 7% energy tax required by the State of NJ and a utility line loss rate of 2.8% for South Jersey Gas, and

WHEREAS, this represents an approximate price increase of 4.5% (1.7 % for the gas, 2.8% SJ Gas utility line loss fee) over gas rates paid by the College on the last Co-op Contract, but provides a flat rate for the next (3) years and

WHEREAS, a contract was not awarded for SJ Gas Accounts with annual consumption less than 5,000 therms because the lowest bid price was not lower than the utility's Basic Gas Supply Services price.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College authorizes the College to enter into an agreement for natural gas with Woodruff Energy for College accounts with usage of 5,000 therms or more annually per the terms and conditions of the South Power Cooperative and

BE IT FURTHER RESOLVED that accounts with usage of 5,000 or less will stay with our current utility company, South Jersey Gas.

Res. #34

WHEREAS, in May 2006 the Board of Trustees approved the Microsoft Certified Systems Engineer (MCSE) Option in Technical Studies, Associate in Applied Science degree, and

WHEREAS, students who matriculate in the option would transfer in 25 Technical Core credits from ACCC's Continuing Education MCSE program along with proof of passing Microsoft's MCSE program along with proof of passing Microsoft's MSCE certification examination, and

WHEREAS, ACCC's Continuing Education Department has discontinued the MCSE program due to declining enrollments, and they now offer a program in Microsoft Certified IT Professional (MCITP), and

WHEREAS, the Curriculum Committee, on October 23, 2008, approved changing the name of the Microsoft Certified Systems Engineer (MCSE) Option in Technical Studies to Microsoft Certified IT Professional Option in Technical Studies, Associate in Science degree.

THEREFORE, BE IT RESOLVED that the Board of Trustees approve the name change to Microsoft Certified IT Professional, Option in Technical Studies, Associate in Applied Science degree effective Fall 2009.

Res. #36

RESOLVED: At a public meeting of the Board of Trustees to be held on December 16, 2008, that pursuant to Section 7 and 8 of the "Open Public Meetings Act," the following subject(s) may be discussed in an executive session of the Board of Trusts closed to the public:

personnel and litigation

It is presently anticipated that the items mentioned in this resolution can be disclosed to the public within three months.

ROLL CALL: AYES, NO NAYS

IX. REPORTS OF COMMITTEES AND ADMINISTRATION AND OTHER RESOLUTIONS

A. Budget, Finance and Audit Committee: *Financial Report* – Dr. Dworsky asked Dean Cathie Skinner to present the Financial Report, Executive Summary, October 31, 2008.

Dean Skinner stated that the Preliminary Fiscal Year 2008-2009 year-to-date data summarized in the Board Summary Report for the four months ended October 31, 2008 indicate a margin of \$4,846,797. The college has earned 45.52% of budgeted revenues and expended 32.88% of budgeted expenses (which included encumbrances).

At this point, based on a three year moving average of prior year actual and Fiscal Year 2008-2009 current year-to-date actual, management projects the college will attain the budgeted Fiscal 2008-2009 margin dependent on credit enrollments in the spring.

Chairperson Talvacchia asked if there were any questions.

Dr. Dworsky moved and Ms. Long seconded acceptance of the financial report.

ROLL CALL: AYES, NO NAYS

Secretary's Note: Res. #35, Designation of Banking Depositories/Funds Transfer Agreements was approved at the reorganization meeting earlier.

The November 18, 2008, Budget, Finance and Audit Committee minutes are attached.

B. ACCC Foundation Committee: Mr. Parker read the attached ACCC Foundation Board Report for November 28, 2008.

C. Academic & Student Affairs Committee: Mr. Reynolds gave highlights of the attached November 19, 2008, Academic and Student Affairs Committee meeting minutes. He stated that Dean Carmen Royal reported on the impending impact of the Higher Education Reauthorization Act.

Dr. Mora said that the college is experiencing enrollment growth and is exploring several programs to sustain enrollment.

D. Diversity & Equity Committee: Ms. Torres gave the report of the Diversity and Equity Committee meeting on November 20, 2008 (see attached). She reviewed a report from the Community Advisory committee meeting focusing on the upcoming projects.

E. Long-Range Planning and Capital Projects Committee: Dean Perniciaro gave the Long-Range Planning and Capital Projects Committee report on their November 17, 2008, meeting (see attached). He updated the information on Open Quote 48, Professional Architectural Services – Library Renovation/Storeroom Addition. He noted that possible expansion projects for WACC and CMCC would be investigated by designated committee members and presented to the Board for approval in a couple of months. He said that work to upgrade the gymnasium will soon be advertised. The construction timeline will ensure the gym is available as a backup location for commencement and is ready for next fall's basketball season. The gym renovation will be supported by the \$2 million fund balance transfer.

F. Personnel Committee: Mr. Evans said that the committee approved Resolution #32 Rev. to present on the consent agenda.

Mr. Evans asked for a motion to accept the policies—Board of Trustees Policy #12, General Administration Policies #502, #504, #506, #508, #509, #510, and #511; and Facilities Management Policy #912.

Mr. Boyer moved and Ms. Long seconded the motion for acceptance.

The Board unanimously accepted the policies.

The Personnel Committee November 17, 2008, minutes are attached.

G. President's Report: Dr. Mora stated that the remaining items on his report are the Association of Community College Trustees Annual Conference; College Relations awards from the National Council for Marketing and Public Relations; the Educational Opportunity Fund Champion Award and the Chelsea Neighborhood Association Award for Outstanding Service to the Community he received; scholarship donations from Sturdy Savings Bank and South Jersey Industries School Counts!, Ms. Williams' achievement and the Board Activity Update.

Dr. Mora, Ms. Williams, Dr. Dworsky and Mr. Evans attended the ACCT Annual Conference and led panel discussions. Dr. Dworsky, Mr. Evans and Dr. Mora spoke on "How Boards of Trustees can

Ameliorate the Impact of Student Poverty on Access.” Ms. Williams spoke on “National Legislative Trends in Community Colleges and Their Impact on Governing Boards.”

Mr. Evans said that the conference was a great experience. There were over 1,000 people for the three-day conference. Their panel discussion focused on student poverty on access and related to the Diversity and Equity Committee and the Male Retention Program and the commitment of this Board and President Mora in dealing with the people we serve and those with the greatest need. He noted that their panel was well attended and they were proactive too.

Dr. Dworsky said she focused mostly on Board development and how we have grown over the course of several years. She focused on advocacy, reaching out through different activities such as the restaurant gala and golf tournament to influence the community and its mission. “There was a nice exchange which started out a little formal and quickly became a nice dialogue,” said Dr. Dworsky.

Mr. Boyer said the college should request that they discuss disaster recovery at the next ACCT conference.

Dr. Mora said that this is one of the campus initiatives, and we have a lot in place at the college.

Dr. Mora stated as an aside that Dr. Noah Brown, ACCT CEO/Executive Director, will be the college’s 2009 commencement speaker.

Dr. Mora asked Dean Gentile to speak on an external recognition piece for the College Relations Department.

Dean Gentile deferred to Ms. Corbalis, Executive Director of College Relations.

Ms. Corbalis said that she was proud of her staff for their work, noting all members of the department had a hand in one or more of the awards. They received the District 1 Medallion Awards for: Public/Community Relations Project; Logo Design; Feature Article/General News Story, One-Time Special Event, Wildcard Entry, Media Success Story and Photograph. She noted that next year the convention will be in Atlantic City and ACCC will be the host college and will showcase the area.

Dr. Mora stated that the College Relations Department has a tradition of being recognized and demonstrates a pattern of excellence.

The Educational Opportunity Fund Champion Award was given to Dr. Mora. He was recognized for “having earned the collegial respect and admiration of the campus EOF program by demonstrating

dedication . . . and general commitment to the spirit and intent of EOF.” Dean Carmen Royal stated that this is a unique award because the staff decides who will receive the award. Each EOF staff member nominated Dr. Mora for the award.

Secretary’s Note: Mr. Melchiorre left the meeting at 8:40 p.m. and returned in 5 minutes.

Dean Gentile spoke on the donation by Sturdy Savings Bank of \$1,000 to scholarships for Cape May County students.

South Jersey Industries donated \$27,400 to the college from its customer donations to fund School Counts! which provides scholarships to help students attend the college.

Dr. Mora recognized Ms. Williams for being re-elected to the ACCT Professional Board Staff Network as Northeast Regional Member at Large and elected as Executive Board designee.

Ms. Williams gave the Board Activity Update and noted it is on the college’s web page for review.

X. OTHER BUSINESS

Chairperson Talvacchia asked if there was any other business.

Dr. Dworsky noted that the Comprehensive Annual Financial Report, Fiscal Year Ended June 30, 2008, was distributed to the Board members.

XI. COMMENTS FROM PUBLIC

Chairperson Talvacchia asked if there was any comment from the public.

XII. ADJOURNMENT

On motion of Mr. Boyer and second by Mr. Reynolds the regular session was adjourned at 8:49 p.m., in the Board Room, J-202, at the main campus, Mays Landing, NJ.

Respectfully submitted,

BettyAnn Inloes Hines
ACCC Board Secretary