

I. CALL TO ORDER REGULAR SESSION

On Tuesday, April 22, 2008, at 7:00 p.m. Chairperson Robert Boyer called to order the regular session.

II. STATEMENT OF ADEQUATE NOTICE

In compliance with the "Open Public Meeting 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 April 11, 2008.

III. FLAG SALUTE

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

IV. ROLL CALL

College Personnel

Lynn G. Baumgardner
Robert J. Boyer
Judy Cole
Terrence J. Crowley
Dr. Elizabeth A. Dworsky
David A. Evans
Brian G. Lefke
Mary B. Long
Andrew W. Melchiorre
Maria Ivette Torres
Helen W. Walsh

Dr. Peter Mora
Kathy Corbalis
Patricia Gentile
Dr. Richard Perniciaro
Dr. Joseph Rossi
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 Co. Treasurer & CFO

V. CALL TO ORDER EXECUTIVE SESSION

Chairperson Boyer said there was no need for an executive session.

VI. REGULAR SESSION

Chairperson Boyer stated that before the regular session, we would have two presentations from the President's Report—Beacons by the Sea Visiting Professor Program and the NJ State Assembly resolution for several Board members.

Dr. Mora asked Dean Wexler, Senior Dean, Academic Affairs, to give an overview of the Beacons by the Sea Visiting Professor Program.

Dean Wexler stated that the program started this spring 2008 semester with funding from an endowment of the lighthouse sales and a generous donation from the ACCC Foundation. The first department chosen was Arts and Humanities, Cheryl Knowles-Harrigan serves as the department chairperson. Mr. Richard "Dick" Sheeran, well-known broadcast journalist and news anchor, was chosen as the first Beacons by the Sea Visiting Professor.

Dr. Mora introduced Mr. Sheeran and asked him to comment on his experiences in the classroom.

Mr. Sheeran said that his experience was super and he received nothing but help, warm welcomes and a positive attitude while at the school. He said that the students are terrific. "Communication is really important and more is needed in terms of education on media because we live in a media drenched society," said Mr. Sheeran. His advice to the next visiting professor was "to jump right in." He thanked Professor Knowles-Harrigan and Dean Wexler for their support.

Dr. Mora thanked Mr. Sheeran for his remarks and stated this information was very encouraging for the program.

Mr. Sheeran said that he was open for any questions.

Dr. Dworsky asked Mr. Sheeran what the most difficult thing was about his class.

Mr. Sheeran said it was the generation gap brought on by the digital age.

Several questions were asked about some suggestions of how we compete with the digital age and how we get young students to know what we are dealing with through the media.

Mr. Sheeran said that generational differences should be built into the course, adding that we deal with media no matter what the students are studying. The students live on the internet and that should be taken into consideration so we coach them that it is a two-edged sword. A lot of information is misleading, and they should learn to be skeptical but not cynical. We must learn to deal with this age of technology. Mr. Sheeran stated that the media scene is too much opinion and analysis and not enough reporting. The media is on 24/7 and "there are no gatekeepers on the internet" as opposed to traditional

media where there have always been editors to make sure information is correct. He noted that the schools have a challenge.

The Board and attendees applauded Mr. Sheeran for his message.

Dean Wexler thanked Mr. Sheeran for his remarks and acknowledged Professor Knowles-Harrigan for helping to get the Beacons by the Sea Visiting Professor program off the ground.

Dean Wexler shared that the idea of a visiting professor was born out of the notion that we could bring into our community individuals who have established themselves in a profession in a scholarly way and academically present them to students, faculty and the community--thereby extending the mission of our institution in a collaborative way. The nine departments were ranked alphabetically. Next year the Business Department will be choosing a visiting professor perhaps looking at a prominent person in the legal profession.

Secretary's Note: Pictures were taken of Mr. Sheeran, Professor Knowles-Harrigan, Dean Wexler, Chairperson Boyer and Dr. Mora. After the pictures were taken, Mr. Sheeran and Professor Knowles-Harrigan left the meeting.

President Mora spoke about the Board Development recognitions from Atlantic County Assemblyman Vince Polistina. Five Board members—Boyer, Dworsky, Evans, Long and Talvacchia—were awarded the Atlantic County Assembly resolution in recognition of their service as Trustee Ambassadors.

Secretary's Note: Pictures were taken of the five Board members, Chairperson Boyer and Dr. Mora.

Chairperson Boyer thanked the specific Board members for getting involved. He was pleased with their commitment even though they had business responsibilities.

Chairperson Boyer called the regular session to order.

VII. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

None

VIII. CONSENT AGENDA ITEMS

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

Chairperson Boyer asked Secretary Hines to read the consent agenda items on the resolutions list.

Secretary Hines read the consent agenda items as follows: Res #78, Res. #80, Res. #80A, Res. #81, Res. #82, Res. #83, and Res. #85.

Chairperson Boyer stated, "If there is no objection, these items will be adopted."

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

Res. #78

The minutes for March 25, 2008.

Res. #80

It is respectfully requested, upon the recommendation of the President, that the Board approve the following:

Promotions

Gerri Black, from Assistant to Associate Professor of English, effective September 1, 2008, with a *salary increase from \$53,292 to \$58,396

Richard Gibbons, from Assistant to Associate Professor of History and Government, effective September 1, 2008, with a *salary increase from \$51,287 to \$56,291

Dr. James MacNair, from Associate Professor to Professor of Sociology, effective September 1, 2008, with a *salary increase from \$56,321 to \$63,524

Sabbatical Leaves

Christina Cavage, Associate Professor of English as a Second Language and Chairperson, ESL and Modern Languages Department, a one-semester leave for Spring 2009, at full salary.

Susan DePhilippis, Assistant Professor of ESL, a one-semester leave for Fall 2008, at full salary.

**These salary adjustments include a collectively negotiated, across-the-board \$2,323 increase, effective July 1, 2008.*

Res. #80A

WHEREAS, Mary Lou Breitzman has served Atlantic Cape Community College faithfully and professionally since January 1998, and

WHEREAS, Ms. Breitzman displayed her outstanding devotion to duty by earning numerous Perfect Attendance Awards, and

WHEREAS, the respect and appreciation she has earned from her colleagues was exemplified when Ms. Breitzman was recently named Employee of the Quarter, and

WHEREAS, as a Specialist in the Bursar's Office, Ms. Breitzman's courteous and knowledgeable service provided countless ACCC students with patient and comprehensive advice and information they needed to successfully navigate the registration and tuition payment process, and

WHEREAS, the Egg Harbor City resident has expressed her desire to retire from Atlantic Cape Community College.

THEREFORE BE IT RESOLVED, upon the recommendation of the President, that the Board approve the retirement of Mary Lou Breitzman, effective June 27, 2008.

BE IT FURTHER RESOLVED, that the Board extends its best wishes to Mary Lou and Charles Breitzman for many happy and healthy retirement years together.

Res. #81

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

Bid Exempt 540	Adult Ed Grant (FY'08)	\$58,315.16
	Cape May County Technical Cape May Court House, NJ Literacy Volunteers Pleasantville, NJ Pleasantville Public Schools Pleasantville, NJ	\$34,547.74 11,021.57 <u>12,745.85</u>
Bid Exempt 541	State Contract, Dell Computers, (FY'08 Operational, Academic Affairs)	\$23,224.28
	Dell Computer Corp. Round Rock, TX	
Bid Exempt 542	State Contract, Apple Computer, (FY'08, Perkins Grant)	\$29,125.00
	Apple Computer Atlanta, GA	

Res. #82

WHEREAS, the New Jersey Department of Labor is accepting applications for the FY09 Adult Basic Skills Grant Program and Integrated English Literacy and Civics Grant Program that supports instruction in order to enable adults to acquire the skills necessary to improve their adult basic skills and literacy skill levels in reading, writing, and in speaking the English language, and

WHEREAS, the college is proposing to assist these adult learners acquire adult basic skills and English literacy skills by (see attached):

- providing adults sufficient basic education to enable them to benefit from placement in, retention in, or completion of postsecondary education,
- providing opportunities to promote secondary and postsecondary education,
- promoting family literacy,
- promoting professional development for program staff, and

WHEREAS, the benefit to the college will be to improve, expand, and promote adult basic skills and literacy for ESL students, and

WHEREAS, the amount of the grant is \$900,000 (maximum) for one year from July 1, 2008 through June 30, 2009.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to apply for the New Jersey Department of Labor FY09 Adult Basic Skills Grant and Integrated English Literacy and Civics Education Grant from July 1, 2008 through June 30, 2009, for the amount of \$900,000 (maximum).

Res. #83

WHEREAS, Atlantic County is accepting applications for Youth Career Advancement Project grant that provides skill training for out-of-school youth that leads to credentials and employment, and

WHEREAS, the college is proposing to provide allied health occupational skill training for up to 20 out-of-school youth in Atlantic and Cape May counties who are low-income and have barriers to employment, and

WHEREAS, ACCC partners with healthcare providers in seeking solutions to workforce shortages while assisting young adults to achieve optimal success (see attached), and

WHEREAS, the maximum amount of the grant is \$250,000 for 2008/2009 from July 1, 2008 through June 30, 2009.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to apply for the Youth Career Advancement Project grant from July 1, 2008 through June 30, 2009 for a maximum of \$ 250,000.

Res. #85

RESOLVED: At a public meeting of the Board of Trustees to be held on May 27, 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, ABSTENTION (Mr. Crowley abstained on Res. #81 and Res. #82)

Secretary's Note: Mr. Melchiorre left the meeting at 7:45 p.m. and returned at 7:55 p.m.

IX. REPORTS OF COMMITTEES AND ADMINISTRATION AND OTHER RESOLUTIONS

A. **Budget, Finance and Audit Committee:** *Financial Report* – Dr. Dworsky asked the Board to refer to the Board of Trustees Financial Report Executive Summary as of March 31, 2008.

Dr. Dworsky stated that the preliminary Fiscal Year 2007-2008 year-to-date data summarized in the Board Summary Report for the nine months ended March 31, 2008 indicates a margin of \$7,174,919. The college has earned 91.63% of budgeted revenues and expended 71.91% of budgeted expenses (which included encumbrances).

Based on three year moving average of prior year actuals and Fiscal Year 2007-2008 current year-to-date actuals, management projects a positive margin for Fiscal Year 2008.

Dr. Dworsky moved and Ms. Long seconded acceptance of **Resolution #79**, Board of Trustees Financial Report for March 31, 2008.

ROLL CALL: AYES, NO NAYS

7871.

Dr. Dworsky stated that Dean Skinner continues to monitor the budget on a daily basis.

Dr. Dworsky asked Ms. Sampson to read Res. #81A.

Ms. Sampson read and gave detailed information on Res.#81A.

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

Res. #81A

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

Bid 1685	Kitchen Equipment, Academy of Culinary Arts FY'08 and Cafeteria contracted services	\$ 57,233.40
	Don Urie Associates Vineland, NJ	\$39,279.00
	Edward Don & Co. Mt. Laurel, NJ	<u>17,954.40</u>

Chairperson Boyer asked if there was any discussion.

ROLL CALL: AYES, NO NAYS

Dr. Dworsky stated that the Budget, Finance and Audit Committee had discussions concerning the college's auditing services. She noted that Mr. Talvacchia was unable to attend the meeting to discuss the renewal of the contract with the auditing firm, Bowman and Company. She noted that they have done a good job and the college is very pleased with their services. The committee will meet again concerning this and also explore capping the contract years with an audit firm.

The Budget, Finance and Audit Committee April 15, 2008, minutes are attached.

B. ACCC Foundation Committee: The ACCC Foundation Committee Board Report for April 22, 2008, (see attached) was read by Mr. Lefke.

Chairperson Boyer thanked Mr. Lefke for his report.

C. Academic & Student Affairs Committee: Mr. Torres read the Academic and Student Affairs Committee April 16, 2008, minutes (see attached).

Ms. Torres read Resolution #84 and Dr. Dworsky seconded the following;

Res. #84

WHEREAS, Richard "Dick" Sheeran, well known broadcast journalist and news anchor, has actively served the Atlantic Cape Community College family as the first annual Beacons by the Sea Visiting Professor, and

WHEREAS, under the visiting professor program, he taught Introduction to Mass Media and Special Topics in News Writing- Broadcast Journalism during the spring 2008 semester and conducted faculty development and community-based activities, and

WHEREAS, during his distinguished career, he covered such ground-breaking stories as the approval of Atlantic City casino gaming, the Pope John Paul II visit to Philadelphia in 1979, and the funeral of Princess Grace of Monaco, and

WHEREAS, he exemplifies the values that Atlantic Cape Community College seeks to instill in its graduates.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College grants an honorary associate in science degree to Richard "Dick" Sheeran in recognition of his admirable service and lasting contributions to the education and welfare of the citizens of New Jersey and the greater tri-state area.

It was noted that this resolution will be awarded at commencement on May 29.

Chairperson Boyer asked if there was any discussion.

ROLL CALL: AYES, NO NAYS

D. Diversity & Equity Committee: The committee did not meet this month.

E. Long-Range Planning and Capital Projects Committee: Ms. Walsh mentioned that there was a copy of the Long-Range Planning and Capital Projects Committee April 14, 2008, meeting minutes (see attached) in the Board pad folios. She gave highlights of the report.

Chairperson Boyer asked if there were any questions and thanked Ms. Walsh for her report.

F. Personnel Committee: Mr. Evans gave highlights of the April 14, 2008, Personnel Committee meeting (see attached).

G. President's Report: (continued) Ms. Williams reported on Community College Ambassador Day on March 3 at the Statehouse. ACCC's Trustee and STARS Ambassadors lobbied legislators on state funding. Honored in a state resolution were: students Henry Ramirez and Sandra Hurd and Trustees Robert Boyer, Dr. Elizabeth Dworsky, Dave Evans, Mary Long and Nick Talvacchia.

Ms. Williams noted the upcoming Board activities—April 23 - Wildwoods Business at the Beach Expo Featuring Dick Sheeran, April 25 – Regional Economic Development Summit, April 28 – NJCCC Trustee Seminar May 8 – institute for Service Excellence One-Year Anniversary Reception, May 9 – Employee Service Awards, May 15 - USIAC Archery Tournament Opening Ceremony, May 20 – NJCCC Trustee Ambassador Conference Call, May 22 – Health Professions Institute Ribbon Cutting Ceremony, and May 29 – Commencement.

X. OTHER BUSINESS

Chairperson Boyer thanked Mr. Melchiorre for his suggestion of giving the monthly committee minutes to all Board members before the Board meeting.

Ms. Walsh informed the Board that she received a CD featuring Mr. Richard Chait on board development from the NJ Council of County Colleges about a month ago. She stated that it is a wonderful CD in line with the Board's discussion on board development. It is easy listening and covers many interesting things. She highly recommended the CD and said that it is excellent.

Secretary's Note: The CD is part of the college's Trustee Resource Center collection.

Ms. Long mentioned that the Atlantic City Press contained a front page article on the NJ STARS program.

Secretary's Note: After the Board meeting, Chairperson Boyer wanted to note in the minutes that the Board received a note of thanks from Ms. Sara Turner, ACCC employee, for a dish garden received during her time of bereavement.

XI. COMMENTS FROM PUBLIC

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

XII. ADJOURNMENT

On motion of Mr. Melchiorre and second by Dr. Dworsky the regular session was adjourned at 8:02 p.m. in Room 113, Cape May County Campus, 341 Court House South Dennis Road, Cape May Court House, NJ.

Respectfully submitted,

BettyAnn Inloes Hines
ACCC Board Secretary