

I. CALL TO ORDER REGULAR SESSION

On Tuesday, July 22, 2008, at 7:03 p.m. Chairperson Robert J. 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 July 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

Lynn G. Baumgardner
Robert J. Boyer
Dr. Elizabeth A. Dworsky
David A. Evans
Dr. Daniel G. Loggi
Nicholas F. Talvacchia
Maria Ivette Torres
Helen W. Walsh

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 Co. Treasurer & CFO
Linda Dolan, ACCC employee
Debbie Fricker, AC Family Support Organization
Alex Kopramar, ACCC employee
Jean McAlister, ACCC employee
Charles McNeal
Muriel McNeal, ACCC student

V. CALL TO ORDER EXECUTIVE SESSION

Chairperson Boyer stated that an executive session would be held after the regular Board meeting.

VI. REGULAR SESSION

Chairperson Boyer informed the Board that Dr. Mora would be presenting part of his President's Report now.

Dr. Mora informed the Board that the following two presentations would involve college employees, students and members of two different programs—Atlantic Cape Safe Youth Partnership (ACSYP) and Career Ladders--that we collaborate with.

Dr. Mora asked Dean Gentile to give information on the creation of the Atlantic Cape Safe Youth Partnership.

Dean Gentile stated that ACSYP is funded by a grant from the Department of Health and Human Services, Administration for Children and Families, Compassion Capital Fund Communities Empowering Youth program and is a collaborative project of The Richard Stockton College of NJ and ACCC (Institute for Community Development of Southern New Jersey). ACSYP builds organizational capacity in agencies, civic and faith based organizations that work to address various youth issues in Atlantic and Cape May counties. The training, consultation and technical assistance is free to partner organizations and available at a reduced or no fee to other community organizations. "This grant will help these organizations be more prosperous," said Dean Gentile.

Ms. Jean McAlister, Associate Dean, Continuing Education Operations, who oversees the project, gave a PowerPoint presentation of the ACSYP grant. She introduced the individuals involved with the project: Ms. Linda Dolan, ACCC part-time grant writer; Mr. Alex Kupriyov, Continuing Education Instructor, and Ms. Debbie Fricker, Financial Administrator, Atlantic Cape Family Support Organization. Dean McAlister said, "This is a collaborative effort where students also come together in a partnership to support the Atlantic Cape Family Support Organization. The grant supports the college mission and provides superior academic training. This grant enables the college to respond to the community and give back."

Ms. Dolan gave a PowerPoint overview of the ACSYP three-year grant which was awarded in September 2006 for \$730,000. This grant was collaborative rather than competitive and its purpose was to build the organizational capacity and sustainability of the funded organization. Some of the accomplishments to date are the completion of seven workshops and training, partnership agency organizational assessments, community needs assessment, establishment of the Foundation Center Resource Library (located at the

United Way), two conferences with future conferences planned and technical assistance provided with other nonprofit partner agencies. Over 350 individuals have attended these trainings.

Mr. Alex Kuprianov, ACCC Continuing Education instructor, spoke about the services and interaction the college provides for the various partnerships.

Ms. Fricker spoke of the positive impact the services provided by the grant have had on her agency crediting it with upgrading the organization's technology infrastructure and providing staff training on how to operate and maintain new computer systems and hardware. She thanked the Board for its support of the program.

Dr. Mora thanked Dean McAlister and the speakers for their presentations.

Dr. Mora asked Dean Wexler to give information on the Third Annual Career Ladders Graduation presented by the NJ Department of Human Services Office of Human Resources Operational Excellence and the NJ Community College Consortium for Workforce and Economic Development.

Dr. Wexler said that the NJ Department of Human Services Career Ladders training is a noncredit to credit articulation delivered in a model that had been thoroughly evaluated by the Social Science Department and approved through the Curriculum Committee. Students who successfully completed the DHS training modules are awarded up to 12 academic program credits upon enrolling in our Human Services AS degree program. Of the over 100 students completing the DHS training statewide (via seven community colleges), 15 students attended ACCC.

Dr. Mora introduced Ms. Muriel McNeal of Woodbine as a current Career Ladders graduate and her husband, Charles. Dr. Mora asked Ms. McNeal to share a few words about the program.

Ms. McNeal thanked the Board for inviting her to the meeting. She shared how the program changed her life and that the program provided a true ladder to success for its participants.

Dr. Mora said that Ms. McNeal represented the class well and asked if there were any questions for Ms. McNeal from the Board.

Secretary's Note: Pictures were taken of Ms. McNeal, Chairperson Boyer and Dr. Mora.

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.

There was some concern by the Board members of approving the minutes if they did not attend that Board meeting.

Counsel Greco shared that the trustees can approve minutes of meetings they did not attend so long as they were provided the minutes for review.

Secretary Hines read the consent agenda items remaining as follows: Res. #1, Res. #93, Res. #5, Res. #6, Res. #7, Res. #8, Res. #9, Res. #11 and Res. #12.

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

Mr. Talvacchia moved and Dr. Dworsky seconded the consent agenda items as follows:

Res. #1

Regular minutes for June 24, 2008

Res. #93

Executive and regular session minutes for May 27, 2008

Res. #5

WHEREAS, on May 22, 2007, the college approved Resolution #95 to apply for the New Jersey State Council on the Arts Space Bank Project, and

WHEREAS, ACCC will support an online database for a variety of arts uses, and

WHEREAS, ACCC will host a website, provide technical support and maintain a database for facilities in southern New Jersey to upload their information (see attached), and

WHEREAS, the amount of the proposed contract is \$18,000.00 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 accept a grant from the New Jersey State Council on the Arts from July 1, 2008, through June 30, 2009 for \$18,000.00.

Res. #6

WHEREAS, on April 24, 2007, the college approved Resolution #83 to apply for the Atlantic County Out-Of-School Youth Services grant that provides skill training for Out-Of-School Youth that leads to credentials and employment, and

WHEREAS, the college was awarded a grant to provide occupational skill training for out-of-school youth, ages 18 to 21, in Atlantic and Cape May counties who are low-income and have barriers to employment, and

7900.

WHEREAS, ACCC will partner with regional employers in seeking solutions to workforce shortages while assisting young adults to achieve optimal success, and

WHEREAS, the awarded amount of the grant is \$90,000.00 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 accept the Atlantic County Out-Of-School Youth Services Grant from July 1, 2008, through June 30, 2009, for \$90,000.00.

Res. #7

WHEREAS, on April 24, 2007, the college approved Resolution #83 to apply for the Atlantic County In School Youth Services grant that provides skill training for In School Youth that leads to credentials and employment, and

WHEREAS, Atlantic County solicited applications for In School Youth Services that provides skill training for In School Youth that leads to credentials and employment, and

WHEREAS, the college was awarded a grant to provide customer service skills training for students at Oakcrest High School, and

WHEREAS, ACCC will partner with Oakcrest High School to deliver National Retail Federation curriculum, and

WHEREAS, the awarded amount of the grant is \$ 60,000.00 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 accept the Atlantic County In School Youth Services Grant from July 1, 2008 through June 30, 2009 for \$ 60,000.00.

Res. #9

WHEREAS, the New Jersey Department of Labor and Workforce Development (DOLWD) is soliciting applications to fund incumbent worker training, and

WHEREAS, the DOL funds training for incumbent workers in Technology, ESL, Workplace Communications, and

WHEREAS, ACCC will partner with casinos to deliver training to their employees (see attached), and

WHEREAS, the amount of the proposed contract is \$481,950 for 2008/2009 from July 4, 2008 through July 3, 2009.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to accept a Customized Training Contract with the New Jersey Department of Labor and Workforce Development from July 4, 2008 through July 3, 2009, for \$481,950.

Res. #11

AUTHORIZING ATLANTIC CAPE COMMUNITY COLLEGE TO MAKE APPLICATION TO THE NEW JERSEY CLEAN ENERGY PROGRAM (NJCEP) FOR REBATES AND THE SOLICITATION OF BIDS FOR PHOTOVOLTAIC SYSTEMS FOR IDENTIFIED CITY BUILDINGS

7901.

WHEREAS, it has been determined that it may benefit the college to purchase and install photovoltaic systems on targeted buildings for the purpose of generating electric power by solar energy, and

WHEREAS, the New Jersey Clean Energy Program (NJCEP) has rebates which are intended to reduce the costs for new renewable energy systems, which encouraging investment in the technologies, and

WHEREAS, the NJCEP guidelines require public sector projects to solicit bids for installation of such photovoltaic systems in order to apply for rebates and so that they can determine the final costs associated with their projects (see attached).

NOW THEREFORE BE IT RESOLVED by the Atlantic Cape Community College Board of Trustees, that it authorizes the college to execute applications with NJCEP for grants for construction and to solicit bids for Photovoltaic Electricity Generation Systems for certain campus buildings.

BE IT FURTHER RESOLVED that it is the intend of the college to solicit bids for photovoltaic electricity generating systems for targeted buildings upon notification by NJCEP that it has committed the requested equipment grants with the further intent of having a formal contract within 180 days and construction completed within one year

Res. #12

RESOLVED: At a public meeting of the Board of Trustees to be held on September 23, 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, TWO ABSTENTIONS, NO NAYS (Ms. Torres and Ms. Walsh abstained on Res. #93)

IX. REPORTS OF COMMITTEES AND ADMINISTRATION AND OTHER RESOLUTIONS

A. Budget, Finance and Audit Committee: *Financial Report* – Dr. Dworsky stated that Res. #2 is a draft of the June 30, 2008 Financial Statement as of July 10, 2008, and little has changed from the previous month.

Dr. Dworsky asked Dean Skinner if she had any comments.

Dean Skinner stated that management expects revenue to exceed expenses by approximately 2.5 million dollars noting that the fiscal year closing is in process and adjustments are being made which may have a material effect on the college's financial position.

Dr. Dworsky noted that the Finance Policies #600 to #606 were reviewed by the auditors, Bowman and Company. The Board gave a unanimous voice vote of their review of the policies.

Dr. Dworsky moved and Mr. Evans seconded acceptance of a draft of the June 30, 2008 Financial Statement as of July 10, 2008.

ROLL CALL: AYES, NO NAYS

7902.

The Budget, Finance and Audit Committee meeting minutes for July 15, 2008, are attached.

Dr. Dworsky asked Ms. Sampson to read and explain Res. # 4 Revised.

Ms. Sampson read and explained Res. #4 Revised.

Dr. Dworsky thanked Ms. Sampson and asked if there were any questions.

Ms. Walsh asked, "What is the NJ Virtual Community College Consortium?"

Dean Wexler stated that the NJ Virtual Community College Consortium is a major resource for NJ community college students to enroll in online courses throughout the sector. In addition, students benefit in their efforts to transfer to NJ colleges through the availability of the "NJ Transfer" data bank. This same technology also supports the NJ Council of the Arts space bank.

Dr. Mora said that the membership fees are based on the size of the institution.

Mr. Talvacchia moved and Ms. Baumgardner seconded the following:

RES. #4 Revised

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

Bid Exempt 545	State Contract – Fuel Oil & Gasoline, (FY'09 Facilities Operational) Pedroni Fuel Oil Vineland, NJ	\$104,500.00 (not to exceed)
Bid Exempt 546	Library Books and Materials, (FY'09 Library Operational) Baker & Taylor Bridgewater, NJ	\$ 50,000.00 (not to exceed)
Bid Exempt 547	Adult Ed Grant, (FY'08 Expenses) Cape May County Technical School Cape May Court House, NJ	\$ 23,274.66
Bid Exempt 548	Membership, NJ Council of County Colleges, (FY'09 President Operational) NJ Council of County Colleges Trenton, NJ	\$ 49,073.00

ROLL CALL: AYES, ONE ABSTENTION, NO NAYS (Dr. Dworsky abstained)

Dr. Dworsky read Res. #8 and moved and Mr. Talvacchia seconded the following:

RES. #8

Chairperson Boyer asked if there was any discussion.

7903.

WHEREAS, the United States Economic Development Administration (EDA) is soliciting a proposal for funding a technology center in the Science, Technology, Engineering, and Math (STEM) building, and

WHEREAS, ACCC will develop a technologies studies institute in the new STEM building, and

WHEREAS, the technologies studies institute will improve the technology skills of workers and potential workers at the FAA and with FAA contractors, as well as in other regional industries, including healthcare, casinos, and hospitality (see attached), and

WHEREAS, the amount of the proposed grant is \$3,000,000 for Fiscal 2009 (forecasted).

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to apply for funding from the United States Economic Development Administration in the amount of \$3,000,000.

ROLL CALL: AYES, NO NAYS

Dr. Dworsky read Res. #10 and moved and Mr. Talvacchia seconded the following:

Res. #10

Whereas, Atlantic Cape Community College recognizes the need to update and formalize its finance and accounting practices, and

Whereas, the college seeks to establish a management policy for the college's accounts receivable to ensure careful management and efficient and effective collection of all debts owed to the college, and

Whereas, the college seeks to establish a policy for an allowance for bad debt at fiscal year end for any expected non-collections of the fiscal year's student accounts, and

Whereas, the college seeks to establish a uniform capitalization policy that complies with federal and state financial reporting requirements (see attached).

Therefore be it resolved, upon the recommendation of the President, that the Board accept Policy No. 608: Accounts Receivable Management Policy, Policy No. 609: Reserve for Allowance for Doubtful Accounts Policy, and Policy No. 610: Asset Capitalization Policy to address the aforementioned needs.

Chairperson Boyer asked if there was any discussion.

ROLL CALL: AYES, NO NAYS

A. ACCC Foundation Committee: Dean Gentile gave an overview of the July 22, 2008, ACCC Foundation Board Report which is attached. She said that once the capital campaign leadership is chosen, the cabinet will be selected. By Labor Day everything should be in place for the fall kickoff of the capital campaign. The branding study is moving along on the planning. The Board of Trustees' focus session with the Branding Consultants is scheduled for Tuesday, September 23, from 5 to 6:30 p.m. with the college's Board meeting following at 7 p.m.

B. Academic & Student Affairs Committee: Ms. Torres read the attached Academic and Student Affairs Committee July 16, 2008, minutes.

7904.

Chairperson Boyer thanked Ms. Torres for her report.

C. Diversity & Equity Committee: Ms. Baumgardner stated that the Diversity and Equity Committee did not meet this month.

She reported that the Youth College Program was on both campuses this past week. A full report will be given on this program next month.

D. Long-Range Planning and Capital Projects Committee: Dr. Loggi read the July 14, 2008, Long-Range Planning and Capital Projects minutes which are attached.

Chairperson Boyer thanked Dr. Loggi for his report.

Ms. Walsh asked if there is a New Jersey statute limiting the college on the Green Campus Initiative.

Dean Perniciaro said that New Jersey statutes limit community colleges to 10 years on contracts and agreements with power generators and solar panel investors. He stated that Ms. Sampson will follow changes in the legislation. There is a bill to extend it to 15 years but it has not been approved.

It was asked, "Is the Council of County Colleges working to get the legislation passed?"

Ms. Sampson said, "We need to request this of them."

Chairperson Boyer asked if there were any other questions.

E. Personnel Committee: Mr. Evans stated that there are no personnel resolutions this month. He reminded the Board about the Board Retreat on Thursday at the Worthington Atlantic City Campus.

Dr. Dworsky informed the Board that this was also an opportunity for them to see the new Health Professions Institute at WACC.

The Personnel Committee meeting minutes for July 14, 2008, are attached.

F. President's Report: Dr. Mora stated that he would complete his report with informational items and staff and Board member recognitions (also presented on a PowerPoint presentation).

The New Jersey Business and Industry Association magazine quoted Dr. Mora in their article on "\$1.3 million Grant Extends Basic Skills Training to Hundreds of NJ Companies and their Employees."

Dr. Mora received the Chairman's Plaque from the NJ Community College Consortium for Workforce and Economic Development and will be honored by the Chelsea Neighborhood Association in November.

In recognition of his role in the NJ Basic Skills Workforce Training Program, Mr. Sherwood LaValle Taylor, Director of the Institute for Service Excellence and Continuing Education Marketing, received the 2008

Community College Spirit Award from the NJ Council of County Colleges. Mr. Taylor was one of five community college professionals asked to work on the task force to help them reach their contract goals, which they did.

Dr. Mora asked Ms. Corbalis to speak on the National Council for Marketing and Public Relations (NCMPR) National Conference in 2011.

Ms. Corbalis reported that the NCMPR has chosen Philadelphia as the site of its 2011 national conference. ACCC will serve as a host college for the event, providing visibility and participation opportunities for the college.

Dr. Mora asked Dean Wexler to report on the NJ General Education Coordinating Committee. He thanked Dean Wexler for his time and expertise in working with the NJ General Education Coordinating Committee in the transfer articulation bill for the community colleges.

Dean Wexler said, "This bill solidifies our general education standard for a number of years. The NJ General Education Coordinating Committee is a robust team and they represent all of the community colleges."

Dr. Mora congratulated Ms. Torres on her reappointment as Chairperson of the Higher Education Student Assistance Authority (HESAA).

Ms. Torres said, "HESAA is working hard in keeping the NJ class loan program interest rate as low as possible." She reported that the NJ STARS report is due out soon.

X. OTHER BUSINESS

Chairperson Boyer acknowledged the thank you letter the college received from Dr. Richard L. McCormick, President of Rutgers University, for the photo and Careme's gift certificate he received for being the college's 2008 commencement speaker.

XI. COMMENTS FROM PUBLIC

Ms. Jane Lugo, Treasurer and Chief Financial Officer for Atlantic County, thanked Ms. Sampson and Dean Skinner for their help in developing a bonding schedule for capital projects.

Chairperson Boyer praised the efforts of the college staff and county government in working together, and he appreciated the efforts made in that area.

XII. EXECUTIVE SESSION

Chairperson Boyer said the Board would start the executive session after the adjournment of the regular session.

XIII. ADJOURNMENT

On motion of Chairperson Boyer and second by Ms. Baumgardner the regular session was adjourned at 8:15 p.m., in the Board Room, J-202 at the ACCC main campus in Mays Landing, NJ.

Respectfully submitted,

BettyAnn Inloes Hines
ACCC Board Secretary@