

**Secretary's Note: Due to the closing of the campus for inclement weather, the January 27, 2009, Board of Trustees meeting was cancelled. Therefore, a special meeting was scheduled on February 10, 2009.**

I. CALL TO ORDER

On Tuesday, February 10, 2009, at 7:00 p.m. 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 January 1, 2009.

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  
Brian G. Lefke  
Andrew W. Melchiorre  
Donald J. Parker  
Nicholas F. Talvacchia, Esquire  
Maria Ivette Torres  
Helen W. Walsh

College Personnel

Dr. Peter Mora  
Patricia Gentile  
Dr. Richard Perniciaro  
Bobby Royal  
Carmen Royal  
Terry Sampson  
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 Talvacchia announced that there was no need for an executive session this evening.

VI. CALL TO ORDER REGULAR SESSION

Chairperson Talvacchia called the regular session to order and stated that he has been working with Dr. Peter Mora, Ms. Brittany Williams and Board Secretary Hines in making changes to streamline the Board meetings by revising the agenda and going paperless. The agenda would be based on the monthly

resolutions with all actions grouped together. The Board would receive all current monthly committee minutes and their pre-board packet electronically by e-mail the Friday before the Board meeting. Since the Board would have time to read the committee minutes, they will not be read at the Board meetings. The full Board packet will be available in booklet form at the Board meetings.

Dr. Mora shared that the college can provide technical assistance and/or equipment to trustees.

Chairperson Talvacchia thanked the staff for their help in streamlining the Board meeting process.

Mr. Melchiorre asked if there would be time on the agenda designated for questions and discussion about committee reports.

Chairperson Talvacchia stated that there would be an agenda item for discussion of committee reports.

Mr. Parker noted that at AtlantiCare their board members have access to a digital portal which allows members to access board materials conveniently from any location.

VII. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

None

VIII. CONSENT AGENDA ITEMS

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

Secretary Hines read the consent agenda items as follows: Res. #42, Res. #44, Res. #45, Res. #47, Res. #48 and Res. #49.

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

Ms. Baumgardner moved and Ms. Torres seconded the following:

**Res. #42**

Regular session minutes for December 16, 2009

**Res. #44**

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

Appointments

William Banks, Technician, Information Technology Services, at an annual salary of \$26,625, effective February 11, 2009.

David Pringle, Counselor I, Student Support Services, at an annual salary of \$47, 747, effective February 11, 2009.

7962.

**Res. #45**

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

Bid 1697	Paper & Envelopes (six months), (FY'09 Operational/ Department Backcharge)	\$ 23,581.35
	Office Basics Boothwyn, PA	\$ 18,505.00
	Paper Mart East Hanover, NJ	<u>5,076.35</u>

**Res. #47**

WHEREAS, the New Jersey Commission on Higher Education is requesting proposals for the Education of Language Minority Students (ELMS) to enhance the instruction, learning and academic achievement of language minority students (ELMS), and

WHEREAS, the college is proposing to be the lead agency to facilitate a statewide professional development program that offers ESL faculty, both full and part-time, guided instruction in the pedagogy and creation/implementation of emerging instructional technologies which would house materials for all credit ESL courses as well as demonstrate current best practices in the teaching of ESL (see attached), and

WHEREAS, ACCC will develop blogs, WIKIs and podcasts to highlight effective teaching demonstrations, and

WHEREAS, the maximum amount of the grant is \$75,000 from July 1, 2009, through June 30, 2011.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to submit a planning grant for the Education of Language Minority Students (ELMS) grant from the New Jersey Commission on Higher Education from July 1, 2009, through June 30, 2011, for a maximum of \$75,000.

**Res. #48**

WHEREAS, the New Jersey Commission on Higher Education is requesting proposals for the Education of Language Minority Students (ELMS) to enhance the instruction, learning and academic achievement of language minority students (ELMS), and

WHEREAS, the college is proposing to have clearly defined measurable learning outcomes for our 7 levels of ESL and to create materials to adequately assess these outcomes at the end of each level (see attached), and

WHEREAS, training and norming sessions will be developed to provide support to ACCC adjuncts on how to adequately assess and score exit tests, and

WHEREAS, the maximum amount of the grant is \$30,000 from July 1, 2009 through June 30, 2011.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to submit a planning grant for the Education of Language Minority Students (ELMS) grant from the New Jersey Commission on Higher Education from July 1, 2009 through June 30, 2011, for a maximum of \$30,000.

**Res. #49**

RESOLVED: At a public meeting of the Board of Trustees to be held on February 24, 2009, 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:

7963.

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* – In the absence of Dr. Dworsky and Dean Cathie Skinner, Chairperson Talvacchia asked Ms. Sampson to give the Financial Statement, Executive Summary for December 31, 2008, **Res. #43**.

Ms. Sampson stated that the year-to-date margin is \$1.8 million and administration anticipates attaining the budgeted margin. Summer and fall enrollment tracked as budgeted and anticipate shortfalls in state appropriation and investment income.

Mr. Parker moved and Mr. Melchiorre seconded acceptance of the financial Report.

Chairperson Talvacchia asked if there were any questions.

ROLL CALL: AYES, NO NAYS

Ms. Sampson read **Res. #46**, and Mr. Parker moved and Ms. Walsh seconded.

WHEREAS, on May 27, 2008, the Board of Trustees approved the submission of a proposal for funding under the New Jersey Department of Education for the FY09 Perkins Grant that focuses on the federal and state investment in strengthening vocational and technical education programs, and

WHEREAS, under the terms of the grant (see attached), the amount of \$518,191 shall be used for the purpose of:

- Strengthening academic and technical skills;
- Providing students with a strong experience in technology in career and technical education programs;
- Developing and expanding the use of technology in career and technical education programs; and
- Providing professional development programs for teachers, counselors, and administrators

as described in the approved application filed with the New Jersey Department of Education which was used as the basis for awarding the grant, and

WHEREAS, the grant shall be administered and monitored in accordance with the appropriate State and Federal Regulations,

THEREFORE BE IT RESOLVED that the Board of Trustees authorizes acceptance of the FY09 Perkins Grant from July 1, 2008 through June 30, 2009 in the amount of \$518,191.

Chairperson Talvacchia asked if there were any questions or comments.

ROLL CALL: AYES, NO NAYS, ONE ABSTENTION (Mr. Crowley)

**Secretary's Note: The Board members received the ACCC Grants Directory, Fiscal Year 2009, 7/1/08 through 6/40/09 in their pad folios.**

**Secretary's Note: Since the reading of committee minutes is removed from the agenda, the committee minutes are listed as attachments.**

B. President's Report:

- Dr. Mora stated that at the "2008 Governor's Conference on Workforce & Economic Development," he served on a panel that discussed "Transitions to Post-Secondary Education." They discussed state and national level projects aimed at improving the quality of adult post-secondary education programs that help out-of-school youth to successfully transition to postsecondary education.
- Dr. Mora was interviewed on the Pinky Kravitz TV Show on January 17 about a variety of college programs in the planning stages, including the Hospitality Studies Center at WACC, fine and performing arts programming, expanded athletics and the Green Campus Initiative.
- Dr. Mora noted that at the AC Chaine Beaujolais Tasting and Scholarship Event on November 21 hosted enthusiasts in the ACCC service region that celebrated the release of several nouveau wines at Careme's Restaurant. About 150 people attended the affair. The local chapter, Chaine des Rotisseurs awarded \$18,500 in scholarships to the Academy of Culinary Arts from the events proceeds.
- Ms. Williams explained additions to the Board of Trustees web site calendar including Black History Month activities, statewide trustee events and the February 20 Board Retreat. The retreat will include a panel of New Jersey community college leaders and a seminar on Appreciative Inquiry by consultant Mr. Jim Davy.

X. OTHER BUSINESS

Chairperson Talvacchia acknowledged the receipt of a thank you card from the family of

Mr. Crowley.

XI. COMMENTS FROM PUBLIC

None

XII. ADJOURNMENT

On motion of Mr. Melchiorre and second by Ms. Baumgardner the regular session was adjourned at 7:20 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

Attachments: ACCC Foundation Board Report, 1-27-09  
Academic and Student Affairs Committee Minutes 1-21-09  
Budget, Finance and Audit Committee Minutes, 1-20-09  
Diversity and Equity Committee Executive Summary, 1-15-09  
Long-Range Planning and Capital Projects Minutes, 1-20-09  
Personnel Committee Minutes, 1-20-09