

I. CALL TO ORDER REGULAR SESSION

On Tuesday, August 25, 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 e-mail for posting at "J" Building main campus; the Charles D. Worthington Atlantic City Campus, the Cape May County Campus and copies were e-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 August 14, 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

Board Members	College Personnel
Sheyla Ayala-Mantilla	Dr. Peter Mora
Lynn G. Baumgardner	Kathy Corbalis
Robert J. Boyer	Dr. Patricia Gentile
Dr. Elizabeth A. Dworsky	Douglas Hedges
David A. Evans	Bobby Royal
Brian G. Lefke	Carmen Royal
Andrew W. Melchiorre	Terry Sampson
Nicholas F. Talvacchia, Esquire	Cathie Skinner, CPA
Helen W. Walsh	Dr. Art Wexler
	Brittany Williams
	BettyAnn Inloes Hines
	Louis J. Greco, Esquire
	Others in Attendance
	Jane Lugo, Atlantic Co. Treasurer & CFO
	William Osler, ACCC Employee
	Effie Russell, ACCC Employee
	Jim Usilton, ACCC Employee
	Grant Wilinski, ACCC Employee

V. CALL TO ORDER EXECUTIVE SESSION

Chairperson Talvacchia asked Dr. Mora if there was a need for an executive session.

Dr. Mora said there was no need.

VI. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

Chairperson Talvacchia asked if there were any questions from the public on agenda items.

VII. BUDGET REPORT

Mr. Evans gave the FY09 draft Board Summary Report, Res. #9, for the year ended June 30, 2009. Mr. Evans stated that this report reflects college revenues and expenditures through June 30, 2009, and FY2009 year-end adjustments through August 17, 2009.

From the financial data at this date, the college's total revenue is approximately \$88,500 (.23%) less than budgeted. Unaudited enrollments for the fiscal year are 2.64% higher than projected. Net effect of tuition and fee revenue is a positive margin of approximately \$160,000, which helped to offset budget shortfalls in revenue from state appropriation and investment income. The lower culinary enrollments, attributable in part to program changes, recruitment efforts, and competition were discussed. Non-credit program revenue shortfalls were also discussed, recognizing that more training grants and contracts are running through restricted accounts.

VIII. RESOLUTIONS

A. Regular Resolutions

Mr. Evans moved and Mr. Boyer seconded acceptance of the Financial Report Executive Summary as of June 30, 2009 (draft as of August 17, 2009) and Financial Report Executive Summary as of July 31, 2009, **Res. #9**

ROLL CALL: ALL AYES, NO NAYS

Chairperson Talvacchia asked if there were any comments or questions.

Mr. Melchiorre thanked Dean Skinner for the bar graph of the FY2009 Expenditures by Strategic Goal, Section I, Page 3. However, he had a question in comparison with the college's meeting of Goals 1 and 2. "Does Goal 4 need to be readdressed? Should we take that to mean we did as much as necessary? If that is the case, do we need to reprioritize this goal?" asked Mr. Melchiorre.

Chairperson Talvacchia asked Dr. Mora to address this question.

Dr. Mora said that he would like the senior staff to review the FY2009 Expenditures by Strategic Goal and do an analysis of Goal 4 and then give Mr. Melchiorre a response. He noted that after six years we are just beginning to see changes and there is a different configuration. "This year we will revise the strategic plan and mission statement," said Dr. Mora.

Chairperson Talvacchia asked if there were any further questions.

Chairperson Talvacchia informed the Board that the agenda was revised due to the addition of **Res. #16** (below).

Dean Gentile stated that the county's RFP for the grant came out today. It contains enhanced services for the American Recovery and Reinvestment Act. The RFP is a four-week Job Readiness Program with job preparedness, job search activities, and placement as components of the program with a due date of September 10, 2009. "We have a history of doing Job Readiness and with this type of expertise we are in a position to apply," said Dean Gentile.

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

WHEREAS, the Atlantic County Government is soliciting applications for Work First New Jersey Performance-Based Contract for Job Readiness, and

WHEREAS, Atlantic County will contract with a selected organization to provide employment activities which support self-sufficiency for individuals receiving assistance benefits under the Work First New Jersey Program (WFNJ), and

and Grant funds are to be expended for the development of a four-week Job Readiness Program which will serve individuals 18 years of age and older who receive assistance under the WFNJ Program. Job preparedness and job search activities will be components of the program. The project's success will be based on the number of required work recipients who complete the program and who obtain unsubsidized, full-time employment positions, and

WHEREAS, the maximum amount of the grant will be \$150,000 for a contract term of approximately 8 months (contract period from award notification through June 30, 2010).

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to apply to Atlantic County Government Work First New Jersey Performance-Based Contract for Job Readiness in the amount of \$150,000 (maximum) from October 2009 through September 2010.

ROLL CALL: ALL AYES, NO NAYS

B. Consent Resolutions

Chairperson Talvacchia asked if there were any consent agenda resolutions that needed to be removed for further discussion.

It was requested that Res. #8 and Res. #11 Rev. be removed from the consent agenda.

Secretary Hines read the remaining consent agenda resolutions—**Res. #10, Res. #10A, Res. #12, Res. #13, Res. #14, Res. #15 and Res. 17.**

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

**Res. #10**

Upon the recommendation of the President:

Appointments

Tiffani Lawton, Program Officer, Health and Wellness Services/Human Resources, at an annual salary of \$40,698, effective *August 31, 2009*.

Vanessa English, Office Coordinator, President's Office, at an annual salary of \$33,485, effective *August 26, 2009*.

Emmanuel Nieves, Program Assistant, Intercollegiate Athletics, at an annual salary of \$27,546, effective *September 8, 2009*.

Douglas Mills, Recreation Specialist, Student Activities, at an annual salary of \$33,485, effective *September 8, 2009*.

**Res. #10A**

WHEREAS, Dr. Joseph Rossi, has served Atlantic Cape Community College faithfully and enthusiastically for 25 years, and

WHEREAS, Dr. Rossi's service to the college began as Publications Coordinator and culminates in his retirement as Dean of Human Resources, Labor Relations and the Cape May County Campus, and

WHEREAS, throughout more than two decades of physical, managerial and academic transformation at the college, Dr. Rossi has provided effective leadership, knowledgeable counsel, an unwavering sense of humor, and a strict adherence to the APA Formatting and Style Guide, and

WHEREAS, Dr. Rossi has displayed dedication to the college in repeatedly participating in and providing leadership to personnel search committees, New Student Day, athletics programs, Employee Service Awards, the Student, Faculty and Staff Talent Show, personnel training and development programs, collective bargaining, and Perfect Attendance Awards, and

WHEREAS, Dr. Rossi fostered the delivery of countless successful college initiatives and programs, including, but not limited to, *Blueprint 2020*, the Alternative Work Experience Program, the National Education Computing Conference of 1999, and the grand opening of the Cape May County Campus, and

WHEREAS, Dr. Rossi's passion for his work and deep commitment to the college included several years of service as the advisor to the student newspaper: *The Atlantic Cape Review*, membership on the Middle States Steering Committee, and service as an adjunct professor in the English and Business departments, and

WHEREAS, Dr. Rossi was formally recognized for exemplary performance by his peers, throughout his chairmanship of the New Jersey Community College Negotiators Association, repeated service on the NJCCC Best Practices Steering Committee, and through the receipt of multiple Perfect Attendance Awards, and

WHEREAS, Dr. Rossi has displayed a commitment to education in his professional pursuits having earned his doctorate while working full time and continuing his education through ongoing study of best practices in technology, labor relations, and human resources, and

WHEREAS, Dr. Rossi has expressed his desire to retire from employment with Atlantic Cape Community College.

THEREFORE BE IT RESOLVED, upon the recommendation of the President, that the Board accepts the retirement of Dr. Joseph Rossi, effective September 18, 2009.

BE IT FURTHER RESOLVED, that the Board expresses its best wishes to Dr. Rossi for a happy and healthy retirement.

**Res. #12**

WHEREAS, the U.S. Department of Labor (DOL) Employment and Training Administration is soliciting applications for Health Care Sector and Other High Growth and Emerging Industries Grant, and

WHEREAS, the DOL will fund projects that provide training and support career progression for health care professions including nursing, allied health, long-term care, and health information technology (see attached), and

WHEREAS, funded projects will serve unemployed workers, dislocated workers, and incumbent workers who need additional training (target populations include individuals on public assistance, high school dropouts, individuals with disabilities, veterans and individuals with limited English proficiency), and

WHEREAS, the maximum amount of the grant will be \$5 million for a grant term of 36 months from approximately January 2010 through December 2012.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to apply to U.S. Department of Labor Employment and Training Administration/Health Care Sector and Other High Growth and Emerging Industries Grant in the amount of \$5 million (maximum) for the period January 1, 2010 through December 31, 2012.

**Res. #13**

WHEREAS, the U.S. Department Of Labor (DOL) Employment and Training Administration is soliciting applications for American Recovery and Reinvestment Act of 2009—Pathways Out of Poverty, and

WHEREAS, the DOL will fund training and placement services to provide pathways out of poverty and into employment within green industries and occupations (see attached), and

WHEREAS, funded projects will serve individuals who are at least 18 years old and fall into one or more of the following categories: 1) unemployed individuals; 2) high school dropouts; 3) individuals with a criminal record; and 4) disadvantaged individuals within areas of high poverty, and

WHEREAS, the maximum amount of the grant will \$4 million for 24 months from approximately January 1, 2010 through December 31, 2011.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to apply to the U.S. Department Of Labor Employment and Training Administration for American Recovery and Reinvestment Act of 2009—Pathways Out of Poverty in the amount of \$2 million to \$4 million for the period January 1, 2010 through December 31, 2011.

**Res. #14**

WHEREAS, the New Jersey Department of Environmental Protection is soliciting Preliminary Applications of Interest for its Local Government Greenhouse Gas Reduction Grant Program, and

WHEREAS, the New Jersey Department of Environmental Protection will fund local government agencies (including county colleges) to carry out projects or programs likely to reduce greenhouse gas emissions (see attached), and

WHEREAS, the maximum amount of the grant (for “greenhouse gas action planning and implementation” category) will be \$125,000 for 12 months from approximately January 2010 through December 2010.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to submit a preliminary application of interest to the New Jersey Department of Environmental Protection for its Local Government Greenhouse Gas Reduction Grant Program in the amount of \$125,000 for the period of one year, likely January 1, 2010 through December 31, 2010.

**Res. #15**

WHEREAS, community colleges are the largest and fastest growing sector of higher education in the U.S., educating more than 45% of all undergraduate students as well as more than five million additional non-credit students; and

WHEREAS there is a national consensus that the United States needs to provide greater numbers and percentages of its citizens with a higher education, as a moral, social, and economic imperative; and

WHEREAS community colleges continue to need greater financial and related support as well as a new national focus, in order to fully realize their potential in helping more Americans obtain a college education and meet related career and personal goals; and

WHEREAS President Obama has specifically set the goal of increasing the number of community college graduates by 5 million by 2020, along with ambitious national goals concerning postsecondary education; and

WHEREAS President Obama's "American Graduation Initiative" recognizes the centrality of community colleges to America's well-being, and need for financial resources to help those institutions.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College joins the American Association of Community Colleges in formally endorsing the American Graduation Initiative and commits to doing everything it can to achieve its enactment.

**Res. #17**

RESOLVED: At a public meeting of the Board of Trustees to be held on September 22, 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:

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: ALL AYES, NO NAYS

C. Regular Resolutions (continued)

Mr. Evans moved and Mr. Boyer seconded the following **Res. #8**, Regular Session Minutes for July 28, 2009

ROLL CALL: AYES, NO NAYS, ABSTENTIONS (Mr. Lefke, Mr. Talvacchia and Ms. Walsh)

Mr. Evans moved and Ms. Walsh seconded the following **Res. #11 Rev.**

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

Open Quote 59	Professional Services – A/E STEM Building, (FY'08 Chapter 12)	\$786,500.00
	Burt, Hill Philadelphia, PA	
Bid Ex. 570	Blackboard/WebCT Software Licensing, (FY'10, Academic Technology Support Operational) NJ Virtual Community College Consortium Trenton, NJ	\$31,178.00

Bid Ex. 572	Adult Basic Skills Expense – Reimbursement, (FY'09 Expenses April, May & June)	\$77,921.84
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Cape May County Technical School  
Cape May Court House, NJ

Chairperson Talvacchia asked if there were any comments or questions.

Ms. Walsh asked Ms. Sampson to explain the contract process for Res. #11 Rev., Open Quote 59, Professional Services – A/E STEM Building.

Ms. Sampson stated that of the 59 requests for proposals sent out for the STEM Building, an estimated \$16 million project, 27 proposals were returned; and they were reviewed for meeting the minimum criteria. The committee established a selection criterion that focused on price, experience, references, credentials, interviews, key personnel and project management. Thirteen proposals were read and reviewed by the selection committee and short listed to five for interviews over a two day period.

Dr. Mora explained that the makeup of the committee was formed as a first step. He expanded the group that would serve to three senior staff members—Dean Perniciaro, Dean Skinner and Vice President Wexler—with two others added—Ms. Sampson and Ms. Mark Streckenbein.

Dr. Mora asked Vice President Wexler to give some brief comments on the selection process.

Vice President Wexler stated that he would give his position on the process as it relates to academics as follows:

Burt, Hill of Philadelphia offers an impressive knowledge of the relationship between pedagogical/ learning theory and architectural design. They can produce a range of design concepts that allow for the organization of space outside the classroom to support collaborative learning and independent inquiry.

Ms. Sampson said Burt, Hill has extensive experience with higher education design, including community college clients. In the past five years alone, Burt, Hill has created more than \$1 billion in designs at colleges and universities, including more than 30 STEM buildings. Burt, Hill also has strong credentials in the sustainable design field, with more than 140 LEED (Leadership in Energy and Environmental Design) accredited professionals on staff, 11 LEED certified buildings to its credit and more than 30 buildings it designed registered to receive LEED certification.

Ms. Baumgardner asked if they contacted their references.

Ms. Sampson said they contacted the references and everyone gave them an excellent rating.

ROLL CALL: ALL AYES, NO NAYS

IX. PRESIDENT'S REPORT: Dr. Mora said that this is an action packed report of successful college activities over the past several months. The following items were presented: Educational Opportunity Fund Champion for 2008 awarded to Dr. Mora; Summer Youth College; William Spangler Library renovation and William Spangler Library Speaker Series 2009-2010, AHA awards for the Southern NJ Spring Heart Walk; check from Association of Gaming Equipment Manufacturers for scholarships; NJCCC Trustee News; and staff recognition.

- Dr. Mora received a plaque commemorating his being named the Educational Opportunity Fund Champion for 2008. The EOF Program assists low-income residents who are capable and motivated, but lack adequate preparation for college study. An EOF Champion is someone who is committed to the spirit and advancement of the EOF Program. Dr. Mora was joined by previous recipients—Bobby Royal, Art Wexler and Carmen Royal—and pictures were taken.
- Dean Bobby Royal spoke and showed a PowerPoint presentation of the successes of this year's Summer Youth College. Now in its sixth year, the program is designed to expose students in grades 4-8 to college life. Some of the faculty who volunteered their time for the project spoke positively about the program and their experiences with the students. Professors Effie Russell and William Osler and Chef Jim Usilton either taught courses or guest lectured during the Summer Youth College. A report and CD were sent to all donors. Mr. Wayne Cooper was credited with doing the CD. Professor Russell spoke highly of the program and future plans. Ms. Baumgardner and Ms. Walsh thanked the staff who organized and offered the program. "It's a tremendous program and we should be proud of it," said Ms. Walsh.
- Vice President Wexler spoke about the newly renovated William Spangler Library Information Commons based upon "a student-centered information commons service model." A handout on the William Spangler Library Information Commons was distributed.

Vice President Wexler then introduced Associate Dean Grant Wilinski who spoke about the upcoming William Spangler Library Speaker Series 2009-2010 (brochure given to trustees) which will celebrate the opening of a new, state-of-the-art Information Commons at the Mays Landing Campus.

Mr. Wilinski thanked Dr. Mora for allowing him to come before the Board tonight. He said the new Speakers Series, to be presented in October, November, February and April, will feature scholars and experts speaking about a variety of topics. It is funded by a grant from the NJ Council for the Humanities. Mr. Wilinski credited all those persons who worked on the project, from grant writing to implementation. Ms. Walsh wanted to know why the lectures are scheduled on Sunday evenings. Mr. Wilinski stated that the series had to be offered when the library was available, and the college library is closed on Sundays. He invited the Board to attend the Speaker Series.

- The college received a "Special Team" commendation from the American Heart Association for its overall support of the annual Heart Walk. Individual team walker awards went to Board Secretary Hines, Company Leader, for raising \$1,000, Mr. Michael Kammer, Heart Team Captain for WACC, and Ms. Denise O'Connor, Heart Team Captain for CMCC, for raising \$500 respectively.
- The August 10 edition of Community College Week featured the college receiving a check from the Association of Gaming Equipment Manufacturers for scholarships for Casino Career Institute students.
- The August 12 edition of the NJCCC Trustee News featured Trustee. Long and Ms. Maria Kellett, Director of Major Gifts, at the NJCCC Best Practices Conferences.
- Dr. Gentile was appointed to the Cape May County Professional Development Board.

X. COMMITTEE REPORTS: DISCUSSION/QUESTIONS

Chairperson Talvacchia asked if there were any questions or comments on this month's committee reports sent out in the Board packet.

XI. OTHER BUSINESS

Chairperson Talvacchia asked if there was any other business.

XII. COMMENTS FROM THE PUBLIC

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

Ms. Lugo requested the names of the other four companies interviewed for Res. #11, Open Quote 59, Professional Services – A/E STEM Building and the basis for selecting them.

Mr. Sampson stated that it was based on weighted score matrix which ranged from 1 to 10 and the review of their higher education projects, number of projects, credentials of the staff, LEED accreditation of the staff, how many LEED certified projects were completed and experience of subcontractors, etc.

Ms. Lugo requested additional supportive information on the interview process from Ms. Sampson.

Ms. Sampson and Ms. Lugo continued their discussion with Ms. Sampson providing a copy of the RFP which documented the award criteria.

XIII. ADJOURNMENT

On motion of Mr. Melchiorre and second by Mr. Boyer the regular session was adjourned at 8:06 p.m., in the Board Room, on the main campus, 5100 Black Horse Pike, Mays Landing, NJ.

Respectfully submitted,

BettyAnn Inloes Hines  
ACCC Board Secretary

Attachments: ACCC Foundation Board Report, August 25, 2009  
Academic and Student Affairs, Committee Minutes, August 19, 2009  
Budget, Finance and Audit Committee Minutes, August 18, 2009  
**Diversity & Equity Committee Executive Summary, August 25, 2009**  
Long-Range Planning and Capital Projects Committee Minutes **Revised**, August 17, 2009  
Personnel and Board Development Committee Minutes, August 17, 2009