

I. CALL TO ORDER REGULAR SESSION

On Tuesday, October 27, 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 October 13, 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 Lynn G. Baumgardner Robert J. Boyer Dr. Elizabeth A. Dworsky David A. Evans Brian G. Lefke Andrew W. Melchiorre Donald J. Parker Nicholas F. Talvacchia, Esquire Maria Ivette Torres	Dr. Peter Mora Kathy Corbalis Dr. Patricia Gentile Brittany Goldstein Douglas Hedges Dr. Richard Perniciaro Bobby Royal Carmen Royal Terry Sampson Cathie Skinner, CPA Dr. Art. Wexler BettyAnn Inloes Hines Louis J. Greco, Esquire
Others in Attendance	Others in Attendance
Julian Allen, ACCC student Christina Cavage, ACCC employee Leila Crawford, ACCC employee Paula Davis, ACCC employee Sue DePhilippis, ACCC employee Carol Drea, ACCC employee Jane Lugo, Atlantic Co. Treasurer & CFO	Ed Marshall, former ACCC employee Gerardo Melendez, ACCC student Victor Moreno, ACCC student Carlos Soto, ACCC student Howard Tibbs, former ACCC student Paul Venesz, ACCC student Lance Williams, former ACCC student

V. CALL TO ORDER EXECUTIVE SESSION

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

VI. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

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

VII. REGULAR SESSION

Chairperson Talvacchia stated that the agenda order would not be followed to accommodate some presentations under the President's Report.

Dr. Mora stated that this segment would be done in two parts. The first part starts with Chairperson Talvacchia honoring retiring Board member, Ms. Baumgardner; and the second part will be under the President's Report noting faculty accomplishments.

Chairperson Talvacchia stated that last month he advised the Board that Ms. Baumgardner would not seek reappointment. Chairperson Talvacchia said, "The Board accepts this with great regret and acknowledges her tireless efforts on behalf of the college. Thank you for your service on the Board."

Chairperson Talvacchia read and presented Ms. Baumgardner with a plaque acknowledging her years of service on the Board.

The Board applauded.

Dr. Mora introduced Dean Carmen Royal who spoke on Ms. Baumgardner's commitment to the Black and Latino Male Retention Program through the Diversity and Equity Committee where she made financial and personal commitments to the students. She noted that six former and current ACCC students—Julian Allen, Gerardo Melendez, Victor Moreno, Carlos Soto, Howard Tibbs, Lance Williams—were present to personally thank Ms. Baumgardner.

Ms. Paula Davis, Director, Counseling and Support Services, and Mr. Ed Marshall, former counselor and first advisor to the Black and Latino Male Retention Program, spoke of the program's creation, eight-year history and Ms. Baumgardner's support of this initiative.

Messrs. Williams, Moreno and Allen gave personal reasons for joining the program. They also thanked Ms. Baumgardner for investing in their lives through the Restaurant Gala and other events. They presented Ms. Baumgardner with a plaque, flowers and hugs of thanks.

Ms. Baumgardner said she was completely surprised and shocked with the students' comments and gifts of appreciation and that she plans to stay active with the Black and Latino Male Retention Program. "I believe that every soul has potential, and I hate to see anyone not be able to live up to that potential," said Ms. Baumgardner.

Dr. Mora congratulated Ms. Baumgardner on her years of service to the Board and college. He thanked the students for their remarks. "This is the best example of an outcomes assessment of what postsecondary education does for the students," said Dr. Mora.

Secretary's Note: Chairperson Talvacchia and Dr. Mora, and the students took separate pictures with Ms. Baumgardner.

Dr. Mora stated that the faculty delivers our mission and Vice President Wexler would introduce three faculty members who are here tonight to talk about their academic accomplishments and a college initiative.

Vice President Wexler said the three faculty—Professors Christina Cavage, Susan DePhilippis and Leila Crawford--here tonight were involved in different projects in academics. He introduced Professors Cavage and DePhilippis who recently completed sabbaticals. He said that a sabbatical is granted to an individual who is eligible in his/her seventh year of service for the purpose of enriching the professional growth of the individual and their academic development. Then he noted that Professor Cavage took part in Princeton's Mid-Career Fellowship Program, which included research on using Web 2.0 in instruction and Princeton coursework. Professor DePhilippis helped build the English as a Second Language Department's resource materials Web site for faculty use and researched the Declaration of Independence signers of New Jersey. Vice President Wexler introduced Professor Crawford, one of the two faculty college-wide book facilitators, involved in presenting *Listening Is an Act of Love: A Celebration of American Life from the StoryCorps Project* by Dave Isay. A major goal of the College Book project is to engage students across academic disciplines to a literary work that can be associated with the intended learning goals of the academic course.

Professor Cavage gave insights into Princeton's Mid-Career Fellowship Program. She stated that she was admitted into the program last Fall and also participated in the Spring along with nine other individuals. It was in two parts—Fellowship Course Project (with focused research) and a Princeton Course. The Fellowship Course Project focused on Web 2.0 tools and how they could be used to enhance language learning. The Princeton Course was *Women's Leadership in Modern America* which she took in the Spring. "This course helped me open up to other perspectives as Department Chair of English as a Second Language. The readings and gifted speakers opened my eyes to other ways of leading. It was very positive and a great experience," said Professor Cavage. She thanked the Board for supporting her sabbatical at Princeton.

Secretary's Note: The Sabbatical Projects and Resource Materials Website for Ongoing Full-time & Adjunct Faculty Use about Professor DePhilippis' sabbatical were distributed to the Board.

Professor DePhilippis thanked the Board personally and professionally for this sabbatical which dealt with building the ESL Department's resource materials website for ongoing full-time and adjunct faculty use and research of the Declaration of Independence signers of New Jersey. She noted that her family is related to George Washington. Her sabbatical centered on "The Online Digital Filing Cabinet for Course Materials. Her "Resource Materials Website" handout showed the four easy steps to implementation.

Secretary's Note: The documents ACCC Listens and Resources for Teaching the 2009-2010 College-wide Book along with the book, Listening is an Act of Love, were given to the Board.

Vice President Wexler said that he was pleased with the outreach shown through the college book, *Listening Is an Act of Love*. He asked Professor Crawford a member of the English Department to explain the text's use across the curriculum.

Professor Crawford noted that the position of college-wide book facilitator is a joint effort with Professor Stephanie Natale-Boianelli, Assistant Professor of Developmental English. For the 2009 fall semester, the college ordered 1,135 books. She stated that she was glad to hear that many people were familiar with StoryCorps. "This project is the largest and most ambitious in American history. It will forever be on file at the Library of Congress. Interviews of individuals were conducted about anything and everything," said Professor Crawford. The document, Resources for Teaching the 2009-2010 College-wide Book, *Listening Is an Act of Love*, was added this year along with a faculty feedback questionnaire. Professor Crawford was grateful for the support from the Board.

Dr. Mora thanked the faculty for their presentations.

VIII. BUDGET REPORT

Mr. Evans stated that the Preliminary Fiscal Year 2009-2010 year-to-date data summarized in the Board Summary Report for the three months ended September 30, 2009, indicate a margin of \$9,683,063. The college has earned 45.49% of budgeted revenues and expended 24.11% of budgeted expenses.

Summer enrollments are 8% over budget and fall enrollments are 5% over budget. ARRA funding was received as a state pass through by the college amounting to \$327,435 over the budgeted state appropriation of \$6.2 million.

Based on a three year moving average of prior year actual and Fiscal Year 2009-2010 current year-to-date actual, management projects the college will attain the budgeted Fiscal 2009-2010 margin.

He noted the Enrollment Report dated September 30, 2009, was in their Board handouts for review.

IX. RESOLUTIONS

A. Regular Resolutions

Mr. Evans moved and Dr. Dworsky seconded the acceptance of the Financial Statement Executive Summary for September 30, 2009, **Res. #25**.

ROLL CALL: AYES, NO NAYS

Mr. Talvacchia asked that the regular and executive session minutes for September 22, 2009, **Res. #24**, be approved.

ROLL CALL: AYES NO NAYS

Mr. Evans summarized and moved and Mr. Boyer seconded the following, **Res. #30**:

WHEREAS, the U.S. Department of Commerce, National Telecommunications and Information Administration (NTIA) is soliciting applications to its Broadband Technology Opportunities Program (BTOP), a program funded by the American Recovery and Reinvestment Act of 2009 (ARRA), and

WHEREAS, the State of New Jersey is preparing an application for the Broadband Technology Opportunities Program with principle partners including the New Jersey Council of Community Colleges and its 19 member colleges (see attached), and

WHEREAS, the college will participate in the State of New Jersey's application with proposed public computer center activities in Atlantic and Cape May counties, and

WHEREAS, the amount of the proposed grant is (to be determined) for two years (2010-2011, exact dates to be determined).

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to apply for the U.S. Department of Commerce, NTIA, Broadband Technology Opportunities Program from (exact dates to be determined) 2010 through 2011, in the amount of (to be determined).

ROLL CALL: AYES, NO NAYS

Mr. Evans asked Ms. Skinner to read **Res. #33**, the application for the U.S. Department of Education Office of Postsecondary Education, Student Support Services Program.

Ms. Skinner read the resolution and gave additional information.

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

WHEREAS, the U.S. Department of Education Office of Postsecondary Education is soliciting applications to its Student Support Services Program, and

WHEREAS, the Student Support Services Program funds projects that increase the number of disadvantaged low-income college students, first generation college students, and college students with disabilities who successfully complete a program of study at the postsecondary level (see attached), and

WHEREAS, the amount of the proposed grant is \$301,074, to be granted within FY 2010, with a project period of up to 60 months.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to apply for the U.S. Department of Education Office of Postsecondary Education, Student Support Services Program from approximately September 2010 through August 2011 in the amount of \$301,074.

Chairperson Talvacchia asked if there were any questions.

ROLL CALL: AYES, NO NAYS

B. Consent Resolutions

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

Chairperson Talvacchia noted the consent agenda resolutions—**Res. #26 Rev., Res. #26A, Res. #27, Res. #28, Res. #29, Res. #31, Res. #32, and Res. #34.**

Chairperson Talvacchia said he would abstain on Res. #27.

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

Res. #26 Rev.

Upon the recommendation of the President:

Lisa Braunwell, Program Officer, Health Services/Human Resources, effective November 30, 2009, at an annual salary of \$40,698.

Louis Cabrera, Housekeeper 1, Facilities Management, effective November 2, 2009, at a salary of \$25,369, contingent upon successful completion of pre-employment medical examination.

Brittine Ehrke, Program Assistant, Intercollegiate Athletics, effective October 28, 2009, at a salary of \$27,546.

Christopher Miller, Housekeeper 1, facilities Management, effective October 28, 2009, at a salary of \$25,369.

Chelsea Pizzi, Specialist, College Relations, effective October 28, 2009, at a salary of \$33,485.

Suzanne Silver, Technician, Information Technology Services, retroactive to September 23, 2009, at a salary of \$27,546.

George Smith, Building Services Working Foreman, Facilities Management, effective November 2, 2009, at a salary of \$35,157, contingent upon successful completion of pre-employment medical examination.

Res. #26A

WHEREAS, Paula Demarest, has served Atlantic Cape Community College faithfully and enthusiastically for 20+ years, and

WHEREAS, Ms. Demarest's service with the College began as Clerk/Typist in the President's Office and culminates in her retirement as the Manager of Budget, Curriculum and Publications in the Academic Affairs department, and

WHEREAS, throughout two decades of physical and academic transformation at the college, Ms. Demarest has been recognized for consistently providing high quality services and exemplary innovative assistance to the College community, and

WHEREAS, Ms. Demarest has displayed dedication to the College in repeatedly serving on personnel search committees, receiving perfect attendance awards, and being recognized as Employee of the Quarter, and

WHEREAS, Ms. Demarest has supported the delivery of countless successful college initiatives including, but not limited to, the Foundation Golf Classic, Middle States Accreditation, administrative detail needed for transfer articulation agreements, and

WHEREAS, Ms. Demarest has substantially contributed to the harmonious office climate of the Academic Affairs Department, and

WHEREAS, Ms. Demarest has consistently and successfully facilitated both the internal and external processes for academic course and program approvals, and

WHEREAS, Ms. Demarest has enjoyed the confidence of the faculty in providing consistent and competent administrative support in their efforts at course and program development, and

WHEREAS, Ms. Demarest has been consistently vigilant in efficiently monitoring the status of the operational budget of Academic Affairs, and

WHEREAS, Ms. Demarest has been lauded by her colleagues for her "pleasant personality, attention to detail, her sincere interest in what is happening at the college, and her desire to make things better", and she has displayed a commitment to education in her personal and professional pursuits having earned her Associate Degree while working full time and enrolling in a range of professional development coursework throughout her career, and

WHEREAS, Ms. Demarest has expressed her 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 Paula Demarest, effective March 1, 2010.

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

Res. #27

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

Bid Ex. 574 Electricity Services, NJ Council of County College Consortium
Purchase One-Year Contract, (Facilities Operational – Utilities)

*

*Primary Account \$0.09507 per kwh

*Secondary Account \$0.09791 per kwh

Liberty Power
Ft. Lauderdale, FL

Open Quote 67 Printing 2010 Continuing Education Guides, (Non-credit Publications
Operational FY 10/11)) \$21,482.00

FY10	\$12,094.00
FY11	<u>9,388.00</u>

Engle Printing
Mt. Joy, PA

Open Quote 68 Printing 2010 Credit Tabloids, (Academics Operation FY10) \$29,552.00

Engle Printing
Mt. Joy, PA

Res. #28

WHEREAS, the Computational Science Option, Computer Information Systems Associate in Science degree is designed for students wishing to transfer into The Richard Stockton College of New Jersey's baccalaureate degree program in Computational Science, and

WHEREAS, students will attain significant knowledge in mathematics and laboratory sciences which will be augmented by an introduction to sophisticated computational software and computer programming languages whose mastery will allow students to explore problems in the application sciences (see attached), and

WHEREAS, the Curriculum Committee has considered and approved the Computational Science Option, Computer Information Systems Associate in Science degree on May 8, 2009.

THEREFORE BE IT RESOLVED that the Board of Trustees approve offering the Computational Science Option, Computer Information Systems Associate in Science degree effective spring 2010.

Res. #29

WHEREAS, Atlantic Cape Community College no longer advances Federal Perkins Loans, and WHEREAS, Atlantic Cape Community College's Federal Perkins Loan Fund portfolio has been in run-off with no borrower activity in two years, and

WHEREAS, the United States Department of Education provides procedures for institutions who are liquidating their Federal Perkins Loan Program portfolio.

THEREFORE, BE IT RESOLVED, that Atlantic Cape Community College will follow the procedures outlined in the United States Department of Education's IFAP Dear Partner-Colleague Letter CB-00-05 to voluntarily end participation in the Federal Perkins Loan Program.

Res. #31

WHEREAS, on January 22, 2002, Resolution #49, the Board of Trustees established a college purchasing policy to coincide and agree with the County College Purchasing Law as adopted on December 28, 1984, and amended 2002 (P.L. 1984, 18A:64A -25.3), and

WHEREAS, pursuant to the provisions of the law, the bid threshold for awarding contracts has been adjusted to \$32,000.

THEREFORE BE IT RESOLVED that the Board of Trustees revise the college purchasing policy to coincide and agree with the County College Purchasing Law's newly established bidding threshold of \$32,000 effective November 1, 2009

Res. #32

WHEREAS, Atlantic Cape's Master Plan, *Blueprint 2020*. incorporates the construction of a new STEM Building which will be the cornerstone of the plan and as such offers donors excellent recognition opportunities, and

WHEREAS, Atlantic Cape's Capital & Scholarship Campaign is currently seeking funds to equip and furnish a variety of laboratories, faculty offices, study spaces and main lobby within the STEM Building as well as funds for the LEED Silver Level certification, and

WHEREAS, the Budget, Finance & Audit Committee supports and recommends the Science Technology Engineering Math Building (STEM) Named Giving Opportunities (see attached) as presented by the Ad Hoc Naming Subcommittee. The Named Giving Opportunities are available at many gift levels for the STEM Building and establish protocol for developing Named Giving Opportunities at other facilities. Named Giving Opportunities are offered for current gifts, cash pledges over a five-year period, and irrevocable planned gifts such as charitable trusts. All Named Giving Opportunities require final approval from the Atlantic Cape Community College Board of Trustees.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby approves the Science Technology Engineering Math Building (STEM) Named Giving Opportunities.

THEREFORE BE IT FURTHER RESOLVED that the Board of Trustees of Atlantic Cape Community College grants approval for the Capital & Scholarship Campaign Cabinet to solicit potential benefactors for the Science Technology Engineering Math Building (STEM) by offering donors two legacy gift opportunities—name a physical space or create an endowed scholarship fund.

Res. #34

RESOLVED: At a public meeting of the Board of Trustees to be held on December 15, 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: AYES, NO NAYS, ABSTENTION (Mr. Talvacchia on Res. #27)

X. PRESIDENT'S REPORT: Dr. Mora continued his report by asking Dr. Gentile to talk about how the college works with and supports the hospitality industry and provides support for employees in the area.

Dean Gentile said that the college provides customized training through grants to incumbent workers usually through continuing education and offering credit programs as well. She noted that Ms. Carol Drea, Director, Corporate Training, Casino Career Institute, oversees this area.

Ms. Drea thanked the Board for allowing her to speak on behalf of Corporate Training and the Casino Career Institute. The Casino Training Consortium was formed in 1995. The NJ Department of Labor sets aside millions of dollars each year for training grants. Ms. Drea gave a presentation on corporate training the college provides under the Casino Training Consortium. Nine grants totaling \$3,821,737 were awarded between 1995-2008 which resulted in the training of 39,367 casino workers. Completed grants for 2008-2009 include a Literacy Grant for \$408,550 which trained 2,740 casino employees. Grants for 2009-2010 include a \$207,200 Literacy Grant to train 1,012 casino employees and

a \$475,990 Customized Training Grant to train 2,739 casino employees. The consortium is working with all 11 Atlantic City casinos.

Dr. Mora said, "The number of people trained, over 39,000, is astounding. As a result of that training, they have become part of this institution."

Under Board Development, Ms. Goldstein reported on her attendance along with Dr. Mora and Mr. Evans at the Association of Community College Trustees Conference (ACCT). Ms. Goldstein was elected Secretary of the ACCT's Professional Board Staff Network.

Ms. Goldstein noted that three Board members—Mr. Lefke, Chairperson Talvacchia, and Ms. Walsh—were reappointed for a four-year term.

Ms. Goldstein gave the updates for the Board calendar.

XI. COMMITTEE REPORTS: DISCUSSION/QUESTIONS

Chairperson Talvacchia asked if there were any questions on the committee reports.

XII. OTHER BUSINESS

Chairperson Talvacchia asked if there was any other business for discussion.

Chairperson Talvacchia read the thank you card from Vice President Wexler for a dish garden in sympathy.

XIII. COMMENTS FROM THE PUBLIC

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

Chairperson Talvacchia called for an executive session after the regular session.

XIV. ADJOURNMENT

On motion of Mr. Evans and second by Mr. Boyer, the regular session was adjourned at 8:10 p.m., in Room 113, Cape May County Campus, 314 Court House-South Dennis Road, Cape May Court House, NJ

Respectfully submitted,

BettyAnn Inloes Hines
ACCC Board Secretary

Attachments: ACCC Foundation Board Report, October 27, 2009
Academic and Student Affairs, Committee Minutes, October 21, 2009
Budget, Finance and Audit Committee Minutes, October 20, 2009
Personnel and Board Development Committee Minutes, October 19, 2009