

I. CALL TO ORDER REGULAR SESSION

On Tuesday, September 22, 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 September 11, 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
Lynn G. Baumgardner	Dr. Peter Mora
Robert J. Boyer	Kathy Corbalis
Dr. Elizabeth A. Dworsky	Dr. Patricia Gentile
David A. Evans	Douglas Hedges
Andrew W. Melchiorre	Dr. Richard Perniciaro
Donald J. Parker	Bobby Royal
Eric Reynolds	Carmen Royal
Nicholas F. Talvacchia, Esquire	Terry Sampson
Maria Ivette Torres	Cathie Skinner, CPA
Helen W. Walsh	Brittany Williams
	BettyAnn Inloes Hines
	Louis J. Greco, Esquire
	Others in Attendance
	Bonnie Lindaw, Atlantic County Government

V. CALL TO ORDER EXECUTIVE SESSION

Chairperson Talvacchia stated that there would be an executive session at the end of the regular session.

VI. REGULAR SESSION

Chairperson Talvacchia announced that Ms. Lynn Baumgardner would not be renewing her term on the Board after November 1, 2009. He thanked her for her dedicated years of service. He noted there would be more information on her departure next month.

VII. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

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

VIII. BUDGET REPORT

Mr. Evans presented the Preliminary Fiscal Year 2009-2010 year-to-date data summarized in the Board Summary Report, **Res. #19**, for the two months ended August 31, 2009, which indicate a margin of \$(35,577). The college has earned 13.23% of budgeted revenues and expended 16.45% of budgeted expenses.

Summer enrollments are 8% over our budget so we are starting off the year on a good note. Fall seems to be following that same trend.

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

Mr. Evans stated that the State of New Jersey Department of Education conducted an examination of the Carl D. Perkins Secondary Entitlement Grant for the period July 1, 2006, through June 30, 2007, and there were no findings. The examination disclosed no indication of questioned costs or internal control issues. There is no action required by the Board.

IX. RESOLUTIONS

A. Regular Resolutions

Ms. Baumgardner moved and Dr. Dworsky seconded the acceptance of the Financial Report Executive Summary for August 31, 2009, **Res. #19**.

ROLL CALL: ALL AYES, NO NAYS

Chairperson Talvacchia presented the August 25, 2009, minutes for approval, **Res. #18**, Dr. Dworsky moved and Ms. Baumgardner seconded.

ROLL CALL: AYES, NO NAYS, ABSTENTIONS (Mr. Parker, Mr. Reynolds, Ms. Torres)

Chairperson Talvacchia stated that there is a correction on the June 23, 2009, regular session minutes. Under the Consent Agenda, Res. #92A was not displayed on the regular session minutes page.

Dr. Dworsky moved and Mr. Evans seconded

ROLL CALL: ALL AYES, NO NAYS

Mr. Evans asked Ms. Sampson to read and explain **Res. #21**, Award of Bids.

Ms. Sampson read the resolution and gave detailed information on all items. Afterwards, she asked if there were any questions.

Mr. Evans moved and Mr. Reynolds seconded the following:

Bid Ex. 571	Professional Services – Labor Relations*, (Human Resources Operational) (*not to exceed \$60,000.00) FY10 \$30,000.00 FY11 <u>30,000.00</u> Capehart and Scatchard Mt. Laurel, NJ	\$60,000.00
Bid Ex. 573	Apple Computers FY10 GIS \$ 48,955.10 FY10 Perkins <u>114,635.00</u> Apple Computers Atlanta, GA	\$163,590.10
Open Quote 66	Printer Repairs, (FY10 Information Technology Services Operational) Harland Technology Omaha, NE	\$22,273.00
Bid 1717	Coping Stones – Buildings D & M, (Chapter 12) D.A. Nolt Company, Inc. Berlin, NJ	\$110,700.00

Chairperson Talvacchia asked if there were any questions or comments.

ROLL CALL: ALL AYES, NO NAYS

Chairperson Talvacchia said that **Res. #22** needs amendment. He said that in the last paragraph the fiscal year should read FY10 instead of FY09.

Mr. Evans moved and Mr. Reynolds seconded **Res. #22 Amended** as follows:

WHEREAS, on May 26, 2009 the Board of Trustees approved the submission of a proposal for funding under the New Jersey Department of Education for the FY10 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, the amount of \$591,268 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 FY10 Perkins Grant from July 1, 2009, through June 30, 2010, in the amount of \$591,268

ROLL CALL: ALL AYES, NO NAYS

Chairperson Talvacchia asked if there were any questions or comments for Res. #22 Amended.

Dr. Mora mentioned that the goal of the grant is to strengthen academic, technical and vocational skills of students who enroll in career and technical education programs. It also provides professional development programs for teachers, counselors and administrators.

B. Consent Resolutions

Chairperson Talvacchia asked Secretary Hines to read the consent resolutions.

Secretary Hines read the consent resolutions as follows: **Res. #20, Res. #20A and Res. #23.**

Chairperson Talvacchia said if there were no consent agenda resolutions to be pulled for further discussion and there were no objections, the resolutions on the consent agenda would be adopted.

Ms. Baumgardner moved and Dr. Dworsky seconded the following:

Res. #20

Upon the recommendation of the President:

Appointments

Mary Jane Smith, Program Assistant, Admissions, at an annual salary of \$27,456 effective September 23, 2009.

Res. #20A

WHEREAS, Constance LaMonaca, has served Atlantic Cape Community College faithfully and enthusiastically for 30 years, and

WHEREAS, Ms. LaMonaca's service to the college began as Clerk/Typist in the Admissions Department and culminates in her retirement as Administrative Secretary of the Academy of Culinary Arts, and

WHEREAS, throughout three decades of physical and academic transformation at the college, Ms. LaMonaca, has been recognized for providing steadfast advocacy, counsel and support of the students of Atlantic Cape, and

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

WHEREAS, Ms. LaMonaca fostered the delivery of countless successful college initiatives including, but not limited to, New Student Day, the New York Food Show, Miss America Luncheons, the founding of the Casino Career Institute, the debut of the Academy of Culinary Arts, Mall Day, and the American Culinary Federation accreditation process, and

WHEREAS, Ms. LaMonaca has been described by her colleagues as "loyal", "exceedingly competent," and "caring" and she has displayed a commitment to education in her professional pursuits having participated in trainings on the topics of leadership, computer applications, and web design, and
WHEREAS, Ms. LaMonaca 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 Constance LaMonaca, effective February 1, 2010.

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

Res. #23

RESOLVED: At a public meeting of the Board of Trustees to be held on October 27, 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

X. PRESIDENT'S REPORT: Dr. Mora reported on five items that were also displayed on

PowerPoint: Atlantic Cape and the American Recovery and Reinvestment Act of 2009 Summer Youth

Work Study Program, Enrollment Report for Fall 2009, Ocean City Home Bank Donation, Harvard

Seminar for Presidents, and the Board Activity Calendar.

- Dean Gentile and Mr. Sherwood Taylor, Director of Continuing Education Marketing and the Institute for Service Excellence, reported on Atlantic Cape's provision of services and programs under the American Recovery and Reinvestment Act of 2009, Summer Youth Work Study Program through the Atlantic Cape WIB subcontract. With a short lead-time, the college's efforts yielded three programs, the Departmental Worksite Program, Summer Worker Skills Program and College Preparation Conferences/Program, that served some 450 low-income persons ages 16-24 in Atlantic and Cape May counties, Mr. Taylor explained. Community professionals and educators explained such topics as job readiness, career exploration, transition to college, work experiences and some college subjects were also included. Then participants were assigned to areas where they worked as an aide or assistant under the direct supervision of a worksite supervisor. The program ends September 30. The participants are also given assistance with a career chart, ACCUPLACER or TABE test, exit interview, etc. The college operated the program under a \$93,500 grant that was expanded for additional work to more than \$200,000 from federal stimulus funds. Dean Gentile praised Mr. Taylor for his flexibility and adaptability in creating the program so quickly, praise he said he would take back to all those who worked on the project.
- Dr. Mora and Dean Carmen Royal showed a September 1 NBC40 story that focused on the college's booming enrollment and the affordability of two-year colleges. Dean Carmen Royal shared fall enrollment numbers, which are the highest in the college's history with credits up 9.53% and headcount up 8.37% over 2008. Culinary enrollments are up almost 37%. "We are experiencing an all time high at all three campuses," said Dean Carmen Royal. Dr. Mora also shared his welcome message to new students, which appeared on the college's Facebook page.

Mr. Melchiorre thanked Dr. Mora and the Cape May County Campus staff for heeding the increase in their county enrollment some of which occurred at the last minute. Ms. Carmen Royal credited Dr. Wexler and academic leadership in adding additional seats to the classes also stating that the faculty was supportive.

- Dean Gentile announced a \$1,000 gift to the ACCC Foundation from Ocean City Home Bank's Charitable Foundation and thanked Dr. Mora for his cultivation efforts on behalf of the Foundation. The purpose of the Charitable Foundation is to support charitable causes within the bank's marketing area and neighboring communities.

Mr. Parker invited trustees to attend the college's October 9 Scramble 'Fore' Scholarships golf tournament dinner with Chef Ed Batten of Harrah's Resort who is donating his services.

- Dr. Mora announced he has been selected for the post-doctoral program, "Harvard Seminar for Experienced Presidents." He thanked the Board for their support.
- Associate Dean Williams reviewed upcoming events on the Web-based Board Activity Calendar. She noted the NJCCC Trustees and Presidents Retreat on November 12 and 13. She informed the Board of the College Relations monthly newspaper articles for their review on the Board table.

XI. COMMITTEE REPORTS: DISCUSSION/QUESTIONS

Chairperson Talvacchia stated that the committee reports were sent in the Board packet for the Board members to review. He asked if there were any questions or comments.

XII. OTHER BUSINESS

Chairperson Talvacchia shared a thank you card received from former college nurse, Ms Sara Turner, for a dish garden she received from the Board for her 15 years of service.

XIII. COMMENTS FROM THE PUBLIC

Chairperson Talvacchia asked for any comments from the public.

XIV. ADJOURNMENT

Chairperson Talvacchia called the executive session to order and said there would be no matters discussed pertaining to personnel or any formal action taken.

On motion of Mr. Reynolds and second by Mr. Boyer, the regular session was adjourned at 7:55 p.m., in Room 113, Cape May County Campus 314 Court House-South Dennis Road, Cape May Court House, NJ.

Secretary's Note: The public and college personnel left the meeting.

Respectfully submitted,

BettyAnn Inloes Hines
ACCC Board Secretary

Attachments: ACCC Foundation Board Report, September 22, 2009
Budget, Finance and Audit Committee Minutes, September 15, 2009
Diversity, Equity and Community Services Committee Minutes, September 15, 2009
Long-Range Planning and Capital Projects Committee Minutes, September 14, 2009
Personnel and Board Development Committee Minutes, September 14, 2009