

I. CALL TO ORDER REGULAR SESSION

On Tuesday, March 23, 2010, at 7:05 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 March 11, 2010.

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
Robert J. Boyer	Kathy Corbalis
Terrence J. Crowley	Brittany Goldstein
David A. Evans	Douglas Hedges
Brian G. Lefke	Dr. Richard Perniciaro
Mary B. Long	Bobby Royal
Andrew W. Melchiorre	Carmen Royal
Donald J. Parker	Terry Sampson
Nicholas F. Talvacchia, Esquire	Cathie Skinner, CPA
Maria Ivette Torres	Dr. Art Wexler
Helen W. Walsh	BettyAnn Inloes Hines
	Louis J. Greco, Esquire
	Others in Attendance
	Jane Lugo, Atlantic Co. Treasurer & CFO
	Elaine Rose, <i>The Press of Atlantic City</i>
	Kevin Davis, ACCC student
	Bill Keener, ACCC employee
	Charles Mettelle, ACCC employee
	Dr. Wilfred Parsons, ACCC employee
	Yonnie Schaffer, ACCC student
	Grant Wilinski, ACCC employee

V. CALL TO ORDER EXECUTIVE SESSION

The executive session was 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. BUDGET REPORT

Mr. Evans presented the Fiscal Year 2009-2010 year-to-date data summarized in the Board Summary Report, for the eight months ended February 28, 2010, indicate a margin of \$10,986,991. The college has earned 87.31% of budgeted revenues and expended 64.21% of budgeted expenses.

He said credit hour enrollments for the fiscal year are 6% over budget, 10% over prior year enrollments. Excess revenues from enrollments are expected to cover budget shortfalls, particularly in adjunct instruction and health benefits. This report reflects the mid-year adjustment of revenues and expenditures.

"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 a positive Fiscal 2009-2010 margin," said Mr. Evans.

## VIII. RESOLUTIONS

### A. Regular Resolutions

Mr. Boyer moved and Mr. Crowley seconded the acceptance of the Financial Statement Executive Summary for February 28, 2010, **Res. #62**.

ROLL CALL: AYES, NO NAYS

Prior to discussion of the FY11 Tuition and Fees Schedule, Res. #65, Mr. Evans asked Dr. Mora if he had any comments.

Dr. Mora thanked Mr. Evans saying his remarks would focus on presenting a frame of reference for the discussion of the proposed budget resolution. "I would like you to look carefully at the conditions, which we are facing with growing enrollments and decreasing sector funds. The senior team lead by Dean Cathie Skinner have done their best to be consistent with the perspective on budget philosophy," said Dr. Mora. He continued his remarks as follows:

This is my fifth budget since becoming president of the college. When developing a budget plan for an open admissions publicly funded community college, like ACCC, one must always take into consideration the strategic conditions within the institutional service area. For this budget plan it is quite clear that Atlantic Cape, like virtually all community colleges in New Jersey, is faced with a double-edged challenge. We are facing continued enrollment increases while experiencing a decline in public sector funding. I assure you that this challenge has been factored into the development of this proposed budget plan.

During the process of competing for the position of president, many questions were raised on my perspective on planning and budgeting. My position was and continues to be the same. In my view, one must first start with the mission: *The published mission of Atlantic Cape is to provide superior programs at an affordable cost.* I have often said that

a budget is actually the quantitative expression of the mission. So, the goal of the college is to develop a budget that will meet the published mission by providing an equitable balance between assuring superior programs while maintaining affordability for students. And, that goal must be achieved within the framework of the availability of funding from the public sector sources: in our case, the state and county.

So based on the extensive efforts working with the college departments and deans and with the endorsement by the Budget, Finance and Audit Committee of this resolution, it is my view that the proposed budget will achieve that goal by:

- a. Providing Atlantic Cape with the resources needed to continue to provide superior undergraduate education, while
- b. Providing affordable cost for students.

Let's consider the concept of affordability based on the recommendation for the proposed tuition and fee schedule. More specifically, how does this proposed resolution support the notion of affordability? I submit five points with respect to supporting affordability:

- a. First and foremost, the proposed tuition level will keep Atlantic Cape in the lower 1/3 among New Jersey community colleges. This is the key benchmark for commitment to our students for affordability. And it is a benchmark that the college has met for all four of the budgets I have proposed as Atlantic Cape's president.
- b. Let's compare our cost to that of a public four year college. At an average cost of \$3,600 for tuition, fees, and books Atlantic Cape is approximately 25% of the cost for one year of undergraduate education at the average New Jersey state college. That is a savings of about \$10,000 per year for students attending Atlantic Cape. Let's also note that upon admission to a New Jersey public senior college, all of the general education credits are accepted! This cost difference is a critical factor contributing to our increasing enrollment and is based on student recognition of our relative affordability.
- c. For our students who qualify for financial aid, the new federal financial aid cap is set at around \$5,500. So at the Atlantic Cape cost of \$3,600 per year, affordability is virtually guaranteed for students with demonstrated financial need.
- d. To provide institutional-level support for affordability, the ACCC Foundation, working in conjunction with the college, is engaged in a three year fundraising campaign to expand their endowment and thereby offer a greater number of scholarships for Atlantic Cape students. We thank the Foundation members, all volunteers, for their ongoing commitment to supporting affordability for our students.
- e. Finally, the cost for attending college is often viewed in our culture as an investment in the future of the student. Virtually all statistics indicate that lifetime income of associate degree holders is higher than for persons with a high school diploma. So, in this respect, the \$3,600 annual cost for undergraduate education may be viewed as an investment in the future success and upward mobility of our graduates. This is an investment which, in my view, is well worthwhile.

Dr. Mora said, "Mr. Evans, that concludes my remarks in support of Res. #65."

Mr. Evans read **Res. #65** and then moved, and Ms. Long seconded the following:

WHEREAS, the college has considered the FY 2011 current revenue and expenditure budget, and

WHEREAS, the college has considered inflationary and incremental increases in the current expenditures, and

WHEREAS, the administration is recommending an average ~~\*4.3%~~ increase in general education, online and culinary tuition (see attached), and **(\*above % decreased, see Res. #65 Amended)**

THEREFORE BE IT RESOLVED that, upon recommendation of the President, the Board of Trustees approve the following tuition and fees schedule commencing with the summer session 2010.

N/C means No Change, cr. means credit

<u>TUITION RATE</u>	<u>GENERAL EDUCATION</u>	<u>AVIATION/ CULINARY</u>	<u>ONLINE</u>
<b>Per Credit Hour:</b>			
In County	\$ 97.00	\$292.00	\$119.00
Out-of County	\$194.00	\$389.00	\$119.00
Out-of State	\$388.00	\$583.00	\$119.00
Foreign	\$388.00	\$583.00	\$119.00

**SCHEDULE OF FEES**

**FY 2011 PROPOSED**      **FY 2010 ACTUAL**

**MANDATORY FEES, ALL STUDENTS**

General Fee (excluding online courses)	11.90/cr.	\$11.50/cr.
Information Services Fee, per semester	N/C	\$5.00/cr.
Facilities Fee (excluding online courses)	N/C	3.00/cr.
Student Activity Fee, Fall and Spring semesters	N/C	\$1.00/cr.
Student Accident Insurance, Summer semester	N/C	\$1.50
Student Accident Insurance, Fall and Spring, per semester	N/C	\$2.50
Student Health Insurance includes Fall, Spring, Summer Semesters	N/C	\$46.00
“ “ “ includes Spring and Summer Semesters	N/C	\$33.00
“ “ “ Summer semester only	N/C	\$21.00

**APPLICATION, ENROLLMENT & REGISTRATION FEES**

Adult Education Registration Fee, Adult Basic Education Program Grant (ESL)	N/C	\$15.00
General College Application Fee, includes Placement Test And ESL Placement Test	N/C	\$35.00
International Students Application Fee, F1 Visa only, Non-refundable	N/C	\$100.00
Allied Health/Nursing Program Application Fee, NURS	N/C	\$20.00

**PROGRAMS - SPECIAL FEES**

<b>ACADEMY OF CULINARY ARTS:</b>		
Culinary Arts credit-by-exam fee, non-refundable	N/C	\$260/per course
Culinary Awards Ceremony Fee	N/C	\$30.00
Culinary Program Fee	\$266.00/cr.	\$258.00/cr.
<b>ALLIED HEALTH AND NURSING PROGRAMS</b>		
NET Nursing Entrance Exam Fee	N/C	\$40.00
Clinical Fee: NURS	\$223.00/cr.	\$216.00/cr.
Professional Liability Insurance Fee, all clinical courses	N/C	\$5.00
<b>TECHNOLOGY STUDIES INSTITUTE</b>		
Aviation Program Fee	\$250.00	N/A

ACCC Tuition Rate & Fees Schedule FY 2011  
(commencing summer 2010)

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N/C means No Change, cr. means credit

**SCHEDULE OF FEES**

**FY 2011 PROPOSED**      **FY 2010 ACTUAL**

**COURSE-RELATED FEES**

Developmental Service Fee: (DEVS, Math 074, 073, ENG 070, 080)	N/C	\$33.00
English as a Second Language Service Fee: (ESLN 110, 111, 120, 121, 122, 211, 212, 213, 214)	N/C	\$33.00

**COURSE-RELATED FEES**

Light Technology Course Fee: ARTS except Arts 103, 105, 108, 109; Computer labs	N/C	\$17.00/cr.
Heavy Technology Course Fee: Science labs, HPED 117, 118	N/C	\$25.00/cr.
Lab kit fee for ESCI100 online section	N/C	\$130.00 per course
Site Visits fee (Fieldwork, Internships, Practicums)	N/C	\$17.00/cr.
Certification Fee (CDCC 120, ALHT 130)	N/C	\$20.00
High School Dual Credit Enrollment	N/C	\$40.00/cr.

**TESTING FEES**

Institutional Credit-by Examination Testing Fee		
Upon successful completion, cost will be the current per-credit rate minus the \$25.00 testing fee.	N/C	\$25.00
Learning Disability Testing Fee	N/C	\$200.00
Proctored External Testing, per exam	N/C	\$10.00
Accuplacer Retest Fee	N/C	\$10.00

**MISCELLANEOUS FEES**

Collection Fee, Delinquent Accounts	N/C	\$25.00
Returned Check Service Charge	N/C	\$35.00
Deferred Payment Plan Fee	N/C	\$25.00
Graduation Fee, all graduating students (Graduation Audit)	N/C	\$30.00
Late Fee	N/C	\$25.00
Additional Parking Sticker Fee, students	N/C	\$3.00
Student ID Card Replacement	N/C	\$5.00
Transcript Evaluation Fee: Evaluation of credits from other colleges, articulation agreements, Advanced Placement, CLEP, military, Police Training agreements, PONSII, & Tech Prep.	N/C	\$20.00

**Secretary's Note: There was no vote on Res. #65 (above) and it was amended (below).**

Chairperson Talvacchia said since Res. #65 and Res. #66 are connected before the vote on Res #65, Res. #66 (below) will be discussed.

Mr. Evans read and moved **Res #66** and Ms. Long seconded the following:

WHEREAS, the Budget, Finance and Audit Committee has reviewed the FY 2011 proposed budget developed to meet the requirements of the college for FY 2010-2011, and

WHEREAS, the college has projected current revenues and expenditures for educational and general purposes to be \*\$43,213,775 (see attached), and  
**(\*amount changed see Res. #66 Amended)**

WHEREAS, the college budget request includes a county appropriation of \$8,695,901 contingent on approval of a resolve at the Atlantic Cape Community College Board of School Estimate meeting to be held April 14, 2010.

THEREFORE BE IT RESOLVED by the Atlantic Cape Community College Board of Trustees that the FY 2010-2011 revenue budget be approved contingent on the Board of School Estimate approval of a county appropriation of \$8,695,901.

Chairperson Talvacchia said the resolutions are open for discussion.

Dr. Mora said his comments reinforce the motion for Res. #66.

Mr. Melchiorre said it is hard to share after Dr. Mora's comments, because he respects Dr. Mora's remarks. He said he is concerned when an increase in business causes a problem because several more students should generate more tuition. "Why is there a problem, this should be a benefit?" asked Mr. Melchiorre.

Dr. Mora said the word "problem" is too strong, the word should be "challenge." "With the increased number of students, it gives us a challenge because of a decrease in public funding from the state," said Dr. Mora.

Mr. Melchiorre asked when was the last time we passed the budget without a tuition increase.

It was stated that the last time was in 2005.

Dr. Mora wanted the Board to look at the combined total of tuition and fees.

The Board discussed the impact of the increased cost of medical benefits.

Mr. Boyer asked if there were any contributions from the employees.

Dr. Mora said there are currently no contributions from employees.

Ms. Torres noted that with the new health care law, there would be contributions to health care.

Dean Skinner said health benefits are negotiated and mandated by law and most numbers are projections and estimates that could change.

The discussions on Res. #65 and Res. #66 continued with further information on enrollment, the budget and the fund balance for emergencies.

Mr. Parker said he was interested in the Board taking a look at the overall expenditures and the tuition increase in line with the level of inflation of a 1% to 2% range. He said based on what the rest of the economy is doing, we must consider how NJ STARS has improved our quality of students noting that better students add to the enrichment of the campus. "We need to invest money in the budget, reduce tuition and invest in maintaining the NJ STARS program," said Mr. Parker.

Ms. Torres asked if the college has met with potential NJ STARS students.

Dean Carmen Royal said yes, adding that we are very concerned about our existing students in the pipeline.

Dr. Mora said the NJ Council of County Colleges along with the President's Council is addressing, throughout the sector, how to fund continuation of the current class of NJ STARS.

A discussion ensued between the administration and the Board on how to assist the NJ STARS students noting that this same discussion is being held statewide.

Chairperson Talvacchia asked if there were any further comments. He stated that with about a 2% reduction in the proposed tuition the fund balance should allow for a decent surplus. All fees are to remain the same. "I think the college can achieve its mission with less revenue, and it is not a significant cut in revenue," said Chairperson Talvacchia.

The Board and administration continued their discussion with comments on how the reduction in the tuition increase would affect the budget and fund balance.

After Board discussion **Res. #65 Amended** follows:

WHEREAS, the college has considered the FY 2011 current revenue and expenditure budget, and

WHEREAS, the college has considered inflationary and incremental increases in the current expenditures, and

WHEREAS, the administration is recommending a **2%** increase in general education, online and culinary tuition (see attached), and

THEREFORE BE IT RESOLVED that, upon recommendation of the President, the Board of Trustees approve the following tuition and fees schedule commencing with the summer session 2010.

N/C means No Change  
cr. means credit

<u>TUITION RATE</u>	<u>GENERAL EDUCATION</u>	<u>AVIATION/ CULINARY</u>	<u>ONLINE</u>
<b>Per Credit Hour:</b>			
In County	\$ 94.80	\$285.60	\$116.30
Out-of County	\$189.60	\$380.40	\$116.30
Out-of State	\$379.20	\$570.00	\$116.30
Foreign	\$379.20	\$570.00	\$116.30

<u>SCHEDULE OF FEES</u>	<u>FY 2011 PROPOSED</u>	<u>FY 2010 ACTUAL</u>
<b><u>MANDATORY FEES, ALL STUDENTS</u></b>		
General Fee (excluding online courses)	11.90/cr.	\$11.50/cr.
Information Services Fee, per semester	N/C	\$5.00/cr.
Facilities Fee (excluding online courses)	N/C	3.00/cr.
Student Activity Fee, Fall and Spring semesters	N/C	\$1.00/cr.
Student Accident Insurance, Summer semester	N/C	\$1.50
Student Accident Insurance, Fall and Spring, per semester	N/C	\$2.50
Student Health Insurance includes Fall, Spring, Summer Semesters	N/C	\$46.00
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“ “ “ Summer semester only	N/C	\$21.00
<b><u>APPLICATION, ENROLLMENT &amp; REGISTRATION FEES</u></b>		
Adult Education Registration Fee, Adult Basic Education Program Grant (ESL)	N/C	\$15.00
General College Application Fee, includes Placement Test And ESL Placement Test	N/C	\$35.00
International Students Application Fee, F1 Visa only,		

Non-refundable	N/C	\$100.00
Allied Health/Nursing Program Application Fee, NURS	N/C	\$20.00
<b><u>PROGRAMS - SPECIAL FEES</u></b>		
<b>ACADEMY OF CULINARY ARTS:</b>		
Culinary Arts credit-by-exam fee, non-refundable	N/C	\$260/per course
Culinary Awards Ceremony Fee	N/C	\$30.00
Culinary Program Fee	\$266.00/cr.	\$258.00/cr.
<b>ALLIED HEALTH AND NURSING PROGRAMS</b>		
NET Nursing Entrance Exam Fee	N/C	\$40.00
Clinical Fee: NURS	\$223.00/cr.	\$216.00/cr.
Professional Liability Insurance Fee, all clinical courses	N/C	\$5.00
<b>TECHNOLOGY STUDIES INSTITUTE</b>		
Aviation Program Fee	\$250.00	N/A

ACCC Tuition Rate & Fees Schedule FY 2011  
(commencing summer 2010)

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<b><u>SCHEDULE OF FEES</u></b>	<b><u>FY 2011 PROPOSED</u></b>	<b><u>FY 2010 ACTUAL</u></b>
<b><u>COURSE-RELATED FEES</u></b>		
Developmental Service Fee: (DEVS, Math 074, 073, ENG 070, 080)	N/C	\$33.00
English as a Second Language Service Fee: (ESLN 110, 111, 120, 121, 122, 211, 212, 213, 214)	N/C	\$33.00
<b><u>COURSE-RELATED FEES</u></b>		
Light Technology Course Fee: ARTS except Arts 103, 105, 108, 109; Computer labs	N/C	\$17.00/cr.
Heavy Technology Course Fee: Science labs, HPED 117, 118	N/C	\$25.00/cr.
Lab kit fee for ESCI100 online section	N/C	\$130.00 per course
Site Visits fee (Fieldwork, Internships, Practicum)	N/C	\$17.00/cr.
Certification Fee (CDCC 120, ALHT 130)	N/C	\$20.00
High School Dual Credit Enrollment	N/C	\$40.00/cr.
<b><u>TESTING FEES</u></b>		
Institutional Credit-by Examination Testing Fee Upon successful completion, cost will be the current per-credit rate minus the \$25.00 testing fee.	N/C	\$25.00
Learning Disability Testing Fee	N/C	\$200.00
Proctored External Testing, per exam	N/C	\$10.00
Accuplacer Retest Fee	N/C	\$10.00
<b><u>MISCELLANEOUS FEES</u></b>		
Collection Fee, Delinquent Accounts	N/C	\$25.00
Returned Check Service Charge	N/C	\$35.00
Deferred Payment Plan Fee	N/C	\$25.00
Graduation Fee, all graduating students (Graduation Audit)	N/C	\$30.00
Late Fee	N/C	\$25.00
Additional Parking Sticker Fee, students	N/C	\$3.00
Student ID Card Replacement	N/C	\$5.00
Transcript Evaluation Fee: Evaluation of credits from other colleges, articulation agreements, Advanced Placement, CLEP, military, Police Training agreements, PONSI, & Tech Prep.	N/C	\$20.00

After Board discussion **Res. #66 Amended** follows:

WHEREAS, the Budget, Finance and Audit Committee has reviewed the FY 2011 proposed budget developed to meet the requirements of the college for FY 2010-2011, and

WHEREAS, the college has projected current revenues and expenditures for educational and general purposes to be **\$42,713,775** (see attached), and

WHEREAS, the college budget request includes a county appropriation of \$8,695,901 contingent on approval of a resolve at the Atlantic Cape Community College Board of School Estimate meeting to be held April 14, 2010.

THEREFORE BE IT RESOLVED by the Atlantic Cape Community College Board of Trustees that the FY 2010-2011 revenue budget be approved contingent on the Board of School Estimate approval of a county appropriation of \$8,695,901.

Chairperson Talvacchia called for a roll call vote on Res. #65, Res. #66. **Res. #65 Amended** and

**Res. #66 Amended.**

Roll Call Vote	Res. #65	<b>Res. #65 Amended</b>	Res. #66	<b>Res. #66 Amended</b>
Robert J. Boyer	No	Yes	No	Yes
Terrence J. Crowley*	No	Yes	No	
David A. Evans	Yes	No	Yes	No
Brian G. Lefke	No	Yes	No	Yes
Mary B. Long	No	Yes	No	Yes
Andrew W. Melchiorre	No	Yes	No	Yes
Donald J. Parker	No	Yes	No	Yes
Nicholas F. Talvacchia	No	Yes	No	Yes
Maria Ivette Torres	No	Yes	No	Yes
Helen W. Walsh	No	Yes	No	Yes

**\*Secretary's Note: There is no vote recorded for Mr. Crowley on Res. #66 Amended because he left the meeting before the vote.**

In the Board of Trustees Financial Report, Executive Summary, as of February 28, 2010, Section II, Page 1 of 5, Ms. Walsh asked if \$1,665,067 was the Total Projected Fiscal Year 2009-2010 Revenue, projected margin.

Dean Skinner said this amount does not take into account health benefits and mid-year transfers.

She said it is our best projection and it probably should be closer to \$1 million.

**Secretary's Note: The February 23, 2010, executive session minutes were distributed to the Board at the meeting.**

Chairperson Talvacchia asked for any comments on **Res. #61**, February 23, 2010, regular and executive session minutes.

Mr. Lefke moved and Ms. Torres seconded acceptance of the minutes.

ROLL CALL: AYES, NO NAYS

Mr. Parker read and moved **Res. #63**, the retirement of Dr. Wilfred Parsons and Mr. Melchiorre

seconded the following:

WHEREAS, Dr. Wilfred Parsons has served Atlantic Cape Community College with great skill and dedication as a member of its faculty since 1971, and

WHEREAS, Dr. Parsons' students and colleagues have praised his instructional dexterity noting his consistent ability to engage a range of students in scientific content that is often challenging and complex, and

WHEREAS, Dr. Parsons' commitment to delivering high quality instruction is evidenced by his leadership of multiple academic initiatives at the College, including, but not limited to, the redesign of Anatomy and Physiology curriculum, service as Atlantic Cape's Middle States Chairman and Co-chairman in 1993 and 1996, respectively, and participation on the Academic Standing Committee, Academic Policies and Procedures Committee, Student Evaluation Ad-Hoc Committee, Faculty Search Committees, and as Secretary of the Collegiate Assembly, and

WHEREAS Dr. Parsons' passionate advocacy in support of improving faculty working conditions resulted in enhanced instructional productivity, and

WHEREAS Dr. Parsons' advocacy of due process and conflict resolution has enhanced the process of resolving labor-management disputes, and

WHEREAS, Dr. Parsons' leadership and advocacy also extended to his multiple roles with the NJEA serving as editor of the Education Association Newsletter/blog and as a member of the Education Association negotiating team for the settlement of several contracts, and

WHEREAS, Dr. Parsons' academic and civic pursuits during his career included enrolling in Spanish and computer classes at the College, volunteering as a guest speaker for community-based organizations on the topics of "Nutrition and Physical Fitness" and "Drugs and Alcoholism", and co-founding the South Jersey Adoption Association.

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

THEREFORE BE IT RESOLVED, upon the recommendation of the President, that the Board approve the retirement of Dr. Wilfred Parsons, effective June 29, 2010.

BE IT FURTHER RESOLVED, that the Board extends its best wishes to Dr. Parsons and his family for a very healthy and happy retirement.

Chairperson Talvacchia asked if there were any comments.

Vice President Wexler said, "Though we are encountering a new environment, Dr. Parsons has continued to provide guidance and support."

ROLL CALL: AYES, NO NAYS

Dr. Parsons thanked the Board for the invitation to the meeting. He noted the difference between a student in the 70's and one today. He said there is a life style difference because everyone is working these days. The students want everything and there is less time to study. He noted that he graduated from a community college in 1959 and came back to the community college as a professor. "Community colleges are a bargain and you can get as good an education here as anywhere else. It has been a pleasure to work here. I appreciate the efforts of the Board in promoting the mission of the college," said Dr. Parsons.

The Board applauded.

**Secretary's Note: Pictures were taken of Dr. Parsons with Chairperson Talvacchia and Dr. Mora.**

B. Consent Resolutions

Chairperson Talvacchia read the consent resolutions—**Res. #64, Res. #64A, Res. #67, Res. #68, Res. #69 and Res. #70**—and **Policy No. 845** for adoption. "If there are no objections, these resolutions and policy will be adopted," said Chairperson Talvacchia.

Mr. Melchiorre moved and Ms. Walsh seconded the following:

**Res. #64**

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

Bid Ex. 579	Adult Basic Education Grant, FY10 Expenses	\$33,004.00
	Atlantic County Justice Facility Atlantic City, NJ	
Bid Ex. 580	State Contract, Apple Computers, (Pending Perkins Grant approval)	\$42,010.45
	Apple Computer Austin, TX	

**Res. #64A**

RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR  
Gabel Associates  
Highland Park, New Jersey

WHEREAS, under New Jersey Community College Contract Law a Contract for Professional Services may be negotiated or awarded without public advertising for bids, and

WHEREAS, the Purchasing Senior Manager has determined that the value of the acquisition will exceed \$17,500, and

WHEREAS, the anticipated term of this contract is nine months as approved by the governing body, and

WHEREAS, Gabel Associates was contracted to be the consultant for the solar project through a competitive process, and

WHEREAS, Gabel Associates prepared the technical and economic feasibility studies, prepared the technical specifications and provided access to economic modeling for the project, and

WHEREAS, the college administration has been very satisfied with Gabel's work to date, and

WHEREAS, the college needs oversight of the project to ensure compliance with accepted proposal, Power Purchase Agreement and coordination with other activities on campus, and

WHEREAS, Gabel Associates has submitted a proposal dated January 22, 2010, indicating they will provide the Construction Management for Solar Projects for the sum not to exceed \$80,000.00.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College authorizes a contract with Gabel Associates, as described herein.

**Res. #67**

WHEREAS, on September 22, 2009, the Board of Trustees authorized acceptance of the FY10 Carl D. Perkins Vocational Grant funding from the New Jersey Department of Education in the amount of \$591,268, and

WHEREAS, there is a need to amend the budget for said Grant, (see attached), and

WHEREAS, the Grant calls for the Board of Trustees approval for all changes.

THEREFORE BE IT RESOLVED that the Board of Trustees approve the amendment application for the FY10 Perkins Grant Spending Plan. The focus of the projects has not changed; however, reallocation of funds is necessary since the original budget submission.

**Res. #68**

WHEREAS, Civic Ventures is soliciting applications to its MetLife Foundation/Civic Ventures Community College Encore Career Initiative, and

WHEREAS, the Community College Encore Career Initiative provides grants to community colleges to retrain adults aged 50+ for careers in health and education (see attached), and

WHEREAS, the amount of the proposed grant is \$25,000 for one year (grant term July 1, 2010 – June 30, 2011).

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to apply for the MetLife Foundation/Civic Ventures Community College Encore Career Initiative in the amount of \$25,000 for one year from July 1, 2010, to June 30, 2011.

**Res. #69**

WHEREAS, The Coca-Cola Company and Keep America Beautiful is soliciting applications to its *Bin Grant Program*, and

WHEREAS, the *Bin Grant Program* provides selected grant recipients with containers for the collection of beverage container recyclables in public settings. Grant recipients will receive actual recycling bins (not funding). The grant is intended to promote beverage container recycling (see attached), and

WHEREAS, the amount of the proposed grant is donation of ten recycling bins (retail value of each bin is approximately \$500) to be granted on April 22, 2010, with a project period of one year (with bins to be kept by Atlantic Cape permanently).

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to apply for the Coca-Cola Company and Keep America Beautiful *Bin Grant Program* to be granted on April 22, 2010, with a project period of one year.

**Res. #70**

RESOLVED: At a public meeting of the Board of Trustees to be held on April ,27, 2010, that pursuant to Sections 7 and 8 of the "Open Public Meetings Act", the following subject(s) may be discussed in an executive session of the Board of Trustees 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.

Policy No. 845 for Adoption

# Policy No. 845

## Area: Human Resources

Adopted: 04/23/96

Revisions Approved:

### Description: Rule Violation

Rules and regulations are essential to the effective operation of the college. The following rules are presented for the common guidance of all employees. They are fundamental in character and are for the convenience and protection of all. ~~The purpose of this listing is not to restrict the rights of anyone but to define these rights and to protect the rights of all.~~

Committing any of the following violations will be considered sufficient grounds for disciplinary action, ranging from an oral warning to immediate discharge depending on the seriousness and the frequency of the offense.

#### EXAMPLES OF VIOLATIONS

Violation	First Offense	Second Offense	Third Offense	Fourth Offense
1. Excessive tardiness	OW	WR	S	D
2. Excessive Absenteeism	OW	WR	S	D
3. Careless or substandard workmanship resulting in waste, spoilage or delay.	OW	WR	S	D
4. Posting, defacing, or moving notices from college bulletin boards or other public places.	OW	WR	S	D
5. Failure to report for accepted overtime work without a justifiable reason, or failure to promptly notify the college of such absence.	OW	WR	S	D
6. Engaging in horseplay or scuffling.	OW	WR	S	D
7. Leaving the work location during work shift without authorization.	OW	WR	S	D
8. Idling, loafing, or inattention during work hours.	OW	WR	S	D
9. Failure to properly ring time clock.	OW	WR	S	D
10. Failure to notify the college on each day of unscheduled absence.	OW	WR	S	D
11. Using profane or obscene language or gestures.	OW	WR	S	D
12. Violation of minor safety rules and practices.	OW	WR	S	D



## Atlantic Cape Community College Records Privacy Statement

Your employment with Atlantic Cape Community College may expose you to confidential paper and electronic records. Accessing institutional information sources such as SIS, FRS, HRS, Colleague and paper records carries an expectation of legal, moral and ethical adherences.

*Data users shall:*

*Access institutional information for college business only.*

*Respect individual confidentiality and privacy at all times and adhere to ethical standards for data use.*

*Abide by laws and policies that address information access, use or disclosure.*

*Familiarize themselves with the Family Educational Rights & Privacy Act (FERPA) and its provisions regarding student records.*

Expressly forbidden is the disclosure of limited-access records (example: education records) or the distribution of such data in any medium except as required by an employee's job responsibilities.

Also forbidden is the access, use or change of any institutional data for one's own personal gain or profit, or the personal gain or profit of others, or to satisfy one's own personal curiosity.

Failure to adhere to the provisions of this policy shall result in disciplinary action.

Data request from outside the institution are subject to completion of the *Government Records Request Form*, available from the Human Resources Department and online at [www.atlantic.edu](http://www.atlantic.edu).

I have read and understood the Atlantic Cape Community College Records Privacy Statement.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Initials of Witness \_\_\_\_\_

ROLL CALL: AYES, NO NAYS

Mr. Evans said that the ACCC Grants Directory for March 23, 2010, was sent out in the Board packet. He said it was a great report and encouraged the Board to review it.

Chairperson Talvacchia thanked Mr. Evans and the Budget, Finance and Audit Committee for its hard work.

IX. PRESIDENT'S REPORT: Dr. Mora said he would remove Black History Month from his report and speak on it at a future Board meeting. His report included information on a student's athletic accomplishment, the Safe Campus Initiative FM Alert, library renovations and ribbon cutting, the National

Council for Marketing and Public Relations (NCMPR) awards, media highlights, Board Retreat, SWAT Drill, and the Board Activity Calendar.

Dr. Mora introduced Dean Carmen Royal to speak about Mr. Kevin Davis' athletic accomplishment.

Dean Carmen Royal introduced Mr. Davis as an Absegami High School graduate and a transfer student who came back home and decided to attend Atlantic Cape. She said Mr. Davis was honored as National Junior College Athletic Association Player of the Week for scoring 90 points over two games as a guard on the college's men's basketball team.

Mr. Davis said he appreciated the game this year and it is a pleasure to play. He thanked fellow student Ms. Yonnie Schaeffer for encouraging him to continue in the game and school.

Associate Dean Goldstein recognized Ms. Schaeffer as the President/Board Office clerical assistant and that we are lucky to have her.

Dean Bobby Royal and Mr. William Keener, Supervisor of Security and Public Safety, reported on the college's Safe Campus Initiative, the work of the college's Cross-functional Safe Campus Advisory Committee. With the assistance of Sgt. Charles Mettille, Mr. Keener talked about a new Web-based incident reporting system and demonstrated the Alert FM Subcarrier System which provides an added way to share information during an emergency.

Dr. Mora said in terms of technology this original idea was foreseen by Dean Hedges a while ago. "This is a good opportunity for our area, and we are ahead of the curve in technology," said Dr. Mora. He thanked Dean Bobby Royal and Mr. Keener for doing a great job with campus safety and fostering relations with public safety in both counties and with federal and state agencies.

Mr. Keener announced that a SWAT drill was held at the Mays Landing Campus with college security personnel participating.

Vice President Wexler and Mr. Grant Wilinski, Associate Dean of Academic Support, spoke about renovations to the Mays Landing Campus library that converted it to an Information Commons where students can access books and computers in one location. Those improvements and other upgrades were highlighted at a recent open house for the college community.

Ms. Corbalis recognized Mr. Geoffrey Pettifer, Director of College Marketing, for his work leading to a silver Paragon Award from NCMPR. The award, in the Online Marketing/Advertising category,

recognized the *What's Cooking* segments on NBC 40 that feature Academy of Culinary Arts chefs and students. Mr. Pettifer accepted the award at the NCMPR national conference in Albuquerque, N.M., on March 16, where he also presented a breakout session on Social Networking. Ms. Corbalis co-presented a discussion group at the conference and was appointed Director-at-Large on the NCMPR board.

"The college received extensive national media coverage last week," said Ms. Corbalis. Articles were in the Wall Street Journal and Community College Times with television coverage on NBCTV 40 News and The Diane Rehm Show on National Public Radio. Ms. Corbalis recognized all those who helped make the coverage possible.

Associate Dean Goldstein said the Annual Board Retreat, "Harnessing the Trustee Perspective in Institutional Strategic Planning," held on March 19 was successful with part of the session held by Consultant Rick Maher's discussions on "The Strategic Planning Framework" and "Why Colleges Need to Do Things Differently." Associate Dean Goldstein thanked the members who completed the Retreat assessment. "There will be a follow-up with the Board on the assessment results by the Personnel & Board Development Committee next month," said Associate Dean Goldstein.

Associate Dean Goldstein noted the Board wanted advance notice of events. The Board Activity Calendar is below:

**March 26, 5 p.m.**, Atlantic Cape Adjunct Appreciation Reception, Mays Landing Country Club  
**April 13, 12:30 p.m.**, Buccaneer's Gymnasium Grand Opening & Ribbon Cutting Ceremony,  
 Mays Landing Campus Gymnasium  
**April 14, 10 a.m.**, Board of School Estimate, J-202  
**April 16, 5 p.m.**, Student Government Association Dinner and Awards Ceremony,  
 Mays Landing Country Club  
**April 18, 2-4 p.m.**, Library Speakers Series, Jack Devine, CIA veteran, talk on intelligence and  
 spying

X. COMMITTEE REPORTS: DISCUSSION/QUESTIONS

There were no comments from the Board on the March committee reports sent with the Board packet.

XI. OTHER BUSINESS

Mr. Melchiorre said he wanted to comment on the library and gym renovations. "These renovations are the academic and athletic balances that we want to do," said Mr. Melchiorre.

"This is what we are trying to do," said Dr. Mora.

XII. COMMENTS FROM THE PUBLIC

Ms. Schaffer asked when the students will be informed about the new security system.

Mr. Keener said there must be implementation first and then the Student Government Association will be informed. He said information on the security system will be communicated by flyers, drills, etc.

XIII. ADJOURNMENT

Chairperson Talvacchia said after adjournment an executive session will be held with no formal action being taken.

On motion of Mr. Melchiorre and second by Mr. Parker the regular session was adjourned at 9:00 p.m., in Room 204 of the Charles D. Worthington Atlantic City Campus, 1535 Bacharach Boulevard, Atlantic City in Atlantic County, NJ..

Respectfully submitted,

BettyAnn Inloes Hines  
ACCC Board Secretary

Attachments: ACCC Foundation Board Report, March 2010  
Academic & Student Affairs Committee Report, March 23, 2010, Report  
Budget, Finance & Audit Committee Minutes, March 16, 2010  
Diversity, Equity & Community Service Executive Summary, March 16, 2010  
Long-Range Planning & Capital Projects Committee Minutes, March 15, 2010  
Personnel & Board Development Committee Minutes, March 15, 2010