

I. CALL TO ORDER REGULAR SESSION

On Tuesday, April 26, 2011, 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 April 14, 2011.

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
√	Robert J. Boyer	Dr. Peter Mora
√	David A. Evans	Kathy Corbalis
√	Brian G. Lefke	Eileen Curristine
√	Andrew W. Melchiorre	Sean Fischer
√	Maria K. Mento	Eileen Curristine
√	Nicholas F. Talvacchia, Esquire	Dr. Pat Gentile
√	Maria Ivette Torres	Douglas Hedges
√	Helen Walsh	Dr. Richard Perniciaro
		Bobby Royal
		Carmen Royal
		Terry Sampson
		Cathie Skinner, CPA
		Dr. Art Wexler
		Louis J. Greco, Esquire
		BettyAnn Inloes Hines
		Others in Attendance
		Bonnie Lindaw, Atlantic Co. Comptroller
		Esther James, AC Employee

V. CALL TO ORDER EXECUTIVE SESSION

Chairperson Talvacchia said there would be an executive session held after the regular session.

VI. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

None

VII. BUDGET REPORT

Ms. Torres stated that the FY11 Board Summary Report, **Res. #77**, for the nine months ended March 31, 2011 indicates that the college has earned 88.26% of budgeted revenues and expended 71.04% of budgeted expenses.

Preliminary fiscal year 2010-2011 year-to-date data summarized in this report reflects summer, fall and spring sessions. Student credit hour enrollments are almost 6% lower than the budgeted credit hour enrollment goal. Management is making every effort to attain the budgeted fiscal 2010-2011 margin.

VIII. RESOLUTIONS

A. Regular Resolutions

Mr. Melchiorre moved and Mr. Boyer seconded acceptance of the Financial Statement Executive Summary for March 31, 2011, **Res. #77**.

ROLL CALL: ALL AYES, NO NAYS

Ms. Torres read **Res. #80** as follows:

WHEREAS, on May 25, 2010, Res. #90, the Board of Trustees authorized the college administration to enter into negotiations with Rutgers University for a land lease for the purpose of constructing an academic building and on August 28, 2007, authorized the endorsement of Blueprint 2020 as a means of building upon and securing a quality and productive future for the Atlantic Cape community, and

WHEREAS, the Board stated that upon completion of the lease negotiations and after review by the college counsel, the terms of the lease are to be presented to the Board for approval (see attached).

THEREFORE BE IT RESOLVED that based upon review by the college counsel, the president and administration believe that the best interest of the college will not only be protected but also enhanced by this lease and the partnership that it promotes.

THEREFORE BE IT FURTHER RESOLVED that the Board approve the land lease with Rutgers for the purpose of constructing an academic building as negotiated by college administration.

Chairperson Talvacchia asked Counsel Greco to give a summary of the lease.

Counsel Greco gave a summary of the *Ground Lease* between Atlantic Cape and Rutgers, which was attached to Res. #80.

The Board members asked several questions. Counsel Greco and the administration responded. Then they engaged in a discussion over the details of the lease.

Ms. Walsh asked for an amendment of Res. #80 to the attached *Ground Lease* on Page 23, Section 32 changing the wording from "Every fourth year" to "Annually." The *Ground Lease*, Page 23, Section 32, reads:

**Section 32.** Student Use Fee. . . . For the first year of the Lease this fee shall be \$25,000.00. Every **fourth year** thereafter (in the 4<sup>th</sup> quarter) the fee shall be adjusted and the new fee will take effect the following calendar year and remain constant until the next adjustment.

Ms. Walsh moved and Mr. Boyer seconded amending the *Ground Lease* and Res. #80.

Roll Call Vote	To Amend Res. #80	Res. #80, as Amended
Robert J. Boyer	√	√
David A. Evans	√	√
Brian G. Lefke	√	√
Andrew W. Melchiorre	X	Abstained
Maria K. Mento	√	√
Nicholas F. Talvacchia	√	√
Maria Ivette Torres	√	√
Helen W. Walsh	√	√

**Res. #80, as Amended**

WHEREAS, on April 26, 2011, the Board of Trustees approved an amendment to Resolution #80 which follows, and

WHEREAS, in the Ground Lease between Atlantic Cape Community College and Rutgers, The State University, on Page 23, **Section 32**, the Board wants to change the wording from “Every fourth year” to “Annually.” It currently reads as follows:

**Section 32.** Student Use Fee. . . . For the first year of the Lease this fee shall be \$25,000.00. Every **fourth year** thereafter (in the 4<sup>th</sup> quarter) the fee shall be adjusted and the new fee will take effect the following calendar year and remain constant until the next adjustment.

WHEREAS, on April 26, 2011, Res. #80 was amended, on May 25, 2010, Res. #90, the Board of Trustees authorized the college administration to enter into negotiations with Rutgers University for a land lease for the purpose of constructing an academic building and on August 28, 2007, authorized the endorsement of Blueprint 2020 as a means of building upon and securing a quality and productive future for the Atlantic Cape community, and

WHEREAS, the Board stated that upon completion of the lease negotiations and after review by the college counsel, the terms of the lease are to be presented to the Board for approval (see attached).

THEREFORE BE IT RESOLVED that based upon review by the college counsel, the president and administration believe that the best interest of the college will not only be protected but also enhanced by this lease and the partnership that it promotes.

THEREFORE BE IT FURTHER RESOLVED that the Board approve the land lease with Rutgers for the purpose of constructing an academic building as negotiated by college administration.

The Board requested—Ms. Torres moved and Mr. Lefke seconded--that the Policy for Adoption, Policy No. 208 (Revision) – Student Personal Conduct be placed under the regular resolutions.

ROLL CALL: ALL AYES NO NAYS

Ms. Torres moved and Mr. Lefke seconded the following:

**Policy No. 208, Area: Student Affairs, Student Personal Conduct**

The College embraces the twin principles of individual responsibility on the part of students and due process on the part of the College administration: Students will be publicly informed of the standards of conduct expected of them. A judicial system will be established for the fair handling of disciplinary matters, incorporating an appeals process.

**STUDENT CODE OF CONDUCT:** On admission to Atlantic Cape, each student is expected to act in a responsible manner which conforms with generally accepted standards of adult behavior. Students are expected to familiarize themselves with the College's code of conduct.

It is expected that all students will show courtesy and respect for each other and for administrative officers, faculty and employees. Students must understand and accept the necessity for various College regulations and they must comply with directives of those authorized to enforce regulations.

Students are expected to respect the property of the College and that of others. Damage to or destruction of such property will be considered a matter for disciplinary action.

All students are expected to present an appearance that is neat, clean and in good taste. Students also are expected to recognize the importance of their personal appearance. Proper dress on campus, therefore, is expected. Some College programs reserve the right to require specific dress/uniform standards.

Indiscriminate, obscene language shows lack of respect for self and others. Students should show courtesy and respect for themselves and others by refraining from this practice.

Any threat or hindrance to the instructional process or the daily life of the campus is prohibited and will be enforced by those authorized to do so.

Possession, use or distribution of alcoholic beverages on the College premises is prohibited regardless of age. This includes all student sponsored on or off-campus events and any College sponsored event in which students participate or attend as students and not as guests.

Students who violate these restrictions shall be subject to appropriate disciplinary action up to and including dismissal and may be subject to criminal prosecution.

Possession, distribution or use of illegal drugs or narcotics on campus or at any College sponsored function is prohibited.

Chairperson Talvacchia asked if there was any discussion.

Mr. Boyer stated that the paragraph before the last paragraph which reads "Students who . . ." should be the last paragraph.

The Board agreed to this change.

**Policy No. 208, Area: Student Affairs, Student Personal Conduct (Revised)**

The College embraces the twin principles of individual responsibility on the part of students and due process on the part of the College administration: Students will be publicly informed of the standards of conduct expected of them. A judicial system will be established for the fair handling of disciplinary matters, incorporating an appeals process.

**STUDENT CODE OF CONDUCT:** On admission to Atlantic Cape, each student is expected to act in a responsible manner which conforms with generally accepted standards of adult behavior. Students are expected to familiarize themselves with the College's code of conduct.

It is expected that all students will show courtesy and respect for each other and for administrative officers, faculty and employees. Students must understand and accept the necessity for various College regulations and they must comply with directives of those authorized to enforce regulations.

Students are expected to respect the property of the College and that of others. Damage to or destruction of such property will be considered a matter for disciplinary action.

All students are expected to present an appearance that is neat, clean and in good taste. Students also are expected to recognize the importance of their personal appearance. Proper dress on campus, therefore, is expected. Some College programs reserve the right to require specific dress/uniform standards.

Indiscriminate, obscene language shows lack of respect for self and others. Students should show courtesy and respect for themselves and others by refraining from this practice.

Any threat or hindrance to the instructional process or the daily life of the campus is prohibited and will be enforced by those authorized to do so.

Possession, use or distribution of alcoholic beverages on the College premises is prohibited regardless of age. This includes all student sponsored on or off-campus events and any College sponsored event in which students participate or attend as students and not as guests.

Possession, distribution or use of illegal drugs or narcotics on campus or at any College sponsored function is prohibited.

Students who violate these restrictions shall be subject to appropriate disciplinary action up to and including dismissal and may be subject to criminal prosecution.

ROLL CALL: AYES, NO NAYS

B. Consent Resolutions

The consent resolutions—**Res. #76, Res. #78, Res. #78A, Res. #78B, Res. #79, Res. #81, Res. #82, Res. #98 Rev. Amended and Res. #83**—were presented and there was no request to have any removed for individual discussion.

Mr. Boyer moved and Mr. Melchiorre seconded the following:

**Res. #76**

March 22, 2011, Regular Session Minutes

**Secretary's Note: The March 22, 2011, Executive Session Minutes were held by the Board.**

**Res. #78**

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

Appointments

**Alonna Brown**, Assistant Director, Student Support Services at an annual salary of \$57,282, effective May 2, 2011.

**Donna McElroy**, Department Chair, Social Sciences at an annual stipend of \$6,489, effective June 1, 2011.

**Res. #78A**

WHEREAS, Dr. Wilson Felder, Director of the Federal Aviation Administration's William J. Hughes Technical Center, has served as an advocate of the Atlantic Cape Community College mission, and

WHEREAS, Dr. Felder is best known for leading the nation's preeminent laboratory for engineering, research, development, testing and evaluation of air transportation systems, and

WHEREAS, under his leadership the William J. Hughes Technical Center has been placed at the forefront of the Federal Aviation Administration's initiative to modernize the air transportation system of the United States, and

WHEREAS, Dr. Felder leads the primary facility for conducting the research, engineering and integration required to support and advance the nation's Next Generation Air Transportation System, and

WHEREAS, Dr. Felder has demonstrated a commitment to Atlantic Cape Community College and the College's aviation related programs by serving on the College's Air Traffic Control Advisory Board, and by teaching the course *Special Topics in Aviation Studies: Recent Advances in Aviation Technology*.

THEREFORE BE IT RESOLVED, upon the recommendation of the President, that the Board of Trustees of Atlantic Cape Community College grants an honorary associate in applied science degree to Dr. Wilson Felder in recognition of his admirable service as Atlantic Cape's 44th annual commencement speaker.

**Res. #78B**

WHEREAS, Dr. Lynn Hoffman, a longstanding researcher and educator in the field of the culinary arts, has actively served the Atlantic Cape Community College family as the 2011 Beacons by the Sea Visiting Professor, and

WHEREAS, under the visiting professor program, Dr. Hoffman has taught Culinary Special Topics: Culture and Molecular Gastronomy at the Academy of Culinary Arts during the spring 2011 semester, and

WHEREAS, Dr. Hoffman serves on the Academy of Culinary Arts Advisory Board, has hosted workshops for Academy students, has organized and hosted events for the community and has served as guest lecturer in the discipline of Cultural Anthropology, and

WHEREAS, Dr. Hoffman authored and co-authored numerous academic journal and news media articles, served as an official food and wine critic, and made numerous television appearances related to the culinary arts, and

WHEREAS, Dr. Hoffman exemplifies the values that Atlantic Cape Community College seeks to instill in its graduates.

THEREFORE BE IT RESOLVED, upon the recommendation of the President, that the Board of Trustees of Atlantic Cape Community College grants an honorary associate in applied science degree to Dr. Lynn Hoffman in recognition of his admirable service and lasting contributions to the education and welfare of Atlantic Cape Community College, the citizens of New Jersey, and the greater tri-state area.

**Res. #79**

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

Bid 1742	Microscopes, (FY11 Science Capital)	\$38,206.00
	I. Miller Precision Optical Philadelphia, PA	

**Res. #81**

WHEREAS, the U.S. Department of Education has solicited applications for Paraprofessional Preservice Program Improvement Grants Program, and

WHEREAS, the Paraprofessional Preservice Program Improvement Grants Program will help address state-identified needs for highly qualified personnel to work with infants, toddlers, and children with disabilities; and ensure that those personnel have the necessary skills and knowledge, derived from

practices that have been determined through scientifically based research and experience, to be successful in serving those children (see attached), and

WHEREAS, the Paraprofessional Preservice Program Improvement Grants will provide Atlantic Cape with an anticipated grant of \$147,493.41 for year one and \$143,987.21 for year two for a total request of \$291,481 over the anticipated term of August 2011 through July 2013.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval for the prior submission of an application to the U.S. Department of Education for the Paraprofessional Preservice Program Improvement Grants Program in the amount of \$291,481 for two years over the anticipated term of August 2011 through July 2013.

**Res. #82**

WHEREAS, the U.S. Department of Labor, Education and Training Administration, is soliciting applications for the Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grants Program, and

WHEREAS, the TAACCCT Grants Program will provide community colleges with funds to expand and improve their ability to deliver education and career training programs that can be completed in two years or less, are suited for workers who are eligible for training under the Trade Adjustment Assistance program, and prepare program participants for employment in high-wage, high-skill occupations (see attached), and

WHEREAS, the TAACCCT Grants Program will provide Camden County College (lead applicant, with Atlantic Cape one of 18 additional partners) with a consortia grant of up to \$20,000,000 over three years, over the anticipated term of September 2011 through August 2014.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval for Atlantic Cape to participate as a partner in Camden County College's application to the U.S. Department of Labor, Education and Training Administration for the Community College and Career Training (TAACCCT) Grants Program, with an anticipated grant totaling approximately \$20,000,000, over the anticipated term of September 2011 through August 2014.

**Res. #98 Rev. Amended**

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

Bid 1725	Athletic Field Fencing (Plant Fund) Majestic Fence Co., Inc. Howell, NJ	\$30,505.00
Bid 1726	Science Supplies & Equipment, (FY11 Science Operational)	\$28,458.09
	Science Kit & Boreal Lab	\$6,939.49
	Tonawanda, NY	
	Carolina Biological Supply	\$7,268.21
	Burlington, NC	
	Frey Scientific	\$4,956.47
	Nashua, NH	
	Para Scientific	\$4,467.40
	Fairless Hills, PA	
	Macalaster Bicknell	<u>\$4,826.52</u>
	Millville, NJ	
Bid 1727	Custodial Supplies, (FY11 Facilities Management Operational)	\$54,541.52
	Hillyard, Inc.	\$1,354.04
	Warminster, PA	
	Central Poly Corp.	\$7,490.70
	Linden, NJ	

	Unipak Corp.	\$1,177.50	
	Brooklyn, NY		
	City Supply	\$4,964.94	
	Egg Harbor Township, NJ		
	Interline Brands (Amsan)	<u>\$39,554.34</u>	
	Winslow, NJ		
Bid 1728	Central Storeroom Supplies, (FY11 Operational/ Department Backcharge)		\$60,476.30
	Office Basics		
	Boothwyn, PA		
Bid 1729	Academy of Culinary Arts Supplies, (FY11 Operational)		\$46,165.32
	City Supply	\$26,333.39	
	Egg Harbor Township, NJ		
	Edward Don & Co.	<u>\$19,831.93</u>	
	Marlton, NJ		
Bid 1730	Paper & Envelopes, (FY11 Central Stores/Print Shop Operational/Department Backcharge)		\$47,847.08
	Office Basics	\$3,900.00	
	Boothwyn, PA		
	Paper Mart	<u>\$43,947.08</u>	
	East Hanover, NJ		
Bid 1731	Toner Cartridges, (FY11 Operational/Department Backcharge)		\$48,454.56
	Office Basics	\$11,634.00	
	Boothwyn, PA		
	CVR Computer Supplies	\$13,753.00	
	Cherry Hill, NJ		
	Star Data Products	\$6,817.00	
	Ramsey, NJ		
	Supply Saver	\$548.00	
	Neptune, NJ		
	Impex Micro, Inc.	<u>\$15,702.56</u>	
	Basking Ridge, NJ		
Bid 1732	Athletic Uniforms, (FY11 Operational)		\$22,885.10
	Progressivewear		
	May Landing, NJ		
Bid 1733	Exterior Signage, (Chapter 12 Cape May Branding FY10 R&R)	\$18,213 23,479 <u>6,000</u>	\$47,692.00
	Eastern Sign Tech		
	Atlantic City, NJ		
Bid Ex. 582	Adult Basic Education Grant, (FY10 Expenses)		\$47,776.97
	Pleasantville Public Schools		
	Pleasantville, NJ		
<b>OQ 79</b>	Media Buying Services		<b>\$181,000.00</b>
	(FY11 College Relations/ACA Operational)	\$70,000)	
	(FY11 Continuing Education)	\$15,000)	
	(FY11 Branding Campaign)	<u>\$96,000)</u>	
	The Marathon Group		
	Mt Laurel, NJ		

QQ 80	Cleaning Services – ISE and East Campus, (FY11 Facilities Operations) ISE – (Hamilton Mall)                      \$9,120.00 East Campus <u>\$7,800.00</u> Garden State Commercial Cleaning Hammonton, NJ	\$16,920.00
RFP143	Engineering Services for Pinelands, (Chapter 12 Funding) Revision to original contract, Res. #54, 1/22/08 Dixon Associates Galloway, NJ	\$18,000.00

**Res. #83**

RESOLVED: At a public meeting of the Board of Trustees to be held on May 24, 2011, 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, litigation, anticipated contracts and matters of attorney-client privilege**

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

IX. PRESIDENT'S REPORT: Dr. Mora reported on the following items the College Annual Report (new format), Atlantic City Investment Conference, Atlantic Cape and The Richard Stockton College joint meeting, Atlantic Cape Restaurant Gala, College Relations Awards, Media Coverage and Board Development and Activity Calendar

- Dr. Mora reported on the breakfast held April 6 to unveil the new online annual report. About 50 internal and external stakeholders attended the event to learn about major activities at the college during the past year. A section of the college's website, the online annual report is available 24/7 and provides content previously unavailable in the printed format, such as video, extensive photo galleries and links to continually updated information throughout the site. Dr. Mora said the new format is economical and consistent with the college's Green Campus Initiative.
- On April 13, Dr. Mora served as a featured speaker on the Institutions as Economic Drivers panel at the Atlantic City Investment Conference hosted by the Casino Reinvestment Development Authority. The panel represented institutions include in the CRDA's proposed Education and Medical district.
- Dr. Herman Saatkamp of Stockton College and his cabinet visited Atlantic Cape April 14 for their annual joint meeting with Dr. Mora and his senior staff. The groups discussed potential collaborations and toured the Academy of Culinary Arts and the Air Traffic Control tower simulator.
- Dean Gentile reported on the March 31 Atlantic Cape Restaurant Gala which, despite the challenging economy, netted more than \$200,000. Dean Gentile spoke about media coverage, the event's honorees—Lynn Guthrie Baumgardner and Chef Marvin Woods—and thanked the trustees for their ongoing support.
- Dean Gentile reported on four recent national awards captured by College Relations and presentations given by Ms. Corbalis and Mr. Geoffrey Pettifer at the National Council for Marketing and Public Relations National Conference in March.

- Ms. Corbalis reviewed college media coverage and reported on the new *Career Focus Magazine*, recently mailed to 68,000 homes in the two-county region.
- Mr. Fischer reviewed the Board Development & Activity Calendar for the coming months as follows:
  - April 27 – Planel Giving Reception J-202, 6 p.m.
  - April 28 – Board of School Estimate, J-202, 9 a.m.
  - April 29 – Communication Awards, Walter E. Edge Theater, 7 p.m.
  - May 5 – Athletic Awards Ceremony, Walter E. Edge Theater, 4 p.m.
  - May 16 – ACA Graduation Ceremony, Walter E. Edge Theater, 11 a.m.
  - May 16 – Scholarship and Awards Ceremony Donor Reception, Art Gallery, 6 p.m.
  - May 19: – Commencement, Careme's, Commencement Grounds, 9:30 a.m.

X. COMMITTEE REPORTS: DISCUSSION/QUESTIONS

None

XI. OTHER BUSINESS

None

XII. COMMENTS FROM THE PUBLIC

None

XIII. ADJOURNMENT

It was previously stated that an executive session would be held at the end of the meeting. There will be no further actions taken and a discussion on negotiations will take place.

On motion of Mr. Boyer and second by Mr. Melchiorre the regular session was adjourned at 8:05 p.m. in Room 113, 341 Court House-South Dennis Road, Cape May Court House, NJ.

Respectfully submitted,

BettyAnn Inloes Hines  
Atlantic Cape Board Secretary

Attachments: Academic and Student Affairs, Committee Minutes, April 20, 2011  
Atlantic Cape Foundation Board Report, April 2011  
Budget, Finance and Audit Committee Minutes, April 19, 2011  
Long-Range Planning & Capital Projects Committee Minutes, April 18, 2011  
Personnel & Board Development Committee Minutes, April 20, 2011