

I. CALL TO ORDER REGULAR SESSION

On Tuesday, June 28, 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 June 16, 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
√	David A. Evans	Dr. Peter Mora
√	Brian G. Lefke	Kathy Corbalis
√	Mary B. Long	Eileen Curristine
√	Martha L. Madroñero	Sean Fischer
√	Andrew W. Melchiorre	Dr. Patricia Gentile
√	Maria K. Mento	Douglas Hedges
√	Donald J. Parker	Dr. Richard Perniciaro
√	Nicholas F. Talvacchia, Esquire	Bobby Royal
√	Maria Ivette Torres	Carmen Royal
√	Helen W. Walsh	Terry Sampson
		Cathie Skinner, CPA
		BettyAnn Inloes Hines
		Louis J. Greco, Esquire
		Others in Attendance
		Jane Lugo, Atlantic Co. Treasurer & CFO

V. CALL TO ORDER EXECUTIVE SESSION

Chairperson Talvacchia said there would be an executive session after 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.

Chairperson Talvacchia said before the agenda items there would be a plaque presentation for Ms. Martha Madroñero since this is her last meeting as alumni representative. “On behalf of the trustees

and Dr. Mora, I present this plaque to you for your year of service to the college and wish you the best for the future,” said Chairperson Talvacchia.

Ms. Madroñero thanked the Board for the opportunity and said it was a great experience and everyone was very nice and supportive.

The Board applauded.

VII. BUDGET REPORT

Ms. Torres said as presented in the Fiscal Year 2011 Board Financial Report, Res. #96, for the eleven months ended May 31, 2011, management projects the college will attain a positive Fiscal Year 2011 margin. The college has implemented cost containment strategies and a hold on contingency funds in an effort to maintain a positive margin for the fiscal year. That will be dependent on the status of the ongoing contract negotiations, revenue and expenditure activity in the last month of the fiscal year and year-end adjustments.

VIII. RESOLUTIONS

A. Regular Resolutions

Ms. Long moved and Mr. Evans seconded acceptance of the Financial Statement Executive Summary for May 31, 2011, **Res. #96**.

Chairperson Talvacchia asked if there was any discussion.

ROLL CALL: ALL AYES, NO NAYS

Chairperson Talvacchia presented the **Annual Budget Message**, July 1, 2011 June 30, 2012 to the Board.

Ms. Torres read, Ms. Walsh moved and Mr. Lefke seconded the following, **Res. #99**:

WHEREAS, on February 24, 2009, the Board of Trustees approved the addition of the Worthington Atlantic City Campus Hospitality Studies Wing to the college’s Facilities Master Plan Blueprint 2020, and

WHEREAS, at the May 30, 2011, Board meeting the Budget, Finance and Audit Committee announced the formation of an Ad Hoc Naming Subcommittee consisting of Trustees Lefke, Melchiorre, Reynolds, and Walsh, and ex officio members, Drs. Mora and Gentile, and

WHEREAS, on June 7, 2011, the Ad Hoc Naming Subcommittee, as appointed at the May 17, 2011, Budget, Finance and Audit Committee meeting, reviewed a request from Caesars Entertainment, a capital donor, to name the building addition to be constructed at the Worthington Atlantic City Campus (see attachments), and

WHEREAS, the Budget, Finance and Audit Committee and Ad Hoc Naming Subcommittee concurred that Caesars Entertainment’s request for naming rights is in compliance with Policy No. 12, Naming of Facilities and Procedure 12.1, Rules and Responsibilities which states “New construction funded with public money shall be named only in exchange for gift commitments of at least 50% of the building’s cost

of construction.” Caesars Entertainment has committed to a \$5 million gift for the expected \$10 million cost of the new wing, and

WHEREAS, contingent upon receipt of written consent from Caesars Entertainment for the use of their corporate name by Atlantic Cape and it is acceptable to the college solicitor, and

WHEREAS, upon review of the request, policies and procedures, and contingent upon written consent from Caesars Entertainment for use of its name acceptable to the college solicitor, it is the recommendation of the Ad Hoc Naming Subcommittee that the forthcoming addition to the Worthington Atlantic City Campus be named the *Caesars Entertainment Wing for Hospitality and Gaming Studies*.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval that the forthcoming addition to the Worthington Atlantic City Campus be named *Caesars Entertainment Wing for Hospitality and Gaming Studies*.

Ms. Torres said the Ad Hoc Naming Subcommittee members—Mr. Lefke, Mr. Melchiorre, Mr. Reynolds and Ms. Walsh—met and worked hard on this project. She thanked them for their commitment to the project.

Ms. Walsh said there was a lot of discussion on this project.

ROLL CALL: AYES, NO NAYS, ABSTENTION (Mr. Talvacchia)

B. Consent Resolutions

Chairperson Talvacchia read the consent resolution numbers—**Res. #95, Res. #97, Res. #97A, Res. #97B, Res. #97C, Res. #98, Res. #98A, Res. #98B, Res. #98C and Res. #100**—noting if there was no request to have any removed for discussion they would be adopted.

Mr. Evans mentioned that he would abstain from Res. #95.

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

Res. #95

May 24, 2011 Regular Session Minutes

Secretary’s Note: The May 24, 2011, Executive Session Minutes are being held at the request of the Board.

Res. #97

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

Leave of Absence

Christina Cavage, Associate Professor, English as a Second Language, unpaid leave of absence, effective July 1, 2011 through May 31, 2012.

Res. #97A

WHEREAS, Carol Drea has served Atlantic Cape Community College providing 25 years of service, and

WHEREAS, Mrs. Drea’s service at the college is largely characterized by her leadership role in the Casino Career Institute, Customized and Corporate Training, and

WHEREAS, Mrs. Drea has been described as a “consummate professional” cognizant of her role as a representative of the college as she built professional relationships in the community and with outside organizations which generated business for the college, “She is a strong asset to Atlantic Cape Community College for her knowledge and contacts,” and

WHEREAS, Mrs. Drea has provided assistance with the opening of the Center for Hospitality Studies, symposium for Homeland Security, participation on multiple employment search committees, volunteered at numerous Restaurant Galas, and has volunteered her expertise to the Cape May and Atlantic County Chambers of Commerce, and Greater Atlantic City Tourism Council, and

WHEREAS, Mrs. Drea’s dedication to duty is evident as she helped identify the needs of incumbent workers of local employers and recommended training and development programs, “she works closely and effectively with employers, government and organizations” and “Carol has the expertise to work with the NJ Department of Labor and Workforce Development to procure contract training dollars,” and

WHEREAS, Mrs. Drea’s expertise was utilized in developing table games curriculum guidelines for the Pennsylvania Department of Labor and Industry which are used as the standard for gaming training in the State of Pennsylvania, and

WHEREAS, the Glassboro resident has indicated her 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 Mrs. Carol Drea effective November 1, 2011.

BE IT FURTHER RESOLVED that the Board extends to Mrs. Drea its best wishes for a healthy and happy retirement.

Res. #97B

WHEREAS, Dr. Dorothea Dunayer has served Atlantic Cape Community College providing more than 31 years of service, and

WHEREAS, Dr. Dunayer’s service at the college began as CETA life skills instructor, adult education teacher, summer youth program coordinator, program development specialist/coordinator for various grants and over the past 16 years held leadership positions responsible for college assessment, academic program effectiveness, dual enrollment and serves as the college’s Perkins grant administrator, and

WHEREAS, Dr. Dunayer, throughout her career, also served as an English Adjunct Instructor and plans to continue in this role post retirement, and

WHEREAS, Dr. Dunayer has been described as possessing a “high degree of competence in the field of grants compliance” as recognized by her peers in the State community college sector, and she has an “outstanding work ethic and is a strong role model for her staff,” and

WHEREAS, Dr. Dunayer’s dedication to duty includes serving as a committee member for college-wide assessment, Middle States, institutional effectiveness, sabbatical, strategic planning, and college representative for Atlantic and Cape May County Superintendents’ roundtable meetings, and

WHEREAS, Dr. Dunayer was a “very valuable member of the college-wide assessment committee”, the college “benefited from her knowledge” and “very high level of expertise,” and

WHEREAS, the Margate resident has indicated her 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. Dorothea Dunayer effective September 30, 2011.

BE IT FURTHER RESOLVED that the Board extends to Dr. Dunayer its best wishes for a healthy and happy retirement.

Res. #97C

WHEREAS, Nicholas Ganaway has served Atlantic Cape Community College providing over 25 years of service, and

WHEREAS, Mr. Ganaway's service at the college is largely characterized by his role as Director of Telecommunications and Video Services, and

WHEREAS, Mr. Ganaway managed and maintained the college's telecommunications for all college campuses and off site locations, was instrumental in implementing the college's voice mail system and video conferencing services, and recommended the college move forward with SMART classroom technology, and

WHEREAS, Mr. Ganaway served as the unofficial "college photographer" at all formal and informal events and celebrations, such as the Restaurant Gala, Service Awards banquets, Perfect Attendance breakfasts, retirement dinners and American Heart Association events, and

WHEREAS, Mr. Ganaway's dedication to duty includes working around the clock and postponing vacation time to ensure interrupted services are restored and maintained with minimal disruption to the operation of the college, faculty, staff and students, and

WHEREAS, Mr. Ganaway has provided video conferencing services and "quality planning and technical support services" for internal and external groups, "I have never known him to decline any task or project regardless of the hours or efforts involved," and

WHEREAS, Mr. Ganaway's talents and expertise were utilized for college hosted events such as Governor Corzine's Town Hall visit, the college's 40th Anniversary celebration and Presidential Installation, Stedman Graham's presentation, and held a lead technical role in the 1999 National Education Computing Conference, and

WHEREAS, the Pleasantville resident 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 Mr. Nicholas Ganaway effective September 1, 2011.

BE IT FURTHER RESOLVED that the Board extends to Mr. Ganaway its best wishes for a healthy and happy retirement.

Res. #98

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

Bid 1745	Paper & Envelopes, (FY12 Central Stores/Print shop Operational/Department Backcharge)	\$48,171.70
	Office Basics Boothwyn, PA	\$7,315.00
	Paper Mart East Hanover, NJ	<u>\$40,856.70</u>
Bid 1746	Central Storeroom Supplies (FY12 Operational/ Department Backcharge)	\$43,651.89
	Office Basics Boothwyn, PA	
Bid 1747	Custodial Supplies, (FY12 Facilities Management Operational)	\$70,256.03
	Hillyard, Inc. Warminster, PA	\$1,404.64

Bid 1747 (continued)	Central Poly Corp. Linden, NJ	\$4,648.00	
	Unipak Corp. Brooklyn, NY	\$8,920.00	
	Penn Jersey Egg Harbor Township, NJ	\$1,805.92	
	Camden Bag & Paper Mt. Laurel, NJ	\$4,235.98	
	Interline Brands (Amsan) Winslow, NJ	<u>\$49,241.49</u>	
Bid 1749	Academy of Culinary Arts Supplies, China and Equipment, (FY12 Operational)		\$50,246.90
	Edward Don & Co. Marlton, NJ	\$15,059.70	
	Camden Bag & Paper Mt. Laurel, NJ	\$17,407.20	
	Penn Jersey Egg Harbor Township, NJ	<u>\$17,780.00</u>	
Bid 1750	Toner Cartridges, (FY12 Operational/ Department Backcharge)		\$49,458.80
	Office Basics Boothwyn, PA	\$11,040.00	
	Star Data Products Ramsey, NJ	\$14,122.00	
	Supply Saver Neptune, NJ	\$15,857.00	
	Impex Micro, Inc. Basking Ridge, NJ	<u>\$ 8,439.80</u>	
OQ 97	Media Buying Service, (FY12 College Relations/ ACA Operational (FY12 Continuing Education)	\$70,000.00 <u>\$15,000.00</u>	\$85,000.00
	The Marathon Group Mt. Laurel, NJ		

Res. #98A

RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR
Student Insurance
Accident Health and Catastrophic for Sports

WHEREAS, under New Jersey community College Contract Law a contract for Insurance may be negotiated or awarded without public advertising for bids, and

WHEREAS, the Purchasing Office has determined and certified in writing that the value of the acquisition will exceed the Pay to Play requirements of \$17,500, and

WHEREAS, the term of this contract is one year, and

WHEREAS, T. L. Groseclose Associates has submitted a proposal indicating they will provide Student Insurance per the attached schedule, and

WHEREAS, T.L. Groseclose Associates have completed and submitted a Business Entity Disclosure Certification which certifies that T.L. Groseclose Associates has not made any reportable contributions to a political or candidate committee in Atlantic County or Cape May county in the previous one year, and

that the contract will prohibit T.L. Groseclose Associates from making any reportable contributions through the term of the contract.

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

THEREFORE BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

Res. #98B

WHEREAS, the College has adopted a resolution dated June 23, 1987, agreeing to become a participant in the New Jersey Community College Insurance Pool, and

WHEREAS, the College agreed to participate as a member of the Pool and contribute such sums and pay such assessments into the Pool that are required for the administration costs and claims for Worker's Compensation coverage (see attached), and

WHEREAS, said assessment for FY 2011-2012 is \$217,877, and

WHEREAS, Pay to Play requirements do not apply to this contract.

THEREFORE BE IT RESOLVED that the College remit the assessment of \$ 217,877 to the New Jersey Community college Insurance Pool for the New Jersey Community College Insurance Pool Worker's Compensation Fund.

Res. #98C

RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR Insurance – Multi Peril/Commercial, Data Security Liability, E & O, Umbrella, Environmental and Excess

Whereas, under New Jersey Community College Contract Law a Contract for Insurance may be negotiated or awarded without public advertising for bids; and

Whereas, the Purchasing Office has determined and certified in writing that the value of the acquisition will exceed the Pay to Play Requirements of \$17,500, and

Whereas, the prices documented represent the contract for Fiscal Year 12 for all insurance coverages with extended commitment to Philadelphia Insurance for an additional year based on a three year rate guarantee agreement (see attached) and

Whereas, Borden Perlman of Lawrenceville, NJ has submitted a proposal to the NJ Community College Insurance Pool dated May 31, 2011 indicating they will provide coverage at the following premiums:

Multi Peril/Commercial	\$169,750*
Data Security Liability	12,377
Umbrella	8,526
E & O	51,282
Environmental	12,404
Excess	13,040
NJ Surcharges	**
TOTAL	<u>\$267,379</u>

*Philadelphia Indemnity Insurance Commitment for rate guarantee for 3 year commitment, year 3 of that commitment

**included in above , and

Whereas, Borden Perlman has completed and submitted a Business Entity Disclosure Certification which certifies that Borden Perlman has not made any reportable contributions to a political or candidate committee in Atlantic County or Cape May County in the previous one year, and that the contract will prohibit Borden Perlman from making any reportable contributions through the term of the contract.

THEREFORE BE IT RESOLVED that the board of Trustees of Atlantic Cape Community College authorizes a contract with Borden Perlman as described herein, and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

Res. #100

RESOLVED: At a public meeting of the Board of Trustees to be held on July 26, 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: AYES, NO NAYS, ABSTENTION (Mr. Evans abstained on Res. #95 only)

IX. PRESIDENT'S REPORT

Dr. Mora reported on the following items Earth Day activities, Sturdy Savings Bank pledge to the Capital & Scholarship Campaign, Presidents' Council, Rutgers University groundbreaking ceremony, briefing with State Senator Jefferson Van Drew, Media Coverage, and Board Development and Activity Calendar.

- Dean Carmen Royal reported on college Earth Day activities held on all three campuses on April 26. She said, "It raised awareness of what students can do to create a healthier planet." Dr. Mora took part in the event, sponsored by the Student Government Association and some 20 student organizations.
- Dean Gentile reported that Sturdy Savings Bank President and CEO Jerry Reeves recently presented Dr. Mora with a \$2,000 check toward the bank's \$10,000 pledge to the Capital & Scholarship Campaign.
- On June 21, the Presidents' Council met with Governor Christie, who noted his support of higher education and outlined his plans for education reform.
- Rutgers University held a groundbreaking ceremony for its new facility at the college's Mays Landing campus on June 21. Vice Chairperson David Evans said the event was well attended and noted the strong commitment Rutgers has made to Atlantic Cape and the project. Dean Perniciaro said Rutgers has selected a general contractor, will use as many local builders as possible and expects to have the project complete for Fall 2012 classes.
- Dr. Mora and the president of Cumberland County College, Dr. Thomas Isekenegbe, briefed State Senator Jefferson Van Drew on June 23 about remedial education throughout the sector and at their respective colleges.

- Ms. Corbalis reported on significant news media coverage for May and June, including commencement activities, the Rutgers groundbreaking and regional and national coverage of the Academy of Culinary Arts and the Restaurant Gala.
- Mr. Fischer reviewed key items on the Board Development & Activity Calendar for the coming year including the October 12-15, 2011, ACCT Leadership Congress in Texas and the Annual Retreat on February 3, 2012.

X. COMMITTEE REPORTS: DISCUSSION/QUESTIONS

Ms. Torres stated that Dr. Mora gave a presentation on cost containment at the Budget, Finance and Audit Committee meeting that she would like him to present to the Board tonight.

Dr. Mora gave an overview of the cost containment and strategic finance model, which was endorsed by the Budget, Finance & Audit Committee and will be covered in fuller detail at an upcoming meeting. He said it is vital for the college to have a comprehensive cost containment policy to assure our funding agencies and students that every dollar spent by the college is used wisely. To that end, the college engaged the firm RPK Consultants who have been working with a college task force to develop a model which will include cost management, cost avoidance and revenue enhancement components. "The final element, strategic finance, will integrate fiscal planning into strategic planning, budgeting and outcomes assessment," said Dr. Mora

Chairperson Talvacchia said the Board applauds the college's efforts in this area as a part of good practices.

Ms. Torres said the Budget, Finance & Audit Committee appointed Mr. Evans, Mr. Lefke, Mr. Melchiorre, Mr. Parker, Mr. Reynolds and Ms. Walsh to the Ad-Hoc Naming Subcommittee. Dr. Mora and Dean Gentile are ex-officio. They will have a report for the Board next month.

Ms. Torres said at the Budget, Finance & Audit Committee meeting an Audit Entrance Conference was conducted by Mr. Glen Ortman, Partner, and Mr. Tom Lombarski, Senior Manager of Ford, Scott and Associates LLC (see committee minutes).

XI. OTHER BUSINESS

None

XII. COMMENTS FROM THE PUBLIC

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

Ms. Lugo requested a copy of the Annual Budget Message.

Ms. Skinner said the Annual Budget Message would be mailed soon.

Ms. Lugo asked when the next Capital Project Meeting would be.

Mr. Fischer said the meetings are scheduled monthly, and he would follow up with her.

XIII. ADJOURNMENT

On motion of Mr. Parker and second by Ms. Walsh, the regular session was adjourned at 7:53 p.m. with the executive session to follow in Room 113, Cape May County Campus, 314 Court House-South Dennis Road, Cape May Court House, NJ.

Secretary's Note: The public and Atlantic Cape employees left the meeting except for Dr. Mora and Dean Curristine.

Respectfully submitted,

BettyAnn Inloes Hines
Atlantic Cape Board Secretary

Attachments: Atlantic Cape Foundation Board Report, June 2011
Budget, Finance & Audit Committee Minutes, June 21, 2011
Long-Range Planning & Capital Projects Committee Minutes, June 20, 2011
Personnel & Board Development Committee Minutes, June 22, 2011