

I. CALL TO ORDER REGULAR SESSION

On Tuesday, November 27, 2012, at 7:00 p.m. newly elected Chairperson David Evans 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 November 16, 2012.

III. FLAG SALUTE

Chairperson Evans 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
√	Dave Coskey	Kathy Corbalis
√	David A. Evans	Eileen Currstine
√	Brian G. Lefke	Sean Fischer
√	Andrew W. Melchiorre	Dr. Patricia Gentile
√	Maria K. Mento	Douglas Hedges
√	Eric Reynolds	Dr. Richard Perniciaro
√	Dr. Richard Stepura	Carmen Royal
√	Maria Ivette Torres	Terry Sampson
√	Helen W. Walsh	Cathie Skinner, CPA
		Dr. Art Wexler
		BettyAnn Inloes Hines
		Louis J. Greco, Esquire
		Others in Attendance
		Bonnie Lindaw, Atlantic Co. Treasurer & CFO
		Cheryl Garwood, Atlantic Cape Employee
		Maria Guillen, Atlantic Cape Student
		Sandi Greco, Atlantic Cape Employee
		Caesar Niglio, Atlantic Cape Employee
		Ed Perkins, Atlantic Cape Employee
		Michele Perkins, Atlantic Cape Employee

V. CALL TO ORDER EXECUTIVE SESSION

Chairperson Evans stated that an executive session would follow this meeting.

VI. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

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

VII. BUDGET REPORT

Ms. Torres said the year-to-date data summarized in the financial report for the four months ended on October 31, 2012, indicates the college has earned 47.24% of budgeted revenues and expended 30.49% of budgeted expenses.

Although timing differences that affect the comparisons to prior years give the appearance that current year actual expenditures are less than projected, based on year-to-date activity, management projects the college will attain the budgeted Fiscal 2012-2013 margin.

Chairperson Evans asked if there were any questions.

VIII. RESOLUTIONS

A. Regular Resolutions

Ms. Torres moved and Mr. Reynolds seconded the acceptance of the Financial Statement Executive Summary for October 31, 2012, **Res. #25**.

ROLL CALL: ALL AYES, NO NAYS

**Secretary's Note: The Board adopted Res. #27, Banking Depositories, at the reorganization meeting held prior to this regular meeting.**

Ms. Torres summarized **Res. #35**. Dr. Stepura moved and Ms. Mento seconded the following:

WHEREAS, Soroptimist International has an endowment fund of \$14,006.83 at Atlantic Cape Community College, and

WHEREAS, a formal written request dated October 18, 2012, (see attached) has been made to the Board of Trustees for the endowed funds to be returned to Soroptimist International.

BE IT RESOLVED that upon recommendation of the President, the endowed funds held in the name of Soroptimist International of \$14,006.83 be returned to that organization.

ROLL CALL: ALL AYES, NO NAYS

Ms. Mento moved and read **Res. #26A** and Mr. Melchiorre seconded the following:

WHEREAS, Carmen Sanchez Royal joined Atlantic Cape Community College on November 10, 1980, and

WHEREAS, throughout Dean Royal's dedicated career, she has been a tireless advocate for the students of Atlantic Cape serving as Bilingual EOF Counselor, Director of Student Activities and Athletics, Associate Dean of Student Development and finally Dean of Students, and

WHEREAS, Dean Royal participated on numerous committees, including Environmental Scan, Employee of the Quarter, Academic Standards, NECC '99, Panorama of Possibilities, Enrollment Management, Scholarship, Curriculum, Middle States and a variety of faculty and administrative searches including three Presidential search committees, and

WHEREAS, in 1988 Dean Royal was instrumental in raising awareness for students during the AIDS epidemic as noted by former supervisor, Art Wexler who commended her for "a truly outstanding effort" in her commitment to AIDS education programs for the college community, and

WHEREAS, former Dean of Students Patricia Luciano complimented Dean Royal's dedication to students "She is a teacher and counselor at heart, always committing time and effort in developing and training. The students adore her for she truly cares for them.", and

WHEREAS, "Under Carmen's leadership, the student development area has become a more professional organization, aware of its mission and conscious of its essential role at the college. The culture in the departments she supervises has, in my opinion, changed dramatically and for the better," said former supervisor Dr. Agnes Armao, and

WHEREAS, Dean Royal 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 Dean Royal effective January 1, 2013.

THEREFORE BE IT FURTHER RESOLVED that the Board expresses best wishes to Carmen and, husband, Bobby Royal for health and happiness and extends deep appreciation for Dean Royal's outstanding career of service to the students of Atlantic Cape Community College.

ROLL CALL: ALL AYES, NO NAYS

Chairperson Evans said, "Dean Royal is an educator and it is an honor to work with her."

Dr. Mora said Dean Royal is truly an advocate for the students and a valued colleague.

The Board applauded. It was noted that the Board would recognize Dean Royal's retirement next month.

In the absence of retirees Professor Gerri Black and Ms. Ann McClaskey, Ms. Mento summarized

**Res. #26B** and **Res. #26C** respectively. Mr. Reynolds moved and Ms. Torres seconded the following:

WHEREAS, Gerri Black joined Atlantic Cape Community College as a part-time instructor in 1991 securing a full-time assistant professor position in 1992 and earned the rank of associate professor of English in 2008, and

WHEREAS, Ms. Black served for 10 years as advisor and editor to Rewrites literary magazine during which time she "spent long hours in direct contact with students who participate in a labor of love for this college" said former English department chair, Effie Russell, and

WHEREAS, Ms. Black was the 2006 and 2007 recipient of the Faculty Member of the Year award, served in many endeavors including committees for faculty searches, international education, English department chair search, policies and procedures, 2001 literature program review, 2003 critical assessment, and chair of the English department scheduling committee, and

WHEREAS, current English department chair, Denise Coulter stated, "Professor Black has a solid understanding of the community college student and genuinely cares for each learner that passes through the doors of her classroom or office," and,

WHEREAS, after more than 20 years of dedicated service, Ms. Black 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 Ms. Black effective February 1, 2013.

THEREFORE BE IT FURTHER RESOLVED that the Board extends its appreciation and gratitude to Ms. Black for a distinguished teaching career at Atlantic Cape Community College and best wishes in her retirement.

ROLL CALL: ALL AYES, NO NAYS

Chairperson Evans noted that Professor Black is a fine educator and his daughter had her as an instructor and she touched her life.

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

WHEREAS, Ann McClaskey joined Atlantic Cape Community College on June 29, 1982, and

WHEREAS, Ms. McClaskey worked in several areas of the college throughout her 30 years of service beginning as cashier, chef and supervisor for the college's cafeteria, clerk typist for the President's office, evening coordinator for business and human resource center, registration clerk for non-credit programs, and clerk for the Dean of Worthington Atlantic City Campus and Community Affairs, and

WHEREAS, Ms. McClaskey has been described, by current and past supervisors as having a "calm and friendly approach to her job", "strong interpersonal skills with students and coworkers" and provides "excellent customer service", and

WHEREAS, Ms. McClaskey participated in the college's 2011 customer service focus group, Public Employees Charitable Campaign committee, and holiday party committee, and

WHEREAS, Ms. McClaskey's dedication to the college is evident in the numerous awards of Perfect Attendance, and

WHEREAS, the Egg Harbor Township 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 Ms. McClaskey effective December 31, 2012.

BE IT FURTHER RESOLVED that the Board extends to Ms. McClaskey its appreciation for her more than 30 years of service and best wishes for retirement years filled with health and happiness.

ROLL CALL: ALL AYES, NO NAYS

B. Consent Resolutions

Chairperson Evans asked if there were any resolutions or policies that needed to be removed from the consent resolutions for further discussion—**Res. #24, Res. #26, Res. #26D, Policy for Adoption, Policy No. Deletion & Policy No. Categorized; Res. #11 Rev. Amended; Res. #28 Rev., Res. #28A to Res. #28G; Res. #29 and Res. #30, Res. #31, Res. #32, Res. #33, Res. #34 and Res. #36**—before being considered for adoption.

Mr. Melchiorre noted that he had Res. #30 to Res. #35, new programs and a professional series, placed on the consent agenda because of the double meeting tonight.

Chairperson Evans thanked Mr. Melchiorre for his consideration.

Chairperson Evans thanked the committees for their time and effort on presenting these resolutions for the Board meeting.

Chairperson Evans asked Secretary Hines to summarize the items for the consent agenda.

Mr. Lefke moved and Mr. Boyer seconded the consent agenda and Secretary Hines summarized them as follows:

**Res. #24**

Regular Session Minutes for October 23, 2012

**Secretary's Note: The Board has held the executive session minutes.**

**Res. #26**

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

Appointment

Jay Peterson, Department Chair, English effective January 1, 2013 at an annual stipend of \$6,749.

Resignations

Denise Coulter, Department Chair, English effective December 31, 2012.

Dharmesh Dave, Program Coordinator, Workforce Development retroactive to November 2, 2012.

**Res. #26D**

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

Promotion

John Feldbauer from Director of Personal Computing Services to Director of Personal Computing Services & Telephony, Information Technology Services, at an annual salary increase from \$80,009 to \$87,210 retroactive to September 1, 2012.

**Policy for Adoption**

**Policy No. 925**

**Area: Human Resources/ Security**

Adopted: 04/23/96

Revisions Approved: 7/28/09

Description: Medical and Other Emergencies

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Atlantic Cape Community College Security personnel are all trained in first aid, CPR and general emergency procedures. In addition, the College offers limited medical services through the College Health Services Office. Nurse's hours are limited and subject to change.

It is the policy of Atlantic Cape Community College to assist in medical emergencies by comforting, stabilizing and assisting the injured party, until medical professionals can arrive or the victim can be transported. All other emergencies (fire, bomb threat, civil disorder, etc.) shall be handled by the Security Department.

It is not the policy of the Security Department to provide medical transport ~~on a regular basis~~. Under normal circumstance, medical transport shall be via ambulance, ~~College nurse~~ or victim's designee. ~~Security may provide transport at their own discretion, providing there is more than one officer on duty. If transportation is provided by Security, the patient is responsible for arranging return transportation.~~

**Policy No. 806 Emeritus Status (Deletion) & Policy No. 10 Emeritus Status (Categorized under Human Resources). Due to Duplication**

Policy No. 806  
Area: Human Resources

Adopted: 04/23/96  
Revisions Adopted:

Description: Emeritus Status

The Board of Trustees may grant emeritus status to retired members of the faculty as an honor in recognition of significantly superior service and contributions to the college.

Policy No. 10  
Area: Board of Trustees

Adopted: 04/23/96  
Revisions Adopted:

Description: Emeritus Status

The Board of Trustees may grant emeritus status to retired members of the faculty as an honor in recognition of significantly superior service and contributions to the College.

The Emeritus Status will spell out requirements to meet nomination for this title.

**Res. #11 Rev. Amended**

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

<b>Open Quote 59</b>	Professional Services – A/E STEM Building, (FY’08 Chapter 12)	\$786,500.00
	<b>Amend Contract:</b>	<b><u>\$101,301.00</u></b>
	<b>Prior approval original contract</b>	<b>\$786,500.00</b>
	<b>Added Scope Jan. 2010</b>	<b>42,300.00</b>
	<b>Amended Fee Nov. 2012</b>	<b><u>59,001.00</u></b>
	Stantec Architecture (formerly Burt, Hill) Philadelphia, PA	
Bid Ex. 570	Blackboard/WebCT Software Licensing, (FY’10, Academic Technology Support Operational)	\$31,178.00
	NJ Virtual Community College Consortium Trenton, NJ	
Bid Ex. 572	Adult Basic Skills Expense – Reimbursement, (FY’09 Expenses April, May & June)	\$77,921.84
	Cape May County Technical School Cape May Court House, NJ	

**Res. #28 Rev.**

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

Bid Ex. 650	Apple Computers and Equipment, CRDA Funding	\$40,676.00
	Apple Computer Atlanta, GA	

Res. #28A

**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR  
Ashley Foods  
Philadelphia, PA**

WHEREAS, under New Jersey Community College Contract Law a Contract for Food may be negotiated or awarded without public advertising for Bids; and

WHEREAS, the Director of Business Services has determined that the value of the acquisition should exceed \$17,500 during fiscal year 2013 based on last fiscal year operations, and

WHEREAS, the anticipated term of this contract is for Fiscal Year 2013 as approved by this governing body; and

WHEREAS, Ashley Foods of Philadelphia, PA will provide culinary food items as need for class instruction for the sum in excess of \$17,500, and

WHEREAS, Ashley Foods of Philadelphia, PA has completed and submitted a Business Entity Disclosure Certification which certifies that Ashley Food has not made any reportable contributions to a political or candidate committee in the counties of Atlantic and Cape May in the previous one year and that the contract will prohibit Ashley Foods from making any reportable contributions through the term of the contract, and

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College authorizes a contract with Ashley Foods of Philadelphia, PA as described herein, and

THEREFORE BE IT FURTHER RESOLVED that the Business Entity Certification will be placed on file with this resolution.

Note: Fiscal Year 12 expenses were \$58,707.56

Res. #28B

**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR  
B.F. Mazzeo Fruit & Produce  
Northfield, NJ**

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

WHEREAS, the Director of Business Services has determined that the value of the acquisition should exceed \$17,500 during fiscal year 2013 based on last fiscal year operations, and

WHEREAS, the anticipated term of this contract is for Fiscal Year 2013 as approved by this governing body, and

WHEREAS, B.F. Mazzeo Fruit & Produce of Northfield, NJ of NJ will provide culinary food items as need for class instruction for the sum in excess of \$17,500, and

WHEREAS, B.F. Mazzeo Fruit & Produce of Northfield, NJ has completed and submitted a Business Entity Disclosure Certification which certifies that Ashley Food has not made any reportable contributions to a political or candidate committee in the counties of Atlantic and Cape May in the previous one year and that the contract will prohibit B.F. Mazzeo Fruit & Produce of Northfield, NJ from taking any reportable contributions through the term of the contract, and

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College authorizes a contract with B.F. Mazzeo Fruit & Produce of Northfield, NJ as described herein.

THEREFORE BE IT FURTHER RESOLVED that the Business Entity Certification will be placed on file with this resolution.

Note: Fiscal Year 12 expenses were \$73,960.82

**Res. #28C**

**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR  
Balford Farms, Burlington, NJ**

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

WHEREAS, the Director of Business Services has determined that the value of the acquisition should exceed \$17,500 during fiscal year 2013 based on last fiscal year operations, and

WHEREAS, the anticipated term of this contract is for Fiscal Year 2013 as approved by this governing body, and

WHEREAS, Balford Farms of Burlington, NJ will provide culinary food items as need for class instruction for the sum in excess of \$17,500, and

WHEREAS, Balford Farms of Burlington, NJ has completed and submitted a Business Entity Disclosure Certification which certifies that Ashley Food has not made any reportable contributions to a political or candidate committee in the counties of Atlantic and Cape May in the previous one year and that the contract will prohibit Balford Farms of Burlington, NJ from taking any reportable contributions through the term of the contract, and

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College authorizes a contract with Balford Farms of Burlington, NJ as described herein.

THEREFORE BE IT FURTHER RESOLVED that the Business Entity Certification will be placed on file with this resolution.

Note: Fiscal Year 12 expenses were \$28,160.79

**Res. #28D**

**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR  
Dawn Food Products, Inc., Edison, NJ**

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

WHEREAS, the Director of Business Services has determined that the value of the acquisition should exceed \$17,500 during fiscal year 2013 based on last fiscal year operations, and

WHEREAS, the anticipated term of this contract is for Fiscal Year 2013 as approved by this governing body, and

WHEREAS, Dawn Food Products, Inc. of Edison, NJ will provide culinary food items as need for class instruction for the sum in excess of \$17,500, and

WHEREAS, Dawn Food Products, Inc. of Edison, NJ has completed and submitted a Business Entity Disclosure Certification which certifies that Ashley Food has not made any reportable contributions to a political or candidate committee in the counties of Atlantic and Cape May in the previous one year and that the contract will prohibit Dawn Food Products, Inc. from taking any reportable contributions through the term of the contract, and

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College authorizes a contract with Dawn Food Products, Inc. of Edison, NJ as described herein.

THEREFORE BE IT FURTHER RESOLVED that the Business Entity Certification will be placed on file with this resolution.

Note: Fiscal Year 12 expenses were \$17,696.48

**Res. #28E**

**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR  
JJ Foods, Sewell, NJ**

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

WHEREAS, the Director of Business Services has determined that the value of the acquisition should exceed \$17,500 during fiscal year 2013 based on last fiscal year operations, and

WHEREAS, the anticipated term of this contract is for Fiscal Year 2013 as approved by this governing body, and

WHEREAS, JJ Foods of Sewell, NJ will provide culinary food items as need for class instruction for the sum in excess of \$17,500, and

WHEREAS, JJ Foods of Sewell, NJ has completed and submitted a Business Entity Disclosure Certification which certifies that Ashley Food has not made any reportable contributions to a political or candidate committee in the counties of Atlantic and Cape May in the previous one year and that the contract will prohibit JJ Foods from taking any reportable contributions through the term of the contract, and

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College authorizes a contract with JJ Foods of Sewell, NJ as described herein.

THEREFORE BE IT FURTHER RESOLVED that the Business Entity Certification will be placed on file with this resolution.

Note: Fiscal Year 12 expenses were \$52,760.26

**Res. #28F**

**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR  
Rastelli Seafood, Egg Harbor City, NJ**

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

WHEREAS, the Director of Business Services has determined that the value of the acquisition should exceed \$17,500 during fiscal year 2013 based on last fiscal year operations, and

WHEREAS, the anticipated term of this contract is for Fiscal Year 2013 as approved by this governing body, and

WHEREAS, Rastelli Seafood of Egg Harbor, NJ will provide culinary food items as need for class instruction for the sum in excess of \$17,500, and

WHEREAS, Rastelli Seafood of Egg Harbor, NJ has completed and submitted a Business Entity Disclosure Certification which certifies that Ashley Food has not made any reportable contributions to a political or candidate committee in the counties of Atlantic and Cape May in the previous one year and that the contract will prohibit Rastelli Seafood from taking any reportable contributions through the term of the contract, and

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College authorizes a contract with Rastelli Seafood of Egg Harbor, NJ as described herein.

THEREFORE BE IT FURTHER RESOLVED that the Business Entity Certification will be placed on file with this resolution.

Note: Fiscal Year 12 expenses were \$35,138.82

**Res. #28G**

**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR  
US Food Service, Bridgeport, NJ**

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

WHEREAS, the Director of Business Services has determined that the value of the acquisition should exceed \$17,500 during fiscal year 2013 based on last fiscal year operations, and

WHEREAS, the anticipated term of this contract is for Fiscal Year 2013 as approved by this governing body, and

WHEREAS, US Food Service, Bridgeport, NJ will provide culinary food items as need for class instruction for the sum in excess of \$17,500, and

WHEREAS, US Food Service, Bridgeport, NJ has completed and submitted a Business Entity Disclosure Certification which certifies that Ashley Food has not made any reportable contributions to a political or candidate committee in the counties of Atlantic and Cape May in the previous one year and that the contract will prohibit US Food Service from taking any reportable contributions through the term of the contract, and

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College authorizes a contract with US Food Service, Bridgeport, NJ as described herein.

THEREFORE BE IT FURTHER RESOLVED that the Business Entity Certification will be placed on file with this resolution.

Note: Fiscal Year 12 expenses were \$69,780.94

**Res. #29**

WHEREAS, New Jersey Department of Labor and Workforce Development is soliciting applications for Literacy4Jersey Consortium Grants, and

WHEREAS, Literacy4Jersey Consortium Grants will provide competitive funding for community-based adult literacy training opportunities for unemployed and/or under-employed New Jersey residents (see attached), and

WHEREAS, Literacy4Jersey Consortium Grants will provide Atlantic Cape with a grant of \$150,000 for community-based adult literacy training opportunities over the anticipated term of January 1, 2013 through December 31, 2013.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to submit an application to New Jersey Department of Labor and Workforce Development with an anticipated grant totaling approximately \$150,000 over the anticipated term of January 1, 2013 through December 31, 2013.

**Res. #30**

WHEREAS, the Android Programmer Professional Series will prepare students for entry-level jobs which require Android application development skills (see attached), and

WHEREAS, the Series will provide students with skills to design and create applications for the Android operating system and fundamentals concerning graphic design and programming essentials, and

WHEREAS, credits earned from the Series may be applied toward an associate's degree, and

WHEREAS, the Curriculum Committee approved the Android Programmer Professional Series on November 8, 2012.

THEREFORE BE IT RESOLVED that the Board of Trustees approve offering the Android Programmer Professional Series effective, fall 2013.

**Res. #31**

WHEREAS, the Biomedical Science, Associate in Science degree will provide students with the first two years of a Baccalaureate degree in fields such as human or veterinary medicine, chiropractic, physician assistant, dentistry, physical or occupational therapy, podiatry, optometry, pharmacy, or medical technology (see attached), and

WHEREAS, there is a community need and increasing interest among current students for Biomedical Science curriculum, and

WHEREAS, the U.S. Bureau of Labor Statistics indicates that job outlook in the biomedical sciences is projected to increase by an average of 27% during the next decade, and

WHEREAS, the Curriculum Committee approved the Biomedical Science, Associate in Science degree on November 8, 2012.

THEREFORE BE IT RESOLVED that the Board of Trustees approve offering the Biomedical Science, Associate in Science degree effective fall 2013.

**Res. #32**

WHEREAS, the college currently offers a Chemistry Option in Science and Mathematics, Associate in Science degree, and

WHEREAS, the Science and Mathematics department has converted the current Option to a full degree program to better serve students and allow for a more seamless transfer to baccalaureate programs (see attached), and

WHEREAS, the U.S. Bureau of Labor Statistics indicates that occupations directly related to the field of chemistry are predicted to grow during the next decade, and

WHEREAS, the Curriculum Committee has considered and approved the content of the Chemistry, Associate in Science degree on November 8, 2012.

THEREFORE BE IT RESOLVED that the Board of Trustees approve offering the Chemistry, Associate in Science degree effective fall 2013.

**Res. #33**

WHEREAS, the Environmental Science, Associate in Science degree will provide students with the first two years of a Baccalaureate degree in environmental science or environmental studies (see attached), and

WHEREAS, there is a community need and interest among current students for environmental science curriculum, and

WHEREAS, the U.S. Bureau of Labor Statistics anticipates employment of environmental scientists will grow 19% and employment of environmental science technicians will grow 24% between 2010 and 2020, and

WHEREAS, the Curriculum Committee approved the Environmental Science, Associate in Science degree on November 8, 2012.

THEREFORE BE IT RESOLVED that the Board of Trustees approve offering the Environmental Science, Associate in Science degree effective fall 2013.

**Res. #34**

WHEREAS, the Radiologic Technology, Associate in Applied Science degree will meet the needs of students desiring licensing and employment in the community as a Radiologic Technologists (see attached), and

WHEREAS, licensing updates require students on this career path to obtain an associate's degree from an accredited institution prior to taking the licensing examination, and

WHEREAS, the degree will be offered in conjunction with the Shore Medical Center's School of Radiologic Technology, and

WHEREAS, the U.S. Department of Labor Statistics projects that job outlook for Radiologic Technologists will increase by 28% by 2020, and

WHEREAS, the Curriculum Committee has considered and approved the content of the Radiologic Technology, Associate in Applied Science degree on November 8, 2012.

THEREFORE BE IT RESOLVED that the Board of Trustees approve offering the Radiologic Technology, Associate in Applied Science degree effective fall 2013.

**Res. #36**

RESOLVED: At a public meeting of the Board of Trustees to be held on November 27, 2012, 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. ABSTENTIONS (Melchiorre & Torres abstained from Res. #24; Reynolds from Res. #24 & Res. #29)

IX. PRESIDENT'S REPORT:

Ms. Cathie Skinner, Dean, Administration and Finance, and Ms. Curristine, Dean, Human Resources, Public Safety & Compliance, gave PowerPoint presentations on the scope and responsibilities of their respective areas.

Members of the senior staff spoke about the college and the foundation's wide-ranging response to Hurricane Sandy including its financial, counseling and academic support for students, outreach to employees, and security and facilities responses.

"I am extremely proud of those who have helped in this effort," Dr. Mora said.

Mr. Sean Fischer gave a PowerPoint presentation of the Board Activity Calendar for December and January. (Copy placed in Board member pad folios.)

X. COMMITTEE REPORTS: DISCUSSION/QUESTIONS

Chairperson Evans asked if there was any need for discussion.

XI. OTHER BUSINESS

Chairperson Evans read a congratulatory note from Dr. Edward Salmon on Dr. Mora's appointment as Chairperson of the NJ Community College Presidents' Group.

XII. COMMENTS FROM THE PUBLIC

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

Mr. Caesar Niglio, Vice President of the Supportive Staff Association, reported on Atlantic Cape Community College Education Association activities to aid both employees and students affected by Hurricane Sandy. They have offered assistance to the Human Resources Department, purchased \$2,000 worth of textbooks to replace those lost in the storm and made a \$1,800 donation to purchase 800 meals under the Campus Kitchen project in which the Academy participates. Mr. Niglio said, "I'd like to recognize Dean Royal who helped us over the years and helped us work with students. All units will miss you."

The Board applauded.

Chairperson Evans gave the Board's appreciation to the association for their efforts and compassion in reaching out to students and their fellow colleagues during this time.

XIII. ADJOURNMENT

On motion of Mr. Lefke and second by Mr. Melchiorre, the regular session adjourned at 8:25 p.m., in the Board Room, 5100 Black Horse Pike, Mays Landing, NJ.

Respectfully submitted,

BettyAnn Inloes Hines  
Atlantic Cape Board Secretary

Attachments: Academic & Student Affairs Committee Minutes, November 21, 2012  
Atlantic Cape Foundation Board Report, November 2012  
Budget, Finance & Audit Committee Minutes, November 20, 2012  
Long-Range Planning & Capital Projects Committee Minutes, November 20, 2012  
Personnel & Board Development Committee Minutes, November 21, 2012