

I. CALL TO ORDER REGULAR SESSION

On Tuesday, May 22, 2012, at 7:00 p.m. Chairperson Robert Boyer 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 May 11, 2012.

III. FLAG SALUTE

Chairperson Boyer 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
√	Mary B. Long	Sean Fischer
√	Andrew W. Melchiorre	Dr. Patricia Gentile
√	Maria K. Mento	Douglas Hedges
√	Donald J. Parker	Dorie Keener
√	Dr. Richard Stepura	Dr. Richard Perniciaro
√	Nicholas F. Talvacchia, Esquire	Carmen Royal
√	Maria Ivette Torres	Cathie Skinner, CPA
√	Helen W. Walsh	Dr. Art Wexler
		BettyAnn Inloes Hines
		Louis J. Greco, Esquire
		Others in Attendance
		Jane Lugo, Atlantic Co. Treasurer & CFO
		Denise Coulter, AC Employee
		Kathleen Graber, Beacons by the Sea Professor
		Caesar Niglio, AC Employee
		Ed Perkins, AC Employee
		Michele Perkins, AC Employee
		Heather Peterson, AC Employee
		John Stratton, AC Employee

Chairperson Boyer introduced Dr. Mora who stated that Vice President Art Wexler would introduce Professor Kathleen Graber the college's 2012 *Beacons by the Sea Visiting Professor*.

Vice President Wexler introduced Professor Graber as a respected poet and educator. He thanked Professor Denise-Marie Coulter, Department Chair, English who invited her to serve as 2012 Beacons by the Sea Visiting Professor and asked her to share a few words about Professor Graber.

Professor Coulter thanked the Board for their support of the Beacons by the Sea Visiting Professor program. She said, "Professor Graber enriched our existing program as a teacher, she led faculty development programs and served as a curriculum consultant. She is a gifted poet and teacher and has recently had several collections published." Ms. Coulter asked Professor Graber to share a few words about her experience as a Beacons by the Sea Visiting Professor.

Professor Graber thanked the college for the opportunity to engage in all facets of the community and college. She noted she taught two classes of poetry, made public appearances and participated in poetry readings and writers' events. Some of the main campus activities were broadcast live to the other campuses. "Thank you for the experience," said Professor Graber.

Mr. Melchiorre thanked the people responsible for the event. He said this is a way of giving back to the communities especially in Cape May and Wildwood.

Chairperson Boyer thanked Professor Graber for her time and being involved in this program. He said this is a memorable experience, which made a difference in the community.

The Board applauded.

V. CALL TO ORDER EXECUTIVE SESSION

Chairperson Boyer called for an executive session at 7:15 p.m.

Secretary's Note: The public and college employees left the meeting except for Dr. Mora, Dean Curristine, Dean Skinner and Lou Greco, Esq. The executive session adjourned at 8:26 p.m. At 8:30 p.m., the regular session reconvened.

VI. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

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

VII. BUDGET REPORT

Ms. Torres said there are two budget reports due to the cancellation of the April meeting. Res. #80 is the preliminary Fiscal Year 2011-2012 year-to-date data summarized in the Board Financial Report for the nine months ended March 31, 2012, indicates the college has earned 88.08% of budgeted revenues and expended 72.67% of expenditures. Res. #91 is the preliminary Fiscal Year 2011-2012 year-to-date data summarized in Board Financial Report for the ten months ended April 30, 2012,

indicates the college has earned 91.46% of budgeted revenues and expended 80.04% of budgeted expenses. It is expected that with the reallocation of funds from operations and the recent FY12 limits on purchasing and hiring, the college will attain the budgeted margin.

VIII. RESOLUTIONS

A. Regular Resolutions

Mr. Lefke moved and Mr. Evans seconded the acceptance of the Financial Statement Executive Summary for March and April, **Res. #80 and Res. #91** respectively.

ROLL CALL: ALL AYES, NO NAYS

Ms. Torres made a **motion to accept** the fiscal year 2013 Annual Budget Message based on the tuition and fees schedule and revenue budget approved by the Board on March 27 2012, and the budget proposal submitted to the Board of School Estimate on April 17, 2012.

Mr. Melchiorre moved and Ms. Long seconded the acceptance of the 2013 Annual Budget Message.

ROLL CALL: ALL AYES, NO NAYS

Ms. Torres said **Res. #81A** is withdrawn (below).

Title Change

Jean McAlister, from Associate Dean, Continuing Education Operations to Associate Dean, Continuing Education Operations and Business Development at her current salary, effective July 1, 2012.

Reclassification

Sherwood Taylor, from Director, Institute for Service Excellence and Continuing Education Marketing to Director, Workforce Development, effective July 1, 2012, with a 5 percent base salary increase, bringing his salary from \$68,270 to \$73,117.

Mr. Melchiorre asked Dr. Mora to give a presentation before Res. #82A, Achieving the Dream Program, was considered for approval.

Dr. Mora gave a PowerPoint presentation on the college's Student Success Initiative (outline below) noting participation in Achieving the Dream Program was among the recommendations of the college-wide Enrollment Management Cross-Functional Committee, which he has charged with developing programs to support student retention and success.

- GOAL OF THE STUDENT SUCCESS INITIATIVE (SSI):

To integrate into college operations a comprehensive, ongoing best practices linked outcome-based inventory of strategies, which promote student retention and completion

- DRIVING FORCES FOR SSI:
 - College Missions & Goals
 - Institutional Accreditation-MSA Standards
 - Atlantic Cape's Strategic Finance Model

- BACKGROUND

- INVENTORY OF STUDENT SUCCESS STRATEGIES

- ACHIEVING THE DREAM

- A CONCEPTUAL VIEW OF SSI

Dr. Mora asked if there were any questions.

Chairperson Boyer thanked Dr. Mora for the presentation.

Chairperson Boyer asked for a motion on **Res. #82A**. Mr. Melchiorre moved and Dr. Stepura seconded the following:

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 College in advancement of Strategic Plan Objective - Goal 1: Maximizing Student Success is looking to engage Achieving the Dream to support College staff in efforts to impact student success by increasing the completion rate of students who begin their studies at Atlantic Cape with the aspiration of achieving an associate degree (see attached); and

WHEREAS, *Achieving the Dream*, is the nation's most comprehensive community college reform network and has made significant contributions toward the national goal of increasing the number of Americans with a college certificate or degree; and

WHEREAS, the commitment to this program is three (3) years, and

WHEREAS, *Achieving the Dream* has submitted an estimate of direct expenses to be paid to Achieving the Dream for Coaching and Professional Development over the three (3) years to be approximately \$250,000.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College authorizes expenditures with *Achieving the Dream*, as described herein.

ROLL CALL: ALL AYES NO NAYS

Ms. Torres summarized **Res. #94**. Dr. Stepura moved and Mr. Parker seconded the following:

WHEREAS, the Mays Landing Campus's deep well water pump and motor were inspected by Frank A. Vinciguerra, certified engineer, on May 2, 2012, and

WHEREAS, it was determined that the pump, pump shaft and motor bearings were in the process of failing and needed to be replaced, and

WHEREAS, the deep well water pump is the College's only source of potable water, and

WHEREAS, failure of the pump and shut down of the well would create an emergency situation affecting the health, safety and welfare of the occupants of the College's Mays Landing Campus, and

WHEREAS, Therese Sampson, the College's contracting agent, determined that an emergency situation existed, and

WHEREAS, the College did obtain two quotes for work required to remedy situation, and

WHEREAS, A.C. Schultes, Inc. of Woodbury Heights, NJ provided the best pricing and the most expedient time frame for the equipment replacement, and

WHEREAS, A.C. Schultes, Inc. replaced the domestic well pump assemble which included the motor, pump and shaft on Saturday, May 5, 2012 for the price of \$27,860, and

WHEREAS, the cost was under the bid limit but was over the Pay-To-Play limit of \$17,500, and

WHEREAS, the Pay-To-Play Law allows for the awarding of a contract when the public exigency requires the immediate delivery of goods or performance of emergency services.

THEREFORE BE IT RESOLVED that Board of Trustees authorize the payment to A.C. Schultes, Inc. a total of \$27,860 for work done to replace equipment for the deep water well.

ROLL CALL: ALL AYES, NO NAYS

B. Consent Resolutions

Chairperson Boyer asked if there were any resolutions to be removed from the consent resolutions for further discussion.

Ms. Walsh asked that the retirement **Resolutions #81D, #81E, #81F, #92B, #92C, #92D and #92E** be removed for separate presentation.

Chairperson Boyer asked that the remaining consent resolutions—**#79, #81, #81B, #81C, #82, #82B, #20 Rev., #82C, #83, #84, #85, #86, #87, #88, For Review & Discussion Policy #847, #89, #90, #92 Rev., #92A, #93, #93A, #95, #96, #97, #98 and #99**—be considered for adoption.

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

Res. #79

March 27, 2012, Regular Session Minutes

Res. #81

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

Appointment

Russell Waugh, Director, Facilities Management at an annual salary of \$71,575 effective April 25, 2012.

Title Change

Cynthia Correa, from Assistant Director, Student Development to Associate Director, Student Development at her current salary, effective April 25, 2012.

Reduction in Force

Megan Gargiulo, Director of Health Professions Institute effective July 2, 2012.

#81B

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

Appointment

Russell Waugh, Director, Facilities Management at an annual salary of \$71,575 effective April 25, 2012.

Title Change

Cynthia Correa, from Assistant Director, Student Development to Associate Director, Student Development at her current salary, effective April 25, 2012.

Reduction in Force

Megan Gargiulo, Director of Health Professions Institute effective July 2, 2012.

#81C

WHEREAS, the Board of Trustees adopted Resolution #51 on December 13, 2011, and committed, upon the recommendation of the Presidential Evaluation Committee and the Personnel Committee, to the establishment of college-administered 403(b) and 457(b) plans, and

WHEREAS, The Board delegated to the Presidential Evaluation Committee authority to review, approve, adopt and execute the Atlantic Cape Community College 403(b) Plan, Plan Number 001, and the Atlantic Cape Community College 457(b) Plan, Plan Number 002, and

WHEREAS, The Board authorized the establishment of 'Custodial Accounts' to hold such monies by December 31, 2011 while the 403(b) and 457(b) institutional set-up and design documents were finalized.

THEREFORE BE IT RESOLVED that the Board of Trustees approve the Atlantic Cape Community College 403(b) Plan, Plan Number 001 with TIAA-CREF, and the Atlantic Cape Community College 457(b) Plan, Plan Number 002 with TIAA-CREF.

BE IT FURTHER RESOLVED that the Board of Trustees approve the transfer of monies held in the Custodial Account at Ocean City Home Bank to each of the above plans as well as the unmatched pension contribution equal to 10% of salary for the period July 1, 2009 to June 30, 2012, held by the college until the establishment of such plans, to the maximum allowable in plan years 2011 and 2012 in order to make the unmatched pension contributions whole in accordance with the provisions of Dr. Mora's employment contract.

#82

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

OQ106	Masonry Restoration and Waterproofing, Cape May Campus Entry Steps, (FY12 R&R)	\$23,000.00
	Joseph Dugan, Inc. Erdenheim, PA	
RFP156	Telecom Audit Billing Services, (FY12/13 Information Technology Services)	50% of Recovery
	Opticom Consulting Pittsburgh, PA	

#82B

WHEREAS, UNDER New Jersey Community College Contract Law a contract for bookstore operations may be negotiated or awarded without public advertising for bids; and

WHEREAS, the College Administration elected to seek competitive proposals in the Spring of 2007 for a viable bookstore service provider; and

WHEREAS, the Bookstore Advisory Board reviewed the three (3) proposals received and agreed that the proposal submitted by Follett Higher Education Group provided the best package that served the interest of the College and students; and

WHEREAS, the College entered into a five (5) year contract with Follett Higher Education Group that will expire June 30, 2012 (see attached), and

WHEREAS, because of declining enrollments and sales, the College has determined that seeking competitive proposals at this time would not be expedient; and

WHEREAS, Follett Higher Education Group has offered to renew the contract with current commission rate of 11.6% of sales up to 2.5M, 12.6% of sales between \$2.5M and \$5M and 13.6% of sales over \$5M (see attachment 3).

THEREFORE BE IT RESOLVED that that Board of Trustees of Atlantic Cape Community College authorize the Executive Director of Administration and Business Services to renew the contract for a one (1) year term (pending review by College Attorney) with Follett Higher Education Group as described herein.

#20 Rev.

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

Bid Ex. 620	State Contract, Extreme Network Software Maintenance, (FY12 Information Technology Services) Atrion Communications, Branchburg, NJ	\$33,891.23
Bid Ex. 622	Consortium Purchase, Voice Services (Telephone), (FY12 Information Technology Services) Broadview Networks Uniondale, NY	\$69,960.00 (estimate)
	Increase FY12 Expense for total monies owed for unbilled services	<u>64,374.00</u> <u>\$134,334.00</u>
Bid Ex. 623	State Contract, Professional Service, PBX Technician, (FY12/13 Information Technology Services) Tricomm Service Corporation Hammonton, NJ	\$60,000.00
Bid Ex. 624	Software License, (Perkins Grant Fund) Adacel Systems Orlando, FL	\$93,954.00
OQ98	Professional Services – Independent Commissioning WACC Hospitality Wing Project Funding-County Match Dome Tech, Mt Laurel, NJ	\$30,630.00

OQ99	Printing, Continuing Ed Guides, (FY12/13 Non-Credit Publications Operational) Engle Printing Mt. Joy, PA	\$26,592.01
Bid 1751	Emergency Generators (2) Replacement (1) New, Replace "F" Building and "C" Building, New "M" Building Walk-in Boxes, (Chapter 12 Funding Coastal Electric Folsom, NJ	\$260,080.00

#82C

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 Department has determined and certified in writing that the value of the acquisition should 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 have 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 have 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.

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

#83

WHEREAS, Dr. Rod Risley has served as an advocate for community colleges, their students and opportunities for education throughout the United States, and

WHEREAS, Dr. Risley is best known for leading the nation's preeminent honor society for community college students, Phi Theta Kappa, and

WHEREAS, Dr. Risley has conducted and published research on community college honors education programs, student engagement, the community college transfer experience, leadership development, service learning and student success, and

WHEREAS, Dr. Risley has demonstrated a commitment to the success of community college students throughout the United States through his service on a range of prominent education policy and scholarship development organizations, and

WHEREAS, Dr. Risley has shown a commitment to the success of Atlantic Cape's Phi Theta Kappa chapter by providing support, mentorship and leadership opportunities.

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 arts degree to Dr. Rod Risley in recognition of his admirable service as Atlantic Cape's 45th annual commencement speaker.

#84

WHEREAS, Professor Kathleen Graber, a longstanding author, researcher and educator in the field of the creative writing, has actively served the Atlantic Cape Community College family as the *2012 Beacons by the Sea Visiting Professor*, and

WHEREAS, under the visiting professor program, Prof. Graber has taught poetry workshops and has been a leader in support of professional development for faculty interested in using creative writing in a variety of course disciplines, and

WHEREAS, Prof. Graber served as a guest lecturer in the areas of composition, creative writing and genocide studies, hosted poetry and "Writing New Jersey" reading series events, and has served to advise on the development of the non-credit creative writing festival at the Cape May County Campus, and

WHEREAS, Professor Graber has been on the faculty of Virginia Commonwealth University, Princeton University, and New York University and has published numerous works as an original author, academic, literary critic and poet spanning a range of academic, literary and contemporary publications, and

WHEREAS, Professor Graber 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 arts degree to Professor Kathleen Graber in recognition of her 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.

#85

WHEREAS, the US Collegiate Archery/Easton Foundation is soliciting applications for the Archery Equipment Grants Program, and

WHEREAS, the Atlantic City Community Development Program will provide competitive in-kind grant funding for equipment for collegiate archery programs, and

WHEREAS, the Archery Equipment Grants Program will provide Atlantic Cape with an in-kind grant of \$9,000 for equipment for collegiate archery programs over the anticipated term of July 1, 2012 through June 30, 2013.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to submit an application to the US Collegiate Archery/Easton Foundation, Archery Equipment Grants Program with an anticipated in-kind grant totaling \$9,000 over the anticipated term of July 1, 2012 through June 30, 2013.

#86

WHEREAS, the Elementary/Middle School Education Option, Liberal Arts, Associate in Arts degree is designed as a transfer program for students interested in Elementary (Grades K-5) or Middle School (Grades 6-8) Certification with Specialization.

WHEREAS, this Option will maximize transfer of credits and academic status for students transferring to a four-year college (see attached), and

WHEREAS, the U.S. Bureau of Labor Statistics anticipates a 15-16% increase in Elementary and Middle School teaching jobs in the United States by 2018, and

WHEREAS, the Curriculum Committee approved the Elementary/Middle School Education Option, Liberal Arts, Associate in Arts degree on March 22, 2012 (see attached).

THEREFORE BE IT RESOLVED that the Board of Trustees approve offering the Elementary/Middle School Education Option, Liberal Arts, Associate in Arts degree effective fall 2012.

#87

WHEREAS, the Secondary Education Option, Liberal Arts, Associate in Arts degree is designed as a transfer program for students interested in Secondary Education Certification (Grades 9-12), and

WHEREAS, this Option will maximize transfer of credits and academic status for students transferring to a four-year college (see attached), and

WHEREAS, the U.S. Bureau of Labor Statistics anticipates a 9% increase in Secondary Education teaching jobs in the United States by 2018, and

WHEREAS, the Curriculum Committee approved the Secondary Education Option, Liberal Arts, Associate in Arts degree on March 22, 2012.

THEREFORE BE IT RESOLVED that the Board of Trustees approve offering the Secondary Education Option, Liberal Arts, Associate in Arts degree effective fall 2012.

#88

WHEREAS, this program will provide an option for students who wish to study office systems technology with a focus on computer software, but who are not interested in transferring to a four-year school, and

WHEREAS, students will be afforded the opportunity to gain knowledge and develop skills in areas of operating systems, Internet, systems support, and database applications, in preparation for entry-level jobs requiring application software skills (see attached), and

WHEREAS, the Curriculum Committee has considered and approved the Computer Applications Option, Office Systems Technology, Associate in Applied Science degree on April 12, 2012.

THEREFORE BE IT RESOLVED that the Board of Trustees approve offering the Computer Applications Option, Office Systems Technology, Associate in Applied Science degree effective fall 2012.

For Review & Discussion Policy #847

Policy No. 847, Area: Human Resources

Adopted: 04/23/96

Revisions Approved: 06/26/12 (expected)

Description: Safety and Health

It is the responsibility of the college to provide a safe and secure working environment for all employees. Each employee must perform his/her work in a safe and considerate manner.

The College has developed and periodically reviews an emergency operations plan to provide a baseline of preparedness for all potential emergencies.

The supervisor is responsible for insuring that the working conditions are free of hazards and that each new employee is instructed in the conduct of work in a safe manner.

Safety rules have been established for the protection of all employees. These rules may be considered as rules of conduct and will be enforced as such. Violation of safety rules will be grounds for disciplinary action.

Employees should notify their supervisors immediately upon learning of an unsafe condition. The supervisor will then follow-up on this information by reporting the condition to the Director of Facilities Management.

See also:

Emergency Operations Plan No 847.2

Emergency Closings No 502

Emergency Closings Procedures No. 502.1

Lines of Authority in the absence of the president No. 504

College Identification Badges No. 847.1

#89

WHEREAS, P.L.2011 Chapter 214, A-2405, an Act concerning the disaster preparedness of institutions of higher education and supplementing chapter 3B of Title 18A of the New Jersey Statutes was signed into law on January 17, 2012, and

WHEREAS, this law requires the governing board of each institution of higher education to develop and coordinate an emergency operations plan to ensure the continuity of essential institutional functions under all circumstances, and

WHEREAS, the Plan shall: identify a baseline of preparedness for all potential emergencies; be coordinated with State and local authorities; shall include the identification of essential functions, programs and personnel; include procedures to implement the Plan; specify the delegation of authority and lines of succession; identify alternate facilities and related infrastructure; identify and protect vital records and databases; include a schedule and procedures for periodic tests, training and exercises, and

WHEREAS, the governing board of the institution shall adopt and submit for review an emergency operations plan to the Commission on Higher Education, the State Office of Emergency Management, the Department of Health and Senior services, and the Office of Homeland Security and preparedness no later than mid-July 2012, and

WHEREAS, the governing board shall review update and resubmit the plan to the offices every five years.

THEREFORE, BE IT RESOLVED that the President of the College shall cause the College's current Emergency Operation Plan as referenced in College policy 847 (Health & Safety) to be amended in accordance with the Act and filed with the appropriate State and local authorities by July 15, 2012, and

BE IT FURTHER RESOLVED that the President of the College is hereby authorized to review, update and submit the College's Emergency Operations Plan in subsequent years in accordance with the Act, and

NOW THEREFORE BE IT FURTHER RESOLVED that the Board of Trustees authorizes the President of the College to amend and also periodically review, update and submit the College's current Emergency Operation Plan in accordance with the Act.

#90

WHEREAS, the Community College of Baltimore County will provide sub-grant funding from its Accelerated Learning Program Grant, administered by the Community College Research Center, and

WHEREAS, the Community College of Baltimore County will provide Atlantic Cape with an sub-grant of approximately \$14,000 for implementation of innovative models for teaching developmental courses, with an anticipated term of May 1, 2012 through June 30, 2013.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to accept approximately \$14,000 in sub-grant funding from the Community College of Baltimore County, Accelerated Learning Program Grant for implementation of innovative models for teaching developmental courses, with an anticipated term of May 1, 2012 through June 30, 2013.

#92 Rev.

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

Appointments

Michael Bates Jr., Security Officer I at an annual salary of \$28,870 effective May 23, 2012.

Resignation

Kathleen Nickolich, Specialist, Aviation, Technology Studies Institute and GIS Programs effective June 30, 2012.

Faculty Promotions

John Atsu-Swanzy, from Assistant Professor, Mathematics to Associate Professor, Mathematics effective September 4, 2012 at a salary increase from \$55,496 to \$58,271.

Denise Coulter, from Associate Professor, English to Professor, English effective September 4, 2012 at a salary increase from \$62,608 to \$65,739.

Cheryl Knowles-Harrigan, from Assistant Professor, Art, to Associate Professor, Art effective September 4, 2012 at a salary increase from \$56,298 to \$59,112.

Amy Shelton, from Assistant Professor, Mathematics, to Associate Professor, Mathematics, effective September 4, 2012 at a salary increase from \$56,298 to \$59,112.

#92A

It is respectfully recommended, by the President, that the following individuals be re-appointed to one-year terms, effective July 1, 2012.

Faculty Without Tenure

Michelle Gross Assistant Professor, Dance

Administrative and Supervisory Personnel Included in the Bargaining Unit

Sandra Greco Assistant Director, PC Services
Terri-Lynn Hamby Assistant Director, Science Labs
Michael Rennick Assistant Director, Athletics
Kristin Fletcher Assistant Director, Admissions

Exempt Administrative and Supervisory Personnel

Ed Perkins Supervisor, Facilities Operations

#93

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

RFP157	Flight Training Services, (FY13 Covered by Student Fees)	Per student,
	Private Pilot Certificate \$9,999.00	per course fee
	Instrument Rating \$11,768.00	
	Commercial Pilot Certificate \$20,625.00	
	Big Sky Aviation	
	Millville, NJ	
Bid 1756R	Refrigeration, Kitchen #7, (FY12 Academy of Culinary Arts R&R)	\$41,867.00
	Don Urie Co.	
	Vineland, NJ	

Bid 1757	Handrails Replacement, Bldg. D, (FY12 R&R) BR Welding, Inc. Howell, NJ	\$19,389.04
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#93A

RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR PROFESSIONAL SERVICES
RPK GROUP
SEVERNA PARK, MARYLAND

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

WHEREAS, as required by Play-To-Play law a Business Disclosure Entity Certification is on file: and

WHEREAS, there is a need to incorporate the dynamics of declining enrollments into and expand the Strategic Finance Model implementation to review the College's structure and processes while ensuring responsiveness to the College's Mission and Strategic goals; and

WHEREAS, the expanded Strategic Finance Model needs to maximize resources and maintain equity for all campus locations and functional departments; and

WHEREAS, RPK has demonstrated expertise, having previously directly engaged the Board of Trustees through the Board's endorsement of the cost containment model and recently completing the Assessment of the College's noncredit programs: and

WHEREAS, this fiscal year the College has encumbered \$25,000 to the RPK Group; and

WHEREAS, RPK has a thorough understanding and comfortable working relationship with senior management and would permit RPK to initiate and complete this undertaking with a working knowledge of College operations and culture and secure the rapid response required; and

WHEREAS, RPK has provided an hourly rate of \$187.50 to provide consulting services to facilitate and support senior management's review and analysis of College's structure and processes, and

WHEREAS, consulting services would be capped at \$15,000 with an anticipated completion date of October 31, 2012.

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

#95

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

WHEREAS, the TAACCCT Grants Program will provide competitive funding to increase attainment of certifications, certificates, diplomas, and other industry-recognized credentials to better prepare adults for high-wage, high-skill employment or re-employment in growth industry sectors (see attached), and

WHEREAS, the TAACCCT Grants Program will provide Atlantic Cape with a grant of approximately \$500,000-\$1,000,000 to increase attainment of certifications, certificates, diplomas, and other industry-recognized credentials to better prepare adults for high-wage, high-skill employment or re-employment in growth industry sectors over the anticipated term of Oct. 1, 2012 through Sept. 30, 2016.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to submit an application for the Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grants Program to the U.S. Department of Labor with an anticipated grant totaling approximately \$500,000-\$1,000,000, over the anticipated term of Oct. 1, 2012 through Sept. 30, 2016.

#96

WHEREAS, there has been low enrollment in the Computing for Small Business Option, Office Systems Technology, Associate in Applied Science Degree, and,

WHEREAS, the College recently approved a Computer Applications Option, Office Systems Technology, A.A.S., which is a comparable program and includes a greater focus on computer software and technology (see attached), and

WHEREAS, the Curriculum Committee has considered and approved dropping this program on April 12, 2012.

THEREFORE BE IT RESOLVED that the Board of Trustees approve dropping the Computing for Small Business Option, Computer Systems Support, Associate in Applied Science Degree, effective fall 2012.

#97

WHEREAS, the Digital Media Production Support Option, Computer Systems Support, Associate in Applied Science Degree, was created prior to the New Media Studies, A.A.S. Degree, and

WHEREAS, recent curricular changes made to the base program, Computer Systems Support, A.A.S., will limit the number of media production courses in the option (see attached), and

WHEREAS, the Information Systems and Aviation Studies Department has concluded that the option would better serve students if offered under the New Media Studies, Associate in Applied Science Degree, and

WHEREAS, the Curriculum Committee has considered and approved dropping the program option on April 12, 2012.

THEREFORE BE IT RESOLVED that the Board of Trustees approve dropping the Digital Media Production Support Option, Computer Systems Support, Associate in Applied Science Degree effective fall 2012.

#98

WHEREAS, there has been a decrease in enrollment in the Web Technologies Option, Computer Systems Support, Associate in Applied Science Degree, and

WHEREAS, the College now offers a New Media Studies, Associate in Applied Science Degree, which is a comparable, modernized program and includes rich-media courses (see attached), and

WHEREAS, the Curriculum Committee has considered and approved dropping this program on April 12, 2012.

THEREFORE BE IT RESOLVED that the Board of Trustees approve dropping the Web Technologies Option, Computer Systems Support, Associate in Applied Science Degree, effective fall 2012.

#99

RESOLVED: At a public meeting of the Board of Trustees to be held on June 26, 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: ALL AYES, NO NAYS

Ms. Walsh stated that the seven retirement resolutions which represent over 150 years of service were worthy of taking a moment to acknowledge them for their service to the students.

Chairperson Boyer said these remarks of appreciation should be recorded in the minutes. He wished the individuals best of luck and thanked them for their loyal service to the college for so many years. "The college appreciates your efforts on behalf of the students," said Chairperson Boyer.

Ms. Walsh moved and Ms. Long seconded the following:

#81D

WHEREAS, Linda Hair has served Atlantic Cape Community College with dedication as a valued member of Information Technology Services, Cape May County Extension Center and Cape May County Campus for more than 24 years, and

WHEREAS, Ms. Hair's service at the college is largely characterized by her role as Office Assistant for the Cape May County faculty support area, and

WHEREAS, Ms. Hair has been described, by current and past supervisors, as one who "has given her full attention to the many duties and responsibilities with spirit and enthusiasm", and "has handled every challenge with grace, thoughtfulness and prudence", and

WHEREAS, Ms. Hair presents a "strong sense of initiative and creativity," "frequently presenting constructive suggestions" and is "a good steward of our resources", and

WHEREAS, Ms. Hair's dedication to the College is also evident in the numerous letters of thanks and recognition for work well done, and

WHEREAS, Ms. Hair 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. Linda Hair effective August 31, 2012.

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

#81E

WHEREAS, Jo-Ann Volpe has served Atlantic Cape Community College with dedication as a valued member of the department of Continuing Education, Resources Development and the Cape May County Campus over the course of twelve years in her role as Office Assistant, and

WHEREAS, Ms. Volpe has been described, by current and past supervisors, as "highly organized, skilled in office procedures/techniques", and

WHEREAS, Ms. Volpe's "interpersonal skills are outstanding along with an exceptional work ethic", "understands the ongoing value of maintaining positive relationships with her co-workers" and "brings a pleasant 'can-do' attitude to the group", and

WHEREAS, Ms. Volpe has received several letters and notes of commendation for participation in College events such as NECC '99, 2001 Cape May Gala, Symposium on Homeland Security, Play Night at CCI, American Heart Association Silent Auction Coordinator and 2-year Heart Walk team captain, Panorama of Possibilities and Restaurant Gala, and

WHEREAS, Ms. Volpe 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. Volpe effective November 1, 2012.

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

#81F

WHEREAS, Nicholas Rabino has served Atlantic Cape Community College with dedication as a valued member of the department of Public Safety for more than twelve years, and

WHEREAS, Mr. Rabino's service is largely characterize by his role as Security Officer I, and

WHEREAS, Mr. Rabino has been described, by current and past supervisors, as an employee "with good understanding of Security's multifaceted mission" who "brought medical experience from being Master Chief medical technician in the United States Coast Guard", and

WHEREAS, Mr. Rabino had perfect attendance for three consecutive years (2000-2003) and three additional years while employed at the College, and was commended for being "punctual" and "for working overtime as necessary to assist the department during shortages", and

WHEREAS, Mr. Rabino "works with staff, students and visitors well with little/no supervision" and "handles issues with a professional demeanor", and was acknowledged along with Public Safety for an "exceptional job during Hurricane Irene", and

WHEREAS, MR. Rabino 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. Rabino effective October 1, 2012.

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

Res. #92B

WHEREAS, Bobby Lee Royal joined Atlantic Cape Community College on May 13, 1974, and

WHEREAS, Mr. Royal served for 38 years with distinction and outstanding dedication in his leadership roles of Assistant Director and Director of EOF, Assistant Dean of Students, Director of Athletics, Executive Director of Admissions and College Recruitment, Executive Assistant to the President and finally, Dean of Community Affairs , Security and Worthington Atlantic City Campus Operations, and

WHEREAS, recognizing the importance of recruitment, Mr. Royal pioneered the Jump Start program at Atlantic Cape where student services staff visit area high schools handling on-site admissions, testing and registration, and

WHEREAS, Mr. Royal, a former Buccaneer basketball player, also served as Head Basketball Coach for eight seasons which included the 1997-98 Region XIX Southern Division Championship and included being named Coach of the Year by the NJ Collegiate Basketball Coaches Association, and

WHEREAS, former President Dr. John May stated "Although this win was very satisfying, even more important is his role in supporting the academic aspirations of the student athletes, and in recruiting minority students", and

WHEREAS, in 2010 Mr. Royal was honored with the Tait McKenzie award for distinguished service to the Boy and Girl Scouts of America when Atlantic Cape President Dr. Peter Mora commended Mr. Royal "I am proud of your service and am truly grateful for all you do in support of the college mission", and

WHEREAS, Mr. Royal served his community in a variety of endeavors, including the Main Street Atlantic City Steering Committee, Atlantic County Child Care Placement Review Board, the county's Advisory Commission on Women, the Manpower Board, Mainland Jaycee's and as moderator and trustee at the Community Baptist Church, and

WHEREAS, Mr. Royal 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. Royal effective July 1, 2012.

BE IT FURTHER RESOLVED that the Board extends to Mr. Royal its best wishes and appreciation for a distinguished career of service to Atlantic Cape Community College.

Res. #92C

WHEREAS, Gayle Edwards has served Atlantic Cape Community College with dedication as a valued member of Student Affairs for more than 37 years, and

WHEREAS, Ms. Edwards' service at the college is largely characterized by her role as Administrative Assistant to the Dean of Students, and

WHEREAS, Ms. Edwards was described early in her career by her supervisors as one who "is able to work for three supervisors, Dean of Students, Director of Counseling and Director of Placement; many employees would find this arrangement difficult", and

WHEREAS, Ms. Edwards has been characterized by one supervisor as "an excellent partner. She is very dedicated to the mission of the college and supports the advocacy of the Dean of Students Office"; and by another supervisor who states, "If there is a pressing, demanding or volatile situation needing to be addressed, she is without question an integral and equal partner", and

WHEREAS, Ms. Edwards' dedication to the College is also evident in the numerous letters of thanks and recognition for work well done related to Commencement, committee support, career fairs, College Day at the Hamilton Mall, New Student Days, and the Scholarship Golf Classic, and

WHEREAS, Ms. Edwards 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. Gayle Edwards effective September 1, 2012.

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

Res. #92D

WHEREAS, Dr. Louise Kaplan joined Atlantic Cape Community College as a part-time instructor in 1968 securing a full-time assistant professor position in 1969, named associate professor in 1977 and earned the rank of professor of anthropology in 1988, and

WHEREAS, the first Atlantic Cape faculty member receiving a mid-career fellowship to Princeton University, "Louise Kaplan's teaching philosophy is indicative of that of a master teacher who fully understands the mission of the community college and the student population served" said former department chairwoman Dr. Julia Brown, and

WHEREAS, Dr. Kaplan is "highly conversant with recent developments in her field and is able to effectively blend this into her class presentations," said former department chairman, Dr. Joseph McGrellis, and

WHEREAS, the 2005 recipient of the prestigious Linback Award, Dr. Kaplan served in many endeavors including committees for two Atlantic Cape presidential search committees, the community college faculty representative to the NJ Department of Higher Education Chancellor search committee, faculty assembly, cultural affairs, academic standards, sabbatical leave, basic skills, curriculum and international education, the Green Education Advisory Board, and

WHEREAS, after 44 years of dedicated service, Dr. Kaplan 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. Kaplan effective July 1, 2012.

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

Res. #92E

WHEREAS, Thomas Giardina has served Atlantic Cape Community College for more than 29 years as Slot Technician, Instructor and Program Coordinator for the Casino Career Institute and Corporate and Workforce Training, and

WHEREAS, Mr. Giardina has represented Atlantic Cape across the United States, China, Canada and Jamaica conducting slot technician trainings, “developing strong relationships within the gaming industry”, and

WHEREAS, former supervisor Carol Drea commended Mr. Giardina for his ability “to continually upgrade the slot lab with state-of-the-art equipment due to his many contacts” and “he has maintained a high quality of professionalism and loyalty to the institution and his students”, and

WHEREAS, Mr. Giardina’s former supervisor Cynthia James noted “he never loses sight of the importance of spending quality time to answer questions of potential students, to provide instruction and guidance to his current students and to maintain contact once the students graduate”, and

WHEREAS, Mr. Giardina 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. Giardina effective July 1, 2012.

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

ROLL CALL: ALL AYES, NO NAYS

Secretary’s Note: In the Board’s pad folios were the *Atlantic Cape Grants Directory, Fiscal Years 2011-2012, April 24, 2012* and board activity calendar.

IX. PRESIDENT’S REPORT: Dr. Mora’s report included information on the following: Green Campus,

Advancement and Board Portal.

- Dean Perniciaro gave an update on the Green Campus Initiative which was established about 4 years ago. The Green Campus Cross-Functional Committee works with the guidelines.
- Dean Gentile gave an overview on Atlantic Cape’s Advancement function (handout distributed) using a PowerPoint presentation. The topics were:

What is Advancement?
 Advancement Professionals
 Communications

Who does Advancement?
 Strategic Plan Links
 Marketing

Fundraising – the Foundation
Foundation and College Scholarships
Alumni Development

Foundation Programs
College Grants Office

Chairperson Boyer thanked Dean Gentile for her report and appreciated the committee's efforts in raising the bar in fundraising

Dr. Mora said the Board Portal is an online information portal. The benefits are it is free, customized for use anywhere and updated regularly.

Chairperson Boyer said the goal is for the Board to receive information quickly. Ultimately, we will have you on the system and eliminate paper usage.

X. COMMITTEE REPORTS: DISCUSSION/QUESTIONS

Chairperson Boyer asked if there as any need for committee report discussions or questions.

XI. OTHER BUSINESS

Chairperson Boyer congratulated Secretary Hines on 40-years of service to the college and thanked her for her support.

The Board applauded.

Secretary Hines thanked the Board for the acknowledgement.

XII. COMMENTS FROM THE PUBLIC

None

XIII. ADJOURNMENT

On motion of Mr. Evans and second by Ms. Mento the regular session was adjourned at 9:30 p.m., in the Board Room, J-202, 5100 Black Horse Pike, Mays Landing, NJ.

Respectfully submitted,

BettyAnn Inloes Hines
Atlantic Cape Board Secretary

Attachments: Academic & Student Affairs Committee Minutes, April 18, 2012 & May 16, 2012
Atlantic Cape Foundation Board Report, April 2012 & May 2012
Budget, Finance & Audit Committee Minutes, April 17, 2012, w/attachments & May 15, 2012
Diversity & Equity Advisory Committee Minutes, May 10, 2012
Diversity & Equity/Community Affairs Board Committee Exec. Summary, May 10, 2012
Long-Range Planning & Capital Projects Committee Minutes, April 17, 2012 & May 15, 2012
Personnel & Board Development, April 18, 2012 & May 16, 2012