

I. CALL TO ORDER REGULAR SESSION

On Tuesday, May 28, 2013, at 7:00 p.m. Chairperson Dave A. Evans said good evening and called the meeting to order. He thanked everyone for attending the meeting.

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 email for posting at "J" Building main campus; the Charles D. Worthington Atlantic City Campus, the Cape May County Campus and copies were emailed 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 17, 2013.

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 | Therese Budd |
| √ | David A. Evans | Kathy Corbalis |
| √ | Brian G. Lefke | Eileen Curristine |
| √ | Andrew W. Melchiorre | Dr. Patricia Gentile |
| √ | Maria K. Mento | Douglas Hedges |
| √ | Donald J. Parker | Dr. Richard Perniciaro |
| √ | Dr. Richard Stepura | Dr. Ronald McArthur |
| √ | Maria Ivette Torres | Catherine Skinner, CPA |
| √ | Helen W. Walsh | Brittine Pratt |
| | | BettyAnn Inloes Hines |
| | | Louis J. Greco, Esquire |
| | | Others in Attendance |
| | | Bonnie Lindaw, Atlantic Co. Treasurer & CFO |
| | | Felix Contraras, Atlantic Cape Student |
| | | Harrison Furman, Atlantic Cape Student |
| | | Sandi Greco, Atlantic Cape Employee |
| | | Helen Joseph, Atlantic Cape Student |
| | | Danielle Kebert, Atlantic Cape Student |
| | | Marcia Kleinz, Atlantic Cape Employee |
| | | Dr. Fataona Lubonja, Beacons by the Sea Professor |
| | | Caesar Niglio, Atlantic Cape Employee |
| | | Kerry Player, Atlantic Cape Student |
| | | Mike Rennick, Atlantic Cape Employee |
| | | Rick Russell, Atlantic Cape Employee |
| | | Sungwoo Shin, Atlantic Cape Student |
| | | Erica Vallani, Atlantic Cape Student |

V. CALL TO ORDER EXECUTIVE SESSION

None

VI. REGULAR SESSION

Chairperson Evans stated that some items under the President's Report would be presented now.

PRESIDENT'S REPORT

Dr. Mora said he would begin the first portion of his report with Athletics followed by Beacons by the Sea Professor and *Rewrites*.

Dr. Mora introduced Mr. Mike Rennick, Assistant Athletic Director, who would be giving a report on Atlantic Cape Athletics for 2013.

Mr. Rennick thanked the Board and Dr. Mora for the invitation to attend the Board meeting. He gave a PowerPoint presentation on college athletics for 2013. He said over 30 athletes were recognized and three athletes—Sarah Street, Sungwoo Shin and Kerry Player—who attendance tonight's meeting received individual awards. He gave the following PowerPoint presentation.

Atlantic Cape's athletic program offers eight sports with 109 students participating:

| | |
|-----------------|------------------|
| Archery (co-ed) | Baseball-Men |
| Basketball-Men | Basketball-Women |
| Golf (club) | Soccer-Men |
| Soccer-Men | Volleyball-Women |

The academic team requirements are: GSAC - 3.00 GPA, Region 19 – 3.25 GPA, NJCAA Academic All American – 3.60 GPA over career, and USCA – Top 25% finish and 3.0 GPA or above. Thirty-three students were recognized for academic success.

He stated that Ms. Street, women's volleyball, was honored by the National Association for Girls and Women in Sports (NAGWS) as one of their Women of the Year. Ms. Street also received the following individual awards: 1st Team-All Garden State Athletic Conference and 2nd Team-All Region 19 NJCAA Academic All American.

He recognized Mr. Shin, archery, who finished 3rd nationally in USIAC Nationals and finished 2nd nationally in US Indoors. Mr. Shin was also a USIAC All American and USIAC Academic All-American.

Atlantic Cape was a regional host of the US Collegiate Indoor Archery Championship in March. At the US Nationals, the men's recurve team placed third in the nation, the women's recurve team placed fifth and the men's compound team placed sixth.

Ms. Player, women's basketball, was recognized as an NJCAA Academic All American. In 2012, she led the nation in blocked shots and in 2013 earned 500 points/500 rebounds in career. In 2012,

Ms. Player earned 1st team all GSAC and 1st Team All Region 19 and in 2013 1st Team all GSAC and 2nd Team All Region 19.

Mr. Rennick noted that Mr. Armin Cane, men's basketball, scored 1,000 points in his career, which is an all-time record. Mr. Cane was named 1st team all GSAC, 1st Team All Region 19 in the 2011-12 and 2012-13 seasons.

He finished his presentation noting that Softball qualified for NJCAA All-Academic Team Award for 2013.

Chairperson Evans thanked Mr. Rennick for his presentation and the athletes for doing a remarkable job.

Secretary's Note: Mr. Rennick, Ms. Player, Mr. Shin and Ms. Street left the meeting after taking pictures with Chairperson Evans and Dr. Mora.

Dr. Mora introduced Dr. Fatjona Lubonja as the *2013 Beacons by the Sea Visiting Professor* who would be speaking about working with students and faculty this semester in modern languages and ESL. He noted she received an honorary associate in arts degree from the Board in recognition of her service.

Dr. Lubonja thanked the Board for the opportunity but noted the accolades should be given to the people who work at the college. She stated she enjoyed interacting with the students and faculty in creating various projects. She thanked the Board and the department for this opportunity.

Dr. Mora asked if there were any questions.

Secretary's Note: Dr. Lubonja left the meeting after having her picture taken with Chairperson Evans, Dr. Mora and Dr. McArthur.

Dr. Mora introduced Assistant Professor Richard Russell who is the faculty advisor for *Rewrites* the college literary publication. The Board received copies of the publication.

Assistant Professor Russell and Ms. Erica Villani, editor, spoke about the process of developing the publication and the experiences gained. They thanked the Board for their support and time.

Dr. Mora asked if there were any questions.

Chairperson Evans thanked them for their presentation, and stated he looked forward to reading the publication.

Mr. Melchiorre stated he loves reading *Rewrites* every year.

Secretary's Notes: Assistant Professor Russell and Ms. Villani took photos with Dr. Mora and Chairperson Evans. Assistant Professor Russell left the meeting after the picture was taken.

Dr. Mora stated this concluded the first part of his report.

VII. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

None

VIII. BUDGET REPORT

Ms. Mento gave financial reports for March and April.

She stated that in the Fiscal Year 2013 Board Financial Report for the nine months ended March 31, 2013, preliminary year-to-date data indicates the college has earned 90.82% of budgeted revenues and expended 70.41% of budgeted expenditures.

Preliminary year to date enrollments for FY13 indicate that there is a minimal decline from last fiscal year compared to a budgeted decline of 3%.

Ms. Mento stated that the Preliminary Fiscal Year 2013 year-to-date data summarized in the Board Financial Report for the ten months ended April 30, 2013, indicates the college has earned 94.02% of budgeted revenues and expended 78.40% of budgeted expenses.

"It is expected based on year to date activity that the college may use some of the projected fund balance transfer of \$999,956.00," said Ms. Mento.

IX. RESOLUTIONS

A. Consent Resolutions

Chairperson Evans asked Secretary Hines to read the consent resolutions and if none were removed for discussion, they would be adopted.

Ms. Curristine said the Personnel Committee revised Res. #82 by removing the title change for Mr. Sean Fischer. She said the Personnel Committee would review this title change and present it at the June Board meeting.

Secretary Hines read the following resolutions and policy: Res. #80, Res. #82 Rev., Res. #89, Res. #89A, Res. #84, Res. #85, Policy for Review with Discussion and Adoption requested at the meeting, Res. #83, Res. #90, Res. #90B, Res. #90C, Res. #91 and Res. #98.

Dr. Stepura moved and Mr. Lefke seconded the following:

Res. #80

March 26, 2013, Regular Session Minutes

Res. #82 Rev.

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

Appointment

Alison Blizzard, Senior Manager, Compliance at an annual salary of \$52,215, effective April 24, 2013.

Res. #89

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

Appointments

Mitchell Levy, Dean of Students at an annual salary of \$98,000, effective July 1, 2013.

Diana Logan, Temporary Financial Aid Specialist at an annual salary of \$35,094 effective May 29, 2013.

Promotions

Michael Bruckler from Director, College Marketing to Director, College Relations with salary increase from \$61,236 to \$67,458 effective July 1, 2013.

Title Change

Ronald McArthur, from Dean, Instruction to Dean, Liberal Studies, at his current salary effective July 1, 2013.

Title Change and Salary Adjustment

Patricia Gentile, from Dean, Continuing Education, Resource Development, and CMCC Operations to Dean, Advancement, Enrollment Management and Cape May County Campus Operations with a 2% base salary increase effective July 1, 2013 bringing her salary from \$120,364 to \$122,771.

Resignations

Dennis Furgione, Senior Research Technician, Institutional Research effective May 27, 2013.

Timothy Hayek, Maintenance Mechanic II, Facilities Management effective May 31, 2013.

Res. #89A

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

Faculty Promotions

Neera Desai, from Assistant Professor, Developmental Mathematics to Associate Professor, Developmental Mathematics effective September 3, 2013 at a salary increase from \$57,310 to \$60,541.

Michelle Leacott, from Assistant Professor, Mathematics to Associate Professor, Mathematics effective September 3, 2013 at a salary increase from \$57,310 to \$60,541.

William Lemons, from Assistant Professor to Associate Professor effective September 3, 2013 from \$56,606 to \$60,541.

Svetlana Marzelli, from Assistant Professor, Computer Information Systems to Associate Professor, Computer Information Systems effective September 3, 2013 at a salary increase from \$57,423 to \$60,541.

Donna Vassallo, from Assistant Professor, Hospitality Management and Business to Associate Professor, Hospitality Management and Business effective September 3, 2013 at a salary increase from \$55,730 to \$60,541.

Res. #84

WHEREAS, Professor Fatjona Lubonja, a longstanding author, researcher and educator in the field of English as a Second Language, has actively served the Atlantic Cape Community College family as the *2013 Beacons by the Sea Visiting Professor*, and

WHEREAS, under the visiting professor program, Professor Lubonja worked to develop curriculum for the College's modern languages courses, and

WHEREAS, Professor Lubonja has organized the public lecture, "Second Language Acquisition: The Journey of Being Bilingual" for the benefit of the college community, and

WHEREAS, Professor Lubonja has organized the public lecture, "Globalization & Multiculturalism: Influence on our Language and Culture" for the benefit of the College community, and

WHEREAS, Professor Lubonja has taught the courses Fundamentals of Pronunciation and French II, and

WHEREAS, Professor Lubonja 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 Fatjona Lubonja 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.

Res. #85

WHEREAS, Mr. Bakari Lee has served as an advocate for community colleges, their students and opportunities for education throughout New Jersey and the United States, and

WHEREAS, Mr. Lee is best known as Chairperson of the New Jersey Council of County Colleges, and

WHEREAS, Mr. Lee serves as a member and officer for the Hudson County Community College, and

WHEREAS, Mr. Lee has demonstrated a commitment to the success of community college students throughout New Jersey as a Trustee Ambassador, and

WHEREAS, Mr. Lee has demonstrated a commitment to the success of community college students throughout the United States through his service as a member of the Board of Directors of the Association of Community College Trustees, and

WHEREAS, Mr. Lee presently serves as Northeast Regional Chairperson for the Association of Community College Trustees.

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 Mr. Bakari Lee in recognition of his admirable service as Atlantic Cape's 46th annual commencement speaker.

Policy for Review with Discussion and Adoption

POLICY FOR REVIEW, DISCUSSION & ADOPTION IN MAY

POLICY NO. 218: INVOLUNTARY WITHDRAWAL

Area: Student Affairs

Adopted: 12/13/11

Description: Involuntary Withdrawal

Atlantic Cape Community College (Atlantic Cape) is fully committed to the pursuit of academic excellence, student learning, and providing quality instruction to its students. If the nature of a student's behavior is determined to pose a threat to self or others, the College may invoke a procedure that determines whether a student will be removed from the campus community. While the Student Code of Conduct ultimately governs student behavior, it may not serve as the appropriate venue for adjudication in all cases.

In the event a student's behavior encroaches upon the orderly functioning of Atlantic Cape, the Dean of Students reserves the right to remove a student from the College. The Dean of Students will use his/her discretion to define what is sufficiently threatening and/or disruptive to warrant invoking this procedure. Whenever possible, a voluntary withdrawal will be encouraged.

Involuntary Medical Withdrawal

The Dean of Students, in consultation with the College Nurse and other College representatives that form the Behavioral Assessment Team, will make every attempt to meet with the student to make an individualized and objective assessment to determine if a student needs to be separated from the College to protect the safety of the student and/or others, or the integrity of the College's learning environment. If such a determination is made, the College will inform the student immediately, in person if possible, but the student will always receive written notification. This written notification will include the reason for the withdrawal and the conditions for reentry if it is an option.

Appeal Procedure for Involuntary Medical Withdrawal

If a student believes that a decision for Involuntary Medical Withdrawal is unreasonable or that the procedures and/or information relied upon in making the decision were wrong or unfair, the student may appeal the decision.

The appeal must be in writing to the Dean of Students within five days of the receipt of the written notification. Appeals should clearly state the specific unreasonable, wrong, and/or unfair facts and should present relevant information to support the statements.

If the Dean of Students is not sufficiently convinced that the student should be reinstated, an assessment by a college identified medical provider may be requested, at the student's expense.

Readmission from Involuntary Medical Withdrawal

Students seeking readmission will be asked to sign a release form so that College representatives who will be involved in evaluating the student's return can have access to the student's outside health care providers and have the ability to openly discuss relevant aspects of the student's condition.

The student must submit a letter indicating his/her plan to re-enroll in the College. The letter must include a report from a licensed physician that includes discussion of the student's current health status, course of treatment undergone during the leave, as well as specific recommendations for the student and the College with respect to the student's successful return to the College. The report will also address the student's readiness to return to academic and co-curricular activities, the student's on-going treatment needs, the student's readiness to return to competitive sports (if the student is an athlete) and any other suggestions the health care provider deems appropriate.

The Dean of Students, College Nurse and other College representatives will review the information provided by the student and evaluate whether the student is ready to be reintroduced to the College community.

If the student is allowed to return, he/she will meet with the Dean of Students to discuss the conditions of re-entry. If the student does not follow the plan, the College will have the right to revoke its decision to readmit the student and will have the right to require the student to resume his/her medical leave immediately.

If the medical withdrawal is upheld, the student will receive a "W" in all courses.

Tuition and fee refunds taken during the course of the semester will be made in accordance with the College's refund policy.

Once the decision has been made, the student will be notified in writing. This decision will be final.

Involuntary Mental Health Withdrawal

The Dean of Students, in consultation with the Director of Counseling and other College representatives that form the Behavioral Assessment Team, will make every attempt to meet with the student to make an individualized and objective assessment to determine if a student needs to be separated from the College to protect the safety of the student and/or others, or the integrity of the College's learning environment. If such a determination is made, the College will inform the student immediately, in person if possible, but the student will always receive written notification. This written notification will include the reason for the withdrawal and the conditions for reentry if it is an option.

Appeal Procedure for Involuntary Mental Health Withdrawal

Follow the same appeal procedures for Involuntary Medical Withdrawal.

Readmission from Involuntary Mental Health Withdrawal

Students seeking readmission will be asked to sign a release form so that College representatives who will be involved in evaluating the student's return can have access to the student's outside health care providers and have the ability to openly discuss relevant aspects of the student's condition.

The student must submit a letter indicating his/her plan to re-enroll in the College. The letter must include a report from a licensed psychiatrist that includes discussion of the student's current mental health status, course of treatment undergone during the leave, as well as specific recommendations for the student and the College with respect to the student's successful return to the College. The report will also address the student's readiness to return to academic and co-curricular activities, the student's on-going treatment needs, the student's readiness to return to competitive sports (if the student is an athlete) and any other suggestions the health care provider deems appropriate.

The Dean of Students, Director of Counseling and other College representatives that form the Behavioral Assessment Team will review the information provided by the student and evaluate whether the student is ready to be reintroduced to the College community.

If the student is allowed to return, he/she will meet with the Dean of Students to discuss the conditions of re-entry. If the student does not follow the plan the College will have the right to revoke its decision to readmit the student and will have the right to require the student to resume his/her involuntary mental health leave immediately.

If the involuntary mental health withdrawal is upheld, the student will receive a "W" in all courses.

Tuition and fee refunds taken during the course of the semester will be made in accordance with the College's refund policy.

Once the decision has been made, the student will be notified in writing. This decision will be final.

Involuntary Behavioral Withdrawal

The Dean of Students, in consultation with the College Judicial Officer and other College representatives that form the Behavioral Assessment Team, will make every attempt to meet with the student to make an individualized and objective assessment to determine if a student needs to be separated from the College to protect the safety of the student and/or others, or the integrity of the College's learning environment. If such a determination is made, the College will inform the student immediately, in person if possible, but the student will always receive written notification. This written notification will include the reason for the withdrawal and the conditions for reentry if it is an option.

Appeal Procedure for Involuntary Behavioral Withdrawal

Follow the same appeal procedures for Involuntary Medical Withdrawal.

Readmission from Involuntary Behavioral Withdrawal

Students seeking readmission will be asked to sign a release form so that College representatives who will be involved in evaluating the student's return can have access to the student's outside health care providers and/or other professionals involved in the student's care and have the ability to openly discuss relevant aspects of the student's condition.

The student must submit a letter indicating his/her plan to re-enroll in the College which includes a statement of his/her understanding and acceptance of the College's Code of Conduct. The letter must

include a report from the student's outside health care providers and/or other professionals with whom the student worked. The report should include a discussion of the student's current health status, course of treatment undergone during the leave, as well as specific recommendations for the student and the College with respect to the student's successful return to the College. The report will also address the student's readiness to return to academic and co-curricular activities, the student's on-going treatment needs, the student's readiness to return to competitive sports (if the student is an athlete) and any other suggestions the health care provider deems appropriate.

The Dean of Students, the College Judicial Officer and other College representatives that form the Behavioral Assessment Team will review the information provided by the student and evaluate whether the student is ready to be reintroduced to the College community.

If the student is allowed to return, he/she will meet with the Dean of Students to discuss the conditions of re-entry. If the student does not follow the plan the College will have the right to revoke its decision to readmit the student and will have the right to require the student to resume his/her involuntary behavioral leave immediately.

If the involuntary behavioral withdrawal is upheld, the student will receive a "W" in all courses. Tuition and fee refunds taken during the course of the semester will be made in accordance with the College's refund policy.

Once the decision has been made, the student will be notified in writing. This decision will be final.

Res. #83

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

| | | |
|-----------------------|--|---------------------|
| Bid 1773 | Art Gallery Relocation Construction, (Chapter 12) | \$138,289.00 |
| | R. Wilkinson & Sons Construction Inc. Absecon, NJ | |
| RFP163 | Programming Services – Student Success Centers, Academic Renovations (Chapter 12) | \$88,500.00 |
| | Daley + Jalboot Architects Philadelphia, PA | |
| Bid Ex. 657 | Software Upgrade, Flight Simulator, (FY13, Perkins funds) | \$21,869.00 |
| | Redbird Flight Simulations, Inc. Austin, TX | |
| TOTAL FOR RESOLUTION: | | <u>\$128,658.00</u> |

Res. #90

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

| | | |
|----------|--|-------------|
| OQ116 | Printing, 2013-2014 Continuing Ed Guides, (FY14-FY15 Non-Credit Publications Operational) | \$20,050.00 |
| | Bartash Printing Philadelphia, PA | |
| Bid 1775 | Paper and Envelopes, (FY14 Central Stores/Print Shop Operational/Department Backcharge) | \$43,633.48 |
| | Paper Mart East Hanover, NJ | |

Bid Ex. 658 Fire Alarm Systems, Annual Contract – Sole Source, \$19,380.00
(FY13-14 Security Operational)

Simplex Grinnell
Horsham, PA

TOTAL FOR RESOLUTION: \$83,063.48

Res. #90B

WHEREAS, the food service contract for the Mays Landing Campus and vending services on all three campuses ends August 31, 2013, and

WHEREAS, the college advertised for and distributed twenty three (23) Requests for Proposals for food service operations, and

WHEREAS, four (4) proposals were received on May 10, 2013, and

WHEREAS, the proposals were reviewed based on responsiveness, quality of products and services, ability to perform and financial package, and

WHEREAS, based on the proposals received, it is the recommendation of Therese Budd, Dean of Administration and Business Services, that the college award a contract from September 1, 2013, to August 31, 2016 to Golden Corral of Egg Harbor Township, NJ for food service and catering operations at the Mays Landing Campus and vending at all three campuses (RFP Compensation Offering attached).

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College authorize the college to enter into a three-year contract (pending review by the college Attorney), for food service with Golden Corral.

Res. #90C

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

RFP165 Auditing Services, two-year contract \$79,800.00

Bowman & Co.
Woodbury, NJ

Res. #91

WHEREAS, the College has maintained depository and checking accounts at Ocean City Home Bank, and

WHEREAS, these bank accounts are no longer required by the College.

- #981036007 - Operating Account,
- #981036189 - Payroll Account,
- #980777577 - Merchant Card Account,
- #981089584 - Flexible Spending Account,
- #981036023 - Federal Funds Account,
- #981097173 - 457B Plan Account, and
- #981097132 - 403B Plan Account.

THEREFORE BE IT RESOLVED that the Board of trustees approves the closing of Ocean City Home Bank accounts.

Res. #98

RESOLVED: At a public meeting of the Board of Trustees to be held on June 25, 2013, 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

B. Regular Resolutions

Ms. Mento moved and Mr. Boyer seconded the acceptance of the Financial Statement Executive Summary for March 31, 2013, **Res. #81**.

ROLL CALL: AYES, NO NAYS

Ms. Mento moved and Mr. Melchiorre seconded the acceptance of the Financial Statement Executive Summary for April 30, 2013, **Res. #88**.

ROLL CALL: AYES, NO NAYS

Ms. Mento asked the Board to acknowledge the Annual Budget Message, July 1, 2013 – June 30, 2014. She noted the Board has reviewed a draft and a bound final copy was in the Board's pad folio.

The Board acknowledged the document.

Ms. Mento moved and Mr. Boyer seconded the following:

Res. #90A

**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR
Professional Consulting Services**

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

WHEREAS, the Purchasing Office has determined and certified in writing that the value of the acquisition will be a total of \$33,000, and

WHEREAS, the scope of work should be completed in six (6) months; and

WHEREAS, *The GoldGroup, LLC of Philadelphia, PA*, has submitted a proposal dated April 22, 2013, indicating they will identify and explore initiatives that will increase or generate revenue from Auxiliary Services, both through appropriate growth of existing programs, services and activities and through appropriate growth of existing programs, services and activities and through identifying, evaluating and advancing new and future opportunities for the College at a fee of \$33,000, and

WHEREAS, The GoldGroup has completed and submitted a Business Entity Disclosure Certification which certifies that The GoldGroup 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 The GoldGroup from making any reportable contributions through the term of the contract;

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College authorizes a contract with The GoldGroup 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.

The GoldGroup, Philadelphia, PA
\$33,000

ROLL CALL: ALL AYES NO NAYS

Ms. Mento read, gave a brief overview and moved and Ms. Torres seconded the following:

Res. #95

WHEREAS, the State of New Jersey Dept. of Labor and Workforce Development is soliciting applications for Workforce Investment Act (WIA) Title II, Adult Education and Literacy Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant Programs, Year 2, and

WHEREAS, the WIA Title II grant will provide funding for adult basic skills, integrated English literacy and civics education, and

WHEREAS, the the WIA Title II grant will provide Atlantic Cape with a grant of \$1,027,096 for adult basic skills, integrated English literacy and civics education over the anticipated term of July 1, 2013 through June 30, 2014.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to submit an application to the State of New Jersey Dept. of Labor and Workforce Development for Workforce Investment Act (WIA) Title II, Adult Education and Literacy Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant Programs, Year 2 with an anticipated grant totaling \$1,027,096.

ROLL CALL: ALL AYES, NO NAYS

Ms. Mento gave a brief overview and moved and Dr. Stepura seconded the following:

Res. #96

WHEREAS, New Jersey Department of Labor and Workforce Development is soliciting applications for Opportunity4Jersey Training Grant Program, and

WHEREAS, Opportunity4Jersey Training Grant Program will provide competitive funding to connect training for qualified unemployed workers with employer-driven occupational demand skills in targeted industry sectors, and

WHEREAS, Opportunity4Jersey Training Grant Program will provide Atlantic Cape with a grant of \$50,945 over one year for training partnerships with a New Jersey employer over the anticipated term of June 2013 through May 2014.

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 for the Opportunity4Jersey Training Grant Program with an anticipated grant of \$50,945.

ROLL CALL: ALL AYES, NO NAYS

Ms. Mento gave an overview and moved and Mr. Boyer seconded the following:

Res. #48 Rev.

WHEREAS, on January 29, 2013, the college approved the Tuition and Fees Schedule FY 2014 and the FY 2014 revenue and expenditure budget, and

WHEREAS, the college approved inflationary and incremental increases in the current expenditures, and approved an average 5.9% increase in general education (in-county), online and culinary tuition (in-county), and mandatory fees, and

WHEREAS, there are subsequent changes to this schedule and they are in bold below.

THEREFORE BE IT RESOLVED that, upon recommendation of the President, the Board of Trustees approve revising the Tuition and Fees Schedule FY 2014 commencing with the summer session 2013.

N/C means No Change and cr. means credit

| <u>TUITION RATE</u> | <u>GENERAL EDUCATION</u> | <u>CULINARY</u> | <u>ONLINE</u> |
|--|--------------------------|--------------------------------|------------------------------|
| Per Credit Hour: | | | |
| In County | \$108.00 | \$324.00 | \$133.50 |
| Out-of County | \$163.00 | \$379.00 | \$133.50 |
| Out-of State | \$216.00 | \$432.00 | \$133.50 |
| Foreign | \$216.00 | \$432.00 | \$133.50 |
| <u>SCHEDULE OF FEES</u> | | <u>FY 2014 PROPOSED</u> | <u>FY 2014 ACTUAL</u> |
| <u>MANDATORY FEES, ALL STUDENTS</u> | | | |
| General Fee (excluding online courses) | | N/C | \$13.60/cr. |
| Information Services Fee | | N/C | \$5.70/cr. |
| Student Activity Fee, Fall and Spring semesters | | N/C | \$1.15/cr. |
| Student Accident Insurance, Summer semester | | \$3.50 | \$1.50 |
| Student Accident Insurance, Fall and Spring per semester | | \$5.50 | \$2.50 |
| Student Health Insurance for Fall, Spring, Summer Semesters* | | * | \$46.00 |
| “ “ “ for Spring and Summer Semesters* | | * | \$33.00 |
| “ “ “ for Summer semester only* | | * | \$21.00 |
| *NO PLAN OFFERED; PENDING LEGISLATION | | | |
| Facilities Fee (excluding online courses) Designated for Renewals & Replacements | | N/C | \$3.40/cr. |
| <u>APPLICATION, ENROLLMENT & REGISTRATION FEES</u> | | | |
| Adult Education Registration Fee, Adult Basic Education Program Grant (ESL) | | N/C | \$15.00 |
| General College Application Fee, includes Placement Test and ESL Placement Test | | N/C | \$35.00 |
| International Students Application Fee, F1 Visa only, non-refundable | | N/C | \$100.00 |
| Allied Health/Nursing Program Application Fee, NURS | | N/C | \$20.00 |
| Air Traffic Control Application Fee | | N/C | \$20.00 |
| <u>PROGRAMS - SPECIAL FEES</u> | | | |
| ACADEMY OF CULINARY ARTS: | | | |
| Culinary Arts credit-by-exam fee, non-refundable | | N/C | \$260.00 per course |
| Culinary Awards Ceremony Fee | | N/C | \$30.00 |
| Culinary Program Fee | | N/C | \$299.00/cr. |
| ALLIED HEALTH AND NURSING PROGRAMS | | | |
| TEAS V (nursing entrance exam fee) | | N/C | \$60.00 |
| Clinical Fee: NURS | | N/C | \$260.00/cr. |
| Professional Liability Insurance Fee, all clinical courses | | N/C | \$5.00 |
| TECHNOLOGY STUDIES INSTITUTE | | | |
| Air Traffic Control Terminal Program Fee (ATCT) | | N/C | \$318.00/cr. |
| Aviation Program Fee | | N/C | \$318.00/cr. |
| AVIT excluding AVIT 125, 150 | | | |

| | N/C means No Change and cr. means credit | |
|--|--|----------------------|
| | FY 2014 | FY 2014 |
| <u>SCHEDULE OF FEES</u> | <u>PROPOSED</u> | <u>ACTUAL</u> |
| <u>PROGRAM SPECIAL FEES</u> (continued) | | |
| TECHNOLOGY STUDIES INSTITUTE (continued) | | |
| Private Pilot Course Fee AVIT 210 | N/C | \$10,000/course |
| Instrument Pilot Course Fee AVIT 240 | N/C | \$12,000/course |
| Commercial Pilot Course Fee AVIT 280 | N/C | \$21,000/course |
| <u>COURSE-RELATED FEES</u> | | |
| Developmental Service Fee DEVS, Math 074, 073, ENG 070, 080; DEVA | N/C | \$37.60 |
| English as a Second Language Service Fee | N/C | \$37.60 |
| Light Technology Course Fee ARTS 115, 116, 128, 135, 208, ARTS/CISM 165; Computer Labs | N/C | \$19.40/cr. |
| Studio Arts Course Fee: ARTS 100, 110, 111, 112 120, 200, 205, 206, 207, 209, 210, 211, 212, 214 217, 218, 221, 222, 223 | | |
| AERG MATH 155, 156, 220, 255, 256 HOSP200 | | |
| Heavy Technology Course Fee Science labs, HPED 117, 118 | N/C | \$28.60/cr. |
| Lab Kit Fee for ESC1100 online section | N/C | \$145.00 per course |
| Site Visits Fee (Fieldwork, Internships, Practicums) | N/C | \$19.40/cr. |
| Certification Fee (CDCC 120, ALHT 130) | N/C | \$20.00 |
| High School Dual Credit Enrollment | N/C | \$45.00/cr. |
| <u>TESTING FEES</u> | | |
| Institutional Credit-by Examination Testing Fee upon successful completion, cost will be the current per-credit rate minus the \$25.00 testing fee. | N/C | \$25.00 |
| Learning Disability Testing Fee | N/C | \$275.00 |
| Proctored External Testing, per exam | N/C | \$15.00 |
| Accuplacer Retest Fee | N/C | \$12.00 |
| <u>MISCELLANEOUS FEES</u> | | |
| Collection Fee, Delinquent Accounts | N/C | \$30.00 |
| Returned Check Service Charge | N/C | \$35.00 |
| Deferred Payment Plan Fee | N/C | \$25.00 |
| Graduation Fee, all graduating students (Graduation Audit) | N/C | \$30.00 |
| Professional Series Audit Fee | N/C | \$30.00 |
| Late Fee | N/C | \$25.00 |
| Additional Parking Sticker Fee, students | N/C | \$3.00 |
| Student ID Card Replacement | N/C | \$5.00 |
| Transcript Evaluation Fee: Evaluation of credits from other colleges, articulation agreements, Advanced Placement, CLEP, military, Police Training agreements, PONSI & Tech Prep. | N/C | \$20.00 |

Chairperson Evans asked if there were any questions or concerns.

ROLL CALL: ALL AYES, NO NAYS

Ms. Mento read and moved and Mr. Melchiorre seconded the following:

Res. #86

**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR Student Insurance
Accident 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 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.

ROLL CALL: ALL AYES, NO NAYS

Mr. Parker thanked and recognized the service of Ms. Jose Chivalette. He read and moved and

Dr. Stepura seconded the following:

Res. #89B

WHEREAS, Josephine Chivalette joined Atlantic Cape Community College on January 15, 1985, and

WHEREAS, over the past 28 years, Mrs. Chivalette served in roles as CCI Account Clerk I and II, Human Resource Specialist, Office Coordinator, Assistant Director of City Center Administrative Services and finally, Director, WACC Program Support Services, and,

WHEREAS, Mrs. Chivalette's dedication is evident as the college's 13th recipient of the Employee of the Quarter award and as the recipient of numerous Perfect Attendance awards, and

WHEREAS, former supervisor, Jean McAlister noted Mrs. Chivalette "always goes the extra mile for internal and external customers alike. Everyone feels they are special when they see Josie," and

WHEREAS, former supervisors praised Mrs. Chivalette's management style. Bobby Royal stated "Josie leads by example and creates a culture of mutual trust and caring," and Dr. Peter Mora said Mrs. Chivalette had "a high degree of diligence, knowledge, and dependability in her management approach," and

WHEREAS, Mrs. Chivalette 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. Chivalette effective July 31, 2013.

BE IT FURTHER RESOLVED that the Board extends to Mrs. Chivalette its best wishes for retirement years filled with health and happiness.

ROLL CALL: ALL AYES, NO NAYS

Mr. Parker asked Dr. Mora to give some background information on the resolution to appoint Dr. Mitchel Levy as Dean of Students.

Dr. Mora said he would highlight the process of the national search for a Dean of Students. When we were considering a replacement for the position, the organizational structure was realigned and it reduced the budget. We realigned some positions and changed a fundamental model. The admissions function was changed to enrollment management which is the modern version for this function. The admissions function has been changed to include another role which is to work with the Dean of Academics. There will be a broader range of student services. Students will be taking career planning. We needed someone to serve as Dean of Students who could come in running with how things relate to (1) student success, and (2) student success strategies. He noted that Dr. Levy has (3) broad experience with budgets, (4) teaching experience and working with faculty, (5) understands classroom environments and accreditation from student affairs and he is a (6) leader. "Dr. Levy was the top candidate in all six areas we were looking for in a candidate," said Dr. Mora.

Mr. Parker said that committee was excited to make the offer to Mr. Levy.

Mr. Parker read and moved and Mr. Boyer seconded the following:

Res. #89C

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

Appointment

Mitchell Levy, Dean of Students at an annual salary of \$98,000, effective July 1, 2013

ROLL CALL: ALL AYES, NO NAYS

Mr. Melchiorre read and moved Resolutions #92, #93, #94 and #97 as a group. Mr. Boyer seconded the following:

Res. #92

WHEREAS, the college currently offers a Biology 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, and

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

WHEREAS, the Curriculum Committee has considered and approved the content of the Biology, Associate in Science degree on April 11, 2013 (see attached),

THEREFORE BE IT RESOLVED that the Board of Trustees approve offering the Biology, Associate in Science degree effective fall 2014.

Res. ##93

WHEREAS, the Elementary/Middle School Education Option, Liberal Arts, A.A. degree and the Secondary Education Option, Liberal Arts, A.A. degree have replaced the Education Option, Liberal Arts degree, and

WHEREAS, the Education Option is no longer appropriate for transfer, and

WHEREAS, the Curriculum Committee has considered and approved dropping the Education Option, Liberal Arts, Associate in Arts degree on May 9, 2013 (see attached).

THEREFORE BE IT RESOLVED that the Board of Trustees approve dropping the Education Option, Liberal Arts, Associate in Arts degree effective fall 2013.

Res. #94

WHEREAS, the Computational Science Option, Computer Information Systems, Associate in Science degree was created as a transfer program to Richard Stockton College of New Jersey's Computational Science, Bachelor in Science degree, and

WHEREAS, Stockton has decided to drop their program, and

WHEREAS, the Curriculum Committee has considered and approved dropping the Computational Science Option, Computer Information Systems, Associate in Science degree on May 9, 2013 (see attached).

THEREFORE BE IT RESOLVED that the Board of Trustees approve dropping Computational Science Option, Computer Information Systems, Associate in Science degree effective fall 2013.

Res. #97

WHEREAS, the Solar Energy Technology Option was designed to provide continuing education students an opportunity to convert their Solar Professional Certification to credits and apply those credits toward an Associate in Applied Science degree, and

WHEREAS, changes in the local solar industry have prevented continuing education from locating appropriate externship placements for students in the Certification program, and

WHEREAS, the Curriculum Committee has considered and approved dropping the Solar Energy Technology Option, Technical Studies, Associate in Applied Science degree on April 11, 2013 (see attached).

THEREFORE BE IT RESOLVED that the Board of Trustees approve dropping Solar Energy Technology Option, Technical Studies, Associate in Applied Science degree effective fall 2013.

Mr. Melchoirre asked if there were any questions.

ROLL CALL: ALL AYES, NO NAYS

X. PRESIDENT'S REPORT: (continued)

Dr. Mora continued his report with New Jersey Council of County Colleges Best Practices Conference, Building Our Future, Commencement and the American Red Cross.

Dr. Mora reported on the recent statewide NJCCC Best Practices Conference, which attracted more than 200 attendees to the college.

Dr. Perniciaro provided an update on the college's construction projects, the upcoming solar panel installations and other infrastructure upgrades that will take place beginning this summer on the three campuses. He noted the Board will be notified when groundbreaking will take place.

Dr. Mora shared that commencement was a wonderful event and he credited the planning group with its success. He spoke on several of the highlights of the event. The Board in recognition of his service issued an honorary associate in arts degree to the guest speaker, Mr. Bakari Lee.

Ms. Mento, an American Red Cross board member, spoke about the American Red Cross *Breakfast of Champions* event to be held on June 13 at Caesars. The American Red Cross will honor Atlantic Cape and the College Foundation as *Pay it Forward Champions* for their efforts to assist students affected by Hurricane Sandy. Several individuals and other businesses in the community will be honored also.

The Board applauded.

Chairperson Evans thanked Dr. Mora for a great President's Report.

XI. COMMITTEE REPORTS: DISCUSSION/QUESTIONS

None

XII. OTHER BUSINESS

Chairperson Evans reminded the Board about the Board Retreat on Friday, May 31, from 9 a.m. to 2 p.m.

XIII. COMMENTS FROM THE PUBLIC

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

Associate Professor Marcia Kleinz, president of the Teachers, Librarians, and Counselors bargaining unit, spoke about the bargaining units' efforts on behalf of Atlantic Cape students, including

fundraising activities and scholarships awarded. She expressed concern about the level of full-time staffing in the college's public safety department.

Three students and alumni spoke on behalf of continuing the full-time employment of Assistant Professor of English Richard Russell who held a temporary appointment this year.

Dr. Mora explained the position was eliminated from the upcoming FY'14 budget as part of a wide-ranging cost-containment effort that has eliminated more than 20 full-time positions.

Chairperson Evans thanked the students.

The students thanked the Board for listening to them.

XIV. ADJOURNMENT

On motion of Chairperson Evans and second by Mr. Boyer, the regular session adjourned at 8:00 p.m. at the main campus in the Board Room, 5100 Black Horse Pike, Mays Landing, NJ.

Respectfully submitted,

BettyAnn Inloes Hines
Atlantic Cape Board Secretary

Attachments: Academic & Student Affairs Minutes, May 22, 2013
Atlantic Cape Foundation Board Report, May 2013
Budget, Finance & Audit Committee Minutes, May 21, 2013
Long-Range Planning & Capital Projects Committee Minutes, May 21, 2013
Personnel & Board Development Committee Minutes, May 22, 2013