I. STATEMENT OF ADEQUATE NOTICE

- Fischer read the 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 Board of Trustees was provided in the following manner

(1) On January 28, 2015 advance written notice of this rescheduled meeting was posted at the bulletin board, 2nd floor, “J” Building of the Mays Landing Campus, Cape May County Campus, and Worthington Atlantic City Campus and copies of the notice were delivered to the clerks of Atlantic and Cape May counties and clerks of the Boards of Chosen Freeholders of Atlantic and Cape May Counties, and

(2) On January 28, 2015 copies of advance written notice of this meeting were mailed to all persons, who according to the records of Atlantic Cape Community College requested and paid for such notices on or before January 1, 2015

II. FLAG SALUTE

- Chairperson Torres asked everyone to rise and salute the flag

III. ROLL CALL

- Fischer provided a roll call for board members and marked others in attendance. The meeting was held at the Cape May County Campus. The meeting was broadcast to both the Worthington Atlantic City and Mays Landing Campus. All meeting participants and guests were present at the Cape May County Campus with the exception of Mitchell Levy, and Caesar Niglio who were present at ML.

<table>
<thead>
<tr>
<th>Board Members</th>
<th>College Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>√ Ellen Byrne</td>
<td>Dr. Peter Mora, President</td>
</tr>
<tr>
<td>√ Christina Clemans</td>
<td>Michael Bruckler, Director of College Relations</td>
</tr>
<tr>
<td>√ Dave Coskey</td>
<td>Eileen Curristine, Dean of Human Resources, Compliance and Public Safety</td>
</tr>
<tr>
<td>√ David A. Evans</td>
<td>August Daquilla, Dean of Administration &amp; Business Services</td>
</tr>
<tr>
<td>√ Briar Gibbons</td>
<td>Sean Fischer, Dean of Resource Development &amp; President/Board Operations; Board Secretary</td>
</tr>
<tr>
<td>√ James Kennedy</td>
<td>Doug Hedges, Dean of Information Technology Services</td>
</tr>
<tr>
<td>√ Brian Lefke</td>
<td>Dr. Otto Hernandez, Vice President, Academic Affairs</td>
</tr>
<tr>
<td>x Mary B. Long</td>
<td>Dr. Peter Mora, President</td>
</tr>
</tbody>
</table>
IV. CALL TO ORDER – EXECUTIVE SESSION

- At 7:00 p.m. Torres noted that there would be an executive session after the conclusion of the regular meeting.

- Mora requested that Fischer, Curristine, Daquilla, Jamison stay for executive session

V. CALL TO ORDER – REGULAR SESSION

- On February 3, 2015 at 7:00 pm Chairperson Maria Torres called the meeting to order at the Cape May County Campus

VI. COMMENTS FROM THE PUBLIC

- Chairperson Torres called for comments from the public on agenda items
  - None noted

VII. CONSENT RESOLUTIONS
- Chairperson Torres called for any requests to move items from the consent agenda, or any abstentions.
- Fischer read the resolutions into the record.
- None noted

**Res. #53** Minutes (December 16, 2014) Regular Approve

**Res. #56** Approve: Bid Ex 670 Equipment Upgrade, original $115,740.00, Res. #23 Revision $45,485, $161,225.00, SimplexGrinnell, Horsham, PA; Bid Ex 707 Software License Renewal, Microsoft Campus, 34,782.06, FY15-16 Information Technology Services, A-Prompt Corp., Jim Thorpe, PA; Bid Ex 708 Video Conferencing System, WACC and STEM, 82,619.85, Troxell, Sicklerville, NJ; Bid Ex 709 Equipment Upgrade, $218,595.00, Chapter 12 Funding, (not to exceed), SimplexGrinnell, Horsham, PA; Bid 1802 Culinary Equipment, FY15 Perkins Funds, original $41,956.00, Res. #41 Revision, revised $46,485.58, Original: Todd Devin Food $39,108.00, Don Urie Assoc. $2,848.00, Revised: Todd Devin Food $43,909.00, Norwalk Juicers $2,576.58; RFP162 Merchant Card Services, 1-Year Extension, 2.5% RES #61 Revision, Official Payments, Reston, VA.

**Res. #58** Approve: To submit an application to U.S. Department of Education Student Support Services Program with an anticipated grant of $292,340 each year over five years, over the anticipated term of August 2015 through July 2020.

**Res. #58**

WHEREAS, the U.S. Department of Education is soliciting applications for the Student Support Services Program, and

WHEREAS, the Student Support Services Program will provide competitive grants to operate projects that increase the college retention and graduation rates of student participants, and

WHEREAS, the Student Support Services Program will provide Atlantic Cape with a grant of $292,340 each year over five years in order to increase the college retention and graduation rates of student participants over the anticipated term of August 2015 through July 2020.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to submit an application to U.S. Department of Education Student Support Services Program with an anticipated grant of $292,340 each year over five years, over the anticipated term of August 2015 through July 2020.

**Res. #59** Approve: To accept $671,643 in allocated FY15 Perkins Grant program funds from the New Jersey Department of Education, over the term of July 1, 2014 through June 30, 2015.

**Res. #59**

WHEREAS, the New Jersey Department of Education has allocated $671,643 to Atlantic Cape for the FY15 Perkins Act grant program, and

WHEREAS, the FY15 Perkins Act grant program will provide funding for strengthening vocational and technical education programs, including:

1) Strengthening the academic and career and technical skills of students;
2) Linking career and technical education at the secondary level and career and technical education at the postsecondary level;
3) Providing students with strong experience in and understanding of all aspects of an industry;
4) Developing, improving or expanding use of technology in career and technical education;
5) Providing professional development programs to postsecondary teachers, faculty, administrators, and career guidance and academic counselors who are involved in integrated career and technical education programs;

6) Developing and implement evaluations of the career and technical education programs carried out with Perkins funds;

7) Initiating, improving, expanding, and modernizing quality career and technical education programs, including relevant technology;

8) Providing services and activities that are of sufficient size, scope, and quality to be effective; and

9) Providing activities to prepare special populations, including single parents and displaced homemakers who are enrolled in career and technical education programs, for high-skill, high-wage, or high-demand occupations that will lead to self-sufficiency.

WHEREAS, the FY15 Perkins Grant program will provide Atlantic Cape with a grant of $671,643 for strengthening vocational and technical education programs over the term of July 1, 2014 through June 30, 2015.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to accept $671,643 in allocated FY15 Perkins Grant program funds from the New Jersey Department of Education, over the term of July 1, 2014 through June 30, 2015.


Res. #55A Approve: The position of Senior Campus Administrator be classified as a grade 15 with no change in title and a change in base salary to $67,458, and that retroactive payment be made to Linda Palmer in the amount of $7,370.82, covering the period of August 5, 2013 - January 27, 2015.

Res. #55A
WHEREAS, Resolution 3B of July 22, 2013 listed the position of Director of Worthington Atlantic City Campus Support Services, calling for the appointment of Linda Palmer to the position as a grade 14, and

WHEREAS, Resolution 36 of November 26, 2013 called for the aforementioned position to receive a title change to Senior Campus Administrator, with no change in classification or pay, and

WHEREAS, in a review of position classifications it has been determined that the original classification of grade 14 was made in error and that the position is appropriately classified as a grade 15, with a base salary difference of $4,997.

THEREFORE BE IT RESOLVED that the position of Senior Campus Administrator be classified as a grade 15 with no change in title and a change in base salary to $67,458, and

BE IT FURTHER BE RESOLVED that retroactive payment be made to Linda Palmer in the amount of $7,370.82, covering the period of August 5, 2013 - January 27, 2015.
Res. #57 Executive Session

- Lefke moved, Walsh seconded

ROLL CALL:
ALL AYES

VIII. BUDGET REPORT
- Trustee Walsh delivered the budget report prior to presenting Res#54 Financial Statement for five months ended December 31, 2014

IX. REGULAR RESOLUTIONS

Res. #54. FY15 Financial Statement for six months ended December 31, 2014

- Walsh noted that preliminary Fiscal Year 2014-15 year-to-date data summarized in the Board Summary Report for the six months ended December 31, 2014, indicate the College has earned 52.69% of budgeted revenues and expended 47.45% of budgeted expenses. Fall 2014 credit hour enrollments are tracking more than 3% below the budgeted credit hour enrollments and Fall 2014 tuition revenue is tracking almost 5% below budget.

Management is evaluating the need for a FY15 budget revision. Management anticipates any revisions to the FY15 budget will brought to the committee in February 2015, after the census date for the Spring 2015 term.

- Walsh provided a motion, Stepura provided a second

ROLL CALL:
ALL AYES

Res. #60 Approve: Corrective Action Plan:

-Walsh noted that in response to the Tuition Aid Grant (TAG) program audit finding cited in the College’s Fiscal Year 2014 Comprehensive Annual Financial Report, Schedule of State Financial Assistance Findings and Questioned Costs, management developed a draft corrective action plan in order to remediate the condition. The draft corrective action plan was presented to the Budget, Finance and Audit committee, and that committee has endorsed the corrective action plan. Resolution #60 accepts the corrective action plan outlined.

Res. #60
WHEREAS, the Atlantic Cape Community College Fiscal Year 2014 Comprehensive Annual Financial Report, Schedule of State Financial Assistance Findings and Questioned Costs, cited a finding under the Tuition Aid Grant program- Grant ID Number 100-074-2405-0007, and

WHEREAS, such a finding requires the institution to draft and adopt a corrective action plan to remediate the condition, and
WHEREAS, that corrective action plan has been presented to the Board of Trustee’s Budget, Finance and Audit committee for review and discussion, and

WHEREAS, that committee has endorsed the corrective action plan

THEREFORE BE IT RESOLVED that the Board of Trustees accepts the corrective action plan outlined.

-Walsh noted that in response to the Tuition Aid Grant (TAG) program audit finding cited in the College’s Fiscal Year 2014 Comprehensive Annual Financial Report, Schedule of State Financial Assistance Findings and Questioned Costs, management developed a draft corrective action plan in order to remediate the condition. The draft corrective action plan was presented to the Budget, Finance and Audit committee, and that committee has endorsed the corrective action plan. Resolution #60 accepts the corrective action plan outlined.

-Roll call: All ayes

Res. #71 Rev. Approve: Tuition and Fees scheduling commencing with summer 2015

Res. #71
WHEREAS, the college has considered the FY 2015 current revenue and expenditure budget, and
WHEREAS, the college has considered inflationary and incremental increases in the current expenditures, and
WHEREAS, the administration is recommending an average 5% increase in general education (in-county), online and culinary tuition (in-county), and mandatory fees (see attached).

THEREFORE BE IT RESOLVED that, upon recommendation of the President, the Board of Trustees approve the following tuition and fees schedule commencing with the summer session 2015.

N/C means No Change/cr. means credit

<table>
<thead>
<tr>
<th>TUITION RATE</th>
<th>GENERAL EDUCATION</th>
<th>CULINARY</th>
<th>ONLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Credit Hour:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In County</td>
<td>$113.00</td>
<td>$340.00</td>
<td>$140.00</td>
</tr>
<tr>
<td>Out-of County</td>
<td>$168.00</td>
<td>$395.00</td>
<td>$140.00</td>
</tr>
<tr>
<td>Out-of State</td>
<td>$220.00</td>
<td>$440.00</td>
<td>$140.00</td>
</tr>
<tr>
<td>Foreign</td>
<td>$220.00</td>
<td>$440.00</td>
<td>$140.00</td>
</tr>
</tbody>
</table>

**SCHEDULE OF FEES**

<table>
<thead>
<tr>
<th>MANDATORY FEES, ALL STUDENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fee (excluding online courses)</td>
</tr>
<tr>
<td>Information Services Fee</td>
</tr>
<tr>
<td>Student Activity Fee, Fall and Spring semesters</td>
</tr>
<tr>
<td>Student Accident Insurance, Summer semester</td>
</tr>
<tr>
<td>Student Accident Insurance, Fall and Spring per semester</td>
</tr>
<tr>
<td>Student Health Insurance includes Fall, Spring, Summer Semesters</td>
</tr>
<tr>
<td>“ “ “ “ includes Spring and Summer</td>
</tr>
<tr>
<td>“ “ “ “ Summer semester only</td>
</tr>
</tbody>
</table>
Facilities Fee (excluding online courses) Designated for Renewals & Replacements $3.60/cr.  $3.40/cr.

**APPLICATION, ENROLLMENT & REGISTRATION FEES**

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>FY 2014</th>
<th>FY 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Education Registration Fee, Adult Basic Education Program Grant (ESL)</td>
<td>N/C</td>
<td>$15.00</td>
</tr>
<tr>
<td>General College Application Fee, includes Placement Test and ESL Placement Test</td>
<td>N/C</td>
<td>$35.00</td>
</tr>
<tr>
<td>International Students Application Fee, F1 Visa only, non-refundable</td>
<td>N/C</td>
<td>$100.00</td>
</tr>
<tr>
<td>Allied Health/Nursing Program Application Fee, NURS</td>
<td>N/C</td>
<td>$20.00</td>
</tr>
<tr>
<td>Air Traffic Control Application Fee</td>
<td>N/C</td>
<td>$20.00</td>
</tr>
<tr>
<td>Prior Learning Assessment (PLA) Application Fee</td>
<td></td>
<td>$20.00</td>
</tr>
</tbody>
</table>

**PROGRAMS - SPECIAL FEES**

**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: $320.00/cr. $299.00/cr.

**ALLIED HEALTH AND NURSING PROGRAMS**
- TEAS V (nursing entrance exam fee): $80.00 $60.00
- Clinical Fee: NURS: $278.00/cr. $260.00/cr.
- Professional Liability Insurance Fee, all clinical courses: N/C $5.00

Atlantic Cape Tuition Rate & Fees Schedule FY 2015 (commencing Summer 2015)

**SCHEDULE OF FEES**

**PROGRAMS - SPECIAL FEES** (continued)

**TECHNOLOGY STUDIES INSTITUTE**
- Air Traffic Control Terminal Program Fee (ATCT): $340.00/cr. $318.00/cr.
- Aviation Program Fee: $340.00/cr. $318.00/cr.
- Aviation Flight Training
  - Experiential Flight Course Fee AVIT101: $2,162.00/course
  - Aeronautical Skills Course Fee AVIT200: $2,862.00/course
- Private Pilot Course Fee AVIT 210: $13,354.00/course $10,000/course
- Instrument Pilot Course Fee AVIT 240: $14,828.00/course $12,000/course
- Airplane Flight Instructor Course Fee AVIT278: $7,905.00/course
- Commercial Pilot Course Fee AVIT 280: $21,274.00/course $21,000/course

**Helicopter Training Courses**
- Private Pilot Helicopter AVIT-145: $27,672.50/course
- Instrument Pilot Helicopter AVIT-255: $25,750.00/course
- Commercial Pilot Helicopter: $23,072.50/course
## Course-Related Fees

| Developmental Service Fee | $40.10 | $37.60 |
| English as a Second Language Service Fee | $40.10 | $37.60 |
| Light Technology Course Fee | $20.70/cr. | $19.40/cr. |
| Arts Courses Fee: ARTS 115, 116, 128, 135, 208, ARTS/CISM 165; Computer Labs | $20.70/cr. | $19.40/cr. |
| Developmental, Math 074, 073, ENGL 070, 080; 099, DEVA | |
| English as a Second Language Service Fee | $40.10 | $37.60 |
| 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 HOSP 200 | |
| Heavy Technology Course Fee | $30.50/cr. | $28.60/cr. |
| Science Labs, HPED 117, 118 | |
| Lab Kit Fee for ESCI 100 online section | $155.00/per course | $145.00 per course |
| Site Visits Fee (Fieldwork, Internships, Practicums) | $20.70/cr. | $19.40/cr. |
| Certification Fee (CDCC 120, ALHT 130) | N/C | $20.00 |
| High School Dual Credit Enrollment | $47.00/cr. | $45.00/cr. |

## Testing Fees

| Institutional Credit-by Examination 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 |
| Portfolio Assessment Fee | $125.00 |

Atlantic Cape Tuition Rate & Fees Schedule FY 2015 (commencing Summer 2015)

## Miscellaneous Fees

| 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 |

- Walsh noted that the FY15 Tuition and fees schedule revised to include the addition of two new fees related to the Prior Learning Assessment Program implemented in Fall 2014. No other changes to the FY15 tuition and fees schedule are proposed. The two new fees are as follows:
1. Portfolio Assessment Fee $125.00
2. Prior Learning Assessment (PLA) Application Fee $20.00

- Walsh provided a motion, Byrne provided a second

ROLL CALL:
ALL AYES

Res.#55B,C,D Retirements

Res. #55B
WHEREAS, Kristen Grech joined Atlantic Cape Community College on March 15, 2000, and
WHEREAS, Ms. Grech served for 15 years in Financial Aid as an Office Assistant, Specialist, and in 2011 was promoted to Assistant Director, and
WHEREAS, Ms. Grech’s dedication is evident in her numerous perfect attendance awards, and accolades for her contribution to the College’s scholarship banquet, financial aid specialist search committee, and support of the Atlantic Cape Foundation Sandy Relief Effort, and
WHEREAS, Director, Linda DeSantis stated “Kristen is very efficient and professional in the deliverance of financial aid information to students and parents. She is polite, considerate and understanding of their needs and concerns. I have received numerous complements from students and college personnel on her style,” and
WHEREAS, the Ocean View resident has indicated her desire to retire from employment with Atlantic Cape Community College.

THEREFORE BE IT RESOLVED upon the recommendation of the President that the Board approve the retirement of Ms. Grech effective June 30, 2015.

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

Res. #55C
WHEREAS, Carol Mohrfeld joined Atlantic Cape Community College on January 17, 2000, and
WHEREAS, Ms. Mohrfeld served for 15 years as Assistant Professor of Nursing and in 2006 was also Department Chair of Nursing and Allied Health, and
WHEREAS, Ms. Mohrfeld also contributed to the College serving on the Academic Standards Committee, Assessment Committee, Surgical Tech Advisory Committee, WIB Committee, Curriculum Committee, and Student Nurse’s Club Advisor, and
WHEREAS, former Department Chair, Dr. Barbara Warner stated “Ms. Mohrfeld is a real team player with her assignments and work with the nursing faculty. She is always willing to volunteer for additional tasks when necessary, and interacts well with both students and faculty,” and
WHEREAS, the Hammonton resident has indicated her desire to retire from employment with Atlantic Cape Community College.

THEREFORE BE IT RESOLVED upon the recommendation of the President that the Board approve the retirement of Ms. Mohrfeld effective June 30, 2015.

BE IT FURTHER RESOLVED that the Board extends to Ms. Mohrfeld its best wishes for retirement years filled with health and happiness.
Res. #55D
WHEREAS, Mark Streckenbein joined Atlantic Cape Community College on April 29, 1985, and
WHEREAS, Mr. Streckenbein served for 30 years as Director, Physical Plant, Executive Director, Physical Plant, Director, Facilities Management, Director, Facilities Management and Planning, and Director, Facilities Planning and Capital Projects, and
WHEREAS, the 1988 recipient of the Five Year Professional Attainment Award from the Drexel University Evening College Alumni Association received accolades for serving on multiple search committees including a Presidential search and a Dean’s search and assisting with Governor Corzine’s 2008 Town Hall Visit and numerous perfect attendance awards, and
WHEREAS, Mr. Streckenbein was responsible for and oversaw numerous construction projects including the Academy of Culinary Arts expansion, the construction of the Cape May County Campus, two expansions at the Worthington Atlantic City Campus, renovations of the William Spangler Library and J Building, installation of the ground source heat pump, renovation of the central plant, and the construction of the STEM building, and
WHEREAS, former supervisor Robert Goudie stated, “Mark is an asset to the college. He not only has the technical background for the position but also has the ability to interact with the various college constituencies. Overall, Mark’s supervisory and management skills are a positive force,” and
WHEREAS, current supervisor Dr. Richard Perniciaro stated “Mark’s resourcefulness, initiative and continued professional development are used to the College’s advantage. His critical thinking skills lead to alternative solutions in many cases. These are all to be commended,” and,
WHEREAS, the Collings Lakes resident has indicated his desire to retire from employment with Atlantic Cape Community College.

THEREFORE BE IT RESOLVED upon the recommendation of the President that the Board approve the retirement of Mr. Streckenbein effective June 30, 2015.

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

- Evans read the retirement resolutions into the record for announced retirees Kristin Grech, Asst. Director of Financial Aid, Carol Mohrfield, Nursing Faculty and Department Chair, Mark Streckenbein, Director of Facilities Planning and Capital Projects.
- The Board opted to move all three resolutions with one motion.
- Evans provided a motion, Lefke provided a second

ROLL CALL:
ALL AYES

X. PRESIDENT’S REPORT
- Dr. Mitchell Levy, vice president of student affairs, and Michael Kammer, associate professor of English as a Second Language, who reviewed a presentation they gave at a national conference about integrating career development into the curriculum. They will present on this topic at an upcoming ESL conference in Toronto.
- Mora, Fischer, Hernandez, and Perniciaro provided a report on the STEM building ribbon-cutting ceremony.
XI. COMMITTEE REPORTS

- None

XII. OTHER BUSINESS

- Milhous noted discussions held at the Academic and Student Affairs meeting. He requested that Hernandez provide an update on a dual degree program with Stockton College and on upcoming advising day events.
- Hernandez provided a report noting the innovative reverse transfer agreement which enables students to complete their associate degree after transferring from Atlantic Cape to Stockton.
- Mora thanked Dr. Herman Saatkamp, President of Richard Stockton College, for his support of the project.
- Hernandez noted that previously the College faculty advised students through informal process where students met with faculty doing office hours. The advising days concept will require students to come for faculty advising in a more systematic method. Hernandez noted the collaboration between Academic Affairs, Student Affairs, and Enrollment Management.
- Torres noted her support of the project and was encouraged to see the staff working toward this goal.
- Secretary’s note – Jamison provided trustees with bound copies of the Comprehensive Annual Financial Report and a bound copy of the Annual Budget Message.

XIII. COMMENTS FROM THE PUBLIC

- None

XIV. ADJOURNMENT

- Meeting adjourned at 7:39 pm
- Lefke provided a motion, Stepura provided a second

ROLL CALL:
All AYES

Respectfully Submitted,

Sean M. Fischer
Atlantic Cape Board Secretary