CALL TO ORDER REGULAR SESSION

On Tues., October 23, 2012, at 7:00 p.m. Chairperson Robert Boyer called the meeting to order.

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 October 12, 2012.

FLAG SALUTE

Chairperson Boyer asked everyone to rise and salute the flag. Everyone rose, saluted the flag and recited the Pledge of Allegiance.

ROLL CALL (√)

<table>
<thead>
<tr>
<th>Board Members</th>
<th>College Personnel</th>
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<tbody>
<tr>
<td>√ Robert J. Boyer</td>
<td>Dr. Peter Mora</td>
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<td>√ Dave Coskey</td>
<td>Kathy Corbalis</td>
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<td>√ David A. Evans</td>
<td>Eileen Curristine</td>
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<td>√ Brian G. Lefke</td>
<td>Sean Fischer</td>
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<td>√ Andrew W. Melchiorre</td>
<td>Dr. Patricia Gentile</td>
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<td>√ Maria K. Mento</td>
<td>Douglas Hedges</td>
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<td>√ Dr. Richard Stepura</td>
<td>Dr. Richard Perniciaro</td>
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<td>√ Helen W. Walsh</td>
<td>Terry Sampson Budd</td>
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<td>Cathie Skinner, CPA</td>
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<td>Dr. Art Wexler</td>
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<td>BettyAnn Inloes Hines</td>
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<td>Louis J. Greco, Esquire</td>
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Others in Attendance

Bonnie Lindaw, Atlantic Co. Treasurer & CFO
Cheryl Garwood, Atlantic Cape Employee
Sandi Greco, Atlantic Cape Employee
Otto Hernandez, Atlantic Cape Employee
Marcia Kleinz, Atlantic Cape Employee
Caesar Niglio, Atlantic Cape Employee
Ed Perkins, Atlantic Cape Employee
Michele Perkins, Atlantic Cape Employee

Chairperson Boyer appointed five trustees to serve on the Officer Nominating Committee:

Mr. Lefke, Chairperson; Mr. Coskey; Ms. Long, Mr. Melchiorre and Ms. Walsh.

CALL TO ORDER EXECUTIVE SESSION

At 7:03 p.m., Chairperson Boyer called for an executive session. He asked Dr. Peter Mora, Ms. Terry Budd, Dean Eileen Curristine, Dean Richard Perniciaro and Counsel Lou Greco to remain for the meeting.
At 7:55 p.m., the executive session concluded and the regular session reconvened at 7:58 p.m.

VI. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

None

VII. BUDGET REPORT

Ms. Walsh said that in the absence of Ms. Maria Ivette Torres she would give the Budget Report.

Ms. Walsh noted there is a timing difference that affects the prior year comparisons. The year-to-date data summarized in the financial report for the three months ended September 30, 2012, indicates the college has earned 43.94% of budgeted revenues and expended 22.74% of budgeted expenses.

She asked the Board to look at Section I, Page 4 of the Executive Summary to see that it was tracking as budgeted. Although timing differences that affect the comparisons to prior years give the appearance that current year actual expenditures are less than projected, management projects the college will attain the budgeted Fiscal 2012-2013 margin. The first quarter is moving in a positive direction.

Ms. Walsh said, “The audit has commenced.” Audit fieldwork is almost complete. The draft FY12 summary financial report is expected to be distributed to the committee prior to its November meeting.

VIII. RESOLUTIONS

A. Regular Resolutions

Ms. Melchiorre moved and Mr. Lefke seconded acceptance of the Financial Statement Executive Summary for September 30, 2012, Res. #18.

ROLL CALL: ALL AYES, NO NAYS

On Res. #20, Award of Bids, Ms. Walsh explained several bids that were important and moved and Mr. Evans seconded the following:

RFP159 Professional Services, Specialized Testing and Inspection, STEM Building, (construction budget) $100,000.00 (approximate)

Craig Testing
Mays Landing, NJ

Bid 1764 Construction, General Contractor, Caesars Entertainment Wing for Hospitality and Gaming Studies, (CRDA Grant – Atlantic County match) $6,186,500.00

Arthur J Ogren Construction
Vineland, NJ
WHEREAS, representatives of the Board of Trustees have reached tentative sidebar agreements, as set forth in Memorandums of Agreement (see attached), with representatives of the Atlantic Cape Community College Education Association [the Association], the Academy of Culinary Arts Faculty Association [ACAFA], the Atlantic Cape Community College Organization of Supervisory and Administrative Personnel [ACCCOSAP], and the Supportive Staff Association of Atlantic Cape Community College [SSAACCC], and

WHEREAS, the duration of the tentative agreements is October 24, 2012 through December 14, 2012, and

WHEREAS, the agreements include these terms:

1. The payment for unused sick leave shall not exceed 100 percent of the accrued leave nor shall the total payment exceed $15,000, with said payment to be received in one lump sum no later than June 28, 2013, for employees who comply with the terms set forth in the Memorandum of Agreement;

2. Any employee seeking to receive this benefit must make an irrevocable written commitment to retire from the college under the terms of the Memorandum of Agreement, with an effective retirement date of no later than June 30, 2013;

3. Employees who have not retired but who had made a written commitment to the college to retire effective on or before June 30, 2013 prior to the effective date of this Agreement shall be eligible for this payment.

THEREFORE BE IT RESOLVED upon the recommendation of the President, that the Board of Trustees approves the Memorandums of Agreement.

Chairperson Boyer asked if there was any discussion.

ROLL CALL: ALL AYES, NO NAYS

Mr. Evans read Res. #19 and moved and Ms. Walsh seconded the following:

WHEREAS, representatives of the Board of Trustees have reviewed the sick leave payment benefit at time of retirement from the college for the college’s exempt personnel, and

WHEREAS, the duration of the change in benefit is October 24, 2012 through December 14, 2012, and

WHEREAS, the terms of the change in benefit include the following:

1. The payment for unused sick leave shall not exceed 100 percent of the accrued leave nor shall the total payment exceed $15,000, with said payment to be received in one lump sum no later than June 28, 2013, for employees who comply with the terms set forth herein;

2. Any employee seeking to receive this benefit must make an irrevocable written commitment to retire from the college with an effective retirement date of no later than June 30, 2013;

3. Employees who have not retired but who had made a written commitment to the college to retire effective on or before June 30, 2013, prior to the effective date of this change in benefit shall be eligible for this payment.

THEREFORE BE IT RESOLVED upon the recommendation of the President, that the Board of Trustees approves the sick leave payment benefit for exempt personnel as described herein.
ROLL CALL: ALL AYES, NO NAYS

Mr. Melchiorre read Res. #21, Commercial Pilot Professional Series Program, and the attached Curriculum Committee – Form A. He introduced Vice President Wexler who gave procedural information on the program.

Vice President Wexler said this is the first time the Board has been asked to approve a professional series program noting that until now was only required for the degree programs. The change is from the NJ President’s Council and effects certificates and the professional series program.

Vice President Wexler introduced Professor Otto Hernandez, Chairperson, Information Systems and Aviation, to give the program criteria. The series includes seven courses for 15 credits and will prepare students for a Federal Aviation Administration license as a commercial pilot with an instrument rating.

Professor Hernandez said students who achieve the commercial pilot license are certified to fly cargo, charter and banner planes. He said 19 students are now in ground school through aviation classes the college offers under its agreement with Big Sky Aviation. The college has moved its flight simulator to Atlantic City International Airport for use in student training.

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

WHEREAS, the Commercial Pilot Professional Series program will prepare students for a Federal Aviation Administration license as a commercial pilot with an instrument rating, and

WHEREAS, there is a need within the community for coursework designed to prepare students to become pilots, and

WHEREAS, the College’s Aviation Studies Advisory Council, the Federal Aviation Administration, and the U.S. Bureau of Labor Statistics anticipate a significant increase in hiring of commercial pilots, and

WHEREAS, the Curriculum Committee approved the Commercial Pilot Professional Series program on September 13, 2012 (see attached).

THEREFORE BE IT RESOLVED that the Board of Trustees approve offering the Commercial Pilot Professional Series program effective spring 2013.

ROLL CALL: ALL AYES, NO NAYS

Ms. Walsh explained Res. #22 noting the cost savings, environmental initiatives and green campus; and Mr. Lefke seconded the following:

WHEREAS, the college issued a request for proposals for a Power Purchase Agreement for the design, acquisition, installation, tax ownership, commissioning, operation and maintenance of solar energy systems to be located at the Mays Landing and Cape May County campuses, and
WHEREAS, the goal of the college is to implement a solar energy system that is both environmentally responsible and economically beneficial, and

WHEREAS, the Board of Trustees approved the college to enter into a Power Purchase Agreement with Pepco at the January 26, 2010 meeting, and

WHEREAS, the Board of Trustees approved all of the negotiated terms and conditions of a 20-year Lease and Power Purchase Agreement with Pepco and Solar Power Partners, Inc., a subsidiary of Pepco Holding Company at the December 14, 2010 meeting, and

WHEREAS, due to market changes Solar Power Partners, Inc. could not obtain the financing for the projects, and

WHEREAS, both Pepco and Solar Power Partners, Inc. have released the college from any and all obligations under the Power Purchasing Agreement, and

WHEREAS, Energenic, LLC, a subsidiary of South Jersey Industries which was ranked second of the six (6) proposals received and reviewed by the college’s consultant (Gabel Associates) has reached out to the college and identified a willingness to move forward with the solar project as documented in their proposal, and

WHEREAS, the college attorney, Louis Greco, has determined that the college can move forward with exploring a Power Purchase Agreement with Energenic, LLC.

THEREFORE BE IT RESOLVED that the Board approve the College Administration to move forward to explore the terms of a 15-year Lease and Power Purchase Agreement with Energenic, LLC.

BE IT FURTHER RESOLVED that the final agreement with an Assessment of Risks, Protections and Benefits be provided to the Board for approval by the February 26, 2013 meeting.

Chairperson Boyer asked if there was any need for discussion.

ROLL CALL: ALL AYES, NO NAYS

B. Consent Resolutions

Chairperson Boyer asked if there were any resolutions or policy to be removed from the consent resolutions for further discussion—Res. #17, Res. #19B, Policy for Discussion, Res. #23—before being considered for adoption.

Messrs. Boyer, Evans and Lefke abstained from Res. #17.

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

Res. #17

September 25, 2012, Regular Session Minutes

Secretary’s Note: The executive session minutes are still being held by the Board.

Res. #19B

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

Appointment

Keturah Pasos, Office Coordinator, Educational Opportunity Fund at an annual salary of $35,796 effective October 24, 2012.
Atlantic Cape Community College Security personnel are all trained in first aid, CPR and general emergency procedures. In addition, the College offers limited medical services through the College Health Services Office. Nurse's hours are limited and subject to change.

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

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

Procedures:

Emergency Procedures No. 925.1

Back to the Policies and Procedures Main Menu

Res. #23

RESOLVED: At a public meeting of the Board of Trustees to be held on November 27, 2012, that pursuant to Sections 7 and 8 of the “Open Public Meetings Act”, the following subject(s) may be discussed in an executive session of the Board of Trustees closed to the public:

personnel, litigation, anticipated contracts and matters of attorney-client privilege

It is presently anticipated that the items mentioned in this resolution can be disclosed to the public within three months.

ROLL CALL: AYES, NO NAYS, ABSTENTIONS (abstentions only on Res. #17 by Boyer, Evans and Lefke)

IX. PRESIDENT’S REPORT

Dr. Mora introduced Dean Pat Gentile to inform the Board on an award the college received from the Cape May Chamber of Commerce.

Dean Gentile said that last week she attended the Cape May County Chamber of Commerce Annual Installation Dinner where the college received the Cape May County Chamber of Commerce Partnership Award. “This award was received in recognition of the college’s work in Cape May County training,” said Dean Gentile. In recognition of receiving this award, the college received a Certificate of Special Congressional Recognition from Congressman Frank A. LoBiondo and a Joint Legislative Commendation by Senator Jeff Van Drew and Assemblymen Nelson Albano and Matt Milam.

Dr. Mora introduced Dean Richard Perniciaro and Vice President Art Wexler to present the Institutional Effectiveness Committee Board Update (PowerPoint presentation).
Dean Perniciaro, Institutional Effectiveness Cross-functional Committee Co-Chair, stated that the team deals with accreditation, assessment and planning, oversees conformance with the Middle States Commission on Higher Education (MSCHE) and is currently overseeing the preparation of the Periodic Review Report (PRR). He gave an overview of the PRR: MSCHE timeline from June 2006 to June 2010 noting that the Periodic Review Report is set for 2013. Dean Perniciaro spoke on the Periodic Review Report preparation and progress. The final draft form will be ready in January with delivery in May.

Vice President Wexler talked about the process involved in developing the Periodic Review Report for submission to Middle States. He shared the key points as follows:

- report progress made on items identified in our self-study in the last decennial report (2006),
- report progress made on items identified by the Middle States visitation team in the last decennial report (2006),
- report progress made on items identified in the recent Middle States monitoring report, address all concerns in relation to the fourteen standards listed under the Middle States "Characteristics of Excellence" document.

Dr. Mora thanked Dean Perniciaro and Vice President Wexler for their report.

Dr. Mora reported on his attendance at the Association of Community College Trustees conference in Boston from October 9-13. Vice Chairperson Evans and Mr. Fischer also attended.

Mr. Evans said the theme of the conference was “Leveraging Student Success Through Partnerships, Innovation and Evidence,” and it was an enlightening experience. He noted that about 1,700 people attended from secretaries to presidents. “Thank you for the opportunity and support,” said Mr. Evans.

Mr. Fischer presented by PowerPoint the AACC/ACCT, “Community College Federal Legislative Priorities, October 2012”.

Mr. Fischer shared the Board Activity Calendar (below) on PowerPoint.

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>EVENT</th>
<th>LOCATION</th>
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<tbody>
<tr>
<td>10/24</td>
<td>4:00 p.m.</td>
<td>Women of Wonder League (Capital &amp; Scholarship Campaign Fundraiser)</td>
<td>“Super Secret Location” (Contact Dr. Gentile for details)</td>
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<tr>
<td>11/1</td>
<td>1:30 p.m.</td>
<td>STEM Building Groundbreaking</td>
<td>D Bldg. (Library) Parking Lot</td>
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<tr>
<td>11/8</td>
<td>3 - 8 p.m.</td>
<td>Annual NJCCC Trustee Retreat</td>
<td>Middlesex County College</td>
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<tr>
<td>11/15</td>
<td>6:00 p.m.</td>
<td>Fall Scholarship Reception</td>
<td>ACA</td>
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<tr>
<td>11/26</td>
<td>5:00 p.m.</td>
<td>NJCCC Trustee Seminar*</td>
<td>Forsgate CC</td>
</tr>
<tr>
<td>11/26</td>
<td>6:00 p.m.</td>
<td>NJCCC Trustee Seminar*</td>
<td>Forsgate CC</td>
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*transportation to and from the Mays Landing campus will be provided

**Secretary’s Note:** The Board received the Board Activity Calendar, 2012 Annual ACCT Congress Summary of Events, Federal Relations Update, and Community College Federal Legislative Overview October 2012 in their pad folios.
X. COMMITTEE REPORTS: DISCUSSION/QUESTIONS

None

XI. OTHER BUSINESS

Chairperson Boyer asked if there was any other business.

XII. COMMENTS FROM THE PUBLIC

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

Ms. Sandi Greco, President of the Atlantic Cape Education Association umbrella group, said union leaders had worked “diligently” with Dean Curristine to reach the agreement. “We hope it will help with cost containment and employee morale,” said Ms. Greco, “we look forward to working on more such ventures as this.”

Ms. Bonnie Lindaw, new Treasurer/CFO for Atlantic County, said she would be attending the monthly Board meetings and looked forward to working with the Board.

Chairperson Boyer welcomed Ms. Lindaw.

XIII. ADJOURNMENT

On motion of Chairperson Boyer and second by Mr. Lefke, the regular session was adjourned at 9:00 p.m., in Room 204, Charles D. Worthington Atlantic City Campus, 1535 Bacharach Boulevard, Atlantic City, NJ.

Respectfully submitted,

BettyAnn Inloes Hines
Atlantic Cape Board Secretary

Attachments: Academic & Student Affairs Committee Minutes Revised, October 17, 2012
Atlantic Cape Foundation Board Report, October 2012
Budget, Finance & Audit Committee Minutes, October 16, 2012
Long-Range Planning & Capital Projects Committee Minutes, October 16, 2012
Personnel & Board Development Minutes, October 17, 2012