I. CALL TO ORDER REGULAR SESSION
   On Tuesday, February 23, 2010, at 7:10 p.m. Chairperson Nicholas Talvacchia greeted everyone and called the meeting to order. He asked Secretary Hines to confirm adequate notice of 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 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 February 11, 2010.

III. FLAG SALUTE
   Chairperson Talvacchia asked everyone to rise and salute the flag. Everyone rose, saluted the flag and recited the Pledge of Allegiance.

IV. ROLL CALL
<table>
<thead>
<tr>
<th>Board Members</th>
<th>College Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thomas J. Dowd</td>
<td>Dr. Peter Mora</td>
</tr>
<tr>
<td>Dr. Elizabeth A. Dworsky</td>
<td>Kathy Corbalis</td>
</tr>
<tr>
<td>David A. Evans</td>
<td>Brittany Goldstein</td>
</tr>
<tr>
<td>Brian G. Lefke</td>
<td>Douglas Hedges</td>
</tr>
<tr>
<td>Donald J. Parker</td>
<td>Dr. Richard Perniciaro</td>
</tr>
<tr>
<td>Eric Reynolds</td>
<td>Terry Sampson</td>
</tr>
<tr>
<td>Chris C. Seher</td>
<td>Cathie Skinner, CPA</td>
</tr>
<tr>
<td>Nicholas F. Talvacchia, Esquire</td>
<td>Dr. Art Wexler</td>
</tr>
<tr>
<td>Maria Ivette Torres</td>
<td>BettyAnn Inloes Hines</td>
</tr>
<tr>
<td>Helen W. Walsh</td>
<td>Louis J. Greco, Esquire</td>
</tr>
<tr>
<td><strong>Others in Attendance</strong></td>
<td>Jamie Lugo, Atlantic Co. Treasurer &amp; CFO</td>
</tr>
<tr>
<td></td>
<td>Charles Pessagno, ACCC Foundation Board</td>
</tr>
<tr>
<td></td>
<td>Connie Walton, ACCC Employee</td>
</tr>
</tbody>
</table>

V. CALL TO ORDER EXECUTIVE SESSION
   Chairperson Talvacchia said there would be an executive session at the end of the regular Board meeting.

VI. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS
   Chairperson Talvacchia asked if there were any comments from the public on the agenda items.

VII. REGULAR SESSION
   Chairperson Talvacchia said he would move to the Presidents Report because Dr. Mora would present two items.
Dr. Mora said that the first item is to recognize the new Employee of the Quarter Ms. Connie Walton, Office Coordinator for Adjunct Development and Faculty Support Office, who is here tonight. He asked Associate Dean Goldstein to give further information on this honor.

Associate Dean Goldstein said this honor is awarded quarterly to a support staff member who makes students and visitors feel comfortable and welcomed and works well with others. She said that Ms. Walton joined the college in 1999 as Office Assistant for the Office of the Associate Dean of Instruction. Ms. Walton is also an alumna. “Her coworkers commended her dedication, organizational skills, level of professionalism and cheerful attitude,” said Associate Dean Goldstein. Ms. Walton is here tonight because one of her awards is dinner with the Board.

Associate Dean Goldstein asked Ms. Walton if she would like to speak to the Board.

Ms. Walton said that she was surprised and thankful for this recognition because she enjoys working at the college. She is very positive about the job she does and thanked everyone for a nice evening.

**Secretary's Note: Chairperson Talvacchia and Dr. Mora posed for pictures with Ms. Walton.**

Dr. Mora said that he would introduce a panel presentation on a major project in partnership with the Atlantic Cape Community College Foundation. He said that Mr. Charles Pessagno, President of the Foundation, and Trustee Parker would be speaking on “The Capital & Scholarship Campaign.”

Mr. Pessagno thanked the Board for the invitation to speak to them this evening. Mr. Pessagno said, “Several years ago after doing a feasibility study, the Foundation had a three-year campaign for fundraising.” Now we want to expand our endowment for scholarships and help with the capital campaign for Blueprint 2020,” said Mr. Pessagno. After a study of the college was conducted, a joint-partnership between the College Foundation and the Board was advised. Mr. Pessagno continued with these remarks:

> We need some type of formal long-range giving program linked with the building 2020 Project. We changed the name from a capital campaign to “The Capital and Scholarship Campaign.” We want to promote Atlantic Cape as a philanthropic priority. We need to create public awareness of the college's success by encouraging volunteer involvement, developing institutional fundraising expertise, and identifying a diverse pool of donors. We need to move smaller gifts to larger monthly year pledges by raising significant dollars for a college based financial aid/scholarship endowment and to improve facilities and curriculum –STEM Building.

Under scholarships, Mr. Pessagno said there were two objectives in trying to assist the students:

- Address issues facing Atlantic Cape and its students
  - Enrollment increase while public funding decreases
  - The majority of Atlantic Cape students have unmet financial need
• Raise $3 million to enhance the scholarship endowment
  o Increase annual scholarship awards to a minimum of $1,000 for each eligible degree seeking student
  o Create additional scholarship opportunities

Mr. Pessagno said that the "Atlantic Cape Capital Campaign Strategy" timeframe is from September 2009 to March 2012, and it is executed in the following phases:

• Planning
• Quiet (September 2009 - December 2010)
• Public (January 2011 – March 2012)

The total raised to date is $817,000. Fifty percent of that was raised in the quiet phase.

Mr. Pessagno spoke about the Solicitation Plan breakdown with the PowerPoint slide shown below:

Another detailed slide Mr. Pessagno shared was the "Gift Chart, Campaign Strategy to raise $5 Million" which showed nine levels of the Gift Range, # Prospects, # Gifts, Gift Amount and Accumulated Total.

He also showed and explained the Campaign Cabinet Organizational Chart and Campaign Leadership Responsibilities.

Then Trustee Parker shared and displayed how the Board could assist in this partnership as follows:

• Donate a personally significant gift
• Understand goals of the campaign
• Attend campaign activities to provide a leadership presence
• Identify prospects
• Introduce the college and the campaign to potential donors
Mr. Pessagno said, “The College Foundation is asking for your moral support for this is a moral opportunity for all of us who are passing the leadership on to the next generation of students and leaders in our counties.” He noted that the article in the newspaper this weekend was a good kickoff for the campaign. If we could get 100% participation from the Board, it would be a good kickoff note that we have everybody behind us.

Dr. Mora said there is real value to what the College Foundation is doing in conjunction with this Board. They are also giving us a three-year campaign strategy that works. Well into the future, this college will have a model in place and the legacy of this Board. This is a great gift into the future in addition to raising money right now. “Thank you for letting us make this presentation and for all of your support on behalf of the College Foundation,” said Dr. Mora.

Chairperson Talvacchia thanked Mr. Pessagno and Trustee Parker for the presentation.

VIII. BUDGET REPORT

Mr. Evans reported that the Fiscal Year 2009-2010 year-to-date data summarized in the Board Summary Report for the seven months ended January 31, 2010, Res. #52, indicate a margin of $12,674,835. The college has earned 87.71% of budgeted revenues and expended 57.81% of budgeted expenses.

Credit hour enrollments for the fiscal year are 6% over budget. Excess revenues from enrollments are expected to cover budget shortfalls, particularly in adjunct instruction and health benefits.

Based on a three year moving average of prior year actuals and Fiscal Year 2009-2010 current year-to-date actuals, management projects the college will attain a positive Fiscal 2009-2010 margin.

IX. RESOLUTIONS

A. Regular Resolutions

Mr. Evans moved and Dr. Dworsky seconded the acceptance of the Financial Statement Executive Summary, Res. #52.

ROLL CALL: AYES, NO NAYS

Mr. Parker moved and Ms. Torres seconded approval of the January 26, 2010, minutes, Res. #51.

Chairperson Talvacchia asked if there were any comments.

ROLL CALL: AYES, NO NAYS, ABSTENTION (Mr. Reynolds)
Secretary's Note: Per the Board's request, college counsel is holding the executive session minutes until further notice.

Mr. Evans explained Res. #56, which amends FY10 Operating Budget and advised the Board that attached for review is the Fiscal Year 2009-2010 Spring Budget Revision. He also said:

This amendment to the college's operating budget would increase the revenue budget to $42,198,860 and increase the expenditure budget to $41,494,836.

The college expects to realize approximately $2 million in revenues over the FY2010 budgeted amount due to the unexpected increase in credit hour enrollments.

An increase of $1 million in the expenditure budget is requested, which will be allocated to instruction costs and classroom supplies due to increased enrollments, a health benefits increase not provided for in the current budget, facilities costs for maintenance overtime, utilities, and custodial and maintenance supplies, support for academic technology, the rebranding strategic initiative and other operational costs.

Chairperson Talvacchia asked if there were any comments.

Mr. Evans moved and Dr. Dworsky seconded the following:

WHEREAS, Atlantic Cape Community College has developed the need to revise the original FY10 unrestricted budget as previously adopted, and

WHEREAS, the previously approved unrestricted budget consists of revenues and expenditures of $40,198,860 and

WHEREAS, increases in revenue will offset unanticipated expenditures, on-going strategic initiatives and increase contingency funds (see attached Fiscal Year 2009-2010 Spring Budget Revision), and

WHEREAS, said increases to budgeted revenue and expenditures are $2,000,000 and $1,000,000 respectively.

THEREFORE BE IT RESOLVED that the Board of Trustees approve the amended unrestricted FY10 budget consisting of revenue of $42,198,860 and expenditures of $41,494,836 (including FY09 encumbrances brought forward of $295,976).

ROLL CALL: AYES, NO NAYS

Mr. Evans explained Res. #57, fund balance transfer, and Dr. Dworsky seconded the following:

WHEREAS, the college has been notified that its current management information system will not be supported after December 31, 2011, and

WHEREAS, the Board approved on December 16, 2008, Res. #23 Rev., Bid Exempt RFP 141 to replace the existing management information system, and

WHEREAS, funds are required to support customization of the Colleague Management Information System estimated in the amount of $333,960 and maintenance contracts and consultant travel reimbursement costs estimated in the amount of $186,040 (see attached), and

WHEREAS, it is the recommendation of the President to appropriate $520,000 from the FY09 year-end unrestricted fund balance to the unrestricted Plant Fund.
THEREFORE BE IT RESOLVED that the Board of Trustees approve said transfer of $520,000 from the FY09 year-end unrestricted fund balance to the FY09 unrestricted Plant Fund.

THEREFORE BE IT FURTHER RESOLVED that upon the Board of Trustees approval of this transfer and as outlined in the Joint Venture College Agreement entered into on August 25, 1998, notification will be made to the Board of Chosen Freeholders of both Atlantic and Cape May counties of the project that will be completed.

Chairperson Talvacchia asked if there were any comments.

ROLL CALL: AYES, NO NAYS

B. Consent Resolutions

Chairperson Talvacchia asked if there were any consent resolutions that need to be removed and voted on separately.

Chairperson Talvacchia read the consent resolutions and the policy for discussion on the agenda—Res. #53, Res. #53A Rev., For Discussion Policy No 845, Res. #54, Res. #55, Res. #58, Res. #59 and Res. #60—and if there were no objections, these resolutions would be adopted.

Mr. Seher moved and Dr. Dworsky seconded the following:

Res. #53

It is respectfully recommended, by the President, that the following individuals be re-appointed to one-year terms, effective July 1, 2010:

**Administrative and Supervisory Personnel Included in the Bargaining Unit**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lisa Apel-Gendron</td>
<td>Director, CMCC Administrative and Customer Services</td>
</tr>
<tr>
<td>Michelle Bevan</td>
<td>Director, Instructional Technology</td>
</tr>
<tr>
<td>Avon Chapman</td>
<td>Director, Adjunct Development/Faculty Admin Services</td>
</tr>
<tr>
<td>Josephine Chivalette</td>
<td>Director, WACC Program Support Services</td>
</tr>
<tr>
<td>Debbie Ciarrocki</td>
<td>Supervisor, Purchasing and Storeroom Operations</td>
</tr>
<tr>
<td>Cynthia Correa</td>
<td>Assistant Director, Student Development</td>
</tr>
<tr>
<td>Paula Davis</td>
<td>Director, Counseling and Support Services</td>
</tr>
<tr>
<td>Linda DeSantis</td>
<td>Director, Financial Aid</td>
</tr>
<tr>
<td>Carol Drea</td>
<td>Director, Corporate Training and CCI</td>
</tr>
<tr>
<td>Dorothea Dunayer</td>
<td>Director, Academic Program Effectiveness/Dual Enrollment</td>
</tr>
<tr>
<td>John Feldbauer</td>
<td>Director, Personal Computer Services</td>
</tr>
<tr>
<td>Christine Gamboa</td>
<td>Director, Testing</td>
</tr>
<tr>
<td>Nicholas Ganaway</td>
<td>Director, Telecommunications and Video Services</td>
</tr>
<tr>
<td>Megan Gargiulo</td>
<td>Director, Health Professions Institute</td>
</tr>
<tr>
<td>Patricia Heller</td>
<td>Assistant Director, Administrative Computing</td>
</tr>
<tr>
<td>Leslie Jamison</td>
<td>Controller</td>
</tr>
<tr>
<td>Michael Kernan</td>
<td>Associate Director, Cash Reconciliation</td>
</tr>
<tr>
<td>Maria Kellett</td>
<td>Director, Major Gifts</td>
</tr>
<tr>
<td>Kathleen Landau</td>
<td>Bursar</td>
</tr>
<tr>
<td>Linda McLeod</td>
<td>Assistant Director, College Recruitment</td>
</tr>
<tr>
<td>John Mohr</td>
<td>Director, WACC and CMCC Student Services</td>
</tr>
<tr>
<td>Luis Montefusco</td>
<td>Director, Institutional Planning and Assessment</td>
</tr>
<tr>
<td>Heather Peterson</td>
<td>Registrar</td>
</tr>
<tr>
<td>Geoffrey Pettifer</td>
<td>Director, College Marketing</td>
</tr>
<tr>
<td>Anita Polanco</td>
<td>Assistant Director, Educational Opportunity Fund</td>
</tr>
</tbody>
</table>
Nancy Porfido Director, Student Development and Judicial Officer
Regina Skinner Director, Admissions and Recruitment
Mariangela Sozio Associate Director, Budgets and Systems
Patrick Sweeney Director, Administrative Computing
Sherwood Taylor Director, Institute for Service Excellence
Michael Wozniak Director, Extension Center Accounting

Exempt Administrative and Supervisory Personnel

Kathleen Corbalis Executive Director, College Relations
Cindy DeFalco Director, Human Resources
Patricia Gentile Dean, Continuing Education, Resource Development and CMCC Operations
Brittany Goldstein Associate Dean, Human Resources, President and Board of Trustees Services
Douglas Hedges Dean, Information Technology Services
Otto Hernandez Associate Dean, Geographic Information Systems and Technology Studies Institute
Bruce Johns Director, Culinary Operations
William Keener Supervisor, Security and Public Safety
Jean McAllister Associate Dean, Continuing Education Operations
Ronald McArthur Dean, Instruction
Patricia McClay Dean, Academy of Culinary Arts
Richard Perniciaro Dean, Facilities, Research and Planning
Paula Pitcher Assistant Dean, Institutional Research and Assessment
Bobby Royal Sr. Dean, Community Affairs, Security and WACC Operations
Carmen Royal Dean, Students
Therese Sampson Executive Director, Administration and Business Services
Charles Schaeffer Supervisor, Facilities Operations
Catherine Skinner Dean, Administration and Finance
Mark Streckenbein Director, Facilities Planning and Management
Robert Townsend Assistant Director, Facilities Management Operations
Arthur Wexler Vice President, Academic Affairs

Academy of Culinary Arts Chef Educators

Annmarie Chelius Ellen Clark
Philip Cragg Suzanne Feye
Michael Huber Daniel Matt
Mary Theresa McCann Jeffrey Phillips
George Richert Joseph Sheridan
Vincent Tedesco James Usilton
Linda Wohlman

Faculty Without Tenure

Carolyn Coulter Assistant Professor, Sociology
Leila Crawford Assistant Professor, English
Christine English-Martin Assistant Professor, Paralegal Studies
Maryann Flemming-McCall Assistant Professor, English
Claude Fortune Assistant Professor, Mathematics
Barbara Heard Assistant Professor, Biology
Thomas Innocente Sr. Assistant Professor, Criminal Justice
Joy Jones
Assistant Professor, Social Science and Communications
Gwen McIntyre
Assistant Professor, English as a Second Language
Stephanie Natale
Assistant Professor, Developmental English
William Osler
Assistant Professor, Developmental Mathematics
Judith Otterburn-Martinez
Assistant Professor, English as a Second Language
Shirley Shields
Assistant Professor, English as a Second Language
Mary Wunnenberg
Assistant Professor, Allied Health
BoJan Zilovic
Assistant Professor, Computer Information Systems

Faculty Earning Tenure with this Appointment
Michael Bolicki
Assistant Professor, Education and Psychology
Kristi Bergman
Assistant Professor, English as a Second Language
Al Jou
Assistant Professor, Mathematics
Donna Marie McElroy
Assistant Professor, Social Science
Vickie Melograno
Assistant Professor, English
Augustine Nigro
Assistant Professor, History and Government

Counselor I
Tammy DeFranco
Lynette Ingram
Dennis Jones
Hal Lugerner
David Pringle

Counselor II
Ellen Splaver

Res. #53A Rev.

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

Promotions

Richard Benner, from Assistant to Associate Professor of Arts and Humanities, effective August 30, 2010 with a salary increase from $54,128 to $56,834.

Myra Caplan, from Assistant to Associate Professor of Allied Health, effective August 30, 2010 with a salary increase from $52,927 to $55,573.

Myrna Morales-Keklak, from Assistant to Associate Professor of Nursing, effective August 30, 2010 with a salary increase from $52,927 to $55,573.

Lisa Stein, from Assistant to Associate Professor of Social Science, effective August 30, 2010 with a salary increase from $54,128 to $56,834.

Sabbatical Leaves

John Atsu-Swanzy, Assistant Professor, Mathematics, a one semester leave for fall 2010 at full salary.

Gerri Black, Assistant Professor, English, a one semester leave for spring 2011, at full salary.

Dr. James MacNair, Associate Professor, Sociology, a one semester leave for spring 2011, at full salary.
For Discussion Policy No. 845

Policy No. 845
Area: Human Resources
Adopted: 04/23/96
Revisions Approved:
Description: Rule Violation

Rules and regulations are essential to the effective operation of the college. The following rules are presented for the common guidance of all employees. They are fundamental in character and are for the convenience and protection of all. The purpose of this listing is not to restrict the rights of anyone but to define these rights and to protect the rights of all.

Committing any of the following violations will be considered sufficient grounds for disciplinary action, ranging from an oral warning to immediate discharge depending on the seriousness and the frequency of the offense.

EXAMPLES OF VIOLATIONS

<table>
<thead>
<tr>
<th>Violation</th>
<th>First Offense</th>
<th>Second Offense</th>
<th>Third Offense</th>
<th>Fourth Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Excessive tardiness</td>
<td>OW</td>
<td>WR</td>
<td>S</td>
<td>D</td>
</tr>
<tr>
<td>2. Excessive Absenteeism</td>
<td>OW</td>
<td>WR</td>
<td>S</td>
<td>D</td>
</tr>
<tr>
<td>3. Careless or substandard workmanship resulting in waste, spoilage or delay.</td>
<td>OW</td>
<td>WR</td>
<td>S</td>
<td>D</td>
</tr>
<tr>
<td>4. Posting, defacing, or moving notices from college bulletin boards or other public places.</td>
<td>OW</td>
<td>WR</td>
<td>S</td>
<td>D</td>
</tr>
<tr>
<td>5. Failure to report for accepted overtime work without a justifiable reason, or failure to promptly notify the college of such absence.</td>
<td>OW</td>
<td>WR</td>
<td>S</td>
<td>D</td>
</tr>
<tr>
<td>6. Engaging in horseplay or scuffling.</td>
<td>OW</td>
<td>WR</td>
<td>S</td>
<td>D</td>
</tr>
<tr>
<td>7. Leaving the work location during work shift without authorization.</td>
<td>OW</td>
<td>WR</td>
<td>S</td>
<td>D</td>
</tr>
<tr>
<td>8. Idling, loafing, or inattention during work hours.</td>
<td>OW</td>
<td>WR</td>
<td>S</td>
<td>D</td>
</tr>
<tr>
<td>9. Failure to properly ring time clock.</td>
<td>OW</td>
<td>WR</td>
<td>S</td>
<td>D</td>
</tr>
<tr>
<td>10. Failure to notify the college on each day of unscheduled absence.</td>
<td>OW</td>
<td>WR</td>
<td>S</td>
<td>D</td>
</tr>
<tr>
<td>11. Using profane or obscene language or gestures.</td>
<td>OW</td>
<td>WR</td>
<td>S</td>
<td>D</td>
</tr>
<tr>
<td>12. Violation of minor safety rules and practices.</td>
<td>OW</td>
<td>WR</td>
<td>S</td>
<td>D</td>
</tr>
</tbody>
</table>
### EXAMPLES OF VIOLATIONS

<table>
<thead>
<tr>
<th></th>
<th>Misusing, damaging, or destroying college property.</th>
<th>WR</th>
<th>S</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.</td>
<td>Gambling or unauthorized possession of gambling devices on college property.</td>
<td>WR</td>
<td>S</td>
<td>D</td>
</tr>
<tr>
<td>15.</td>
<td>Insubordination</td>
<td>S</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>Violations of major safety rules and practices.</td>
<td>S</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td>Sleeping or giving the impression of sleeping during work hours.</td>
<td>S</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td>Ringing another employee's time card.</td>
<td>S</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>19.</td>
<td>Falsifying or altering time cards or other records.</td>
<td>S</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>20.</td>
<td>Reporting to work while under the influence of alcoholic beverages or narcotics, or unauthorized possession or use of these on college property.</td>
<td>S</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>21.</td>
<td>Immoral conduct or indecency</td>
<td>S</td>
<td>D</td>
<td></td>
</tr>
<tr>
<td>22.</td>
<td>Fighting, assault, attempted assault, or threatening anyone on college property.</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23.</td>
<td>Unexcused absence of three consecutive days.</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24.</td>
<td>Conviction in a civil or criminal court or detention by law enforcement authorities without a reason acceptable to the college.</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25.</td>
<td>Theft of employee or college property.</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26.</td>
<td>Unauthorized possession of weapons or explosives on college</td>
<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27.</td>
<td>Any other conduct which is inconsistent with proper behavior.</td>
<td>Penalty to be assessed on circumstances</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28.</td>
<td>Multiple violations, whether or not simultaneous, of the foregoing rules and regulations.</td>
<td>Penalty to be assessed on circumstances</td>
<td></td>
<td></td>
</tr>
<tr>
<td>29.</td>
<td>Falsification of employment application.</td>
<td>Penalty to be assessed on circumstances</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Codes:
- **CODE:**
  - OW - Oral Warning
  - WR - Written Warning
  - SR - Three-Day Suspension
  - D - Discharge

### See Also:
- ITS Policy No. 408: Safeguarding of Information
- Supplement 1: Records Privacy Statement
- Supplement 1, Policy 845
Atlantic Cape Community College
Records Privacy Statement

Your employment with Atlantic Cape Community College may expose you to confidential paper and electronic records. Accessing institutional information sources such as SIS, FRS, HRS, Colleague and paper records carries an expectation of legal, moral and ethical adherences.

Data users shall:

Access institutional information for college business only.

Respect individual confidentiality and privacy at all times and adhere to ethical standards for data use.

Abide by laws and policies that address information access, use or disclosure.

Familiarize themselves with the Family Educational Rights & Privacy Act (FERPA) and its provisions regarding student records.

Expressly forbidden is the disclosure of limited-access records (example: education records) or the distribution of such data in any medium except as required by an employee's job responsibilities.

Also forbidden is the access, use or change of any institutional data for one's own personal gain or profit, or the personal gain or profit of others, or to satisfy one's own personal curiosity.

Failure to adhere to the provisions of this policy shall result in disciplinary action.

Data request from outside the institution are subject to completion of the Government Records Request Form, available from the Human Resources Department and online at www.atlantic.edu.

I have read and understood the Atlantic Cape Community College Records Privacy Statement.

Signature ___________________________ Date _________________________

Printed Name_____________________________ Initials of Witness____________

Rev. #54

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

OQ72  Commissioning Services – STEM Building, (STEM Funding)   $43,723
      Dome-Tech, Inc.
      Edison, NJ

OQ74  Grease Traps Replacements, Kitchens #1 and #3, (FY10 R&R)   $21,575
      Broadley’s/MDI
      Marmora, NJ

RFP141 Management Information System – Core Business
      Software/Implementation, (MIS Capital Funding)
      Revision to Datatel contract, original Resolution #23
      Datatel
      Fairfax, VA
      $333,960

RFP145 Construction Manager, STEM Building, (STEM Funding)   $343,950
      EPIC Management, Inc.
      Piscataway, NJ
Res. #55

WHEREAS, the State of New Jersey, with the passage of Chapter 12 Bill S-2139/A3145, has established a process which enables community colleges to submit their capital projects for state funding with a match from their local county, and

WHEREAS, the Board of Trustees of Atlantic Cape Community College have approved the College’s Master Plan Blueprint 2020 which demonstrated a need for a STEM (Science Technology Engineering and Math), and

WHEREAS, Atlantic County has agreed to issue bonds to support the funding for Master Plan Blueprint 2020 projects which includes the STEM Building, and

WHEREAS, the State of New Jersey in conjunction with the Council of County Colleges has indicated that there will be funding for FY 2011 Chapter 12 for each community college in the range of $3 million, and

WHEREAS, Atlantic Cape Community College wished to utilize the FY 2011 dollars for partial funding of the STEM with a $16 million budget, and

WHEREAS, the State of New Jersey will pay one half the principal and interest on Chapter 12 projects.

THEREFORE BE IT RESOLVED that the Board of Trustees approve the submittal of the STEM Project for partial funding from the Chapter 12 FY 2011 allocation at a sum not to exceed $3 million.

Res. #58

WHEREAS, on July 26, 2005, the Board of Trustees approved the allocation of a $1,500,000 fund balance transfer for Capital Projects (see attached), and

WHEREAS, the allocation of said funds were documented and prioritized by college administration and the Long-Range Planning Committee based on existing needs and priorities, and

WHEREAS, based on then current project needs and priorities the Board of Trustees reallocated $276,941 from the Greenhouse Café Project to the replacement of DX units for the Worthington Center by resolution on January 23, 2007 (see attached), and

WHEREAS, there is a balance of $67,783 in the Greenhouse Café Project account, and

WHEREAS, the need for food services in the academic buildings will be addressed with the construction of the STEM building, and

WHEREAS, the college is promoting women's athletic programs and there is a need for a softball field as documents in the college's Athletic Program Review by Ronald Cased dated November 18, 2008.

THEREFORE BE IT RESOLVED the Board of Trustees reallocate the $67,783 from the Greenhouse Café Project to the repurposing of existing baseball field for women's softball.

Res. #59

WHEREAS, Senator Robert Menendez and Senator Frank R. Lautenberg are soliciting applications for Congressional Appropriations, FY2011, and

WHEREAS, the Congressional Appropriations fund projects that meet broadly defined public service needs. Atlantic Cape Community College will submit appropriations (funding) requests for three priority projects: 1) Project to construct and equip the Aviation and Technology Studies Institute within the Science, Technology, Engineering and Math (STEM) building; 2) Project to enhance the capacity of the Health Professions Institute; and 3) Project to construct and operate a Photovoltaic (solar panel)
Installation Training Program. Atlantic Cape Community College is designating Project 1 (Aviation and Technology Studies Institute) as its first priority for funding (see attached), and

WHEREAS, the amount of the proposed appropriations is $300,000 (Project 1—Aviation and Technology Studies Institute); $300,000 (Project 2—Health Professions Institute); and $130,000 (Project 3—Photovoltaic (solar panel) Installation Training Program. If approved, the appropriation(s) will be granted within Federal FY2011, with a project period of one year from approximately October 2010 through September 2011.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to apply for the Congressional Appropriations, FY2011 in the amounts of $300,000 (Project 1), $300,000 (Project 2) and $130,000 (Project 3) from approximately Oct. 2010 through Sept. 2011.

Res. #60

RESOLVED: At a public meeting of the Board of Trustees to be held on March 23, 2010, that pursuant to Section 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 and litigation

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

X. PRESIDENT'S REPORT: Dr. Mora said he would continue his report by having Dean Perniciaro share an introductory message on the Proposal for Solar Photovoltaic Power Project along with a PowerPoint presentation.

Dean Perniciaro thanked Ms. Sampson and Mr. Mark Streckenbein, Director, Facilities Planning and Management, for their work on the proposal. He said this project started from the NJ Board of Public Utilities. He gave the history of the project noting that legislation had passed recently making the project viable for the college. The proposed team for the Proposal for Solar Photovoltaic Power Project is:

- Developer/Owner: Pepco Energy Services
- PV Solar Installation Contractor: Ray Angelini Inc.
- Roofing Contractor: Thomas Company, Inc.
- Structural Engineer: Czar Engineering
- Electrical Engineer: Concord Atlantic Engineers
Along with PowerPoint slides on the basic terms of the Pepco proposal and three end of contract provisions, Dean Perniciaro gave the following additional information about the project:

We have a power purchase agreement with Pepco Energy Services for solar arrays in our parking lots. It will be maintained by them, and we lease the parking lots and then purchase the power from them—at .0680kwh with 3% escalation per year. After eighteen years, we will be up to what we are paying Atlantic Electric now. This is the largest higher education solar project in the state. It is twice the size of Rutgers.

Some other basic terms of the Pepco Energy Services proposal are: 50% of our electricity will be generated by solar; educational component that is web based; educational software for the classroom and Pepco will bring in their engineers to share with students.

Chairperson Talvacchia said that this is a tremendous project and the most impressive initiative we have done. He lauded Dr. Mora and the leadership team.

The Board applauded.

Vice President Wexler reported on the recent Faculty Development Day, which featured Dr. Mike Scheuermann of Drexel University, a nationally known instructional technology expert.

Dr. Mora commented on the Senatorial Day where he met with Senator Robert Menendez and staff members to discuss Blueprint 2020 plans and how the college affects the regional workforce.

Dr. Mora and Ms. Corbalis reported on the February 21 Press of Atlantic City front-page coverage and accompanying stories that outlined the college’s plans for technology training as well as the wide range of programs it offers and students it serves. Dr. Mora thanked Press of Atlantic City Education Writer Diane D’Amico for her work.

Associate Dean Goldstein reviewed March events on the Board Activity Calendar.

XI. COMMITTEE REPORTS: DISCUSSION/QUESTIONS

Chairperson Talvacchia asked if there was any need for discussion or questions on the committee reports sent in the Board packet.

XII. OTHER BUSINESS

Chairperson Talvacchia asked if there was any other business.

Chairperson Talvacchia noted that there were two pieces of correspondence. A thank you note was received from Ms. Kristen Grech for a dish garden received in sympathy. A thank you note was received from Dean Pat Gentile for a dish garden received in sympathy.
XIII. COMMENTS FROM THE PUBLIC

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

Ms. Jane Lugo said the county wanted to update their scheduling for Chapter 12 monies and needed to review with the college the schedule for issuing bonds.

Dr. Mora said that Dean Cathie Skinner would get back to Ms. Lugo with that information.

XIV. ADJOURNMENT

Chairperson Talvacchia said the regular session would be adjourned and the Board along with Associate Dean Williams, Counsel Greco and Secretary Hines would remain for the executive session.

On motion of Mr. Parker and second by Mr. Reynolds the regular session was adjourned at 8:02 p.m., in the Board Room on the main campus, 5100 Black Horse Pike, Mays Landing, NJ.

Respectfully submitted,

BettyAnn Inloes Hines
ACCC Board Secretary

Attachments: ACCC Foundation Board Report, February 16, 2010
Budget, Finance & Audit Committee Minutes, February 16, 2010
Long-Range Planning & Capital Projects Committee Minutes, February 16, 2010
Personnel and Board Development Committee Minutes, February 16, 2010