I. CALL TO ORDER REGULAR SESSION

On Tuesday, March 26, 2013, at 7:00 p.m. Chairperson David A. Evans called the meeting to order.

II. STATEMENT OF ADEQUATE NOTICE

In compliance with the “Open Public Meetings Act” of the state of New Jersey, adequate notice of this regular meeting of the Atlantic Cape Community College Board of Trustees was provided by e-mail for posting at “J” Building main campus; the Charles D. Worthington Atlantic City Campus, the Cape May County Campus and copies were e-mailed to the clerks of Atlantic and Cape May counties and the clerks of the Board of Chosen Freeholders of Atlantic and Cape May counties on March 15, 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 (√)

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

- Bonnie Lindaw, Atlantic Co. Treasurer & CFO
- Sandy Greco, Atlantic Cape Employee
- Cheryl Garwood, Atlantic Cape Employee
- Marcia Kleinz, Atlantic Cape Employee
- Ceasar Niglio, Atlantic Cape Employee

V. CALL TO ORDER EXECUTIVE SESSION

Chairperson Evans stated there was no need for an executive session.

VI. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

None
VII. BUDGET REPORT

Ms. Walsh stated that the financial statement for the eight months ended February 28, 2013, based on preliminary Fiscal Year 2012-2013 year-to-date data summarized in the Board Summary Report indicates the college has earned 87.54% of budgeted revenues and expended 63.11% of budgeted expenditures.

Enrollments for spring semester are higher than projected. For the year, preliminary enrollment figures indicate that the decline is in the range of 1.5 to 2% compared to a budgeted decline of 3%. It is expected based on year-to-date activity that the college will use at least some of the fund balance transfer of $999,956 projected.

VIII. RESOLUTIONS

A. Regular Resolutions

Ms. Walsh moved and Ms. Torres seconded the acceptance of the Financial Statement Executive Summary for February 28, 2013, Res. #74.

Mr. Melchiorre noted that we as a Board should be mindful of spending by strategic goal.

ROLL CALL: ALL AYES, NO NAYS

B. Consent Resolutions

Chairperson Evans asked Mr. Fischer to read the consent resolutions. He stated that if there were no consent resolutions to be removed for further discussion, they would be considered for adoption.

Mr. Fischer read the consent resolutions—Res. #73, Res. #75, Res. #75A, Res. #75B, Res. #60F Rev., Res. #76, Res. #77, Res. #78 and Res. #79.

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

Res. #73
February 28, 2013, Regular Session Minutes

Secretary's Note: The executive session minutes are still being held.

Res. #75
It is respectfully recommended, by the President, that the Board approve the following:

Reassignment

Patricia Gandy is being reassigned from Administrative Secretary, Worthington Atlantic City Campus and Community Affairs to Office Coordinator, CMCC Support Services at her current salary effective April 1, 2013.
Title Changes

Torrina Bennett-Michael from Director, Community and Cultural Affairs to Director, Community and Alumni Development at her current salary effective April 1, 2013.

Richard Perniciaro, from Dean, WACC, Community Affairs, Facilities, Planning and Research to Dean, Facilities, Planning, Research and Worthington Atlantic City Campus Operations at his current salary effective April 1, 2013.

Title Change and Salary Adjustment

Maria Kellett from Director, Major Gifts to Director, Resource Development with a 3% base salary increase effective April 1, 2013 bringing her salary from $73,268 to $75,466.

Res. #75A

WHEREAS, Sandra Morris joined Atlantic Cape Community College on September 6, 1988, and

WHEREAS, Mrs. Morris’ service at the college is largely characterized by her role as Enrollment Services Assistant serving as the college’s primary student record keeper including transcripts, and

WHEREAS, Mrs. Morris’ dedication to the College is evident in the numerous awards of Perfect Attendance, and

WHEREAS, current supervisor Heather Peterson said, “Sandy strives for perfection. She is meticulous with detail in her job duties. She examines each individual student’s record to make sure that the information on the transcript is up to date”, and

WHEREAS, Ms. Morris 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. Morris effective August 31, 2013.

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

Res. #75B

WHEREAS, Judith Matsunobu, Professor of English, Developmental Writing and English as a Second Language, served Atlantic Cape Community College in a loyal and professional manner for 31 years from 1974 until her retirement in 2005, and

WHEREAS, Ms. Matsunobu’s teaching effectiveness was unparalleled in that she recognized both the affective and academic needs of her students, first as a teacher of English Composition and Developmental Writing, through the teaching of World Literature and finally entering the field of English as a Second Language upon receiving her second Master’s degree in Teachers of English to Speakers of Other Languages (TESOL), and

WHEREAS, Ms. Matsunobu contributed to her profession through numerous memberships, including membership in Teachers of English to Speakers of Other Languages and New Jersey BE/TESOL from 1982 to 2005; papers including “Hawaii’s English Standard Schools: Language in the Service of White America”; and presentations including “Supporting Student Success” and “Whole Language in College ESL”, and

WHEREAS, Ms. Matsunobu provided service to the college in her role as ESL Program Coordinator from 1982 to 1997 through which she oversaw the expansion of the program from 50 to 250 students per semester, developed and revised curriculum, provided instructional and student support services and recruited and trained adjuncts; Ms. Matsunobu’s work in grant writing secured the funding for the original computer lab and subsequent language lab and she also founded a student, faculty and staff retreat for
cultural exchange activities; Ms. Matsunobu’s service extended to membership on several college committees including Scholarship Committee, Collegiate Assembly Executive Committee and Basics Skills Committee, and

WHEREAS, Ms. Matsunobu sustained achievement in service to her discipline through service as Academic Coordinator, Summer Enrichment Program Graduate School of Education, University of Pennsylvania where she developed and carried out a program for Kyoritsu Women’s University in Japan and served as Adjunct Lecturer (summer) in the English Program at the International University of Japan Yamatomachi, Niigata-ken, Japan as well as other teaching assignments, and

WHEREAS, Ms. Matsunobu served the community through numerous activities including her role as Project Director for “Enter, Stay, Succeed”, a competitive grant program for Language Minority Students, Commission of Higher Education, State of New Jersey, and

WHEREAS, Ms. Matsunobu sustained achievement in resource and program development through such work as serving as Curriculum Coordinator and Grant Writer for the Adult Basic Education ESL Program and as Facilitator, Component B, for the Perkins Grant, and

WHEREAS, Ms. Matsunobu created the college’s first learning communities, linked listening/speaking classes with writing classes and with college skills classes designed for ESL students, established intrusive advising in ESL and whose teaching methodology rendered nothing but praise for a learner-centered dynamic classroom.

THEREFORE BE IT RESOLVED, upon the recommendation of the Emeritus Committee and the President, that Judith Matsunobu be granted the rank of Professor Emerita, with full rights and privileges of Emeriti.

BE IT FURTHER RESOLVED that the Board extends to Ms. Matsunobu its appreciation for her years of dedicated service to the college, its students and the community.

Res. #60F Rev.

It is respectfully recommended, by the President, that the following individuals be re-appointed to one-year terms, effective July 1, 2013:

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

- Lisa Apel Gendron, Director, CMCC Support Services
- Torrina Bennett-Michael, Director, Community and Cultural Affairs
- Alonna Brown, Assistant Director, Student Support Services
- Michael Bruckler, Director, College Marketing
- Josephine Chivalette, Director, WACC Program Support Services
- Cynthia Correa, Assistant Director, WACC Student Services
- Paula Davis, Director, Counseling and Support Services
- Tammy DeFranco, Assistant Director, CMCC Student Services
- Linda DeSantis, Director, Financial Aid
- John Feldbauer, Director, Personal Computer Services and Telephony
- Kristin Fletcher, Assistant Director, Admissions
- Christine Gamboa, Director, Testing
- Kristen Grech, Assistant Director, Financial Aid
- Sandra Greco, Assistant Director, PC Services
- Terri Lynn Hamby, Assistant Director, Science Labs
- Patricia Heller, Assistant Director, Administrative Computing
- Dorie Keener, Director, Business Services
- Maria Kellett, Director, Major Gifts
- Michael Kernan, Associate Director, Cash Reconcilement
- Kathleen Landau, Bursar
- Linda McLeod, Assistant Director, College Recruitment
- Luis Montefusco, Director, Institutional Planning and Assessment
- Michelle Perkins, Director, Instructional Technology
- Heather Peterson, Registrar
- Anita Polanco, Assistant Director, Educational Opportunity Fund
Nancy Porfido  Director, Student Development and Judicial Officer
Michael Rennick  Assistant Director, Athletics
Mariangela Sozio  Associate Director, Budgets and Systems
Patrick Sweeney  Director, Administrative Computing
Sherwood Taylor  Director, Workforce Development
Harry Whitelam  Director, Purchasing and Storeroom Operations
Michael Wozniak  Director, Extension Center Accounting

**Exempt Administrative and Supervisory Personnel**

Therese Budd  Dean, Administration and Business Services
Eileen Curristine  Dean, Human Resources, Public Safety and Compliance
Cindy DeFalco  Director, Human Resources
Sean Fischer  Executive Assistant to the President/Director, Board of Trustees
Patricia Gentile  Dean, Continuing Education, Resource Development, and CMCC Operations
Douglas Hedges  Dean, Information Technology Services
Leslie Jamison  Controller
Bruce Johns  Director, Culinary Operations
William Keener  Director, Security and Public Safety
Jean McAllister  Associate Dean, Continuing Education Operations and Business Development
Ronald McArthur  Dean, Instruction
Patricia McClay  Dean, Academy of Culinary Arts
Edward Perkins  Supervisor, Facilities Operations
Richard Perniciaro  Dean, WACC, Community Affairs, Facilities, Planning and Research
Paula Pitcher  Assistant Dean, Institutional Research and Assessment
Catherine Skinner  Dean, Finance
Mark Streckenbein  Director, Facilities Planning and Capital Projects
Robert Townsend  Supervisor, Facilities Management
Russell Waugh  **Director, Facilities Management**
Arthur Wexler  Vice President, Academic Affairs
Grant Wilinski  Associate Dean, Academic Support Services

**Academy of Culinary Arts Chef Educators**

Annmarie Chelius  Philip Cragg
Suzanne Feye  Michael Huber
Ruth Latorre  Daniel Matt
Mary Theresa McCann  Jeffrey Phillips
Joseph Sheridan  Vincent Tedeschi
James Usilton  Linda Wohlman

**Faculty Without Tenure**

Robert Gerristead  Assistant Professor, Theater
Karl Giulian  Assistant Professor, Business Studies
Michelle Gross  Assistant Professor, Dance
Oscar Halldorson  Instructor, Air Traffic Control
Joseph Krafft  Assistant Professor, Nursing
Laurie Lemons  Assistant Professor, Chemistry
Jolie Master  Assistant Professor, Biology
Christina Ranelle  Assistant Professor, Allied Health
Beth Sanders-Rabinowitz  Assistant Professor, Social Science
Zhe June Xu  Assistant Professor, Biology
Bojan Zilovic  Assistant Professor, Computer Information Systems

**Faculty Earning Tenure with this Appointment**

Joy Jones  Assistant Professor, Social Science and Communications
William Osler  Assistant Professor, Developmental Mathematics
Judith Otterburn-Martinez  Assistant Professor, English as a Second Language
Mary Wunnenberg  
**Assistant Professor, Allied Health**

**Counselor I**

Lynette Ingram  
Dennis Jones  
Hal Lugerner  
David Pringle

**Counselor II**

Ellen Splaver

**Librarian I**

Leslie Murtha

**Information**

The following lists are provided as information and do not require Board action.

**Faculty With Tenure**

John Atsu-Swanzy  
**Assistant Professor, Mathematics**

Merrill-Jean Bailey  
**Assistant Professor, English**

JoAnne Barbieri  
**Professor, Business**

Godfrey Barlatt  
**Professor, Science**

Richard Benner  
**Associate Professor, Philosophy and Religion**

Kristi Bergman  
**Assistant Professor, English as a Second Language**

Thomas Boghosian  
**Professor, English and Developmental Studies**

Michael Bolicki  
**Assistant Professor, Education and Psychology**

Heather Boone  
**Assistant Professor, Social Science**

Mark Camma  
**Associate Professor, Accounting and Business**

Carolyn Coulter  
**Assistant Professor, Sociology**

Denise Coulter  
**Associate Professor, English**

Leila Crawford  
**Assistant Professor, English**

Susan DePhilippis  
**Associate Professor, English as a Second Language**

Neera Desai  
**Assistant Professor, Developmental Mathematics**

Loretta Dicker  
**Assistant Professor, Computer Information Systems**

William Dougherty  
**Associate Professor, Computer Information Systems**

Christine English-Martin  
**Assistant Professor, Paralegal Studies**

Maryann Flemming-McCall  
**Assistant Professor, English**

Keith Forrest  
**Assistant Professor, Communication**

Claude Fortune  
**Assistant Professor, Mathematics**

Richard Gibbons  
**Associate Professor, History and Government**

Joyce Grohman  
**Professor, Physical Education and College Skills**

Barbara Heard  
**Assistant Professor, Biology**

Otto Hernandez  
**Professor, Computer Information Systems**

Dennis Huey  
**Associate Professor, Biology**

Thomas Innocente Sr.  
**Assistant Professor, Criminal Justice**

JoAnna Johns  
**Assistant Professor, Nursing**

Al Jou  
**Assistant Professor, Mathematics**

Richard Kalman  
**Assistant Professor, Computer Information Systems**

Michael Kammer  
**Assistant Professor, English as a Second Language**

Josette Katz  
**Professor, Hospitality Management/Business**

Marilyn Keiner  
**Professor, Business and Paralegal Studies**

Marilyn Keiner  
**Professor, Business and Paralegal Studies**

Myrna Morales Keklak  
**Associate Professor, Nursing**

Marcia Klein  
**Associate Professor, Mathematics**

Cheryl Knowles-Harrigan  
**Assistant Professor, Art**

Michele Leacott  
**Assistant Professor, Mathematics**

Lydia Lehr  
**Assistant Professor, Art**

William Lemons  
**Assistant Professor, Accounting and Business Law**

Eugene LoPresti  
**Professor, English, Developmental Studies and Writing**

James MacNair  
**Professor, Sociology**
It is respectfully recommended that the Board of Trustees approve the following:

**Bid 1769**
Wood Burning Oven, (Perkins Funds)  
$36,502.95  
Marine Wood Heat Company  
Skowhegan, ME

**OQ114**
Fire Hydrant Replacements,(FY13 R&R)  
$32,636.00  
Garrison Enterprise  
Vineland, NJ

**TOTAL FOR RESOLUTION:**  
$69,138.95

**Res. #77**

**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 $30,000 ($15,000 FY 13, $15,000 FY 14), and

WHEREAS, the term of this contract is for 12 months, April 1, 2013 to March 31, 2014, and

WHEREAS, Hanover Research of Charlottesville, VA has submitted a proposal dated March 7, 2013, indicating they will provide strategic advising in order to pursue grant funding for the college at a fee of $30,000; and

WHEREAS, Hanover Research has completed and submitted a Business Entity Disclosure Certification which certifies that Hanover Research has not made any reportable contributions to a political or candidate committee in Atlantic or Cape May counties in the previous one year and that the contract will prohibit Hanover Research from making any reportable contributions through the term of the contract (see attached).

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College authorizes a contract with Hanover Research 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.

Res. #78

WHEREAS, the Board of Trustees on June 26, 2012, Res. #107, authorized an application for the FY13 Carl D. Perkins Vocational Grant funding from the New Jersey Department of Education in the amount not to exceed $722,977, and

WHEREAS, the Board needs to authorize acceptance of the Perkins grant, and

WHEREAS, there is a need to amend the budget for said grant (see attached), and

WHEREAS, the focus of neither the project nor the grant amount has changed; however, a reallocation of funds from one budget line to another is necessary to allow for CTE program specific purchases and professional development since the original budget submission, and

WHEREAS, the Perkins grant calls for the Board of Trustees approval for budget amendments.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College accepts the FY13 Perkins Grant and approves the amendment application for the FY13 Perkins Grant Spending Plan.

Res. #79

RESOLVED: At a public meeting of the Board of Trustees to be held on May 28, 2013, 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, ABSTENTION (Dr. Stepura, Res. #73 only)
IX. **PRESIDENT’S REPORT:** Dr. Mora’s report was on the following: Board of School Estimate, Restaurant Gala, CASA Recognition, Aging Out Program, Ambassador Day, Atlantic County Report, State of NJ grant applications and Board Activity Calendar.

Dr. Mora provided a report from the Board of School Estimate meeting.

Ms. Walsh, Board of School Estimate Member, reported it was a lengthy but positive meeting where both counties’ leadership expressing support for the College and provided productive advice as well as insight into county budget planning through the next few years.

Mr. Melchiorre, also a member of the Board of School Estimate, echoed what Ms. Walsh stated and that he was impressed and grateful by the degree of understanding our elected officials have of our college mission.

Chairperson Evans thanked Dr. Mora for the presentation and Ms. Walsh and Mr. Melchiorre for their service to the Board of School Estimate.

Dean Gentile spoke about the recent 30th Annual Atlantic Cape Restaurant Gala. The Camelot-themed event netted about $145,000 and hosted some 1,000 attendees. She thanked trustees and event sponsors for their support.

Dr. Mora congratulated Dean Gentile and her team on this successful partnership.

Dr. Gentile and Dr. Mora provided a report on the College having received the CASA 2013 Community Partner of the Year Award for staging Aging Out of Foster Care Day at the college. They provided an update on this year’s “Aging Out of Foster Care.” The event attracted 80 potential students.

Dr. Mora provided a report on the annual NJ Council of County College’s Legislative Trustee Ambassador Day held at the statehouse in Trenton. College presidents, trustees, NJ STARS students and counselors attended the event and met with legislators from their districts.

Dr. Perniciaro provided feedback on his experience as a guest on the NBC40 TV show, Atlantic County Report. He spoke about the affordability of two-year college tuition and provided an overview of Atlantic Cape’s capital projects.

Dr. Mora provided an update on the College’s efforts to apply for seven grant applications, Building Our Future and technology bonds, made available by the State of NJ. Ms. Budd provided a report on the college-wide process that was needed to meet the strict deadlines. If the applications are
successful, the college can receive about $13 million. The college will learn the results of the grant applications in late May. Dr. Mora and Ms. Budd thanked the college staff for their efforts.

Mr. Fischer provided an update on the Board Activity Calendar (a copy in trustees’ pad folios).

Chairperson Evans commended Deans Gentile and Budd for their work and that of their teams on the Gala and grant applications respectively.

X. COMMITTEE REPORTS: DISCUSSION/QUESTIONS

None

XI. OTHER BUSINESS

None

XII. COMMENTS FROM THE PUBLIC

Ms. Greco, President of the ACCCEA umbrella group, said that while many departments are working with slim staff due to budget cutbacks, the news that two full-time security positions would be filled with part-time staff raises issues for the safety of students and staff. She also shared her group’s concern about the future overhead and operating costs for new buildings being erected at the college. “We look forward to discussions with administration on how to address these concerns,” she said.

XIII. ADJOURNMENT

On motion of Mr. Melchiorre and second by Mr. Lefke, the regular session was adjourned at 7:48 p.m., in Room 204 at the Charles D. Worthington Atlantic City Campus, 1535 Bacharach Boulevard, Atlantic City, NJ.

Respectfully submitted,

BettyAnn Inloes Hines
Atlantic Cape Board Secretary

Minutes were taken by Sean Fischer

Attachments: Atlantic Cape Foundation Board Report March 2013
Academic & Student Affairs Committee Minutes, March 20, 2013
Budget, Finance & Audit Committee Minutes, March 19, 2013
Long-Range Planning & Capital Projects Committee Minutes, March 19, 2013
Personnel & Board Development, March 20, 2013