I. CALL TO ORDER REGULAR SESSION

On Tuesday, May 26, 2009 at 7:00 p.m. Vice Chairperson Elizabeth Dworsky 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 posting at “J” Building main campus; the Charles D. Worthington Atlantic City Campus, the Cape May County Campus and copies were 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 May 15, 2009.

III. FLAG SALUTE

Vice Chairperson Dworsky 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>College Personnel</th>
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<tbody>
<tr>
<td>Lynn G. Baumgardner</td>
<td>Dr. Peter Mora</td>
</tr>
<tr>
<td>Robert J. Boyer</td>
<td>Kathy Corbalis</td>
</tr>
<tr>
<td>Dr. Elizabeth A. Dworsky</td>
<td>Dr. Patricia Gentile</td>
</tr>
<tr>
<td>David A. Evans</td>
<td>Douglas Hedges</td>
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<tr>
<td>Mary B. Long</td>
<td>Dr. Richard Perniciaro</td>
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<tr>
<td>Andrew W. Melchiorre</td>
<td>Carmen Royal</td>
</tr>
<tr>
<td>Donald J. Parker</td>
<td>Terry Sampson</td>
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<tr>
<td>Maria Ivette Torres</td>
<td>Cathie Skinner, CPA</td>
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<td></td>
<td>Brittany Williams</td>
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<tr>
<td></td>
<td>BettyAnn Inloes Hines</td>
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<td></td>
<td>Louis J. Greco, Esquire</td>
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<td>Others in Attendance:</td>
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<tr>
<td>Gerald DelRosso, Atlantic Co. Administrator</td>
<td></td>
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<tr>
<td>Joe D’Agostino, ACCC Employee</td>
<td></td>
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<tr>
<td>Diana Valtierra, ACCC Student</td>
<td></td>
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<tr>
<td>Jay Peterson, ACCC Employee</td>
<td></td>
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<tr>
<td>Carolyn Coulter, ACCC Employee</td>
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<tr>
<td>Juan Valtierra</td>
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V. CALL TO ORDER EXECUTIVE SESSION

Vice Chairperson Dworsky announced that there was no need for an executive session this evening.

VI. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

None

VII. BUDGET REPORT

Mr. Evans presented the Financial Report as of April 30, 2009, Res. #81, stating that the report reflects college revenues and expenditures through April 30, 2009, and includes summer, fall and spring tuition and fee
revenues. Unaudited enrollments for the fiscal year are 2.3% higher than expected, which can be attributed primarily to the spring semester. More on-line enrollments than budgeted also contribute to the positive tuition revenue margin. Lower culinary enrollments are reflected in fee revenue below budget. The net effect on tuition and fee revenues is positive and offsets other revenue shortfalls. The college is receiving approximately 2.5% ($156,000) less in state appropriations than originally budgeted. Our original budget estimated a state cut of 6.4%, while the actual cut is approximately 8.6% compared to the prior year actual appropriation. Investment income is expected to come in below budget by an estimated $210,000 as interest rates continue to fall. It appears from the financial data at this date that the college's total revenue budget within $100,000 of projected.

On the expense side, actual salaries and benefits are approximately $300,000 less than budgeted year to date primarily due to open positions and benefits expended at a lower cost than estimated. Some of these funds will be reallocated to adjunct costs due to higher enrolments in the spring. An appeal on the calculation of the college's current year pension expense has resulted in a refund to the college of almost $90,000. These savings may be impacted by year end adjustments such as the allowance for doubtful accounts and state unemployment fund reserve.

VIII. RESOLUTIONS

A. Regular Resolutions

Mr. Boyer moved and Mr. Parker seconded the acceptance of the Financial Statement Executive Summary for April 30, 2009, Res. #81.

ROLL CALL: AYES, NO NAYS

Vice Chairperson Dworsky presented the draft of the President's Evaluation Procedure and Supplements for adoption (Procedure 24.1, Supplement 24.2, 24.3, 24.4 and 24.5) noting that this is a process they have been using. She asked if there were any concerns.

Mr. Melchiorre moved and Ms. Long seconded the following:

Procedure 24.1
Area: Board of Trustees
Approved: President’s Performance Evaluation

The evaluation of the President is conducted annually by the college’s Board of Trustees.

I. July/August: Summary Evaluation

The President Evaluation Committee (PEC) of the Board of Trustees completes prior year Summary Evaluation (see Supplement 24.4) based on:
The Summary Evaluation consists of committee-developed, written responses to the following three questions:

- What are the President’s greatest strengths as he/she continues to lead ACCC?
- What areas, with respect to meeting the mission of ACCC, would you recommend for continued support of the president’s professional development?
- What is your general assessment of the president’s performance, including particularly his most recent year?

The PEC shares the Summary Evaluation in a meeting with the President. The outcomes of that meeting include:

- Majority agreement on Summary Evaluation
- Majority agreement on President’s goals for coming year
- Majority agreement on institutional goals for coming year
- Majority agreement on President’s remuneration package for the upcoming year (see Supplement 24.1)

The PEC then makes a recommendation to the Board of Trustees with respect to the President’s goals and remuneration for the upcoming year at the next scheduled meeting of the Board of Trustees.

II. January/February: Mid-year Summary of Goals

A mid-year summary of the status of progress on the president’s goals is prepared by the president and shared with the President’s Evaluation Committee (See Supplement 24.3)

III. July/August: Summary Evaluation

Performance evaluation cycle continues.

Supplement 24.2: President’s Performance Appraisal Rating Form

President’s Performance Appraisal Rating Form

<table>
<thead>
<tr>
<th>Trustee Name:</th>
<th></th>
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<tbody>
<tr>
<td>Rating Period:</td>
<td>1 = Unacceptable Performance</td>
</tr>
<tr>
<td>Date:</td>
<td>2 = Marginal Performance</td>
</tr>
<tr>
<td></td>
<td>3 = Competent Performance</td>
</tr>
<tr>
<td></td>
<td>4 = Commendable Performance</td>
</tr>
<tr>
<td></td>
<td>5 = Excellent Performance</td>
</tr>
<tr>
<td>Rating Scale:</td>
<td>1 = Unacceptable Performance</td>
</tr>
<tr>
<td>2 = Marginal Performance</td>
<td>3 = Competent Performance</td>
</tr>
<tr>
<td>4 = Commendable Performance</td>
<td>5 = Excellent Performance</td>
</tr>
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1. Leadership

<table>
<thead>
<tr>
<th>Provides leadership in developing, implementing, and assessing the college wide Strategic Plan</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
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</table>
Promotes a student centered organizational culture
Provides oversight for program development, outcomes assessment, and accreditation processes

Comments: __________________________________________

2. Team & Relationship Building

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<tr>
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<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
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<tbody>
<tr>
<td>Demonstrates effective advocacy in building internal and external relationships in support of the college mission</td>
<td></td>
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<tr>
<td>Fosters internal team building across multiple campus sites and organizational units</td>
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<tr>
<td>Demonstrates a commitment to building and environment sensitive to diversity</td>
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Comments: __________________________________________

3. Communication & Interpersonal Skills

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<tr>
<td>Demonstrates ability to use multiple channels of communication to provide information in a timely, relevant, and accessible manner</td>
<td></td>
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<tr>
<td>Effectively communicates the mission of ACCC to all internal and external stakeholder groups</td>
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<tr>
<td>Fosters an effective, trust-based relationship with the Board of Trustees</td>
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Comments: __________________________________________

4. Resource Development and Management

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<tr>
<td>Understands higher education funding formulas and environment</td>
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<td>Demonstrates effectiveness in resource planning and allocation</td>
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<tr>
<td>Demonstrates effectiveness in developing new financial resources and diversifying revenue streams</td>
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<tr>
<td>Fosters expansion of the focus of the ACCC Foundation</td>
<td></td>
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Comments: __________________________________________

5. Information Systems, Instructional Technology, and Business Operations

<table>
<thead>
<tr>
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<th>5</th>
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</thead>
<tbody>
<tr>
<td>Demonstrates effectiveness in managing college operations and resources within legal and fiduciary regulations and in keeping with college policies</td>
<td></td>
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<tr>
<td>Fosters the application of leading edge instructional technology systems and innovations to enhance the efficiency and effectiveness of the teaching/learning process</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Promotes the application of leading edge information technology systems to improve the efficiency and effectiveness of college operations</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Comments: __________________________________________

This form is to be completed and returned in the enclosed sealed envelope by to Brittany Williams c/o Human Resources Department.
A quantitative summation of the results of these forms will be shared with the President Evaluation Committee.

The following ranges will be used:

1 = Unacceptable Performance (summative range 0 - 1)
2 = Marginal Performance (summative range 1.1 - 2)
3 = Competent Performance (summative range 2.1 - 3)
4 = Commendable Performance (summative range 3.1 - 4)
5 = Excellent Performance (summative range 4.1 - 5)

Supplement 24.3

Date:

To: President Evaluation Committee

From: President

Re: Mid-Year Self-Evaluation for Fiscal Year 20##

The Timelines for Evaluation of the President indicate that the president will provide the Board’s President Evaluation Committee with a concise mid-year update on progress made on the agreed upon President Goals for the year.

Below is a summary of the important developments on this year’s President Goals for the time period ending 12-##-20##.

Goal #1. (insert goal here)

(Progress statement)

Goal #2. (insert goal here)

(Progress Statement)

Goal #3. (insert goal here)

(Progress Statement)

Goal # 4. (insert goal here)

(Progress Statement)

Supplement 24.4

Summary Evaluation of the President

Completed by: President Evaluation Committee

Committee Members:

Date:
I. Background:

This summary evaluation has been completed in accordance with the ACCC President Evaluation Policy and Procedures.

The following documentation has been used to complete this assessment:

a. Summary of President Performance Appraisal Rating Forms
b. President's Self Evaluation for 20##-20##
c. A review of NJ Community College President Salaries
d. ACCC President Evaluation policy, procedure and supplements

II. Evaluation Questions:

1. What are the President’s greatest strengths as he/she continues to lead ACCC?
   (Insert Response)

2. With respect to meeting the mission of ACCC, what would you recommend for continued support of the President’s professional development?
   (Insert Response)

3. a. What is your general assessment of the President’s performance at ACCC, including, particularly, the most recent year?
   (Insert Response)

   b. Based on information obtained from items a-d above, the Committee describes the President’s overall performance as (select one):

      a) Unacceptable  b) Marginal  c) Competent  d) Commendable  e) Excellent

III. FY## Remuneration Recommendation:

(The Committee recommends for compensation…)

IV. President’s Goals as agreed upon by the President and the Committee for coming year 20##-20##:

1. (Insert Goal)

2. (Insert Goal)

3. (Insert Goal)

4. (Insert Goal)

______________________________________________________________________
Signature of President ________________________________ Date __________________
______________________________________________________________________
Signature of President Evaluation Committee Chair ________________________________ Date __________________
______________________________________________________________________
Signature of Board of Trustees Chairperson ________________________________ Date __________________
PRESIDENT SELF-EVALUATION FOR ACADEMIC YEAR 20##-##
SUBMITTED TO: PRESIDENT EVALUATION COMMITTEE
(Names)

COMPLETED BY: (Name), PRESIDENT, ACCC
DATE:

-----------------------------------------------------------------------------------------------
TABLE OF CONTENTS

A. Institutional Goals supported by College President

B. President Goals for year 2####-##

C. Self Evaluation of functions outlined in the Performance Appraisal Rating Form

ATTACHMENTS

1. Strategic Plan FY2###-##

2. FY 2### Outcomes Report on Institutional Goals

3. President Performance Appraisal Rating Form Summary

4. Summary of President’s media/community-based activities

5. (TBA)

6. (TBA) 2

A. Institutional Goals Supported by the College President

   (insert institutional goals as drawn from the Strategic Plan)

   Summary Report of Institutional Goals

   (insert narrative, outcomes report)

B. President Goals for year 2###-##

   President Goal #1:
   Summary Report:
   --

   President Goal #2:
   Summary Report:
   --

   President Goal #3:
   Summary Report:
   --
President Goal #4:
Summary Report:

President Goal #5:
Summary Report:

C. **Self Evaluation of Functions Outlined in the Performance Appraisal Rating Form**

*Note: The information provided below is intended to be a sampling of the President’s efforts this past year related to the five areas of skill on the Performance Appraisal Rating Form*

**Leadership**
(Summary Report)

--

**Team & Relationship Building**
(Summary Report)

--

**Communication & Interpersonal Skills:**
(Summary Report)

--

**Resource Development and Management:**
(Summary Report)

--

**Information Systems, Instructional Technology, and Business/Legal Operations:**
(Summary Report)

ROLL CALL: AYES, NO NAYS

Dr. Dworsky presented the **Security Policies No. 917-923** for adoption.

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

ATLANTIC CAPE COMMUNITY COLLEGE
BOARD OF TRUSTEES
SECURITY POLICIES
FOR REVIEW: April 2009
FOR DISCUSSION: May 2009
FOR ADOPTION: June 2009

-------------------------------------------------------------------------------

**Policy No. 917** Area: Facilities Management Campus Safety and Security
Adopted: 04/23/96 Revisions Approved:
Description: Campus Safety and Security
The security function of Atlantic Cape Community College is assigned to the Security Department, Office of Facilities Management. It is their responsibility to provide a safe environment for all members of the college community thereby protecting and keeping secure life and property. To achieve this, the departmental services shall be organized and implemented in such a way that the following are insured:
the protection of constitutional rights
the enforcement of institutional policies and procedures
the enforcement of local and state laws
the creation and maintenance of a feeling of security and well being
the identification and elimination of hazards and/or opportunities for crime
the establishment of effective crime prevention programs in which the institutional community is educated
the maintenance, testing and inspection of protective controls and devices to deter and detect crime, fire and life safety hazards
the establishment and maintenance of procedures to deter the occurrence of traffic accidents and vehicular congestion
Parking regulations enforcement
surveillance operations
lost and found services

In addition, it is desirable to provide basic first aid, CPR / AED and rescue EMS support capabilities and the means to investigate crimes and accidents. Other services that may be provided upon request, when possible, are:
protective escort
parking regulations enforcement
key control
lost and found operations
surveillance operations

In conjunction with all services provided by the Security Department, members have a public relations role in rendering precise information and assistance in a courteous manner to students, visitors, faculty and staff. The procedures in support of this policy can be found in the in the "College Policies and Procedures Manual" and/or the "Security Officers Manual". "Campus Safety Guide."

Policy No. 918 Area: Facilities Management Campus Safety and Security
Adopted: 04/23/96 Revisions Approved:
Description: Security Qualification and Training
It is essential that the Security personnel are required to be sensitive to the higher education environment, since it is imperative that members of the college community -- especially students -- have confidence in the department's operation. They must have a good understanding of the criminal justice system and of the civil liability process that might affect the institution. Personnel shall be knowledgeable and sensitive to others' civil rights and how these rights affect the individual and the institution. Department members must have the ability to deal with emergencies and be able to handle difficult personal situations. Security personnel shall have the capability to understand and implement institutional policies and procedures.
It is encouraged that all Atlantic Cape Community College security personnel shall be engaged in procedures upgrading thorough knowledge and understanding of security and law enforcement by enrolling in appropriate college courses and degree programs and by attending local police training programs when possible or as required.
All Atlantic Cape Community College Security Department members shall be thoroughly trained in:
college policy and procedures
civil liability in relation to the institution
basic civil rights
campus security and fire equipment
first aid and CPR
facility locations and functions
basic customer service
campus surveillance, security and fire detection systems
proper report writing
procedures for interrogation and investigative techniques

It is also helpful that all members of the Security Department receive instruction in proper report writing and be given procedures for interrogation and investigative techniques.

Policy No. 919 Area: Facilities Management Campus Safety and Security
Adopted: 04/23/96 Revisions Approved:
Description: Uniforms and Equipment
Campus security may be strengthened not only by using locks and alarms, but also is strengthened by the conspicuous presence of a uniformed, mobile security force. The institution shall provide all personnel with uniforms and equipment necessary to project the presence of and provide security to the campus. The uniforms shall be easily distinguishable from all other law enforcement agencies and should be identifiable as a member of the Atlantic Cape Community College Security staff. The college does not permit the carrying of firearms or any other type of weapon under any circumstances. Security personnel are all equipped with 2-way radios permitting direct contact with the Security base, Facilities Management base, local enforcement agencies, local fire and rescue agencies and fellow employees throughout the Offices of Security and Facilities Management departments. The Security Department is equipped with a security vehicles, along with several electric carts for patrolling and rapid response.

Policy No. 920 Area: Facilities Management Campus Safety and Security, Facilities Management
Adopted: 04/23/96 Revisions Approved:

It is the policy of Atlantic Cape Community College to periodically test all fire and life safety detection and suppression systems equipment as in accordance with the New Jersey Uniform Fire Code and the New Jersey Uniform Construction Code. Testing and Inspections shall be conducted by the Security Department, or an by outside contractor contractors as contracted by the Facilities, Management and Security Departments on behalf of the college.

The Security Department implements and manages contracts for testing and inspecting all fire and life safety detection systems and fire extinguishers. The Facilities Management department implements and manages contracts for testing and inspecting all fire suppression systems.

Security Officers shall escort and provide access to the testing contractor. All test results shall be reviewed, filed accordingly and deficiencies forwarded to the Facilities Management responsible department and Human Resources for correction.

Policy No. 921 Area: Facilities Management Campus Safety and Security
Adopted: 04/23/96 Revisions Approved:
Description: Fire Inspections

It is the policy of the Security Department to insure the safety of facilities the buildings and occupants by conducting continuous inspections of the facilities for the purpose of identifying potential fire and life safety hazards code violations. The Security Department shall also assist the County Fire Marshall(s) and contracted inspectors while he/she is performing the annual fire and life safety inspections are conducted. for fire code violations and building usage registration.

Procedures:
Fire Inspection Reports No. 921.1

Policy No. 922 Area: Facilities Management Campus Safety and Security
Adopted: 04/23/96 Revisions Approved:
Description: Building Security

It is the policy of Atlantic Cape Community College to keep all buildings locked and secured at all times after regular working hours. This policy is for the protection of the college personnel and assets. During non-regular hours, individuals requiring access to a building must obtain proper permission.

Procedures:
Building Access after Regular Working Hours No. 922.1

Policy No. 923 Area: Facilities Management Campus Safety and Security
Adopted: 04/23/96 Revisions Approved:
Description: Parking

Atlantic Cape Community College makes every attempt to provide safe, on-site parking to all students, staff and visitors. However, this is not a guarantee that parking is available at every site. Parking spaces are filled on a first come, first served basis. The College currently charges a parking fee to students for parking privileges.
Parking lots are lighted and patrolled by campus security officers. However, parking is always at the individual's own risk. All members of the College community are obligated to abide by the published parking rules and regulations. Violations of said rules will result in monetary fines and possible loss of parking privileges.

The Security Department shall be solely responsible for vehicle traffic and pedestrian safety, and road conditions within their the jurisdiction of the ACCC facilities. Some areas of responsibility are: all motor vehicle regulations regarding speed limits and parking crosswalks and pedestrian travel reporting to Facilities Department unsafe road conditions and possible hazards congestion and traffic control.

Vice Chairperson Dworsky asked Mr. Evans to read Res. #82A, acknowledging appreciation to Ms. Carolyn Coulter for being appointed Faculty Member of the Year.

WHEREAS, the students of Atlantic Cape Community College have named Assistant Professor of Sociology, Ms. Carolyn Coulter, Faculty Member of the Year, and

WHEREAS, the Somers Point resident teaches Introduction to Cultural Geography, Principles of Sociology, World Geography and Contemporary Social Problems, and

WHEREAS, Ms. Coulter joined the college in 2007 and since then, in her service as advisor to the college's Alpha Delta Mu Chapter of Phi Theta Kappa, has fostered significant growth in PTK membership and its community outreach activities, and

WHEREAS, Ms. Coulter's passion for the mission of the community college and higher education began when she enrolled and later earned an associate degree from Montgomery County Community College, and bachelor's and master's degrees in anthropology from Temple University, where she graduated magna cum laude.

THEREFORE BE IT RESOLVED, upon the recommendation of the President, the Board extends its appreciation to Ms. Carolyn Coulter for her admirable service to the Atlantic Cape community and congratulates her on her recognition as Faculty Member of the Year.

BE IT FURTHER RESOLVED, the Board extends its best wishes to Ms. Coulter for continued successes as she continues her career at ACCC and as she pursues her Ph.D at Temple University.

ROLL CALL: AYES, NO NAYS

The Board applauded.

Vice Chairperson Dworsky thanked Professor Coulter for a job well done.

Professor Coulter stated that this recognition was unexpected but a nice surprise. She noted that she enjoys working with the students. "I started at a community college and can identify with the needs and issues they might face," said Professor Coulter.

Dean Carmen Royal acknowledged Professor Coulter's leadership of the college's Phi Theta Kappa chapter and stated that Professor Coulter's efforts were mentioned at the PTK conference in Texas. She thanked Professor Coulter for her support.

Vice Chairperson Dworsky stated that Dr. Mora would present part of his President's Report.
Dr. Mora stated that he would present Item A, Student Essay Published and Item B, Employee of the Quarter to allow the invited guests to leave the meeting afterwards.

For the first Item, A. Student Essay Published, Dr. Mora introduced Dean Carmen Royal; student Ms. Diana Valtierra and Professor Jay Peterson.

Dean Carmen Royal asked Professor Peterson to explain how Ms. Valtierra’s essay was submitted for publication.

Professor Peterson explained that last fall he taught English 070 and used the textbook, *Evergreen, A Guide to Writing with Reading* by Susan Faucett. The publishers sought feedback and student writings from the professors for publication in the ninth edition. Professor Peterson submitted Ms. Valtierra’s essay, "Quinceanera," and they accepted it for publication.

Ms. Valtierra read her essay, "Quinceanera" to the Board.

The Board applauded.

Vice Chairperson Dworsky asked if there were any questions and thanked Ms. Valtierra.

Dean Carmen Royal announced that Ms. Sheyla M. Ayala-Mantilla was elected by the students at the SGA elections as the new alumni representative to the Board of Trustees.

Dr. Mora mentioned the next item on the President’s Report was the Employee of the Quarter Award which recognizes an employee’s achievements in the work place. Dr. Mora asked Ms. Williams to make this presentation.

Ms. Williams said that this award recognizes an employee’s excellent performance and good work ethics. She said that Mr. Joe D’Agostino, Senior Manager, Web Systems and Marketing College Relations, is the new Employee of the Quarter. She asked Dr. Gentile to make a few comments about Mr. D’Agostino.

Dean Gentile first expressed her feeling of promise in the future of the young people in attendance tonight.

Dean Gentile said that she was pleased with Mr. D’Agostino’s recognition. "His work is superb and he is dedicated to his job. It is also a pleasure to say Joe brings energy, enthusiasm and pride to his work. The college web site is a reflection of Joe,” said Dean Gentile.

The Board applauded.

Dr. Dworsky expressed the Board’s congratulations to Mr. D’Agostino for being the new Employee of the Quarter.
Vice-Chairperson Dworsky thanked the invitees for attending the meeting.

Secretary's Note: Individual pictures were taken of Ms. Valtierra and Professor Peterson, Professor Coulter and Mr. D'Agostino with Vice Chairperson Dworsky and Dr. Mora. After the pictures were taken, the invitees left the meeting.

Vice Chairperson Dworsky brought to the Board's attention that Res. #87, Caregiving Project Grant, was added to the agenda under Consent Resolutions and it will be presented now under regular items. Vice Chairperson Dworsky read, Mr. Parker moved and Mr. Boyer seconded the following:

WHEREAS, the Caregiving Project is accepting applications for the Community College Caregiver Training Initiative to encourage the development of new and novel programs to train both family caregivers and in-home care workers, and

WHEREAS, the college will prepare students to care for older people, either exclusively or in addition to other groups (see attached), and

WHEREAS, the grant will raise national awareness both of the critical need for caregiver training and of the central role that community colleges can play in providing this training, and

WHEREAS, the maximum amount of the grant to ACCC is $20,000 for one year from September 1, 2009 through May 31, 2010

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to apply for the Caregiving Project Grant from September 1, 2009 through May 31, 2010, for $20,000 (maximum).

ROLL CALL: AYES, NO NAYS

B. Consent Resolutions

Vice Chairperson Dworsky asked Secretary Hines to read the resolutions on the consent agenda.

Secretary Hines stated that the resolutions on the consent agenda are Res. #80; Res. #82; For Adoption—Human Resources Policies No. 827, No. 837 and No. 841; Res. #83 Rev; Res. #84; Res. #85; Res. #86 and Res. #88.

Vice Chairperson Dworsky asked if there were any consent agenda resolutions to be removed. She stated if there were no objections, these resolutions would be adopted.

Ms. Long moved and Mr. Evans seconded the following:

Res. #80

Regular and Executive Session minutes for April 28, 2009

Res. #82

Appointments

Michael Matulewicz, Office Coordinator, Academic Support Services, at an annual salary of $33,485, effective July 1, 2009

Margarita Pabon, Housekeeper I, Facilities, at an annual salary of $24,512 effective May 27, 2009
Policy No. 827
Area: Human Resources
Adopted: 04/23/96
Revisions Approved:
Description: Jury Duty

Employees shall keep their supervisors advised of the probable period of absence and shall submit a Leave Request Form.

In unusual cases, the college may request that an employee be excused or deferred from jury duty for a particular period of time.

Since college salary is paid to the employees when absent from work on jury duty, the employees will remit to the Business Office monies received from services as a jurors.

Such reimbursement will include only the per diem rate paid not travel or meal allowance.

Policy No. 837
Area: Human Resources
Adopted: 04/23/96
Revisions Approved:
Description: Pay Period

Salary payments by check or direct deposit are provided every other Friday.

If a pay day falls on a holiday or during a compressed work week schedule, the paychecks are provided on the last working day preceding the holiday off day.

Checks picked up prior to the Friday of pay day shall not be cashed until the actual pay date of the check. Violation of this provision shall result in loss of privilege for early check distribution.

Salaried personnel are paid for work performed to the date issuance of the payroll check. Personnel whose work hours are reported on time cards or time sheets are paid for work performed through Sunday midnight.

Staff are encouraged to work with the Payroll office to arrange for direct deposit.

The schedule of pay dates is distributed annually to all employees.

Policy No. 841
Area: Human Resources
Adopted: 04/23/96
Revisions Approved:
Description: Position Classification

Position classification To provides a basis for compensation plan and to assists in administering wages and salaries for non-faculty positions other than faculty, position classification plans have been established. The Classification of positions is the grouping together of those positions which consist of similar duties, have approximately the same levels of complexity and responsibility, require similar training and experience at the time of recruitment and may be compensated by the same general levels of pay.

Whenever an employee and his/her supervisor believe the duties and requirements of an existing job have changed sufficiently they should take the initial step in the classification procedure by reviewing the Request for Reclassification Form and its specifications.
particular job. Specifications are descriptive explanations of the work performed and are used to draw relationships to other similar positions.

Whenever the duties and requirements of an existing job change sufficiently that the department head or employee feels it belongs in another (higher or lower) classification, a request for reclassification for, citing the basis for the request may be initiated.

This form is provided by and returned to should be forwarded to the Human Resources Department. The supervisor must agree to the employee’s request for reclassification prior to submission of the signed form to Human Resources.

Reclassification may result in a higher or lower classification or no change in grouping. Please refer to appropriate bargaining unit agreement.

Res. #83 Rev.

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

<table>
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<tr>
<th>Bid No.</th>
<th>Description</th>
<th>Vendor/Supplier</th>
<th>Amount</th>
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<tr>
<td>Bid 1706</td>
<td>Elevator Maintenance – 5 Year Contract, (FY09-FY14 Facilities Operational)</td>
<td>Thyssenkrupp Elevator</td>
<td>$44,928.00</td>
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<td>Hammonton, NJ</td>
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<td>Bid 1707</td>
<td>Health Professions Institute Equipment &amp; Supplies, (FY09 HPI Equipment Fund)</td>
<td>Bound Tree Medical</td>
<td>$12,276.96</td>
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<td>V.E. Ralph Medical</td>
<td>73,105.60</td>
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<td>Bid 1708</td>
<td>Buildings D &amp; M Alterations, (FY08 Chapter 12)</td>
<td>T.N. Ward Company</td>
<td>$474,900.00</td>
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<tr>
<td></td>
<td>(Reject &amp; Rebid of 1705)</td>
<td>Atlantic City, NJ</td>
<td></td>
</tr>
<tr>
<td>Bid Exempt 564</td>
<td>Interagency Agreement – Professional Services, Research Workforce Development, (GIS Education Workforce Project Grant)</td>
<td>Rutgers University</td>
<td>$85,000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>New Brunswick, NJ</td>
<td></td>
</tr>
</tbody>
</table>

Res. #84

WHEREAS, the Certificate in Human Services is designed to provide higher education and career opportunities for staff of the New Jersey Departments of Human Services and Children and Families, and

WHEREAS, this is a collaborative effort between the New Jersey Departments of Human Services and Children and Families, the New Jersey Community College Consortium for Workforce and Economic Development and New Jersey community colleges (see attached), and

WHEREAS, this certificate will provide the second step in a career ladder program for Division of Youth and Family Services clerical and support staff in pursuing an education and career in child welfare, and

WHEREAS, this certificate includes 18 credit hours of ACCC general education and program courses and 12 credit hours for one of three previously earned career ladders certifications in the child protective services field, the mental health field or the disability services field, and
WHEREAS, the Curriculum Committee has considered and approved the Certificate in Human Services on May 8, 2009.

THEREFORE BE IT RESOLVED that the Board of Trustees approve offering the Certificate in Human Services, effective spring 2010.

Res. #85

WHEREAS, the New Jersey Department of Education is accepting applications for the FY10 Academic Year for the CTE Partnership Grant: Enhancing Teaching & Student Leadership in the Career Clusters that focus on the federal and state investment in strengthening career and technical education programs,

WHEREAS, the college is proposing:
- To strengthen academic and technical skills in career & technical programs;
- To provide secondary and postsecondary students with a strong experience in academic and career and technical skills; and
- To provide professional development programs for teachers, counselors, and administrators, and

WHEREAS, the benefit to the college will be to initiate and develop a new model career and technical education program(s) for the secondary level that will translate to the postsecondary level (see attached), and

WHEREAS, the term of the grant(s) is September 1, 2009, through August 31, 2010, and the amounts of the grants are:
- Education & Training; and Human Services - maximum $315,000,
- Business, Management & Administration; Finance and Information Technology (IT) - maximum $340,000,
- Marketing, Sales, & Service - maximum $315,000,
- Science, Technology, Engineering & Mathematics (STEM) - maximum $315,000,
- Architecture & Construction; Arts, A/V Tech. & Comm.; Government & Public Admin.; Hospitality & Tourism; Law - maximum $440,000,
- Health Science - maximum $315,000.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to apply for the New Jersey Department of Education FY10 CTE Partnership Grant: Enhancing Teaching & Student Leadership in the Career Clusters from September 1, 2009, through August 31, 2010, for an amount specified above.

Res. #86

WHEREAS, the New Jersey Department of Education is accepting applications for the FY10 Perkins Grant One-Year Spending Plan that focuses on the federal and state investment in strengthening career and technical education programs,

WHEREAS, the college is proposing:
- To strengthen academic and technical skills;
- To provide students with a strong experience in technology in career and technical education programs;
- To develop and expand the use of technology in career and technical education programs; and
- To provide professional development programs for teachers, counselors, and administrators, and

WHEREAS, the benefit to the college will be to initiate, improve, expand, and modernize quality career and technical education programs (see attached), and

WHEREAS, the amount of the grant is $591,268 for one year from July 1, 2009 through June 30, 2010.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to apply for the New Jersey Department of Education FY10 Perkins Grant from July 1, 2009 through June 30, 2010 for an amount of $591,268.
RESOLVED: At a public meeting of the Board of Trustees to be held on June 23, 2009, 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 Trusts 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, ABSTENTION, NO NAYS (Dr. Dworsky abstained from Res. #80)

IX. PRESIDENT’S REPORT

Dr. Mora continued his report with the following items: Atlantic Cape Review honors, interview with Comcast Newsmakers, ACCC walks for heart health at the 2009 Southern NJ Spring Heart Walk, graduation highlights and Board and staff achievements (shown on video).

Dean Carmen Royal reported on recent honors the student publication, Atlantic Cape Review, received from the New Jersey Press Foundation. Awards were presented to: Wayne Derrick Comer II for sports writing (2nd Place), Samantha Lee Brown and Mike Kuzma for layout and design (3rd Place) and the Atlantic Cape Review staff for general excellence (2nd Place). "Last month the students made a presentation on their accomplishments to the Academic and Student Affairs Committee," said Dean Carmen Royal.

A video presentation of Dr. Mora’s April 29, 2009, interview on Comcast Newsmakers by host Ms. Jill Horner was shown in which Dr. Mora discussed community college responsiveness to the recession and unemployment, as well as current initiatives at the college.

Dr. Mora asked Ms. Williams to talk about the recent American Heart Association Southern NJ Spring Heart Walk which is one of the college’s community service events.

Ms. Williams showed a PowerPoint about the heart walk which was held on the Ocean City Boardwalk about a week ago which gave information about the walk and statistics on heart health and employment. The college has been participating in the walk since 2001. She recognized Secretary Hines as the company leader who organized the college’s participation in the activity. “This year the college will explore the feasibility of its ‘fit friendly’ environment for workplace recognition by the American Heart Association,” said Ms. Williams.

Dr. Mora discussed highlights from the recent 42nd annual commencement, during which the college awarded 793 degrees. Honorary associate degrees were presented to Robert J. Boyer, past chairman of the Board of Trustees; Joseph Silipena, former chairman of the Atlantic County Board of Chosen Freeholders; Robert Switzer, a municipal court judge who served as this year’s Beacons by the Sea Visiting Professor and
J. Noah Brown, President and CEO of the Association of Community College Trustees (ACCT). The college received national coverage on the ACCT website.

The colleges newly designed “Facebook” page was shown on video. It was designed by Mike Capen, Geoff Petiffer and Joe D'Agostino.

Ms. Corbalis said they are working on putting the alumni directory on Facebook and opportunities for its interaction with the college website.

Dr. Mora congratulated Dean Gentile and Ms. Corbalis for the website.

Dean Gentile spoke about the new alumni publication, Alumni News the brainchild of Ms. Stacey Clapp, Specialist, College Relations. She stated that Ms. Clapp did her masters on the alumni society and one of her plans was to produce alumni communication.

Mr. Melchiorre said he attends several college and high school graduations. He would like an alumni to speak at the college's graduation and even act as a recruiter for the college.

Dean Gentile said that they are working with the alumni and organizing an active alumni association. She noted that the ACA and nursing alumni associations are active but informal. They are also working on getting an advisory group together and interact with graduation.

Dr. Mora said that he would work with Deans Carmen Royal and Gentile on an alumni being part of the graduation ceremony.

Dr. Mora congratulated Dean Carmen Royal on her appointment to the AtlantiCare Health Services Board.

Mr. Parker mentioned that they wanted to strengthen their relationship with the college's health program. He was pleased that Dean Carmen Royal joined their board. "Our board wanted to be responsible to businesses outside the hospital," said Mr. Parker.

Dean Carmen Royal noted that AtlantiCare asked her to join their board about 1 ½ years ago. When they asked her again recently, she accepted. "It is an honor to be nominated by Mr. Parker. I am looking forward to the challenge," said Dean Carmen Royal.

Ms. Williams noted the appointments and accomplishments of the following individuals (shown on PowerPoint):

- Mr. Melchiorre was re-elected to the Middle Township Board of Education.
- Mr. Tom Dowd was the keynote speaker and recognized as Educator of the Year at the Metropolitan Business and Citizens Association, Annual Scholarship Luncheon (video shown).
Dean Richard Perniciaro and Dr. Theresa DeFranco co-presented at the NJ Association of School Administrators Conference: "How Strategic Planning Can Guide Schools through Tough Economic Times," (shown on PowerPoint).

X. COMMITTEE REPORTS: DISCUSSION/QUESTIONS

Vice-Chairperson Dworsky asked if there were any comments or questions on the committee reports received in the Board packet.

XI. OTHER BUSINESS

Ms. Long gave a summary of the May 19, 2009, NJ Community Colleges Trustee Ambassador Conference Call with updates on several statewide policy and funding issues. She gave detailed information on proposed changes in the state budget for community colleges and the "BSN in 10" bill.

XII. COMMENTS FROM THE PUBLIC

Vice-Chairperson Dworsky asked if there were any questions or items for discussion from the public.

Vice Chairperson Dworsky thanked Dean Carmen Royal and her staff for their assistance at graduation.

XIII. ADJOURNMENT

On motion of Mr. Melchiorre and second by Mr. Boyer the regular session was adjourned at 8:20 p.m. in the Board Room, J-202, ACCC main campus, 5100 Black Horse Pike, Mays Landing, NJ.

Respectfully submitted,

BettyAnn Inloes Hines, ACCC Board Secretary

Attachments: ACCC Foundation Board Report, May 26, 2009
Academic & Student Affairs Minutes, May 20, 2009
Budget, Finance & Audit Committee, May 19, 2009 Minutes
Long-Range Planning & Capital Projects Committee, May 18, 2009 Minutes
Personnel & Board Development Committee, May 18, 2009, Minutes
President Evaluation Committee May 19, 2009, Minutes