I. **CALL TO ORDER REGULAR SESSION**

On Tuesday, June 26, 2012, at 7:00 p.m. Vice Chairperson Dave Evans called the meeting to order and thanked everyone for coming to this evening’s 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 June 14, 2012.

III. **FLAG SALUTE**

Vice Chairperson Evans 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>√ David A. Evans</td>
<td>Dr. Peter Mora</td>
</tr>
<tr>
<td>√ Brian G. Lefke</td>
<td>Kathy Corbalis</td>
</tr>
<tr>
<td>√ Mary B. Long</td>
<td>Eileen Curristine</td>
</tr>
<tr>
<td>√ Andrew W. Melchiorre</td>
<td>Dr. Patricia Gentile</td>
</tr>
<tr>
<td>√ Maria K. Mento</td>
<td>Douglas Hedges</td>
</tr>
<tr>
<td>√ Dr. Richard Stepura</td>
<td>Dr. Richard Perniciaro</td>
</tr>
<tr>
<td>√ Nicholas F. Talvacchia, Esquire</td>
<td>Bobby Royal</td>
</tr>
<tr>
<td>√ Helen W. Walsh</td>
<td>Carmen Royal</td>
</tr>
<tr>
<td></td>
<td>Terry Sampson Budd</td>
</tr>
<tr>
<td></td>
<td>Cathie Skinner, CPA</td>
</tr>
<tr>
<td></td>
<td>Dr. Art Wexler</td>
</tr>
<tr>
<td></td>
<td>BettyAnn Inloes Hines</td>
</tr>
<tr>
<td></td>
<td>Louis J. Greco, Esquire</td>
</tr>
<tr>
<td></td>
<td><strong>Others in Attendance</strong></td>
</tr>
<tr>
<td></td>
<td>Jane Lugo, Atlantic Co. Treasurer &amp; CFO</td>
</tr>
<tr>
<td></td>
<td>Suzanne Flaggerty, AC Employee</td>
</tr>
</tbody>
</table>

V. **CALL TO ORDER EXECUTIVE SESSION**

Vice Chairperson Evans said there would be an executive session following the regular session.

VI. **COMMENTS FROM THE PUBLIC ON AGENDA ITEMS**

None

VII. **BUDGET REPORT**

Ms. Walsh stated that the FY12 Board Financial Report for the eleven months ended May 31, 2012, indicates the college has earned 94.88% of budgeted revenues and expended 87.1% of budgeted expenditures. Although there is some uncertainty with the trend due to three pays in June, it is expected
that with the reallocation of funds from operations and the recent FY12 limits on purchasing and hiring, the college will attain the budgeted margin.

Ms. Walsh noted the additional pages for breakdowns on revenue. She said it was hard work and thanked the Finance Department.

She asked the Board if there were any questions on the financial report.

VIII. RESOLUTIONS

A. Regular Resolutions

Ms. Walsh requested that the Financial Statement Executive Summary be accepted.

Dr. Stepura moved and Mr. Melchiorre seconded acceptance of the Financial Statement Executive Summary for May 31, 2012, Res. #101.

ROLL CALL: ALL AYES, NO NAYS

Ms. Walsh explained Res. #73 Rev. and moved and Mr. Talvacchia seconded the following:

WHEREAS, the college has considered the FY 2013 current revenue and expenditure budget, and
WHEREAS, the college has considered inflationary and incremental increases in the current expenditures, and
WHEREAS, the administration is recommending an average 5.0% increase in general education (in-county), online and culinary tuition (in-county), and mandatory fees (see attached).

THEREFORE BE IT RESOLVED that, upon recommendation of the President, the Board of Trustees approve the following tuition and fees schedule commencing with the summer session 2012.

<table>
<thead>
<tr>
<th>PER CREDIT HOUR</th>
<th>GENERAL EDUCATION</th>
<th>CULINARY</th>
<th>ONLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>In County</td>
<td>$102.00</td>
<td>$306.00</td>
<td>$126.00</td>
</tr>
<tr>
<td>Out-of County</td>
<td>$154.00</td>
<td>$358.00</td>
<td>$126.00</td>
</tr>
<tr>
<td>Out-of State</td>
<td>$204.00</td>
<td>$408.00</td>
<td>$126.00</td>
</tr>
<tr>
<td>Foreign</td>
<td>$204.00</td>
<td>$408.00</td>
<td>$126.00</td>
</tr>
</tbody>
</table>

SCHEDULE OF FEES

<table>
<thead>
<tr>
<th>MANDATORY FEES, ALL STUDENTS</th>
<th>FY 2013</th>
<th>FY 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fee (excluding online courses)</td>
<td>$12.80/cr.</td>
<td>$12.20/cr.</td>
</tr>
<tr>
<td>Information Services Fee</td>
<td>$5.40/cr.</td>
<td>$5.10/cr.</td>
</tr>
<tr>
<td>Facilities Fee (excluding online courses)</td>
<td>$3.20/cr.</td>
<td>3.05/cr.</td>
</tr>
<tr>
<td>Student Activity Fee, Fall and Spring semesters</td>
<td>$1.10/cr.</td>
<td>$1.05/cr.</td>
</tr>
<tr>
<td>Student Accident Insurance, Summer semester</td>
<td>N/C</td>
<td>$1.50</td>
</tr>
<tr>
<td>Student Accident Insurance, Fall and Spring, per semester</td>
<td>N/C</td>
<td>$2.50</td>
</tr>
<tr>
<td>Student Health Insurance includes Fall, Spring, Summer Semesters</td>
<td>N/C</td>
<td>$46.00</td>
</tr>
<tr>
<td>“ “ “ includes Spring and Summer Semesters</td>
<td>N/C</td>
<td>$33.00</td>
</tr>
<tr>
<td>“ “ “ Summer semester only</td>
<td>N/C</td>
<td>$21.00</td>
</tr>
</tbody>
</table>

N/C means No Change/cr. means credit
### APPLICATION, ENROLLMENT & REGISTRATION FEES

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

### PROGRAMS - SPECIAL FEES

**ACADEMY OF CULINARY ARTS:**

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Culinary Arts credit-by-exam fee, non-refundable</td>
<td>N/C $260/per course</td>
</tr>
<tr>
<td>Culinary Awards Ceremony Fee</td>
<td>N/C $30.00</td>
</tr>
<tr>
<td>Culinary Program Fee</td>
<td>$283.00/cr.</td>
</tr>
<tr>
<td>$273.00/cr.</td>
<td></td>
</tr>
</tbody>
</table>

**ALLIED HEALTH AND NURSING PROGRAMS**

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEAS V (nursing entrance exam fee)</td>
<td>$60.00 $50.00</td>
</tr>
<tr>
<td>Clinical Fee: NURS</td>
<td>$246.00/cr.</td>
</tr>
<tr>
<td>Professional Liability Insurance Fee, all clinical courses</td>
<td>N/C $5.00</td>
</tr>
</tbody>
</table>

**TECHNOLOGY STUDIES INSTITUTE**

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Traffic Control Terminal Program Fee (ATCT)</td>
<td>N/C $300.00</td>
</tr>
<tr>
<td>Aviation Program Fee</td>
<td>$300.00/cr.</td>
</tr>
<tr>
<td>AVIT excluding AVIT 125, 150</td>
<td></td>
</tr>
</tbody>
</table>

### PROGRAMS – SPECIAL FEES (continued)

**TECHNOLOGY STUDIES INSTITUTE (continued)**

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private Pilot Course Fee</td>
<td>$10,000/course</td>
</tr>
<tr>
<td>AVIT 210</td>
<td></td>
</tr>
<tr>
<td>Instrument Pilot course Fee</td>
<td>$12,000/course</td>
</tr>
<tr>
<td>AVIT240</td>
<td></td>
</tr>
<tr>
<td>Commercial Pilot Course Fee</td>
<td>$21,000/course</td>
</tr>
<tr>
<td>AVIT280</td>
<td></td>
</tr>
</tbody>
</table>

### COURSE-RELATED FEES

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Developmental Service Fee</td>
<td>$35.50 $33.80</td>
</tr>
<tr>
<td>DEVS, Math 074, 073, ENG 070, 080; DEVA</td>
<td></td>
</tr>
<tr>
<td>English as a Second Language Service Fee</td>
<td>$35.50 $33.80</td>
</tr>
<tr>
<td>ESLN courses except: ESLN 074, 091, 094</td>
<td></td>
</tr>
<tr>
<td>Light Technology Course Fee</td>
<td>$18.30/cr.</td>
</tr>
<tr>
<td>$17.40/cr.</td>
<td></td>
</tr>
<tr>
<td>ARTS 115, 116, 128, 135, 208, ARTS/CISM 165; Computer Labs</td>
<td></td>
</tr>
<tr>
<td>Studio Arts Course Fee: ARTS 100, 110, 111, 112, 120, 200, 205, 206, 207, 209, 210, 211, 212, 214, 217, 218, 221, 222, 223, AERG 101, 200, 201, 202, 204, MATH 155, 156, 220, 255, 256</td>
<td></td>
</tr>
<tr>
<td><strong>HOSP200</strong></td>
<td></td>
</tr>
<tr>
<td>Heavy Technology Course Fee</td>
<td>$27.00/cr.</td>
</tr>
<tr>
<td>$25.60/cr.</td>
<td></td>
</tr>
<tr>
<td>Science labs, HPED 117, 118</td>
<td></td>
</tr>
<tr>
<td>Lab Kit Fee for ESCI100 online section</td>
<td>$140.00/per course</td>
</tr>
<tr>
<td>Site Visits Fee (Fieldwork, Internships, Practicums)</td>
<td>$18.30/cr.</td>
</tr>
<tr>
<td>$17.00/cr.</td>
<td></td>
</tr>
<tr>
<td>Certification Fee (CDCC 120, ALHT 130)</td>
<td>N/C $20.00</td>
</tr>
<tr>
<td>High School Dual Credit Enrollment</td>
<td>$43.00/cr.</td>
</tr>
<tr>
<td>$41.00/cr.</td>
<td></td>
</tr>
</tbody>
</table>

### TESTING FEES

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institutional Credit-by Examination Testing Fee</td>
<td>N/C $25.00</td>
</tr>
<tr>
<td>upon successful completion, cost will be the current per-credit rate minus the $25.00 testing fee.</td>
<td></td>
</tr>
</tbody>
</table>
## MISCELLANEOUS FEES

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee 1</th>
<th>Fee 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collection Fee, Delinquent Accounts</td>
<td>N/C</td>
<td>$30.00</td>
</tr>
<tr>
<td>Returned Check Service Charge</td>
<td>N/C</td>
<td>$35.00</td>
</tr>
<tr>
<td>Deferred Payment Plan Fee</td>
<td>N/C</td>
<td>$25.00</td>
</tr>
<tr>
<td>Graduation Fee, all graduating students (Graduation Audit)</td>
<td>N/C</td>
<td>$30.00</td>
</tr>
<tr>
<td><strong>Professional Series Audit Fee</strong></td>
<td></td>
<td>$30.00</td>
</tr>
<tr>
<td>Late Fee</td>
<td>N/C</td>
<td>$25.00</td>
</tr>
<tr>
<td>Additional Parking Sticker Fee, students</td>
<td>N/C</td>
<td>$3.00</td>
</tr>
<tr>
<td>Student ID Card Replacement</td>
<td>N/C</td>
<td>$5.00</td>
</tr>
<tr>
<td>Transcript Evaluation Fee: Evaluation of credits from other colleges</td>
<td>N/C</td>
<td>$20.00</td>
</tr>
<tr>
<td>Articulation agreements, Advanced Placement, CLEP, military, Police Training agreements, PONSI, &amp; Tech Prep.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ROLL CALL: ALL AYES, NO NAYS

Vice Chairperson Evans thanked Ms. Walsh for her thoroughness and efficiency and the Budget, Finance and Audit Committee for a wonderful job.

Mr. Melchiorre referred to Page 5 of 5 of the Board Financial Report, Executive Summary and asked about the status of the goals associated with the FY2012 Expenditures by Strategic Goal now that we are using the Achieving the Dream model.

Dr. Mora stated that our involvement with Achieving the Dream does not change the college’s 2012-2016 Strategic Plan which is based on Goal 1, Goal 2 and Goal 3. This is the first year of the new plan.

Dean Perniciaro said that the outcomes report in August will show what those measures are by benchmarks of the goals and objectives but will not be numbered by priorities.

Mr. Melchiorre thanked them for the clarification.

### B. Consent Resolutions

Vice Chairperson Evans asked if there were any consent resolutions to be removed from for further discussion prior to the reading of the list by Secretary Hines.

Mr. Talvacchia wanted it noted that he will abstain from Res. #103 Rev.

Secretary Hines read the following resolutions Res. #100, Res. #92 Rev. Amended, Res. #102, Res. #102A, Res. #102B, Res. #102C, Res. #102D, Policy for Adoption, Res. #103 Rev., Res. #103A, Res. #103B Rev., Res. #103C, Res. #104,Res. #105, Res. #106, Res. #107,Res. #108 and Res. #109—to be considered for adoption.
Mr. Talvacchia moved and Ms. Long seconded the following:

Res. #100

May 30, 2012, Regular Session Minutes

**Secretary’s Note:** The Board is holding Executive Session Minutes for May 30, 2012.

Res. #92 Rev. Amended

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

**Appointments**


**Resignation**

Kathleen Nickolich, Specialist, Aviation, Technology Studies Institute and GIS Programs effective June 30, 2012.

**Faculty Promotions**

John Atsu-Swanzy, from Assistant Professor, Mathematics to Associate Professor, Mathematics effective September 4, 2012 at a salary increase from $55,496 to $59,354.

Denise Coulter, from Associate Professor, English to Professor, English effective September 4, 2012 at a salary increase from $62,608 to $70,285.

Cheryl Knowles-Harrigan, from Assistant Professor, Art, to Associate Professor, Art effective September 4, 2012 at a salary increase from $56,298 to $59,354.

Amy Shelton, from Assistant Professor, Mathematics, to Associate Professor, Mathematics, effective September 4, 2012 at a salary increase from $56,298 to $59,354.

Res. #102

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

**Appointment**

Laurie Lemons, Assistant Professor, Chemistry at an annual salary of $52,829 effective September 4, 2012.

**Faculty Promotion**

Paula Manns, from Associate Professor, Business to Professor, Business effective September 4, 2012 at a salary increase from $75,317 to $79,082.

**Resignation**

Alex Kuprianov, Senior Instructor, Technology Studies Institute retroactive to June 8, 2012.

Res. #102A

It is respectfully recommended, by the President, that the Board approve the following:
Title Change and Salary Adjustment

Jean McAlister from Associate Dean, Continuing Education Operations to Associate Dean, Continuing Education Operations and Business Development, effective November 1, 2011 with a 5 per cent base salary increase, bringing her salary retroactively from $79,849 to $83,841.

Res. #102B

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

Reclassification

Sherwood Taylor, from Director, Institute for Service Excellence and Continuing Education Marketing Director to Director, Workforce Development, effective July 1, 2012, with a 5 percent base salary increase, bringing his salary from $69,635 to $73,117.

Res. #102C

WHEREAS, under New Jersey Community College Contract Law a formal agreement for professional legal services may be negotiated or awarded without public advertising for bids, and

WHEREAS, Atlantic Cape Community College has determined and certified, in writing, that the value of this acquisition will exceed $17,500, and

WHEREAS, in addition to advising the Board and administration on local, state and federal regulatory requirements, Mr. Greco has served the trustees and college community effectively as an educator, mediator, spokesperson and contract administrator, and

WHEREAS, his expertise has guided the institution through legal matters and minimized financial exposure when action was taken against the college, and

WHEREAS, an assessment of Mr. Greco’s performance has yielded an “excellent” performance rating, and

WHEREAS, Louis J. Greco, Esq., will continue to provide legal counsel for a retainer fee of $42,493 per annum and an hourly rate of $124.21 for litigation and off campus hearings, and

WHEREAS, Atlantic Cape Community College has completed and submitted a Business Entity Disclosure Certification which indicates that Mr. Greco has not made any reportable contributions to a political committee or candidate in Atlantic or Cape May counties during the previous year, and that the 2012-2013 legal services contract prohibits Mr. Greco from making reportable contributions, and

WHEREAS, the term of this contract is one year, effective July 1, 2012 and ending June 30, 2013.

THEREFORE BE IT RESOLVED, upon the recommendation of the President, the Board authorizes a one-year legal services contract with Louis J. Greco, Esq.

Res. #102D

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

Transition to Institutional Funding

Ellen Splaver, Counselor II, Educational Opportunity Fund, at an annual salary of $59,165, 46.9% Institutional/53.1% EOF grant, effective FY 12.
Policy for Adoption

Policy No. 847  
Area: Human Resources  
Adopted: 04/23/96

Revisions Approved: 06/26/12 (expected)

Description: Safety and Health
It is the responsibility of the college to provide a safe and secure working environment for all employees. Each employee must perform his/her work in a safe and considerate manner.

The College has developed and periodically reviews an emergency operations plan to provide a baseline of preparedness for all potential emergencies.

The supervisor is responsible for insuring that the working conditions are free of hazards and that each new employee is instructed in the conduct of work in a safe manner.

Safety rules have been established for the protection of all employees. These rules may be considered as rules of conduct and will be enforced as such. Violation of safety rules will be grounds for disciplinary action.

Employees should notify their supervisors immediately upon learning of an unsafe condition. The supervisor will then follow-up on this information by reporting the condition to the Director of Facilities Management.

See also:  
Emergency Operations Plan No 847.2  
Emergency Closings No 502  
Emergency Closings Procedures No. 502.1  
Lines of Authority in the absence of the president No. 504  
College Identification Badges No. 847.1

Back to the Policies and Procedures Main Menu

Res. #103 Rev.

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

Bid 1758R  
Chiller Maintenance, 5-year Contract, $49,000 annually (FY13-FY17 Facilities), all three campuses  
Carrier Corporation, Syracuse, NY  
$245,000.00

Bid 1760  
Custodial Supplies, (FY13 Facilities Management Operational)  
Penn Jersey  
Egg Harbor Township, NJ  
$3,734.16  
Edward Don & Co.  
Mt. Laurel, NJ  
$5,945.88  
Hillyard, Inc.  
Warminster, PA  
$9,979.84  
Camden Bag & Paper  
Mt. Laurel, NJ  
$7,140.12  
Calico Industries  
Annapolis Junction, MD  
$1,673.54  
Interboro Packaging  
Montgomery, NY  
$4,416.00  
Unipak Corp.  
Brooklyn, NY  
$3,600.00  
Central Poly Corp.  
Linden, NJ  
$1,962.00  
Interline Brands (Amsan)  
Winslow, NJ  
$27,049.79  
$65,501.33
<table>
<thead>
<tr>
<th>Bid 1762</th>
<th>Paper &amp; Envelopes, (FY13 Central Stores/Print Shop Operational/ Department Backcharge), award based on unit price, total based on FY12 usage</th>
<th>$48,021.95 (estimate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper Mart</td>
<td>East Hanover, NJ</td>
<td>$40,588.95</td>
</tr>
<tr>
<td>W.B. Mason</td>
<td>Secaucus, NJ</td>
<td>$7,433.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bid 1763</th>
<th>Fixed Fire Protection System, 3-Year Contract, (FY13-FY15 Facilities Management), all three campuses</th>
<th>$28,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>AWT Fire Protection</td>
<td>Collings Lakes, NJ</td>
<td>$21,200.00</td>
</tr>
<tr>
<td>Rich Fire Protection</td>
<td>Pleasantville, NJ</td>
<td>$6,800.00</td>
</tr>
</tbody>
</table>

| JPC Bid | Electric, Consortium Bid Purchase – **Award Low Bid Per Account Type** | Secondary: $0.07244 per kWh  
Primary: $0.07103 per kWh |
| --- | --- | --- |
| **Secondary Acc’t.:** South Jersey Energy, Folsom, NJ  
**Primary Acc’t.:** Reliant Energy Houston, TX |

**Res. #103A**

**Bid Exempt 634**

New Jersey Community College Insurance Pool

WHEREAS, the College has adopted a resolution dated June 23, 1987, agreeing to become a participant in the New Jersey Community College Insurance Pool, and

WHEREAS, the College agreed to participate as a member of the Pool and contribute such sums and pay such assessments into the Pool that are required for the administration costs and claims for Worker’s Compensation coverage (see attached), and

WHEREAS, said assessment for FY 2012-2013 is $248,286, and

WHEREAS, Pay to Play requirements do not apply to this contract.

THEREFORE BE IT RESOLVED that the College remit the assessment of $248,286 to the New Jersey Community College Insurance Pool for the New Jersey Community College Insurance Pool Worker’s Compensation Fund.

**Res. #103B Rev.**

**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR BORDEN PERLMAN**

**Bid Exempt 635**

Insurance – Multi Peril/Commercial, Data Security Liability, E & O, Umbrella, Environmental and Excess

WHEREAS, under New Jersey Community College Contract Law a Contract for Insurance 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 exceed the Pay to Play Requirements of $17,500 (see attached), and

WHEREAS, the prices documented represent the contract for Fiscal Year 13, and

WHEREAS, Borden Perlman of Lawrenceville, NJ has submitted a proposal to the NJ Community College Insurance Pool dated May 17, 2012, indicating they will provide coverage at the following premiums:
Multi Peril/Commercial $181,711  
Data Security Liability 13,103  
Umbrella 8,953  
E & O 57,155  
Environmental 13,024  
Excess 13,692  
NJ Surcharges Included in above  

TOTAL $287,638  

WHEREAS, Philadelphia Indemnity, providers of the multi peril/commercial package and the umbrella policies, has provided a guaranteed reduced rate level for three years. Philadelphia Indemnity Insurance Company will be the exclusive insurer for the period of July 1, 2012 to July 1, 2015 for those policies, and

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

THEREFORE BE IT RESOLVED that the board of Trustees of Atlantic Cape community college authorizes a contract with Borden Perlman as described herein, and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

Res. #103C

RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR  
X-Stream Leadership Group  
Pottstown, PA

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 Director of Business Services has determined that the value of the contract will exceed $17,500; and therefore fall under NJ Pay to Play regulations; and

WHEREAS, the anticipated term of this contract is for one year in the amount of $28,000.00 as approved by this governing body (see attached); and

WHEREAS, X-Stream Leadership of Pottstown, PA has completed and submitted a Business Entity Disclosure Certification which certifies that X-Stream Leadership Group has not made any reportable contributions to a political or candidate committee in the counties of Atlantic and Cape May in the previous one year, and that the contract will prohibit X-Stream Leadership Group from making any reportable contributions through the term of the contract.

THEREFORE, BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College, authorizes Terry Budd, Executive Director of Administration and Business Services to enter into a contract with X-Stream Leadership Group as described herein; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification will be placed on file with this resolution.

Res. #104

WHEREAS, Atlantic County is soliciting applications for the Work First New Jersey Program (WFNJ). Atlantic Cape submitted an application on May 31, 2012, and
WHEREAS, WFNJ will provide funding for countywide performance-based contracts to provide job readiness training for WFNJ recipients who reside in Atlantic and Cape May Counties.

WHEREAS, WFNJ will provide Atlantic Cape with a grant in the range of $150,000 to $200,000 with a proposed Level of Service of 150 people over one year, for countywide performance-based contracts to provide job readiness training for WFNJ recipients, over the anticipated term of July 1, 2012, through June 30, 2013 (see attached).

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval of Atlantic Cape’s submission of an application to Atlantic County for an anticipated grant in the range of $150,000 to $200,000 over the anticipated term of July 1, 2012 through June 30, 2013.

Res. #105

WHEREAS, Atlantic County is soliciting applications for In-School Youth Programs for Atlantic County. Atlantic Cape submitted an application on June 5, 2012, and

WHEREAS, In-School Youth Programs for Atlantic County will provide funding for comprehensive educational and employment preparation services to eligible low-income youth ages fourteen to twenty-one, and

WHEREAS, In-School Youth Programs will provide Atlantic Cape with a grant in the range of $100,000 to $150,000 with a proposed Level of Service of 25 people over one year, for comprehensive educational and employment preparation services to eligible low income youth ages fourteen to twenty-one, over the anticipated term of July 1, 2012 through June 30, 2013 (see attached).

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval of Atlantic Cape’s submission of an application on June 5, 2012, to Atlantic County for an anticipated grant in the range of $100,000 to $150,000 over the anticipated term of July 1, 2012 through June 30, 2013.

Res. #106

WHEREAS, New Jersey Dept. of Labor has awarded a grant to Atlantic Cape for the FY2012 Customized Training Grants for Employers Investing in their Workers’ Skills, and

WHEREAS, the FY2012 Customized Training Grants for Employers Investing in their Workers’ Skills will provide funding for the South Jersey Industries Consortium Grant, and

WHEREAS, the FY2012 Customized Training Grants for Employers Investing in their Workers’ Skills will provide Atlantic Cape with a grant of $121,600 for South Jersey Industries Consortium Grant over the term of May 7, 2012 through May 7, 2013 (see attached).

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to accept a grant from the New Jersey Dept. of Labor, FY2012 Customized Training Grants for Employers Investing in their Workers’ Skills, with a grant of $121,600 over the term of May 7, 2012 through May 7, 2013.

Res. #107

WHEREAS, the New Jersey Department of Education is soliciting applications for FY13 Perkins Grant program, and

WHEREAS, the FY13 Perkins Grant program will provide funding for strengthening vocational and technical education programs including:

- Strengthening academic and technical skills;
- Providing students with a strong experience in technology in career and technical education programs;
• Developing and expanding the use of technology in career and technical education programs; and
• Providing professional development programs for teachers, counselors, and administrators, and

WHEREAS, the FY13 Perkins Grant program will provide Atlantic Cape with a grant of $722,977 for strengthening vocational and technical education programs over the term of July 1, 2012 through June 30, 2013 (see attached).

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to submit an application to the New Jersey Department of Education, FY13 Perkins Grant program for a grant of $722,977 over the term of July 1, 2012 through June 30, 2013.

Res. #108

WHEREAS, the New Jersey Department of Labor and Workforce Development is soliciting applications for the Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant Program, and

WHEREAS, the Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant Program will provide competitive funding for adult education and literacy services, family literacy services and assistance to adults in the completion of a secondary school education (see attached), and

WHEREAS, the Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant Program will provide Atlantic Cape with a grant of up to $601,234 for adult education and literacy services, family literacy services and assistance to adults in the completion of a secondary school education over the term of July 1, 2012 through June 30, 2013.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to submit an application to the New Jersey Department of Labor and Workforce Development for the Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant Program for an anticipated grant totaling up to $601,234 over the term of July 1, 2012 through June 30, 2013.

Res. #109

RESOLVED: At a public meeting of the Board of Trustees to be held on July 24, 2012, that pursuant to Sections 7 and 8 of the "Open Public Meetings Act", the following subject(s) may be discussed in an executive session of the Board of Trustees closed to the public:

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

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

ROLL CALL: AYES, NO NAYS, ABSTENTION (Mr. Talvacchia on Res. #103 Rev. only)

IX. PRESIDENT’S REPORT

A. Recognition – Dean Bobby Royal

Vice Chairperson Evans said he wanted to recognize “one of our best and brightest” Dean Bobby Royal upon his retirement. “You walked tall through the campus,” Vice Chairperson Evans said, noting his remark spoke to Bobby’s leadership and not just the height of the former Atlantic Cape basketball player and coach. He read a commemorative resolution of the one adopted on June 26, 2012.
Vice Chairperson Evans noted he has been on the Board for eight years and also served on the Diversity, Equity and Community Affairs Committee and the Community Affairs Advisory Committee. He remembered the first time he met Bobby and he “became like a brother to him” he shared. “He walks through the halls like a beacon to students, faculty and staff and he has an overwhelming charisma. He has been an asset to both counties.

The Board applauded.

Mr. Royal said when he came to the college he was a “diamond in the rough” and he thanked the college for the opportunity to finish his education. “To the new employees I say, ‘you will love it here,’ ” said Mr. Royal.

Secretary’s Note: A photo was taken of Mr. Bobby Royal with Dr. Mora and Vice Chairperson Evans.

B. Student Affairs

Carmen Royal, Dean of Students, gave a PowerPoint presentation on the Student Affairs Department—Admissions and College Recruitment, Testing Center, Financial Aid & Veterans, Enrollment Services, Student Development & Judicial Officer, Counseling & Support Services, Student Activities/Athletics and Students Services WACC & CMCC—commenting and giving highlights on the following areas:

- Admissions/Recruitment
- Testing Center
- Financial Aid Office
- Enrollment Services
- Judicial Affairs/Behavioral Assessment Team
- Counseling & Support Services
- Additional Functions/Services
- Student Leadership Programs
- Student Activities/Athletics
- Commencement

Dean Carmen Royal asked if there were any questions.

Vice Chairperson Evans thanked Dean Carmen Royal for her report.

X. COMMITTEE REPORTS: DISCUSSION/QUESTIONS

None

XI. OTHER BUSINESS

Secretary’s Note: Inadvertently, the Board correspondence was not read last month.
Vice Chairperson Evans said the Board received a complimentary letter from Ms. Jill Geller, a recent graduate.

Senator Robert Menendez sent a letter thanking the college for the commencement invitation but declined due to prior commitments said Vice Chairperson Evans.

Vice Chairperson Evans noted that the New Jersey Council of County Colleges recognized Dr. Wexler, Dr. Gentile and Ms. Budd on their recent receipt of the New Jersey Council of County Colleges’ Spirit Awards for their work on the Big Ideas project.

Ms. Walsh stated that earlier this month Dr. Mora received the Citizenship Award at the Father Tom Schiavo Brotherhood Service at Temple Beth El where he received a standing ovation. She noted that Dr. Mora is doing wonderful things for the college and is being recognized by the community.

Dr. Mora said it was a wonderful experience and he appreciated the honor.

Mr. Talvacchia said he was saddened to hear of the sudden passing of former employee, Vanessa English. Other trustees spoke warmly of their interactions with Ms. English in her role in the president’s office.

XII. COMMENTS FROM THE PUBLIC

Ms. Lugo gave a bond update for the STEM Building and hospitality wing noting it was on schedule. She said it includes the $8 ½ million for Chapter 12 for 2012, $5 million match for CRDA money, $4 ½ million match for other outside construction, $1.5 million for 2013 Chapter 12. She said the State is allowing the inclusion of the $1.5 million although formally approval is pending. The total bond of $19,550,000.

XIII. ADJOURNMENT

On motion of Mr. Melchiorre and second by Dr. Stepura the regular session was adjourned at 8:45 p.m., in Room 113, Cape May County Campus at 314 Court House-South Dennis Road, Cape May Court House, NJ.

Respectfully submitted,

BettyAnn Inloes Hines, Atlantic Cape Board Secretary

Attachments: Atlantic Cape Foundation Board Report, June 2012
              Academic & Student Affairs Committee Minutes, June 20, 2012
              Budget, Finance & Audit Committee Minutes, June 19, 2012, w/attachments
              Long-Range Planning & Capital Projects Committee Minutes, June 19, 2012
              Personnel & Board Development Committee Minutes, June 20, 2012