I. CALL TO ORDER REGULAR SESSION

On Tuesday, July 28, 2009, at 6:56 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 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 July 16, 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.

Secretary’s Note: Mr. Reynolds left the meeting before roll call but returned shortly thereafter.

IV. ROLL CALL

<table>
<thead>
<tr>
<th>Board Members</th>
<th>College Personnel</th>
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<tr>
<td>Sheyla Ayala-Mantilla</td>
<td>Dr. Peter Mora</td>
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<td>Lynn G. Baumgardner</td>
<td>Kathy Corbalis</td>
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<td>Robert J. Boyer</td>
<td>Patricia Gentile</td>
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<td>Thomas J. Dowd</td>
<td>Douglas Hedges</td>
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<td>Dr. Elizabeth A. Dworsky</td>
<td>Dr. Richard Perniciaro</td>
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<td>David A. Evans</td>
<td>Bobby Royal</td>
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<td>Andrew W. Melchiorre</td>
<td>Carmen Royal</td>
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<td>Eric Reynolds</td>
<td>Terry Sampson</td>
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<td>Maria Ivette Torres</td>
<td>Cathie Skinner, CPA</td>
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<td>Dr. Art Wexler</td>
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<td>Brittany Williams</td>
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<td>BettyAnn Inloes Hines</td>
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<td>Louis J. Greco, Esquire</td>
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Others in Attendance

Jane Lugo, Atlantic Co. Treasurer & CFO
Dr. Josette Katz, ACCC Employee
Dan Thoren, ACCC Employee
Donna Vassallo, ACCC Employee
Stephen Bruner, Exec. Dir., Atlantic Cape May Workforce Investment Board
Lou Paludi, Chairperson, Community Initiatives for CAP
Rona Kaplan, Esquire, Cooper & Levenson
Pamela Fields, Executive Dir., Main Street Atlantic City
Lennox Warner, Chairman, Atlantic City Arts Commission
Diane D’Amico, Reporter, The Atlantic City Press
V. **CALL TO ORDER EXECUTIVE SESSION**

Vice Chairperson Dworsky said there was no need for an executive session and the regular session would begin with Dr. Mora presenting his "President's Report" to accommodate the guests in attendance.

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

Vice Chairperson Dworsky asked if there were any comments from the public.

Vice Chairperson Dworsky welcomed the guests and public in attendance.

VII. **PRESIDENT'S REPORT:**

Dr. Mora noted that he would report on three items: (1) Community Affairs Program update, (2) Hospitality Management Program receiving accreditation from the Accreditation Commission for Programs in Hospitality Administration (ACPHA), and (3) the Association of Gaming Equipment Manufacturers (AGEM) donation to the Casino Career Institute.

Dr. Mora reiterated that when he became president, he asked Dean Bobby Royal to take on the college-wide effort of community affairs and services and just recently added the Safe Campus Initiative to his charge. Dr. Mora said, "At the Board Retreat, Ms. Baumgardner noted as one of our goals that the Board become more involved with the community especially at the Worthington Atlantic City Campus."

Therefore, Dr. Mora asked Dean Bobby Royal to explain the continuing efforts of the Diversity, Equity and Community Service Committee: Community Affairs Department in accomplishing their theme "ACCC WORKING IN AND GIVING BACK TO THE COMMUNITY." The following Community Affairs Program advisory board members gave reports: Mr. Stephen Bruner; Ms. Pamela Fields; Ms. Rona Kaplan, Esq.; Mr. Lou Paludi; and Mr. Lennox Warner.

**Secretary's Note:** The July 28, 2009, agenda and document, Community Affairs Program, ACCC Working in and Giving Back to the Community, was handed out to the Board

Dean Bobby Royal said this is the third year of the Community Affairs Program and they are becoming involved with community leaders and faith based programs. He thanked Ms. Baumgardner, Ms. Torres and Ms. Walsh for their dedication of time, money and hard work all of which contributed to the success of the program. Dean Bobby Royal asked Mr. Louis Paludi, Chairperson of Community Initiatives for the Community Affairs Program, to speak on the role of the college in education and training for the community.
Mr. Paludi said it is a great opportunity to come before the Board about what the Community Affairs Program is doing in the community. They have accomplished many things and working with Main Street Atlantic City has been one of them, interacting with a broad range of people from many agencies in the city, and accommodating the students in the casino industry. “ACCC will continue to be a major factor in the community and the education system,” said Mr. Paludi.

Dean Bobby Royal said that this program has not only allowed the college to give back to the community but it has also enriched the working relationship of the college with the community.

Dean Bobby Royal introduced Ms. Rona Kaplan, Esq., of Cooper Levenson to talk about the Champions of Youth Program.

Ms. Kaplan shared that the Champions of Youth Program is in its second year and is a partnership with the Atlantic City Boys and Girls Club and Atlantic City High School. This was the idea of Mr. Michael Evert with the assistance of Ms. Janet Brenner. The program enables Atlantic City High School students to attend ACCC while in their senior year of high school. Eight students are scheduled to attend the college in the fall with seven of them in the Champions of Youth Program. There is a support system in place with Mr. Evert encouraging the students, the counselors recognizing the students and people in the community acting as mentors. This program allows students that would not necessarily go to college to be on the college campus before they leave high school. “The students come to know what you will and can do for them and this is a great program. Ms. Brenner was always there to help,” said Ms. Kaplan.

Dean Bobby Royal asked Mr. Stephen Bruner, Executive Director, Atlantic Cape May Workforce Investment Board, to talk about the Faith Based Ex-Offenders Program.

Mr. Bruner commented as follows:

The state held a statewide Webinar and from that effort we agreed to hold an Atlantic County Faith Based Conference at the Worthington campus for 30 local faith and community based leaders. That occurred in September 2008 due to the work of ACCC’s Community Affairs Program Advisory Committee, the WIB, the County and other community based groups! The number one concern was ex-offenders services in our community. The group continues to meet to address this and other community issues that the faith based community needs assistance in addressing.

Noting that the college has an open-door admissions policy and it is important to have resources in the community, Dean Bobby Royal introduced Ms. Pamela Fields, Executive Director, Main Street Atlantic City Initiative. Since April of this year, her services are on loan from the city for three years to
work on the Main Street Atlantic City Initiative along with the Downtown Revitalization Program. "This is a partnership with the college and the city's economic restructuring in collaboration with other partners and grants to change downtown Atlantic City," said Dean Bobby Royal.

Ms. Fields explained the revitalization goals of Main Street Atlantic City for which Dean Bobby Royal serves as president of the board of directors.

**Secretary's Note:** Ms. Fields left invitations for the Board to MiMa, Main Street Atlantic City's *After Hours on August 20.*

Dean Bobby Royal introduced Mr. Lennox Warner, Chairman of the Atlantic City Arts Commission, to talk about a recent art competition for Atlantic City High School students sponsored by the commission. The winning art works, on display at the meeting, will hang at the Worthington Atlantic City Campus.

Mr. Warner said that the commission wanted the students to create an original painting of an Atlantic City public safety emergency person or vehicle. Two students under the direction of Ms. Jennifer Pullman, Atlantic City High School art teacher, designed the winning art works. Ms. Amanda McCabe, painted a beach patrol montage, and Ms. Annlee Hoang, painted a police dog and a fire dog standing in front of their respective city stations.

The Board applauded the accomplishments of the Diversity and Equity Committee's Community Affairs Program along with the assistance of Dean Bobby Royal and Ms. Janet Brenner.

Dr. Mora emphasized that the Community Affairs Program was put together as a college priority. It represents the catalyst of the college and community. It is a model program.

Dr. Mora asked Dean Wexler to give details on the accreditation process for the college's Hospitality Management Program.

Dean Wexler noted that this is the second program for first time accreditation in the past year. The last one was for the culinary program. He announced that the Hospitality Management Program received accreditation from the Accreditation Commission for Programs in Hospitality Management (ACPHM). This signifies that the college's degree program meets or exceeds stated standards of educational quality. It is a rigorous process of peer assessment and review. Dr. Wexler credited several faculty members for their work in securing the accreditation and introduced them to speak about the process. Recognized were: Dan Thoren, Business Department Chair; Dr. Josette Katz, Professor of Hospitality Management; and Donna Vassallo, Assistant Professor of Hospitality Management.
addition, recognition was given to Dr. Dorothea Dunayer, Director of Academic Program Effectiveness and Dual Enrollment, for her efforts at providing administrative support for the overall process.

Professor Thoren gave credit for the project to Professors Katz and Vassallo. "I'm proud of the work that Josette and Donna have done," he said. Also recognized, but unable to attend the meeting was Dr. Dottie Dunayer, Director of Academic Program Effectiveness and Dual Enrollment.

Dean Wexler asked Professor Thoren to discuss the implementation of what Professors Katz and Vassallo had to accomplish to receive accreditation.

Professor Thoren said that Professors Katz and Vassallo deserve the credit for coordinating everything from classes being visited to meetings being held with the advisory board. "I am proud of Josette and Donna and thank them for their hard work," said Professor Thoren.

Professor Katz compared the accreditation to that of four-year schools noting that the college introduced a mandatory internship program.

Professor Vassallo gave kudos to Professor Katz. She talked about the students and the program. Professor Vassallo thanked the college for acknowledgement of this accomplishment.

Ms. Torres thanked the professors for their hard work in having positive things happening at the school.

Dean Gentile reported on the $25,000 donation made to the Casino Career Institute by the Association of Gaming Equipment Manufacturers (AGEM). The funds will provide scholarships to slot technology students. The check was presented by Mr. Mac Seelig, CEO and President of AC Coin & Slot, and Mr. Tom McCormick of AGEM. Dean Gentile credited Mr. Seelig, now serving as Honorary Chairperson of the College’s Capital Campaign, for his longtime support of the college and CCI.

Secretary’s Note: A video was shown of the check presentation.

Secretary’s Note: Photographs were taken of honored guests with Vice Chairperson Dworsky and Dr. Mora.

VIII. BUDGET REPORT

Vice Chairperson Dworsky asked Mr. Evans to give the Board financial report.

Mr. Evans stated that the report reflects college revenues and expenditures through June 30, 2009, and FY 2009 year-end adjustments through July 20, 2009. 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 has received approximately 2.5% ($160,00) 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. From the financial data at this date, the college's total revenue is approximately $96,000 (.25%) less than budgeted.

On the expense side, there is currently a budget balance available of $1,153,409. Actual salaries and benefits are approximately $300,000 less than budgeted year to date primarily due to health benefit rates lower than those estimated for the fiscal year. Although operations currently reflect a positive margin of $481,472, year end adjustments not yet reflected include bad debt expense and year end accruals will materially reduce this margin. Also, fund balance must be appropriated for the encumbrances being carried forward to FY2010, at this point in the amount of $370,580. These encumbrances are predominantly for R&R projects currently in progress.

Based on current data, management expects the college will attain a positive margin, projected in the range of $700,000.

Mr. Melchiorre asked where the Executive Summary, Budget to Actual bar graph was.

Dean Cathie Skinner stated that this report is a draft report and the accounts payable information is not ready.

Vice Chairperson Dworsky noted that the graph is a good system for tracking.

IX. RESOLUTIONS
A. Regular Resolutions

Mr. Boyer moved and Ms. Torres seconded acceptance of the Financial Report Executive Summary for June 30, 2009 (draft), Res. #2.

ROLL CALL: AYES, NO NAYS

Vice Chairperson Dworsky moved the Motion to Adopt, Supplement—Human Resources—Supplement 24.1: President's Remuneration Guide and Mr. Melchiorre seconded the following:

ACCC President’s Evaluation Committee
Remuneration Guide

Supplement 24.1
The President Evaluation Committee will follow these steps in developing its final recommendation to the Board of Trustees with regard to any increases in the president’s annual salary:

1. Use of the following guide to gauge any base salary increase recommendation, tied to the Board of Trustees’ consensus performance level:

<table>
<thead>
<tr>
<th>Performance Level</th>
<th>Percentage Increase Range</th>
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<tbody>
<tr>
<td>Unacceptable</td>
<td>0</td>
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<tr>
<td>Marginal</td>
<td>1 – 2</td>
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<tr>
<td>Competent</td>
<td>2.1 – 3.5</td>
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<tr>
<td>Commendable</td>
<td>3.6 – 5</td>
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<tr>
<td>Excellent/Superior</td>
<td>5.1 – 6.5</td>
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2. Completion of the written evaluation instruments by all Trustees.

3. Compilation of the written Trustee evaluations by the Committee to determine the Trustees’ consensus performance level, plus review of the President’s Summary Report and applying the salary adjustment guide set forth above to determine a base salary adjustment percentage.

4. Consider the appropriateness of any additional salary adjustment based on other factors including, but not limited to, the financial condition of the college, inflation, and a review of the Presidents’ compensation levels for the other New Jersey community colleges located in the southern part of the state.

5. Finalize the salary adjustment recommendation and deliver to the Board of Trustees.

6. The remuneration guide is subject to annual review and possible revision by the President Evaluation Committee.

ROLL CALL: AYES, NO NAYS

B. Consent Resolutions

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

Secretary Hines read the resolutions on the consent agenda as follows: Res #1, Res. #3, Res. #3A, Motion to Adopt, Res. #4, Res. #98 Rev., Res. #5, Res. #6, and Res. #7.

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

Vice Chairperson Dworsky moved and Mr. Melchiorre seconded the following:

Res. #1

Regular Session Minutes for June 23, 2009

Res. #3

Upon the recommendation of the President:

Appointments

Lynda Kamnansone, Office Coordinator, Geographic Information Systems, Technology Studies Institute, at an annual salary of $33,485, effective July 29, 2009.
Luis Olivieri, Senior Manager, Geographic Information Systems, Technology Studies Institute, at an annual salary of $48,844, effective August 3, 2009.

James Taggart, Chairperson, Computer Information Systems Department, at an annual stipend of $6,749, effective August 31, 2009.

Bo Zilovic, Assistant Professor, Computer Information Systems, at an annual salary of $49,418 effective August 31, 2009.

WHEREAS, Grace Adams has served Atlantic Cape Community College faithfully and professionally since January 1981, and

WHEREAS, Ms. Adams’ competence and professionalism were recognized in numerous affirmations over the course of her 25+ year career, and

WHEREAS, Ms. Adams’ supervisors over the years have described her performance as both “meritorious” and “exceptional”, consistently lauding her as “reliable”, “knowledgeable”, “pleasant” and “conscientious”, and

WHEREAS, Ms. Adams was recognized by the college for the development and completion of a comprehensive multi-media signage project for the Library and with multiple Perfect Attendance awards, and

WHEREAS, Ms. Adams’ courteous and knowledgeable service provided countless ACCC students with the patient and thoughtful assistance they needed to successfully navigate the research and testing processes, and

WHEREAS, the Mays Landing resident has expressed her desire to retire from Atlantic Cape Community College.

THEREFORE BE IT RESOLVED, upon the recommendation of the President, that the Board approve the retirement of Grace Adams, effective January 1, 2010.

BE IT FURTHER RESOLVED, that the Board extends its best wishes to Grace and her family for a very happy and healthy future.

Motion to Adopt

MOTION TO ADOPT REVISED POLICIES: 101, 802, 803, 804, 805, 807, 809, 811, 812, 813, 814, 913, 914, 924, 925

Policy No. 101
Area: Academics/Human Resources
Policy No. 807
Area: Human Resources
Adopted: 04/23/96
Revisions Approved:
Description: Qualification of Faculty

The faculty of Atlantic Cape Community College shall consist of professionally competent persons whose qualifications are equivalent to those of teachers in recognized institutions of similar purpose. The educational background of the instructional faculty shall include adequate preparation in the fields of specialization in which teaching assignments are to be performed.

Each professional staff full-time faculty member shall have attained at least an earned Master’s Degree from an accredited institution of higher education or its equivalent in the field in which she/he is teaching, if such qualification exists (recognizing that some technical/occupational specialties offer no such degree).
Instruction shall be given by faculty members who are employed full time so far as practicable. The full-time faculty will be supplemented to a reasonable extent by equally competent part-time teachers serving under the supervision of department chairpersons who shall evaluate them periodically. The performance of part-time teachers shall be evaluated at least annually. Please refer to appropriate collective bargaining agreement.

Policy No. 802
Area: Human Resources
Adopted: 04/23/96
Revisions Approved:
Description: Employment of Relatives

Members of the same immediate family may be employed either on a full- or part-time basis so long as they are not placed in positions where one employee is responsible for the supervision of another or where the handling of confidential information could create an awkward, inappropriate, or unethical situation.

Any case involving the employment or change of employment status of members of the same family is to be reported to the Human Resources Department before final commitment is made.

Employees who become members of the same immediate family after their initial employment shall immediately report such information, in writing, to the Human Resources Department.

Policy No. 803
Area: Human Resources
Adopted: 04/23/96
Revisions Approved:
Description: Code of Ethics Pertaining to Conflicts of Interest for College Employees

1. Application
This code of ethics is applicable to employees paid from Federal, state or county funds and who are employed by the College.

2. Definitions
When used in this policy, the following words and terms shall have the following meanings, unless the context clearly indicates otherwise.

"Board" means the board of trustees of the College.

"College matter" means any application, award, bid, claim, contract, license, proceeding, resolution or transaction made by, to, against or with the College, or which requires any official action by the Board, officers or employees.

"Continuing outside employment" means outside employment or business activity which requires that the employee render services, furnish goods or devote time to a business, professional practice, or to another employer or client, on a reoccurring basis. Continuing outside employment does not include an isolated commitment to serve as guest lecturer or a singular instance of providing service or labor. The following examples of continuing outside employment activities are illustrative of the intent of this code of ethics and are not meant to be an exhaustive listing of continuing outside employment.

1. A full or part-time teaching assignment at another educational institution except for a single or limited number of guest lectures.
   2. A clinical or professional practice (for example, in clinical psychology or law).
   3. Appointment as a consultant to a school district, corporation or other public or private enterprise for an indeterminate period or a period exceeding thirty (30) days even if actual time demands are intermittent.
   4. Operation or management of, or employment in any business enterprise.
"Employee" means any person compensated for full or part-time employment services rendered to the College.

"Immediate family member" shall be interpreted as defined by the Internal Revenue Code of the United States.

"Interest" means any personal, financial, economic, property or other concern amounting to a right, advantage, share or portion inuring either directly or indirectly to an employee or to an immediate family member of an employee, either singly, or in affiliation with any person or party as defined herein.

"Person or party" means any natural person, association, corporation, estate, partnership, proprietorship, trust or other legal entity.

3. Standards of Ethics
(a) No employee shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity, which is in substantial conflict with the proper discharge of the employee's duties to the College.

(b) No employee shall use his or her official position to secure unauthorized privileges or advantages for himself or herself or others.

(c) No employee shall act in his or her official capacity in any College matter in which the employee or an immediate family member of the employee has a direct or indirect financial interest that might reasonably be expected to impair the employee's objectivity or independence of judgment.

(d) No employee shall undertake any employment or engage in any business, transaction, service or professional activity, whether compensated or not, which might reasonably be expected to impair the employee's objectivity or independence of judgment in the exercise of his or her official duties to the College.

(e) No employee shall accept, directly or indirectly, any gift, favor, service, or other things of value under circumstances from which it might be reasonably inferred, or which the employee knows or has reason to believe, is offered for the purpose of influencing the discharge of his or her duties to the College.

(f) No employee shall knowingly create an impression or suspicion among the public that he or she may be engaged in conduct violating his or her trust as a public employee.

(g) No employee shall appear on behalf of a party not affiliated with the College, in any matter before the College or in a proceeding involving the College before other public agencies. Nothing contained herein shall preclude an employee from appearing on behalf of a student, employee, or employee organization of the College.

(h) No employee shall use, or allow to be used, his or her public office or employment, or any information not generally available to members of the public, which the employee receives in the course of or by reason of the employee's office or employment, to secure financial gain, unauthorized privileges, advantages or employment for himself or herself, his or her immediate family members, or others with whom the employee is associated.

(i) No employee shall engage in an amorous relationship with a student for whom the employee has a professional responsibility as a teacher, advisor, evaluator or supervisor.

(j) The primary work obligation of a full-time employee of the College is to the College.

4. Permissible Outside Employment
(a) This code of ethics shall not preclude outside employment undertaken by a full-time employee during his or her annual leave or vacation periods, provided that the outside employment does not constitute a conflict of interest.
(b) This code of ethics shall not apply to outside employment as defined in N.J.S.A. 18A:6-8.1 - Leave of certain employees to serve in the legislature - and 18A:6-8.2 - Leave of certain employees to serve on the board of chosen freeholders, provided the same is reported as required by section 5 of this code of ethics.

5. Reporting continuing outside employment
(a) A full-time employee of the College must complete the outside employment form within 30 days after assuming outside employment and submit it to the appropriate dean.

(b) All full-time employees of the College will annually complete the outside employment form prescribed by the College. The form shall contain the following:

   (i) Name of full-time employee
   (ii) The dates and hours the planned continuing outside employment will be performed
   (iii) Name, address and telephone number of outside employer
   (iv) Type of work to be performed
   (v) Licenses or other governmental authorization necessary to perform the planned continuing outside employment

(c) Outside employment shall not:

   (i) constitute a conflict of interest.
   (ii) occur at a time when the employee is expected to perform his or her assigned duties.
   (iii) diminish the employee's efficiency in performing his or her primary work obligation at the College.

Policy No. 804
Area: Human Resources
Adopted: 04/23/96
Description: Compensation and Benefits

A. The college will implement and maintains a wage and salary system subject to labor market conditions, collective bargaining and available resources. that treats fairly the needs of employees and the differing job responsibilities and qualifications throughout the college, both professional and non-professional positions, within the context of the resources of the college. The general levels of compensation will take into account the differentials in job classifications and their relationships with the pay and benefit scales in the local area or other market areas from which employees may be drawn.

B. In addition to providing those employee benefits legally imposed on the institution, the Board of Trustees understands the value and integral nature of a meaningful accepts the benefits program as an integral part of the total compensation plan. The Board engages in good faith collective bargaining practices which routinely address and will take steps to assure that the scope of the program is comprehensive and includes attractive provisions for all categories of employees. The program will be reviewed periodically to determine that the provisions, including such items as holidays, vacations, insurance coverage, leaves, educational assistance, and retirement plans, will compare favorably with those of other organizations with which the college competes for employee services. Provisions for annual salary increases and benefits are presented in the negotiated agreements for the various employee groups.

Salary increases for administrators and support personnel in positions not under collective bargaining agreements shall be given on the annual recommendation of the President and approval by the Board of Trustees.

Policy No. 805
Area: Human Resources
Adopted: 04/23/96
Revisions Approved:
Description: Dismissals
The college necessarily reserves the right to suspend or terminate the employment of any employee for reasons of unsatisfactory performance, necessary reductions in force, unavailability for work, elimination of programs, financial exigency, violation of rules, or behavior contrary to the social and ethical standards of the college community. However, termination will always be for just cause and subject to due process within the hearing and appeals opportunities of the established grievance procedures.

**Policy No. 809**  
**Area:** Human Resources  
**Adopted:** 04/23/96  
**Revision Approved:**  
**Description:** Sexual Harassment

The sex discrimination provisions of Title VII of the 1964 Civil Rights Act prohibit sexual harassment in the workplace. However, due to continued complaints and court cases, the U.S. Equal Employment Opportunity Commission (EEOC) issued guidelines that define sexual harassment and an employer's responsibilities and liabilities under the Act. Sexual harassment in the classroom or in student-related activities is prohibited by the sex discrimination provisions of Title IX of the 1972 Education Amendment. The Office of Civil Rights, U.S. Department of Education, has enforcement responsibility for Title IX.

The EEOC has defined harassment on the basis of sex as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct... when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, evaluation or grade; (2) basis for employment, evaluation or grade decisions affecting such individuals; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work or school performance or creating an intimidating, hostile, or offensive working or learning environment.

The policies of the college seek to create and maintain an environment for work and study which permits each employee and student the opportunity to pursue an education or career in which they can progress on their merit and ability without regard to race, color, national origin, religion, or sex. Atlantic Cape Community College will not condone sexual harassment by any student, campus visitor or member of the faculty or staff, within the scope of their college responsibilities.

**Policy No. 811**  
**Area:** Human Resources  
**Adopted:** 04/23/96  
**Revisions Approved:**  
**Description:** Absence Reporting

Anticipated or scheduled absences such as vacation, non-emergency personal leave, doctor or dental appointments and jury duty are to be scheduled in advance utilizing the Leave Request Form. The copy of this form, containing the approval signature of the supervisor, must be submitted to the Human Resources department prior to the commencement of a leave.

In the event of an unanticipated or unscheduled absence, employees are required to report their inability to be present for work within one hour prior to the beginning of their assigned shift utilizing the College's 24-hour automated Absence Reporting System. Employees are directed to their respective bargaining unit agreements to determine the amount of notice required to report an unscheduled absence.

Failure to receive written approval and submit the Leave Request Form prior to the leave, may result in denial of the leave request and applicable discipline.

**Policy No. 812**  
**Area:** Human Resources  
**Adopted:** 04/23/96  
**Revisions Approved:** Alcoholic Beverages
The unauthorized possession, use, consumption or distribution of alcoholic beverages on College premises is prohibited.

Authorization is achieved solely through advance written permission (10 business days before the event/purchase) of the College President.

Policy No. 813
Area: Human Resources
Adopted: 04/23/96
Revisions Approved:
Description: Bereavement Pay

Please refer to appropriate bargaining unit agreement.

Policy No. 814
Area: Human Resources
Adopted: 04/23/96
Revisions Approved:
Description: Bulletin Boards

The College will provide bulletin boards at appropriate locations for the posting of authorized notices of activities and matters of concern to the College community associations.

Information to be posted for employees requires approval of the Human Resources Office.

Information to be posted for students or visitors requires approval of the Office of the Dean of Students.

Unauthorized or inappropriately posted materials shall be discarded.

Policy No. 913
Area: Facilities Management Security
Adopted: 04/23/96
Revisions Approved:
Description: Key Policy

Atlantic Cape Community College has assigned the responsibility for the control of all keys and locks on the campuses to the Facilities Management Security Department.

1. It is the policy of Facilities Management Security that other than during normal working hours, all buildings shall be locked in order to maintain the security of the buildings and their contents.

2. Staff members and students may be issued keys upon presentation of a written request from the appropriate supervisor, department/division chairperson, dean of director in charge of the respective area.

   Keys are issued for the sole purpose of conducting College business.

   An authorized individual shall not use their key to permit other unauthorized individuals access.

   An individual entering or leaving a secured area shall be responsible for re-securing that area and may be held responsible for any lost or damaged property resulting from failure to do so.

3. All keys issued remain the property of Atlantic Cape Community College and shall be returned under the following conditions:

   For staff members:
   (1) Upon transfer to another department, building or campus.
   (2) Upon termination of employment.
   (3) Upon request of supervisor.
   (4) Upon being granted a leave of absence without pay for a period of 30 or more days.

   For students:
   (1) At the end of the academic semester.
Upon request of the supervisor, department chair, administrative head or the Director of Facilities Management.

4. It is the responsibility of the appropriate supervisor, department chair or administrative head to ensure that all keys are returned under the provisions of paragraph 3 above.

5. Under no circumstances is a key to be transferred from one individual to another or to be obtained from any source other than the Facilities Management Security Office.

6. Keys to cabinets, lockers and drawers are not covered under provisions of this policy except in replacement of lost keys.

7. The types and quantity of keys issued will be limited to the minimum required by regular work assignments.

Several individual keys may be issued to limit the issuance of master keys.

8. The loss or theft of any key shall be reported immediately to the supervisor, department chair, who in turn shall notify the Facilities Management Security Office.

9. Lost keys turned in to a department are to be forwarded immediately to the Facilities Management Security Office.

10. Applications for keys are made on a work request form. Forms are available from the Facilities Management Security Office (See Procedure 915.1 - Supplement 1 below)

11. Requesters are required to pick up keys in person at the Facilities Management Security Office between 8 a.m.-3:30 p.m. weekdays.

12. Prior to the end of each semester, each Facilities Management Security will department will be provide each Dean with a list of individuals assigned keys to areas under his/her jurisdiction.

13. Annually, each department must check and certify the accuracy of an inventory list of keys issued for areas under its jurisdiction.

14. Keys must be presented at the request of the Facilities Management Office, Security supervisor or other law enforcement official in the performance of his/her duty.

15. The general rule-of-thumb for issuing keys is as follows: Security is responsible for securing classrooms based on a provided classroom schedule. Therefore, classroom keys are not issued to staff members.

Individuals responsible for laboratory areas are permitted to have keys for the lab classrooms. However, they then assume the responsibility for the security of those areas during normal work hours.

All staff are entitled to lavatory keys and their respective office key. Building entry keys are not issued to staff members. Any individual wishing access to a locked building should make arrangements with Security.

Building masters are may only be issued to department chairs for their respective building or administrative heads, and must be approved by the Dean of Administration and Business Services chief Security officer.

Grand masters are restricted. Where advisable, and with mutual agreement between Facilities Management Security and the College or division, locks shall be re-keyed whenever a key is lost or not returned. The individual responsible for the keys of the specific department involved, or the specific department may be required to pay re-keying costs in addition to lost key charges.

16. Students who do not return keys will can have their records frozen. by the Facilities Management Office.

Policy No. 914
Area: Facilities Management
Adopted: 04/23/96
Revisions Approved:
Description: Emergency Closings

The College President is responsible for determining when and in what manner ACCC shall be closed for emergency purposes. The Director of Facilities Management is responsible for closing communications. The manner of closing is determined by the College President, i.e., the College may be
closed with stipulations such as for faculty and students only or for faculty, students, administrators and regular staff. There may be conditions which warrant the closing of other ACCC sites even though the Mays Landing campus were to remain open. In this situation, Dr. May would seek a recommendation from the Dean for Continuing Education and Community Services who would, in turn, confer with his senior staff before making any recommendation.

Suggestion is to delete this policy altogether and add the first sentence of it (“The College President is responsible for determining when and in what manner ACCC shall be closed for emergency purposes”) to procedure 914.1

Policy No. 924  Area: Facilities Management
Adopted: 04/23/96  Revisions Approved:
Description: Accidents/Incidents Reporting

It is the policy of the Security Department to record and investigate all reported accidents, incidents, thefts, acts of vandalism, crime, etc. in a manner that is outlined in the following procedures. All reports and investigations shall be completed, confidential, and under the authority of Facilities Management.

Suggestion is to delete this policy altogether. The procedures are sufficient.

Policy No. 925  Area: Facilities Management - Security and Human Resources
Adopted: 04/23/96
Revisions Approved:
Description: Medical and Other Emergencies

Atlantic Cape Community College Security personnel are all trained in first aid, CPR and general emergency procedures. In addition, the College offers limited medical services through the College Health Services Office. Nurse’s hours are limited and subject to change.

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

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

Res. #4

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

Bid Exempt 565  IBM Software Maintenance, (FY10 Information Technology Services Operational) IBM Pittsburgh, PA $164,368.56

Bid Exempt 566  New Jersey Council of County Colleges, (FY'10 Assessment President's Operational Budget) NJ Council of County Colleges Trenton, NJ $49,896.00

Bid Exempt 567  State Contract – Fuel Oil & Gasoline Facilities Mays Landing Operational FY 10 - Pedroni Fuel Oil Vineland, NJ $111,000.00 (not to exceed)

Facilities Worthington Operational FY 10 - $91,000

$20,000
<table>
<thead>
<tr>
<th>Bid Exempt 568</th>
<th>Library Books/Publications</th>
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<tr>
<td>Mays Landing Library FY10 Operational</td>
<td>$20,000</td>
</tr>
<tr>
<td>Cape May Library FY10 Operational</td>
<td>$15,000</td>
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<tr>
<td>WACC Library FY10 Operational</td>
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Baker & Taylor Books
Bridgewater, NJ

$55,000.00 (not to exceed)

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<tr>
<th>Bid Exempt 569</th>
<th>Software Maintenance , (ITS Operational Budget/Plant Fund)</th>
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$234,102.00

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<th>Bid No. 1716</th>
<th>Wall Repair, J Building, (FY'08 Chapter 12)</th>
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<td>M. B. Markland</td>
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<tr>
<td>Atlantic City, NJ</td>
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$85,756.00

Res. #98Rev.

WHEREAS, the Government of the County of Atlantic is seeking to operate an accelerated short term college preparation component within the Summer Youth Program in Atlantic and Cape May counties, and

WHEREAS, the college is proposing to service approximately 500 youths in Atlantic County and 200 youths in Cape May County who are low-income between the ages of 16 and 24 (see attached), and

WHEREAS, the maximum amount of the grant is $93,500 from July 15, 2009, through September 30, 2009, and

WHEREAS, the amount of the proposed grant is $93,500 from July 15, 2009 through September 30, 2009.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to apply for and accept funding from the American Recovery and Reinvestment Act/WIA from July 15, 2009, through September 30, 2009, in the amount of $93,500.

Res. #5

WHEREAS, the National Endowment for the Humanities is seeking proposals for the Enduring Questions Grant program to support a faculty member’s development of a new course that will foster intellectual community through the study of an enduring question which will encourage undergraduate students and a teacher to grapple with a fundamental question addressed by the humanities, and

WHEREAS, a course will be developed to be offered at least two times during the grant period (see attached), and

WHEREAS, the amount of the proposed grant is $25,000 from June 1, 2010, through May 31, 2011.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to apply to the National Endowment for the Humanities Enduring Questions Grant program in the amount of $25,000 for the period June 1, 2010, through May 31, 2011.

Res. #6

WHEREAS, the New Jersey Council for the Humanities has awarded a mini-grant for a Humanities Project, and

WHEREAS, ACCC will offer a series of four lectures by local scholars of note to recognize and celebrate the revitalization of the William Spangler Library, and
WHEREAS, ACCC is reconfiguring the William Spangler Library and grant funding was received from the New Jersey Council on the Humanities to support the lecture series, and WHEREAS, the amount of the grant award is $3,000 for 2009/2010 from September 1, 2009, through August 31, 2010.

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 Council for the Humanities for $3,000 from September 1, 2009, through August 31, 2010.

Res. #7

RESOLVED: At a public meeting of the Board of Trustees to be held on August 25, 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, NO NAYS, ABSTENSIONS (Ms. Baumgardner, Mr. Boyer and Ms. Torres abstained on Res. #1)

X. COMMITTEE REPORTS: DISCUSSION/QUESTIONS

Vice Chairperson Dworsky asked if there were any questions about the committee reports sent out in the Board packet.

XI. OTHER BUSINESS

Vice Chairperson Dworsky wished Ms. Grace Adams well on her retirement.

Vice Chairperson Dworsky said she appreciated the ACCC Grants Directory, Fiscal Year 2008, given out last month and asked Dean Skinner to relay her thanks to the employees involved in its preparation.

Vice Chairperson Dworsky acknowledged Mr. Dowd is no longer "acting" after his approval by the senate as Executive County Superintendent of Schools for Atlantic County.

Mr. Dowd acknowledged the congratulations and applause from the Board.

Vice Chairperson Dworsky said the Board received a thank you note from Mr. Tom Roesch for the dish garden he received in sympathy.

Ms. Williams introduced the newest member to the Board Ms. Sheyla Ayala-Mantilla who recently graduated from the college. She has been appointed to the Academic and Student Affairs Committee.

XII. COMMENTS FROM THE PUBLIC

Vice Chairperson Dworsky asked if there were any comments from the public.
XIII. ADJOURNMENT

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

Respectfully submitted,

BettyAnn Inloes Hines
ACCC Board Secretary

Attachments: ACCC Foundation Board Report, July 28, 2009
Academic and Student Affairs, Committee Minutes, July 22, 2009
Budget, Finance and Audit Committee Minutes, July 21, 2009
Long-Range Planning and Capital Projects Committee Minutes, July 20, 2009
Personnel and Board Development Committee Minutes, July 20, 2009
President's Evaluation Committee Minutes, July 21, 2009