I. CALL TO ORDER REGULAR SESSION

On Tuesday, September 25, 2012, at 7:00 p.m. Treasurer Maria Ivette Torres called the meeting to order noting she was filling in due to the absence of Chairperson Robert Boyer and Vice Chairperson David Evans.

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 September 14, 2012.

III. FLAG SALUTE

Treasurer Torres 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>✓ Dave Coskey</td>
<td>Dr. Peter Mora</td>
</tr>
<tr>
<td>✓ Thomas J. Dowd</td>
<td>Kathy Corbalis</td>
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<tr>
<td>✓ Andrew W. Melchorre</td>
<td>Eileen Curristine</td>
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<tr>
<td>✓ Maria K. Mento</td>
<td>Sean Fischer</td>
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<tr>
<td>✓ Eric Reynolds</td>
<td>Dr. Patricia Gentile</td>
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<tr>
<td>✓ Dr. Richard Stepura</td>
<td>Douglas Hedges</td>
</tr>
<tr>
<td>✓ Maria Ivette Torres</td>
<td>Dean Kelly McClay</td>
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<tr>
<td>✓ Helen W. Walsh</td>
<td>Dr. Richard Perniciaro</td>
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<td></td>
<td>Carmen Royal</td>
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<td></td>
<td>Terry Sampson Budd</td>
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<td></td>
<td>Cathie Skinner, CPA</td>
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<td></td>
<td>Dr. Art Wexler</td>
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<tr>
<td></td>
<td>BettyAnn Inloes Hines</td>
</tr>
</tbody>
</table>

Others in Attendance

Bonnie Lindaw, Atlantic Co. Treasurer & CFO
David Benson
Mary Ann Boyce
Sandi Greco, Atlantic Cape Employee
Maria Guillen, Atlantic Cape Student
Maria Kleinz, Atlantic Cape Employee
Caesar Niglio, Atlantic Cape Employee
Ed Perkins, Atlantic Cape Employee
Michele Perkins, Atlantic Cape Employee
Heather Petruzzi, Atlantic Cape Employee
Rhonda Petruzzi, Atlantic Cape Employee
V. CALL TO ORDER EXECUTIVE SESSION

Treasurer Torres said the executive session would be held at the end of the meeting.

VI. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

None

VII. BUDGET REPORT

Ms. Walsh stated that the Board had a copy of the October Preliminary Fiscal Year 2012-2013 prepared by Dean Cathie Skinner, chief financial officer, in their portfolio. She stated that the Preliminary Fiscal year 2012-2013 year-to-date data summarized in the Board Summary Report for the two months ended August 31, 2012, indicates the college has earned 11.87% of revenue and expended 15.13% of budgeted expenses.

Based on three year moving average of prior year actuals and Fiscal Year 2012-2013 current year-to-date actuals, management projects the college will attain the budgeted Fiscal 2012-2013 margin.

Enrollments for Fiscal Year 2013 are trending close to budgeted student credit hours. “This is very good,” said Ms. Walsh. She asked if there were any questions.

VIII. RESOLUTIONS

A. Regular Resolutions

Ms. Walsh moved and Mr. Reynolds seconded acceptance of the Financial Statement Executive Summary for August 31, 2012, Res. #12.

ROLL CALL: ALL AYES, NO NAYS

Ms. Mento read and moved and Dr. Stepura seconded the retirement resolutions as follows:

Res. #13A

WHEREAS, Thomas Clark has served Atlantic Cape Community College with outstanding customer service and commitment for more than 20 years, and

WHEREAS, Mr. Clark’s service at the college is largely characterized by his role as Security Officer, and

WHEREAS, Mr. Clark worked well with very little supervision as the primary officer assigned to the overnight shift at the Cape May County Campus for many years, and

WHEREAS, Mr. Clark’s dedication to duty is reflected in his receipt of numerous Perfect Attendance Awards for which he was commended for his “devotion to the college” and “stellar attendance record year after year”, and

WHEREAS, the Oceanview resident has expressed his 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 Thomas Clark effective March 1, 2013.

BE IT FURTHER RESOLVED, that the Board extends its best wishes to Mr. Clark for a happy and healthy retirement

Res. #13B

WHEREAS, Gail Mischlich joined Atlantic Cape Community College June 5, 1974, and

WHEREAS, Ms. Mischlich served for more than 38 years faithfully and professionally in various roles beginning as Registrar Office Clerk Stenographer, Account Clerk and Junior Accountant until her promotion to Accountant January 5, 1998, and

WHEREAS, the respect and appreciation she has earned from her colleagues was exemplified in September 1994 when Ms. Mischlich was named Employee of the Quarter, and

WHEREAS, Ms. Mischlich’s outstanding dedication to the College is noted in numerous Merit Program increases and Perfect Attendance awards, and

WHEREAS, Ms. Mischlich volunteered to serve as a College Heart Walk Captain for the American Heart Association, Middle States team member, and representative for College Mall Day, and

WHEREAS, the Hammonton 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 Gail Mischlich effective December 31, 2012.

BE IT FURTHER RESOLVED, that the Board extends its best wishes to Ms. Mischlich for a happy and healthy retirement.

Res. #13C

WHEREAS, John Mohr has served Atlantic Cape Community College with dedication for more than 35 years, and

WHEREAS, Mr. Mohr began his service to the college as Assistant Director of Cooperative Education, continuing in Student Services until his most recent promotion to his current position Director, Worthington Atlantic City Campus and Cape May Courthouse Campus Student Services, and

WHEREAS, Mr. Mohr has received numerous notes of thanks for his participation in and contributions to events such as Spring Bash, Career Fair, Student Orientation, Graduation as well as his role as head coach for softball for many years, and

WHEREAS, Mr. Mohr has been commended by his supervisor for finding “innovative ways to reach out to high risk students,” displaying “strong work ethics and an ability to handle adverse situations,” and possessing “a strong student development approach and excellent skills in working with the community at large,” and

WHEREAS, the Egg Harbor City resident has expressed his 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 John Mohr effective November 1, 2012.

BE IT FURTHER RESOLVED, that the Board extends its best wishes to Mr. Mohr for a happy and healthy retirement.

ROLL CALL: ALL AYES, NO NAYS

Treasurer Torres wished the retirees good luck, good health and good times.

Mr. Melchiorre stated that as a member of the Academic & Student Affairs Committee when anything changes the curriculum it should be on the regular agenda. He explained Res. #15.

Vice President Wexler commented that marketing demands and student interest lead to the consideration of the Baking and Pastry option being considered as a full degree program. He asked Dean Kelly McClay to give further details.

Dean Kelly McClay told the trustees the new Associate in Applied Science degree will allow Baking and Pastry students to take more courses specific to their field of study and learn skills needed in their intended field. The new degree will be available in Fall 2013 following state approval. Dean McClay said the college’s Baking and Pastry program had grown substantially with 71 students now enrolled in the option to the Culinary Arts degree. She asked if there were any questions.

Mr. Melchiorre moved and Mr. Reynolds seconded the following:

WHEREAS, the college currently offers a Baking and Pastry Option in Culinary Arts, Associate in Applied Science degree, and

WHEREAS, the Academy of Culinary Arts has converted the current Option into a full degree program based upon examination of student interest, local industry and community needs, regional, state and national employment trends, and consideration of articulation with baccalaureate programs (see attached), and

WHEREAS, the Curriculum Committee has considered and approved the content of the Baking and Pastry, Associate in Applied Science degree on September 13, 2012.

THEREFORE BE IT RESOLVED that the Board of Trustees approve offering the Baking and Pastry, Associate in Applied Science degree effective fall 2013.

ROLL CALL: ALL AYES, NO NAYS

A. Consent Resolutions

Treasurer Torres asked if there were any resolutions or policy to be removed from the consent resolutions for further discussion—Res. #11, Res. #13, Policy for Review, Res. #4C Rev., Res. #14, Res. #14A and Res. #16—before being considered for adoption.

Mr. Coskey asked that his name be removed for voting on Res. #11.
Mr. Melchiorre said he had no opposition to Res. #14A but he wanted to know why the amount was so high.

Ms. Budd stated that Res. #14A, Bid Ex. 648 is a non-bid award for maintenance service with Honeywell; it is a five-year contract and it is a sole source award because of proprietary software.

Treasurer Torres asked if there were any other questions or concerns.

Mr. Melchiorre moved and Ms. Mento seconded the consent resolutions.

Treasurer Torres asked Secretary Hines to read the consent resolutions.

Secretary Hines read the consent resolutions as follows:

Res. #11
August 28, 2012, Regular Session Minutes

**Secretary's Note:** The August 28, 2012, executive session minutes are being held by the Board.

Res. #13
It is respectfully recommended, by the President, that the Board approve the following:

**Appointments**


Charlene Borgersen, Office Coordinator, Educational Opportunity Fund at an annual salary of $35,796 effective September 26, 2012.

**Sabbatical Leaves**

Richard Kalman, Assistant Professor, Computer Information Systems, a one semester leave for Spring 2013 at full salary.

Stephanie Natale-Boianelli, Assistant Professor, Developmental English, a one semester leave for Spring 2013, at full salary.

Shirley Shields, Assistant Professor, English as a Second Language, a one semester leave for Spring 2013 at full salary.

**Policy for Review**

**Policy No. 925**
**Area: Human Resources/ Security**
Adopted: 04/23/96
Revisions Approved: 7/28/09
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.

**Procedures:**

[Emergency Procedures](#) No. 925.1

**Res. #4C Rev.**

RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR

Education To Go
Chicago, IL

Bid Exempt 640

WHEREAS, under New Jersey County College Contract Law a Contract for Software License/Online Program may be negotiated or awarded without public advertising for Bids; and

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

WHEREAS, this governing body has approved a total dollar amount of $19,971.25 at their July 24, 2012, meeting, and

WHEREAS, additional invoices for the Education To Go has been received in the amount of $1,490.00 for a revised total dollar amount of $21,461.25, and

WHEREAS, Education To Go offers online course registration for online training and educational solutions for adult education, career training and corporate training, and

WHEREAS, Education To Go has completed and submitted a Business Entity Disclosure Certification which certifies that Education To Go 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 Education To Go 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 Education To Go as described herein.

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

**Res. #14**

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

<table>
<thead>
<tr>
<th>OQ112</th>
<th>Parking Lot Maintenance, (FY13 Chapter 12 and Grounds)</th>
<th>Asphalt Solutions</th>
<th>Linwood, NJ</th>
<th>$20,112.90</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Bid Ex. 646</th>
<th>State Contract, Dell Servers, (FY13 Information Technology Services)</th>
<th>Dell Computers</th>
<th>Round Rock, TX</th>
<th>$33,102.67</th>
</tr>
</thead>
</table>

| Bid Ex. 647 | State Contract, Data Drops, (FY13 Information Technology Services) | Tricomm Services | Hammonton, NJ | $25,424.00 |
RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR
Building Automation System Maintenance Services – Sole Source Award
Honeywell, Inc.
Marlton, NJ

Bid Exempt 648

WHEREAS, under New Jersey Community College Contract Law a Contract for Sole Source Services may be negotiated or awarded without public advertising for bids, and

WHEREAS, as required by Play-To-Play law a Business Disclosure Entity Certification is on file, and

WHEREAS, the college has installed Honeywell Direct Digital control systems in various buildings on the Mays Landing campus and Atlantic City Campus, and

WHEREAS, these systems utilize specialty software which has proprietary software code embedded within the program and the controllers, and

WHEREAS, only Honeywell can provide the engineering and technical support necessary to maintain the controllers, and

WHEREAS, Honeywell has provided the college with a quote for a five (5) year contract for maintenance services and support in the amount of $483,400.00.

THEREFORE, BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College authorizes a contract with Honeywell, Inc. of Marlton, NJ as described herein.

RESOLVED: At a public meeting of the Board of Trustees to be held on October 23, 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 (Coskey from Res. #11 only)

IX. PRESIDENT’S REPORT

Dr. Mora noted that his most recent quarterly column appeared in the Cape May County Herald last week on the topic of student loan debt and the affordability of community colleges. He thanked College Relations staff for their assistance in preparing the column.

Dr. Mora said tonight’s review of the college will be the Cape May County Campus given as a PowerPoint presentation by Dean Pat Gentile.

Dean Gentile welcomed everyone to the campus stating that the Cape May County Campus was going into its eighth school year.
In her report about the Cape May County Campus, Dean Gentile provided a historic overview and projections of enrollment and population trends and outlined program offerings and faculty staffing patterns. She also identified future issues of importance for the campus. Of the 19 PowerPoint slides, three gave statistics on Cape May County Campus student satisfaction, continuing education and the community.

### Atlantic Cape Community College Cape May County Campus
*(opened August 2005)*

**CMCC Construction Impact:**

“. . . construction of the college has not adversely altered the biotic communities on and in the vicinity of the site . . . construction of the breeding pond and wetland chambers (by the college) has in part been responsible for the increase in diversity of avian species that utilize the site . . . [and] as critical breeding habitat for the tiger salamander and the southern gray tree frog . . .”

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**Student Satisfaction – CMCC**

A majority of students consistently ranked the following at CMCC as **Satisfied** or **Very Satisfied**:

- Library, Testing, Admissions Registrations, Computer Labs, Security
- Classroom Size, Temperature, Equipment, Lighting, Supply & Technical Support
- Restrooms, Grounds
- Facility Interior and Exterior Appearance and Cleanliness

**Continuing Education and Community Access at CMCC FY06-FY12**

- **5,738** individuals were served in Continuing Education courses and programs
- **Average age** was **47.2** years
- **44** Cape May County businesses, agencies and organizations were provided customized training programs, many subsidized through NJ DOL & WD funds leveraged with the support of Atlantic Cape staff
- **120** community meetings were hosted at CMCC for Cape May County businesses, agencies and organizations
- **37** Cape May county departments and other public agencies have held training programs and meetings at CMCC (several have met at the campus multiple times).

**CMCC Student Surveys**

Between 50 – 60% of students stated they were **Satisfied** or **Very Satisfied** with CMCC course offerings and course times.

Dean Gentile stated that this fall you will be able to complete two degrees at CMCC—General Studies and Liberal Studies. They are working to see what the most popular degrees are.

Dr. Mora thanked Dean Gentile for her report.

Mr. Fischer gave highlights of the Board Activity Calendar--grand opening of the Rutgers Lifelong Learning Center at Atlantic cape on September 28 and the groundbreaking for the college’s Science Technology Engineering and Math building on November 1 *(copy in Board pad folios).*
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/27</td>
<td>4:00 pm</td>
<td>Men’s Soccer vs. Salem CC</td>
<td>Mays Landing Campus, Soccer Field</td>
</tr>
<tr>
<td>9/28</td>
<td>2:00 pm</td>
<td>Rutgers Ribbon Cutting</td>
<td>Rutgers Univ. @ML</td>
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<tr>
<td>9/29</td>
<td>Noon</td>
<td>Women’s Volleyball vs. Middlesex CC</td>
<td>Mays Landing Campus Gym</td>
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<tr>
<td>10/4</td>
<td>6:30 pm</td>
<td>100” Birthday Party for the Knife &amp; Fork, (Capital &amp; Scholarship Campaign Fundraiser)</td>
<td>Knife &amp; Fork Restaurant, Atlantic City (contact Dr. Gentile for details)</td>
</tr>
<tr>
<td>10/9 – 10/13</td>
<td></td>
<td>Annual ACCT Congress</td>
<td>Boston, MA</td>
</tr>
<tr>
<td>10/12</td>
<td>11-9</td>
<td>Scramble “Fore” Scholarships^</td>
<td>Cape May National Golf Club/ Chalfonte Hotel</td>
</tr>
<tr>
<td>10/13</td>
<td>1:00 pm</td>
<td>Women’s Volleyball vs. Passaic CC</td>
<td>Mays Landing Campus Gym</td>
</tr>
<tr>
<td>10/16</td>
<td>4:00 pm</td>
<td>NJCCC Trustee Ambassador Call**</td>
<td>“Super Secret Location” (contact Dr. Gentile for details)</td>
</tr>
<tr>
<td>10/24</td>
<td>4:00 pm</td>
<td>Women of Wonder League, (Capital &amp; Scholarship Campaign Fundraiser)</td>
<td>“Super Secret Location” (contact Dr. Gentile for details)</td>
</tr>
<tr>
<td>11/1</td>
<td>1:30 pm</td>
<td>STEM Building Groundbreaking</td>
<td>D Building (Library) Parking Lot</td>
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<tr>
<td>11/8</td>
<td></td>
<td>Annual NJCCC Trustee Retreat</td>
<td>Middlesex County College</td>
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<tr>
<td>11/15</td>
<td>6:00 pm</td>
<td>Fall Scholarship Reception</td>
<td>ACA</td>
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<tr>
<td>11/26</td>
<td>5:00 pm</td>
<td>NJCCC Trustee Seminar*</td>
<td>Forsgate CC</td>
</tr>
<tr>
<td>11/26</td>
<td>6:00 pm</td>
<td>NJCCC Monthly Meeting*</td>
<td>Forsgate CC</td>
</tr>
</tbody>
</table>

*Transportation to and from the Mays Landing Campus will be provided

**NJCCC Trustee Ambassador call line 1-760-569-6000 access code: 873031#

^Invitations handed out at Board meeting

X. COMMITTEE REPORTS: DISCUSSION/QUESTIONS

None

XI. OTHER BUSINESS

None

XII. COMMENTS FROM THE PUBLIC

Treasurer Torres asked if there were any comments from the public.

Ms. Mary Ann Boyce, retiree, thanked the Board for recognizing her in July for her years of service as a part-time information technology instructor. She said, “Over the 28 years it was incredible. I received support from the top all the way down. The type of support I received made it a joy to be here. Thank you for some of the best years of my life.”

The Board and others in attendance applauded.

Professor Marcia Kleinz, who serves as president of the Atlantic Cape Teachers, Librarians and Counselors bargaining unit reported on the bargaining units’ recent participation in Buccaneer Day at which they sponsored free activities for students and gave away pirate-themed items and lanyards with flash drives. The groups’ effort also collected donations to raise funds for student scholarships. Professor Kleinz thanked Dean Royal for allowing them to participate.
XIII. ADJOURNMENT

On motion of Dr. Stepura and second by Mr. Dowd, the regular session adjourned at 7:45 p.m., in Room 113, at 314 Court House-South Dennis Road, Cape May Court House, NJ.

Respectfully submitted,

BettyAnn Inloes Hines
Atlantic Cape Board Secretary

Attachments: Academic & Student Affairs Committee Minutes, September 19, 2012
Atlantic Cape Foundation Board Report September 2012
Budget, Finance & Audit Committee Minutes, September 18, 2012
Diversity, Equity, & Community Service Committee Minutes, September 13, 2012
Long-Range Planning & Capital Projects Committee Minutes, September 18 2012
Personnel & Board Development Committee Minutes, September 19, 2012