I. **CALL TO ORDER REGULAR SESSION**

On Tuesday, September 28, 2010, at 7:00 p.m. Chairperson Nicholas Talvacchia 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 September 16, 2010.

III. **FLAG SALUTE**

Chairperson Talvacchia 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>√ Robert J. Boyer</td>
<td>Dr. Peter Mora</td>
</tr>
<tr>
<td>√ Terrence J. Crowley</td>
<td>Kathy Corbalis</td>
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<tr>
<td>√ Thomas J. Dowd</td>
<td>Sean Fischer</td>
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<td>√ Dr. Elizabeth A. Dworsky</td>
<td>Dr. Patricia Gentile</td>
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<tr>
<td>√ Brian G. Lefke</td>
<td>Douglas Hedges</td>
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<td>√ Donald J. Parker</td>
<td>Leslie Jamison</td>
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<tr>
<td>√ Eric Reynolds</td>
<td>Dr. Richard Perniciaro</td>
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<tr>
<td>√ Chris C. Seher</td>
<td>Bobby Royal</td>
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<tr>
<td>√ Nicholas F. Talvacchia, Esquire</td>
<td>Dr. Art Wexler</td>
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<tr>
<td>√ Maria Ivette Torres</td>
<td>BettyAnn Inloes Hines</td>
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<td></td>
<td>Louis J. Greco, Esquire</td>
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<tr>
<td></td>
<td>Others in Attendance</td>
</tr>
<tr>
<td></td>
<td>Jane Lugo, Atlantic Co. Treasurer &amp; CFO</td>
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<tr>
<td></td>
<td>Cindy DeFalco, Atlantic Cape Employee</td>
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</tbody>
</table>

V. **CALL TO ORDER EXECUTIVE SESSION**

Chairperson Talvacchia stated the executive session would be held at the end of the meeting.

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

Chairperson Talvacchia asked if there were any comments from the public on agenda items.

VII. **REGULAR SESSION**

Chairperson Talvacchia informed the Board that Dr. Dworsky's term expires at the end of October. She has notified the county she will not seek reappointment and will serve until a successor is
named. "I will miss her input and experience and her dedication to the Board," said Chairperson Talvacchia.

Ms. Dworsky said, "It is a pleasure working with everyone, and I enjoyed it very much."

VIII. BUDGET REPORT

Chairperson Talvacchia asked Ms. Jamison to give the FY11 Board Summary Report for the month ended August 31, 2010, Res. #21.

Ms. Jamison said the preliminary Fiscal Year 2010-2011 year-to-date data summarized in the Board Summary Report for the two months ended August 31, 2010, indicate a margin of $(579,517). The college has earned 11.52% of budgeted revenues and expended 15.97% of budgeted expenses.

The report reflects summer session tuition and fees. Summer enrollments are 9% below the budgeted credit hour enrollment goal and 6.5% below the summer revenue goal.

Chairperson Talvacchia thanked Ms. Jamison, and asked if the Board had any questions.

IX. RESOLUTIONS

A. Regular Resolutions

Mr. Lefke moved and Ms. Dworsky seconded the FY11 Board Summary Report for the month ended August 31, 2010, Res. #21.

Chairperson Talvacchia asked if there were any questions or comments.

ROLL CALL: ALL AYES, NO NAYS

Mr. Boyer moved and Mr. Reynolds seconded the amending of the August 24, 2010, regular session minutes, Res. #20, by doing a roll call vote for the executive session motion and adopting the regular session minutes.

Chairperson Talvacchia asked if there were any comments.

ROLL CALL: ALL AYES, NO NAYS

Secretary's Note: The executive session minutes are still being held per the Board's request.

B. Consent Resolutions

Chairperson Talvacchia noted the consent resolutions—Res. #22, Policies for Discussion—No. 103/834, 107, 208, 213, 215, 216; Res. #23, Res. #13A Revised, Res. #24 and Res. #25; and said if there were no objections, these resolutions would be adopted.

Mr. Reynolds moved and Mr. Boyer seconded the following:
Res. #22

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

Appointments

Chad Bullock, Program Coordinator, Instructional Technology at an annual salary of $40,698, effective September 29, 2010.


Theresa Malaspina, Library Specialist, Academic Support Services, at an annual salary of $33,485, effective September 29, 2010.


Promotion

Tammy DeFranco, from Counselor I at an annual salary of $50,626 to Assistant Director, WACC and CMCC Student Services, at an annual salary of $57,282 effective September 29, 2010.

Policies for Discussion—No. 103/284, 107, 208, 213, 215, 216

Policy No. 103
Area: Academics, Human Resources

Adopted: 04/23/96
Revisions Approved:

Description: Outside Employment

Professional employees may consult or work outside the College as long as such employment does not interfere with their full-time College duties.

The College administration shall be kept informed of any such activity, and it may establish reasonable requirements for avoiding conflicts of interest, and interference with scheduled duties.

The College shall also be assured that private, part-time activities are not conducted during the regular work day or under the institution's name.

See Human Resources for an Outside Employment Form.

Policy No. 834
Area: Human Resources

Adopted: 04/23/96
Revisions Approved:
Description: Outside Employment
See Also:
- Board of Trustees Policy No. 2
- Academics Policy No. 103
- Human Resources Policy No. 803

Back to the Policies and Procedures Main Menu

Policy No. 107
Area: Academics-Human Resources

Adopted: 07/25/06
Revisions Approved:
Adjuncts: Credit Courses at ACCC- Adjunct Tuition Waivers

Adjuncts can enroll for a credit course, free of charge, during any semester they are teaching. They can register on a space-available basis, on the final day of the registration period.

There will be no tuition cost, but any special fee connected with the course must be paid by the adjunct (i.e. lab fee for computer class; material fee for art; texts).

Senior Adjunct Instructors not teaching in the summer may enroll in one summer credit course, tuition free, provided they have committed to teaching a credit course in the upcoming fall semester.

In all situations, if a grade of “C” or better is not earned in the course, the adjunct shall be responsible to reimburse the college for the full expense of the waived tuition.

Policy No. 208
Area: Student Affairs Development

Student Personal Conduct

The College embraces the twin principles of individual responsibility on the part of students and due process on the part of the college administration: Students will be publicly informed of the standards of conduct expected of them. A judicial system will be established for the fair handling of disciplinary matters, incorporating an appeals process.

STUDENT CODE OF CONDUCT: On admission to Atlantic Cape ACCC, each student accepts a commitment is expected to act in a responsible manner which conforms with generally accepted standards of adult behavior. Students are expected to familiarize themselves with the college's code of conduct.

It is expected that all students will show courtesy and respect for each other and for administrative officers, faculty and employees. Students must understand and accept the necessity for various College regulations and they must comply with directives of those authorized to enforce regulations.

Students are expected to respect the property of the College and that of others. Damage to or destruction of such property will be considered a matter for disciplinary action.

All students are expected to present an appearance that is neat, clean and in good taste. Students also are expected to recognize the importance of their personal appearance. Proper dress on campus, therefore, is expected. Some College programs reserve the right to require specific dress/uniform standards.

Indiscriminate, obscene language shows lack of respect for self and others. Students should show courtesy and respect for themselves and others by refraining from this practice.
Any threat or hindrance to the instructional process or the daily life of the campus should be rejected. Possession, use or distribution of alcoholic beverages on the College premises is prohibited regardless of age. This includes all College sponsored events, housing (apartments, townhouses and/or condominiums). Possession or use of illegal drugs or narcotics on campus or at any College sponsored function is prohibited. 

Policy No. 213
Area: Student Affairs Development
General Admission

Admission to Atlantic Cape Community College is available to all applicants who are 18 years of age and older and whose high school class has graduated. Applicants who have graduated from an accredited secondary or preparatory school, or those with a State equivalency certificate (GED) are accepted to Atlantic Cape ACCC. Applicants must complete an application for admission and pay the non-refundable application fee. Applicants under 18 years of age, not currently enrolled in high school, and not having a high school diploma or GED, do not qualify for admission to a community college.

Applicants who do not meet these criteria may be admitted through Special Admission Programs, including High School/Approved Home Schooling Programs and Project Second Chance. SAGES admission (Senior Adult Gaining Education & Stimulation) is available to Atlantic and Cape May County residents aged 60 years or older.

Atlantic Cape offers the opportunity for selected high school students, who have completed at least their first year of high school, to attend credit courses on a part-time basis. Applicants must test at college level to be able to enroll and may only attend part-time as an undeclared major. High School students may apply for admission through concurrent enrollment, dual credit or articulation agreements with permission of their high school.

College acceptance does not necessarily mean that students can enroll in any course or program offered. In addition to general admission requirements, Allied Health and Culinary Arts some majors have specific program admission criteria, prerequisite courses, and fees, which must be satisfied before students are considered for program entry.

Students seeking a degree or registering for courses requiring English or Mathematics prerequisites must take the New Jersey College Basic Skills Placement Test (NJBSPT). Part-time or non-degree seeking students who complete eleven credits must take the NJBSPT before registering for additional courses. All students are required to take the College’s Placement Test before enrolling in classes. Students who provide proof of minimum required SAT scores as stated in the College catalog or who provide an unofficial college transcript demonstrating successful completion of college-level English and mathematics, are exempt from taking the test. The number of credit hours that students enroll in may be contingent upon test results and previous academic accomplishments. Students are required to take the Placement Test prior to registering for a mathematics, English or other course requiring a demonstrated level of ability. Students seeking to complete one course for professional development purposes only, may request a waiver of the Test from the Director of Admissions and College Recruitment or the Director of the Career and Academic Planning Center. Requests for additional information concerning admission should be directed to the Admissions Office. Applications should be received by July 1 for entry in the Fall semester, November 1, for the Spring.

Atlantic Cape charges all applicants a one-time non-refundable application fee. Students who provide documented evidence of financial hardship may provide a written request for a deferment of that fee. By requesting a deferment, it is assumed that the student intends to enroll in classes and that the payment of the fee would create a barrier to enrollment. Students who request a fee deferment and do not enroll in
classes in the academic year (fall or spring) immediately following their application for admission will be required to pay the fee.

Atlantic Cape ACCC does not discriminate in admission or access to its programs and activities on the basis of race/ethnicity, color, national origin, religion/creed, disability, age, marital status, sex, sexual orientation or veteran's status.

**Policy No. 215**
Area: Student Affairs Development
Description: Zero Tolerance Policy — Threatening and Violent Behavior Policy

Atlantic Cape Community College is a place where students, staff and guests expect safety and security while pursuing academic excellence and college activities.

Accordingly, any Atlantic Cape ACCC student who verbally or physically threatens the safety of other students, staff, faculty or campus guests will be immediately suspended from the college pending a disciplinary hearing.

The outcome of that hearing may result in penalties including but not limited to additional suspensions or dismissal from the college depending on the circumstances of the offense.

Students who are suspended or dismissed from the college are banned from all Atlantic Cape ACCC campuses, learning sites, and college-sponsored events during the period of their suspension or dismissal.

Students who violate this ban will be charged with trespassing under New Jersey criminal codes.

**Policy No. 216**
Area: Student Affairs Development
Cyber Harassment

Atlantic Cape ACCC requires a college community free from threats, intimidation, stalking, harassment and other harassing behaviors. These behaviors may include, but are not limited to, the following:

- Repeated, unwanted/unsolicited contact that includes face-to-face contact, telephone calls, voice messages, text messages, electronic video and/or photography, electronic mail, instant messages, written letters, unwanted gifts;
- Verbal or written abuse, threats, harassment, coercion, or any other conduct that places another individual in reasonable fear of his/her safety through words or actions directed at that person, or substantially interferes with the working, educational or personal environment of the individual;
- Persistent offensive, threatening communication through the Internet via email, chat rooms and other electronic devices.

Students who are found responsible for Cyber Harassment will be in direct violation of the Student Code of Conduct Policy.

**Contributing Sources:** Grand Rapids Community College Student Code of Conduct, Retrieved 11/29/08; Howard Community College Stalking and Harassment Policy, Retrieved 11/4/08

Res. #23

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

<table>
<thead>
<tr>
<th>Bid Ex.</th>
<th>State Contract, Nextel Cell Phone Service, (FY 11 Information Technology Services operational)</th>
<th>$20,000.00 (not to exceed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>595</td>
<td>Nextel Communications</td>
<td>Bensalem, PA</td>
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WHEREAS, under New Jersey County College Contract Law a Contract for Software License/Online Nursing Program may be negotiated or awarded without public advertising for Bids, and

WHEREAS, the Purchasing Senior Manager has determined that the value of the acquisition will exceed $17,500 (see attached), and,

WHEREAS, the anticipated term of this contract is one year as approved by this governing body, and

WHEREAS, the program offers individualized remediation for all students throughout their entire education in the nursing program and it is also used as the exit exam, and

WHEREAS, Assessment Technology Institute has indicated that they will provide the Nursing Assessment Program Software for the sum of $105.50 per freshman nursing student and $148.00 per senior nursing student per semester, and

WHEREAS, Assessment Technology Institute has completed and submitted a Business Entity Disclosure Certification which certifies that Assessment Technology Institute 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 Assessment Technology Services 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 Assessment Technology Institute 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.

Note: anticipated fee is based on number of students enrolled (exact count not available for Spring 2011):

<table>
<thead>
<tr>
<th></th>
<th>Fall 2010</th>
<th>Spring 2011</th>
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<tbody>
<tr>
<td></td>
<td>75 senior students x 105.50 =</td>
<td>80 senior students x 105.50 =</td>
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<tr>
<td></td>
<td>$ 7,912.50</td>
<td>$ 8,440.00</td>
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<tr>
<td></td>
<td>88 freshman students x 148.00 =</td>
<td>80 freshman students x 148.00 =</td>
</tr>
<tr>
<td></td>
<td>$13,024.00</td>
<td>$11,840.00</td>
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Res. #24

WHEREAS, the New Jersey Department of Environmental Protection, Bureau of Recycling and Planning is soliciting applications for the FY11 Food Waste Recycling Demonstration Grant Program, and

WHEREAS, the Food Waste Recycling Demonstration Grant Program will provide competitive funding for on-site (on-campus) food waste recycling systems at colleges and universities located in New Jersey (see attached), and

WHEREAS, the Food Waste Recycling Demonstration Grant Program will provide Atlantic Cape with a grant of $20,000 for purchase and installation of an on-campus food waste recycling system over the anticipated term of April 1, 2011, through March 31, 2012.

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 Environmental Protection for the Food Waste Recycling Demonstration Grant Program with an anticipated grant totaling approximately $20,000 over the anticipated term of April 1, 2011, through March 31, 2012.

Res. #25

RESOLVED: At a public meeting of the Board of Trustees to be held on October 26, 2010, 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 Trustees 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, ONE ABSTENTION (Mr. Crowley on Bid. Ex. 596 only on Res. #23)

X. PRESIDENT’S REPORT: Under Dr. Mora’s report, Mr. Fischer showed a PowerPoint while the following topics were presented—CMCC 5th Year Anniversary, Dr. Mora’s NBC40 interview, 2010 American Heart Association Heart Walk Awards, the Atlantic Cape and American Association of University Women (AAUW) – Cape May Branch dinner and the Board Activity Calendar.

- Dr. Mora introduced Dr. Gentile who spoke on many of the highlights for the Cape May County Campus during their 5th Year Anniversary with the celebration planned from October 11 to 15. She invited the trustees to attend. In anticipation, the entrance will be spruced up and there will be permanent signage. Dr. Gentile gave the following information about upcoming events:
o On October 13 from 2 to 6 p.m. the college will allow residents to visit classes, go on campus tours and see demonstrations for "Community Day and Live Broadcast" with radio station Coast 98.7. There will be an anniversary card for signing, free refreshments, 21 tables of information on the college with area partners, Rutgers University, Cape May County Zoo, Coast Guard Training Center, etc. At 3:15 p.m. in the library there will be a large sheet cake and certificates of appreciation of the staff and faculty who have been with the campus.

o October 15 is the "Scramble 'Fore' Scholarships golf tournament and Awards Dinner." NBC40 and Cape May County Herald are some of the sponsors. They are also providing intensive advertising several weeks before the event. The awards dinner will be held at the Chalfonte Hotel sponsored and catered by Harrah's Resort Atlantic City with desserts prepared by the Academy of Culinary Arts students for the golfers and stakeholders who support the structure of this facility and its operation. There will be a lot of press coverage with a Sunday supplement the week before with a special package talking about CMCC growth and impact on the community. Flyers have been distributed—school districts, guidance counselors, etc.-- throughout the county.

o At mile marker 11 there is information about the campus anniversary. The county also notified the public about our fifth-year anniversary and invited people to come to Crest Haven Complex. A banner is also going up in the city.

- Dr. Mora said he was interviewed along with Freeholder Director Daniel Beyel on NBC40 about the Cape May County Campus growth. Dr. Mora also spoke about the CMCC 5th anniversary.

- Mr. Fischer talked about Dr. Mora's certificate and the college's plaque from the American Heart Association for participation in the 2010 Southern NJ Spring Start! Heart Walk. As a member of the AHA Executive Cabinet, Dr. Mora received a certificate of appreciation. The college received the Top Scholastic Institution plaque. "The college has a ten-year commitment to our largest philanthropic event. There is a concerted effort by the employees and students," said Dr. Mora.

- Dr. Mora spoke about his and the attendance of Dr. Gentile, Ms. Maria Kellett, and Ms. Tammy DeFranco at the Annual American Association of University Women (AAUW) – Cape May County Branch "Welcome Back" dinner hosted by the college. He noted that along with Atlantic Cape the AAUW was a strong advocate and partner in getting the Cape May County Campus built and some of their members have served on the college's Board of Trustees.

Dr. Gentile spoke about an agreement between Atlantic Cape and the AAUW regarding Project P.A.S.S. In this mentor based program students will work with a mentor from AAUW. She said the dinner was a nice event and the AAUW is pleased to be doing more with the college. The college is indebted to them for their help.

Dr. Mora said the AAUW's help in peer mentoring is a broader approach for student retention and it is a key factor in student retention.

- Mr. Fischer showed the Board Calendar on PowerPoint giving additional highlights and noting the new addition as follows:

  November 22: NJCCC Council Meeting and Trustee Seminar at Forsgate Country Club, Monroe Township (Middlesex County)

XI. COMMITTEE REPORTS: DISCUSSION/QUESTIONS

Chairperson Talvacchia asked if there were any questions on the monthly committee reports sent in the Board packet.
XII. OTHER BUSINESS

Chairperson Talvacchia acknowledged the thank you cards received from Dr. Mora and Ms. Nancy Hand for the dish gardens received in sympathy.

Secretary's Note: The 2010 Fall Sports Schedules for Men's Soccer/Women's Volleyball and the college-wide book, The Bean Trees by Barbara Kingsolver were placed in the Board's pad folios.

XIII. COMMENTS FROM THE PUBLIC

None

XIV. ADJOURNMENT

Chairperson Talvacchia stated that after the regular meeting is adjourned the Board would go into executive session where no action would be taken.

On motion of Mr. Reynolds and second by Mr. Boyer the regular session was adjourned at 7:25 p.m., in Room 113, Cape May County Campus, 314 Court Hose-South Dennis Road, Cape May Court House, NJ.

Respectfully submitted,

BettyAnn Inloes Hines
Atlantic Cape Board Secretary

Attachments: Atlantic Cape Foundation Report, September 2010
Academic & Student Affairs Committee Meeting Minutes Revised, September 22, 2010
Budget, Finance & Audit Committee Minutes, September 21, 2010
Diversity, Equity, & Community Service Committee Executive Summary, September 9, 2010
Long-Range Planning & Capital Projects Committee September 2010 Report
Personnel & Board Development Committee Meeting Minutes, September 22, 2010