I. **CALL TO ORDER REGULAR SESSION**

On Tuesday, February 22, 2011, at 7:05 p.m. Chairperson Nicholas Talvacchia called the meeting to order.

Chairperson Talvacchia introduced himself to Ms. Mento newly appointed to the Board last month.

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 February 10, 2011.

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>✓ Thomas J. Dowd</td>
<td>Dr. Peter Mora</td>
</tr>
<tr>
<td>✓ David A. Evans</td>
<td>Kathy Corbalis</td>
</tr>
<tr>
<td>✓ Brian G. Lefke</td>
<td>Sean Fischer</td>
</tr>
<tr>
<td>✓ Martha L. Madroñero</td>
<td>Dr. Patricia Gentile</td>
</tr>
<tr>
<td>✓ Andrew W. Melchiorre</td>
<td>Douglas Hedges</td>
</tr>
<tr>
<td>✓ Maria K. Mento</td>
<td>Dr. Richard Perniciaro</td>
</tr>
<tr>
<td>✓ Eric Reynolds</td>
<td>Bobby Royal</td>
</tr>
<tr>
<td>✓ Nicholas F. Talvacchia, Esquire</td>
<td>Carmen Royal</td>
</tr>
<tr>
<td>✓ Maria Ivette Torres</td>
<td>Terry Sampson</td>
</tr>
<tr>
<td>✓ Helen W. Walsh</td>
<td>Cathie Skinner, CPA</td>
</tr>
<tr>
<td></td>
<td>Dr. Art Wexler</td>
</tr>
<tr>
<td></td>
<td>BettyAnn Inloes Hines</td>
</tr>
<tr>
<td></td>
<td>Louis J. Greco, Esquire</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Others in Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Lugo, Atlantic Co. Treasurer &amp; CFO</td>
</tr>
<tr>
<td>Cindy DeFalco, AC Employee</td>
</tr>
<tr>
<td>Sean Delany, AC Employee</td>
</tr>
<tr>
<td>Keith Forrest, AC Employee</td>
</tr>
<tr>
<td>Joy Jones, AC Employee</td>
</tr>
<tr>
<td>Chris Seher</td>
</tr>
</tbody>
</table>

V. **CALL TO ORDER EXECUTIVE SESSION**

Chairperson Talvacchia said the executive session would be held at the end of the meeting.
VI. REGULAR SESSION

Chairperson Talvacchia welcomed Mr. Chris Seher who had to resign from the Board last month because he was elected to political office. “Since Mr. Seher has gone on to better things, the Board would like to honor him for his time of service,” said Chairperson Talvacchia. Mr. Seher was presented with a plaque.

Mr. Seher said he has served on numerous boards for over 35 years but the quality and dedication of the Atlantic and Cape May Board is topnotch. He enjoyed his time of service on the Board. He said he would miss interacting with and supporting Dr. Mora and will remain on the Aviation Studies Advisory Council. However, he will be keeping in touch and interacting with the college in the future.

The Board applauded.

Secretary's Note: After receiving his plaque, Mr. Seher left the meeting.

VII. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

None

VIII. BUDGET REPORT

Ms. Torres said the FY11 Board Summary Report for the seven months ended January 31, 2011, was reviewed was follows.

Preliminary fiscal year 2010-2011 year-to-date data summarized in the Board Summary Report for the seven months ended January 31, 2011, indicates the college has earned 81.72% of budgeted revenues and expended 56.18% of budgeted expenses.

This report reflects summer, fall and spring sessions. Student credit hour enrollments are almost 6% lower than the budgeted credit hour enrollment goal. Management is making every effort to attain the budgeted Fiscal 2010-2011 margin.

IX. RESOLUTIONS

Regular Resolutions

Ms. Torres moved and Mr. Reynolds seconded acceptance of the Financial Statement Executive Summary for January 31, 2011, Res. #58.

Ms. Walsh stated based on the trend analysis, budgeted revenue is down and asked, “Will we make a fund balance transfer this fiscal year?” She noted that in Section II, Page 1 of 3, it shows expenditures will be down by a similar amount.
Dean Skinner said, "Management is making every effort to contain costs so a fund balance transfer will not be required."

Ms. Torres moved and Mr. Reynolds seconded the acceptance of the Financial Statement Executive Summary for January 31, 2011, Res. #58.

ROLL CALL: ALL AYES, NO NAYS

Ms. Torres asked Ms. Sampson to present Res. #60A, OQ87, and give detailed information.

Ms. Sampson gave detailed information about the bid for the Hospitality Wing Addition to WACC.

Chairperson Talvacchia asked about the range of the bids.

Ms. Sampson said they ranged from $394,000 to $859,000.

Ms. Torres moved and Ms. Mento seconded the following:

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

<table>
<thead>
<tr>
<th>OQ87</th>
<th>A/E Services – Professional Services Hospitality Wing Addition WACC, (County Bond Funding) Blumberg Associates Atlantic City, NJ</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$411,100.00 (not to exceed)</td>
</tr>
</tbody>
</table>

ROLL CALL: ALL AYES, NO NAYS

It was noted that the Long-Range Planning and Capital Projects Committee got an extensive briefing with a comprehensive review of the firms from Ms. Sampson and Dean Perniciaro.

Mr. Melchiorre moved and Mr. Evans seconded the following, Res. #64.

WHEREAS, the college currently offers a Communication Option in Liberal Arts, Associate in Arts degree, and

WHEREAS, the Arts and Humanities Department has converted the current Option to a full degree program based upon careful examination of local high school programs and student interest, labor market projections and needs, local and national enrollment trends, and two and four-year Communication program curriculums (see attached), and

WHEREAS, the Curriculum Committee has considered and approved the content of the Communication, Associate in Arts degree on February 10, 2011.

THEREFORE BE IT RESOLVED that the Board of Trustees approve offering the Communication, Associate in Arts degree effective fall 2011.

ROLL CALL: ALL AYES, NO NAY

Vice President Wexler gave a brief explanation of the new Communications Option in Liberal Arts, Associate in Arts Degree to replace the existing option program. A new program description handout was
distributed. He introduced Assistant Professors Keith Forrest and Joy Jones, who developed the curriculum together and would describe the degree details.

Assistant Professor Forrest said it was a pleasure to be here and thanked the Board for the opportunity to address them. He said the Communication Option in Liberal Arts, the original program, was introduced in the fall of 2006 and now has over 100 majors in the program. He noted there has been growth in the radio and TV fields along with excellent results in the field and transferring to other schools. The largest enrollment in this region is at Rowan University. He said the new AA degree in communication would add additional courses such as Journalism II, Television History, Organizational Communication, Internship in Communication, etc. bringing the total number of classes to 18.

Assistant Professor Jones spoke about the expansion of the program into a Communication Associate in Arts degree with six tracks that would allow the program to grow even further. The recommendation was made based on local high school programs and student interest, labor market projections and needs, local and national enrollment trends and two and four-year Communication Program curricula. There is also an increased student interest in public relations.

Chairperson Talvacchia asked if they were hiring any additional faculty.

Assistant Professor Forrest said they would be using current full-time faculty as well as adjuncts but noted that there were no plans to hire more full-time faculty.

Chairperson Talvacchia thanked Vice President Wexler and Assistant Professors Forrest and Jones for the presentation.

Secretary’s Note: After their presentation, Assistant Professors Forrest and Jones left the meeting.

X. STRATEGIC PLAN REPORT

Dr. Perniciaro presented a PowerPoint presentation on the 2012-2016 Strategic Plan and discussed the key headings as outlined below:

- Annual Planning & Assessment Cycle
- Mission Statement
- Vision Statement
- Values
- Strategic Plan Goals
  - Maximize student success
  - Strengthen community partnership
  - Demonstrate effectiveness, continuous improvement and efficient use of resources
- Strategic Plan Objectives for each Goal
Dean Perniciaro noted the Strategic Planning Steering Committee consisted of individuals from the management/director level and thanked those members for their efforts. He stated that the Strategic Planning Report was endorsed by the Long-Range Planning and Capital Projects Committee.

Chairperson Talvacchia said that he liked what he saw and it was good work. He wanted to know what the college would achieve.

Dr. Mora said we do the annual strategic plan and budget message on a yearly basis. Whatever areas we are allocating our resources, the budget will track our plan and over five years we make progress in each of these areas.

Ms. Walsh said the plan has been thoroughly discussed at the Board Retreat and the Long-Range Planning and Capital Projects Committee meeting.

Chairperson Talvacchia asked if there were any questions and asked for a vote on the acceptance of the Strategic Plan from the Board. He acknowledged the unanimous acceptance of the 2012-2016 Strategic Plan by the Board.

Consent Resolutions

Chairperson Talvacchia presented the consent resolutions—Res. #57, Res. #59, Policy No. 208 (revision) For Review, Res. #60, Res. #61, Res. #62, Res. #63 and Res. #65—and asked if any needed to be voted on separately. He moved for their adoption and Mr. Melchiorre seconded.

Res. #57 January 25, 2011 Regular Session Minutes

Res. #59

It is respectfully recommended, by the President, that the following individuals be re-appointed to one-year terms, effective July 1, 2011:

Administrative and Supervisory Personnel Included in the Bargaining Unit

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lisa Apel-Gendron</td>
<td>Director, CMCC Administrative and Customer Services</td>
</tr>
<tr>
<td>Torrina Bennett-Michael</td>
<td>Director, Community and Cultural Affairs</td>
</tr>
<tr>
<td>Avon Chapman</td>
<td>Director, Adjunct Development/Faculty Admin Services</td>
</tr>
<tr>
<td>Josephine Chivalette</td>
<td>Director, WACC Program Support Services</td>
</tr>
<tr>
<td>Cynthia Correa</td>
<td>Assistant Director, Student Development</td>
</tr>
<tr>
<td>Paula Davis</td>
<td>Director, Counseling and Support Services</td>
</tr>
<tr>
<td>Tammy DeFranco</td>
<td>Assistant Director, WACC/CMCC Student Services</td>
</tr>
<tr>
<td>Linda DeSantis</td>
<td>Director, Financial Aid</td>
</tr>
<tr>
<td>Carol Drea</td>
<td>Director, Corporate Training and CCI</td>
</tr>
<tr>
<td>Dorothea Dunayer</td>
<td>Director, Academic Program Effectiveness/Dual Enrollment</td>
</tr>
<tr>
<td>John Feldbauer</td>
<td>Director, Personal Computer Services</td>
</tr>
<tr>
<td>Christine Gamboa</td>
<td>Director, Testing</td>
</tr>
<tr>
<td>Nicholas Ganaway</td>
<td>Director, Telecommunications and Video Services</td>
</tr>
<tr>
<td>Megan Gargiulo</td>
<td>Director, Health Professions Institute</td>
</tr>
<tr>
<td>Patricia Heller</td>
<td>Assistant Director, Administrative Computing</td>
</tr>
</tbody>
</table>
Leslie Jamison  Controller
Dorie Keener  Director, Business Services
Maria Kellett  Director, Major Gifts
Michael Kernan  Associate Director, Cash Reconciliation
Kathleen Landau  Bursar
Linda McLeod  Assistant Director, College Recruitment
John Mohr  Director, WACC and CMCC Student Services
Luis Montefusco  Director, Institutional Planning and Assessment
Michelle Perkins  Director, Instructional Technology
Heather Peterson  Registrar
Geoffrey Pettifer  Director, College Marketing
Anita Polanco  Assistant Director, Educational Opportunity Fund
Nancy Porfido  Director, Student Development and Judicial Officer
Regina Skinner  Director, Admissions and Recruitment
Mariangela Sozio  Associate Director, Budgets and Systems
Patrick Sweeney  Director, Administrative Computing
Sherwood Taylor  Director, Institute for Service Excellence
Harry Whitelam  Director, Purchasing and Storeroom Operations
Michael Wozniak  Director, Extension Center Accounting

**Exempt Administrative and Supervisory Personnel**

Kathleen Corbalis  Executive Director, College Relations
Cindy DeFalco  Director, Human Resources
Sean Fischer  Executive Assistant to the President/Director, Board of Trustees Services
Patricia Gentile  Dean, Continuing Education, Resource Development and CMCC Operations
Douglas Hedges  Dean, Information Technology Services
Otto Hernandez  Associate Dean, Geographic Information Systems and Technology Studies Institute
Bruce Johns  Director, Culinary Operations
William Keener  Director, Security and Public Safety
Jean McAlister  Associate Dean, Continuing Education Operations
Ronald McArthur  Dean, Instruction
Patricia McClay  Dean, Academy of Culinary Arts
Richard Perniciaro  Dean, Facilities, Research and Planning
Paula Pitcher  Assistant Dean, Institutional Research and Assessment
Bobby Royal Sr.  Dean, Community Affairs, Security and WACC Operations
Carmen Royal  Dean, Students
Therese Sampson  Executive Director, Administration and Business Services
Charles Schaeffer  Supervisor, Facilities Operations
Catherine Skinner  Dean, Administration and Finance
Mark Streckenbein  Director, Facilities Planning and Capital Projects
Robert Townsend  Assistant Director, Facilities Management Operations
Arthur Wexler  Vice President, Academic Affairs
Grant Wilinski  Associate Dean, Academic Support Services

**Academy of Culinary Arts Chef Educators**

Annamarie Chelius  Philip Cragg  Suzanne Feye  Michael Huber
Daniel Matt  Mary Theresa McCann  George Richert  Jeffrey Phillips
Joseph Sheridan  Vincent Tedeschi  James Usilton  Linda Wohlman

**Faculty Without Tenure**

Maryann Flemming-McCall  Assistant Professor, English
Claude Fortune  Assistant Professor, Mathematics
Karl Giulian  Assistant Professor, Business Studies
Joy Jones  Assistant Professor, Social Science and Communications
Joseph Krafft  Assistant Professor, Nursing
Jolie Hamilton Master  Assistant Professor, Biology
William Osler  Assistant Professor, Developmental Mathematics
Judith Otterburn-Martinez  Assistant Professor, English as a Second Language
Christina Ranelle  Assistant Professor, Allied Health
Beth Sanders-Rabinowitz  Assistant Professor, Social Science
Shirley Shields  Assistant Professor, English as a Second Language
Sonia Taylor  Assistant Professor, Biology
Mary Wunnenberg  Assistant Professor, Allied Health
Zhe June Xu  Assistant Professor, Biology
Bojan Zilovic  Assistant Professor, Computer Information Systems

Faculty Earning Tenure with this Appointment
Leila Crawford  Assistant Professor, English
Christine English-Martin  Assistant Professor, Paralegal Studies
Barbara Heard  Assistant Professor, Biology
Thomas Innocente Sr.  Assistant Professor, Criminal Justice
Gwen McIntyre  Assistant Professor, English as a Second Language
Stephanie Natale-Boianelli  Assistant Professor, Developmental English

Counselor I:  Lynette Ingram  Dennis Jones  Hal Lugerner  David Pringle
Counselor II:  Ellen Splaver
Librarian I:  Leslie Murtha

Policy No. 208 (revision) For Review

POLICY REVISED: FOR REVIEW IN FEBRUARY, DISCUSSION IN MARCH AND ADOPTION IN APRIL

Policy No. 208
Area: Student Affairs
Student Personal Conduct

Adopted: 04/23/96
Revision Adopted: 05/23/06

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, each student 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 is prohibited and will be enforced by those authorized to do so.

Possession, use or distribution of alcoholic beverages on the College premises is prohibited regardless of age. This includes all student sponsored on or off-campus events and any College sponsored event in which students attend or participate.

Students who violate these restrictions shall be subject to appropriate disciplinary action up to and including dismissal and criminal prosecution.

Possession or use of illegal drugs or narcotics on campus or at any College sponsored function is prohibited.

Res. #60

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

<table>
<thead>
<tr>
<th>Bid Ex.</th>
<th>Description</th>
<th>Commission Rate</th>
<th>Vendor/Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>603</td>
<td>State Contract, Copier, (FY11-FY16 Cape May, Division Office)</td>
<td>$34,593.60</td>
<td>Xerox Corporation, Cherry Hill, NJ</td>
</tr>
<tr>
<td>604</td>
<td>Fire System Upgrade – Sole Source, (FY11 Repair/Replace)</td>
<td>$49,000.00</td>
<td>(not to exceed)</td>
</tr>
<tr>
<td>605</td>
<td>Magazine-Style Publication, (FY11 Marketing – 1 issue)</td>
<td>$35,000.00</td>
<td>(not to exceed)</td>
</tr>
</tbody>
</table>

Res. #61

WHEREAS, the Easton Foundation Equipment Grants for United States Collegiate Archery (USCA) Clubs is soliciting applications for in-kind donations of archery equipment for collegiate archery teams, and

WHEREAS, the Easton Foundation Equipment Grants for USCA Clubs will provide such items as Compound/Recurve equipment for competition; bow cases; sights; stabilizers; chest protectors; stringers; arm guards; arrow maintenance; string makers; arrow saws; string materials; and bow presses (see attached), and

WHEREAS, the Easton Foundation Equipment Grants for USCA Clubs will provide equipment donations that will be delivered by June 2011 (anticipated) and will be kept by Atlantic Cape until the equipment is no longer useable.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to submit an application to the Easton Foundation Equipment Grants for USCA Clubs for in-kind donations of archery equipment, to be delivered by June 2011 (anticipated) and to be kept by Atlantic Cape until the equipment is no longer useable.

Res. #62

WHEREAS, the National Science Foundation (NSF) is soliciting applications for the Advanced Technological Education (ATE) Program, Small Grants for Institutions New to ATE, and

WHEREAS, the ATE program will provide competitive funding for community college programs that educate technicians for the high-technology fields that drive our nation's economy (see attached), and

WHEREAS, the ATE program will provide Atlantic Cape with a grant of up to $200,000 over three years, over the anticipated term of January 2012 through December 2014.
THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to submit an application to NSF for the Advanced Technological Education Program, Small Grants for Institutions New to ATE with an anticipated grant totaling approximately $200,000, over the anticipated term of January 2012 through December 2014.

Res. #63

WHEREAS, the American Association of Community Colleges (AACC) is soliciting applications for its Plus 50 Completion Strategy Grant program, and

WHEREAS, the Plus 50 Completion Strategy Grant program will support community colleges committed to enhancing or expanding existing programs for students 50 years of age and older, particularly those who have earned prior college credits without earning a credential, to ensure that they obtain the degrees, certificates, and not-for-credit credentials sought by employers in high-demand, high-growth fields (see attached), and

WHEREAS, the Plus 50 Completion Strategy Grant program will provide Atlantic Cape with a grant of up to $12,000 over three years, over the anticipated term of January 2012 through December 2014.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to submit an application to AACC’s Plus 50 Completion Strategy Grant program, with an anticipated grant totaling approximately $12,000, over the anticipated term of January 2012 through December 2014.

Res. #65

RESOLVED: At a public meeting of the Board of Trustees to be held on April 26, 2011, 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: ALL AYES, NO NAYS

XI. PRESIDENT’S REPORT: Dr. Mora’s report addressed the following topics—Next Generation Aviation Research & Technology Park, Development Initiatives, “In the Community with Thelma Witherspoon,” Association of Community College Trustees Annual Legislative Summit, American Conference on Diversity, Media Coverage and Board Development and Activity Calendar.

- Dr. Mora spoke about the reception held recently at the Academy of Culinary Arts for aviation industry leaders and government officials interested in the NextGen Aviation Research and Technology Park. College officials highlighted programs that support the NextGen project as part of the presentation.

- Dean Gentile reported on two recent development activities—a $10,000 gift from Crest Savings Bank for scholarships and the initial meeting of the college’s new Planned Giving Advisory Council.

- Dr. Mora reported on his appearance on the radio program, “In the Community with Thelma Witherspoon.” He provided an update on the annual “State of the College” address. Then he answered questions.

- Dr. Mora and Mr. Fischer attended the annual Association of Community College Trustees’ “Community College Legislative Summit.” The president met with elected officials and governmental leaders to discuss issues important to the college.
Dean Royal reported on the Atlantic County Chapter of the American Conference on Diversity presented “Business & Community Impact of Health Care Disparities Due to Race and Ethnicity” at the college recently. It was a positive event with about 80-100 people in attendance. Mr. Reynolds, Ms. Torres and Ms. Walsh attended the conference and offered insights on the event. Mr. Reynolds thanked the college for the use of the theatre and technical assistance.

Ms. Corbalis gave an overview of major media coverage received by the college since the last Board meeting noting that this information is also listed in the ACCommuniCator.

Mr. Fischer reviewed the Board Development and Activity Calendar (listed below):

February 28: NJCCC Trustee Seminar, “Role of the Trustee in Student Success”
February 28: NJCCC Council Meeting
February 28: White House Regional Community College Summit
March 3: NJCCC Trustee Ambassador Day, State House, 9 am to 2 pm
March 31: Restaurant Gala

XII. COMMITTEE REPORTS: DISCUSSION/QUESTIONS

None

XIII. OTHER BUSINESS

None

XIV. COMMENTS FROM THE PUBLIC

None

XV. ADJOURNMENT

Chairperson Talvacchia moved and Mr. Evans seconded for an executive session to begin after the regular session noting. Chairperson Talvacchia stated no matters would be discussed concerning personnel or litigation.

On motion of Ms. Torres and second by Mr. Reynolds, the regular session adjourned at 8:03 p.m., in the Board Room, J-202, on the main campus, 5100 Black Horse Pike, Mays Landing, NJ.

Respectfully submitted,

BettyAnn Inloes Hines, Atlantic Cape Board Secretary

Attachments: Atlantic Cape Foundation Board Report, February 2011
Academic and Student Affairs, Committee Minutes, February 16, 2011
Budget, Finance and Audit Committee Minutes Revised, February 15, 2011
Long-Range Planning and Capital Projects Committee Minutes, February 14, 2011
Personnel and Board Development Committee Minutes Revised, February 16, 2011