

I. CALL TO ORDER REGULAR SESSION

On Tuesday, January 29, 2013, at 7:00 p.m. Chairperson David A. Evans called the meeting to order. He thanked everyone for attending the January rescheduled Board meeting.

II. STATEMENT OF ADEQUATE NOTICE

In compliance with the "Open Public Meetings Act" of the state of New Jersey, adequate notice of this regular meeting of the Atlantic Cape Community College Board of Trustees was provided by e-mail for posting at "J" Building main campus; the Charles D. Worthington Atlantic City Campus, the Cape May County Campus and copies were e-mailed to the clerks of Atlantic and Cape May counties and the clerks of the Board of Chosen Freeholders of Atlantic and Cape May counties on January 25, 2013. On January 25, 2013, a legal ad for the meeting was e-mailed to the Press of Atlantic City.

III. FLAG SALUTE

Chairperson Evans asked everyone to rise and salute the flag. Everyone rose, saluted the flag and recited the Pledge of Allegiance.

IV. ROLL CALL (√)

	Board Members	College Personnel
√	Robert J. Boyer	Dr. Peter Mora
√	Dave Coskey	Terry Budd
√	David A. Evans	Kathy Corbalis
√	Brian G. Lefke	Eileen Curristine
√	Andrew W. Melchiorre	Sean Fischer
√	Maria K. Mento	Dr. Patricia Gentile
√	Eric Reynolds	Douglas Hedges
√	Dr. Richard Stepura	Dr. Ron McArthur
√	Nicholas F. Talvacchia, Esquire	Dr. Richard Perniciaro
√	Maria Ivette Torres	Cathie Skinner, CPA
√	Helen W. Walsh	BettyAnn Inloes Hines

Others in Attendance

Bonnie Lindaw, Atlantic Co. Treasurer & CFO
 JoAnne Barbieri, Atlantic Cape Employee
 Cindy DeFalco, Atlantic Cape Employee
 Linda DeSantis, Atlantic Cape Employee
 Kristin Fletcher, Atlantic Cape Employee
 Patricia Heller, Atlantic Cape Employee
 Kathy Landau, Atlantic Cape Employee
 Caesar Niglio, Atlantic Cape Employee
 Heather Peterson, Atlantic Cape Employee
 Bojan Ziloric, Atlantic Cape Employee

V. CALL TO ORDER EXECUTIVE SESSION

Chairperson Evans said there was no need for an executive session.

VI. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

None

VII. CONSENT RESOLUTIONS:

Chairperson Evans asked that the consent resolutions—**Res. #43 Rev., Res. #45, Res. #45D, Res. #52, Res. #53, and Res. #57**-- be addressed before the regular resolutions. He stated if there were no consent resolutions to be removed for further discussion, they would be considered for adoption.

Mr. Boyer moved and Dr. Stepura seconded the motion.

Res. #43 Rev.

December 18, 2012, Regular Session Minutes

Secretary's Note: The executive session minutes are still being held.

Res. #45

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

Appointment

Bryant Brown, Maintenance Mechanic II, Facilities Management at an annual salary of \$37,584 effective January 23, 2013.

Res. #45D

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

Transition to Institutional Funding

Ellen Splaver, Counselor II, Educational Opportunity Fund, at an annual salary of \$60,459, 42.38% Institutional/57.62% EOF grant, effective FY 13.

Res. #52

WHEREAS, New Jersey Dept. of Labor and Workforce Development is soliciting applications for Opportunity4Jersey Training Grant Program, and

WHEREAS, Opportunity4Jersey Training Grant Program will provide competitive funding to connect training for qualified unemployed workers with employer-driven occupational demand skills in targeted industry sectors (see attached), and

WHEREAS, Opportunity4Jersey Training Grant Program will provide Atlantic Cape with a grant of up to \$300,000 over one year for training partnerships with New Jersey employers over the anticipated term of April 2013 through April 2014.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to submit an application to New Jersey Dept. of Labor and Workforce Development for the Opportunity4Jersey Training Grant Program with an anticipated grant of up to \$300,000 over the anticipated term of April 2013 through April 2014.

Res. #53

WHEREAS, New Jersey Dept. of Labor and Workforce Development is soliciting applications for Skills4Jersey Training Grant Program, and

WHEREAS, Skills4Jersey Training Grant Program will provide competitive funding for training partnerships with New Jersey employers to upgrade skills of their current employees and/or train new employees, and

WHEREAS, Skills4Jersey Training Grant Program will provide Atlantic Cape with a grant of up to \$100,000 over one year for training partnerships with New Jersey employers over the anticipated term of March 2013 through March 2014.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to submit an application to New Jersey Dept. of Labor and Workforce Development for Skills4Jersey Training Grant Program with an anticipated grant of up to \$100,000 over the anticipated term of March 2013 through March 2014.

Res. #57

RESOLVED: At a public meeting of the Board of Trustees to be held on February 26, 2013, 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, ABSTENTIONS (Mr. Reynolds on Res. #52 and #53)

VIII. BUDGET REPORT

Mr. Boyer said the preliminary Fiscal Year 2013 year-to-date data summarized in the Board Summary Report for the six months ended December 31, 2012, indicate that the college has earned 53.92% of budgeted revenues and expended 48.40% of budgeted expenses.

Based on a three-year moving average of prior year actual and fiscal year 2013 current year to date actual, the college will meet the budget margin as forecast by management.

IX. REGULAR RESOLUTIONS

Mr. Boyer moved and Mr. Talvacchia seconded the acceptance of the Financial Statement Executive Summary for December 31, 2012, **Res. #44**.

ROLL CALL: AYES, NO NAYS

Mr. Boyer read **Res. #46**, Award of Bids, noting that Bid 1754 – Construction STEM building was reviewed extensively by the Budget, Finance & Audit and Long-Range Planning & Capital Projects committees.

Ms. Walsh acknowledged the hard work of Dean Perniciaro and Ms. Sampson to award this bid. "It has been difficult, but the staff made it happen," said Ms. Walsh.

The Board applauded.

Mr. Boyer moved and Mr. Talvacchia seconded the following:

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

Bid 1754	Construction, STEM Building (Pending EDA Review)	\$12,349,000.00
	Ben Harvey Co., Inc. Ocean, NJ	
Bid Ex. 651	Software License Renewal, Microsoft Campus, (FY13-14 Information Technology Services)	\$35,822.23
	A-Prompt Corporation Jim Thorpe, PA	
Bid Ex. 652	Magazine Style Publication, (FY13 Marketing)	\$35,000.00 (not to exceed)
	Academic Marketing Belleville, MI	
	TOTAL FOR RESOLUTION:	<u>\$12,419,822.23</u>

Mr. Boyer read **Res. #46A** and moved and Mr. Lefke seconded the following:

WHEREAS, on December 7, 2012, bids were received for the acquisition of Food Service Equipment for the Worthington Atlantic City Campus, and

WHEREAS, this Board on December 18, 2012, adopted Res. #40, Bid 1765R awarding the contract in the sum of \$661,000.00 to Todd Devin Food Equipment, Inc. ("Devin") finding the failure of Devin to submit a fully completed Statement of the Amount of Uncompleted Contracts to be immaterial and waivable in accordance with applicable law, and

WHEREAS, the second low bidder, Thomas-United, Inc. ("Thomas") has filed an appeal to this Board protesting against the award to Devin based solely on the failure of Devin to submit a completed Statement of Amount of Uncompleted Contracts, and

WHEREAS, Thomas indicated through counsel that it did not request an evidentiary hearing since there are no contested facts to be resolved, and

WHEREAS, the appeal has been reviewed by the Board Budget, Finance and Audit Committee which recommends adoption of this resolution based on the record submitted as well as the advice and counsel of the Board Solicitor.

THEREFORE, BE IT RESOLVED that the contract award appeal filed by Thomas-United, Inc. be denied and the original contract award to Todd Devin Food Equipment, Inc. be confirmed.

ROLL CALL: ALL AYES, NO NAYS

Mr. Boyer explained **Res. #47** and Ms. Walsh seconded the following:

WHEREAS, the college sought competitive proposals for banking services, and

WHEREAS, four proposals were received and reviewed (see attached), and

WHEREAS, the proposal provided by Cape Bank best fits the college's specifications for banking services and does so most cost-effectively.

THEREFORE BE IT RESOLVED that the college accept the proposal from Cape Bank for banking services and enter into a two-year agreement.

ROLL CALL: AYES, NO NAYS, ABSTENTIONS (Messrs. Boyer and Talvacchia)

Mr. Boyer explained **Res. #48** stating that the new tuition and fee schedule provides the college the necessary revenue to meet its budgetary requirements “and still allows us to be in the lower third for tuition price within community colleges in the state. He moved and Ms. Walsh seconded the following:

WHEREAS, the college has considered the FY 2014 current revenue and expenditure budget, and

WHEREAS, the college has considered inflationary and incremental increases in the current expenditures, and

WHEREAS, the administration is recommending an average 5.9% increase in general education (in-county), online and culinary tuition (in-county), and mandatory fees (see attached).

THEREFORE BE IT RESOLVED that, upon recommendation of the President, the Board of Trustees approve the following tuition and fees schedule commencing with the summer session 2013.

N/C means No Change/cr. means credit

<u>TUITION RATE</u>	<u>GENERAL EDUCATION</u>	<u>CULINARY</u>	<u>ONLINE</u>
Per Credit Hour:			
In County	\$108.00	\$324.00	\$133.50
Out-of County	\$163.00	\$379.00	\$133.50
Out-of State	\$216.00	\$432.00	\$133.50
Foreign	\$216.00	\$432.00	\$133.50

<u>SCHEDULE OF FEES</u>	<u>FY 2014 PROPOSED</u>	<u>FY 2013 ACTUAL</u>
<u>MANDATORY FEES, ALL STUDENTS</u>		
General Fee (excluding online courses)	\$13.60/cr.	\$12.80/cr.
Information Services Fee	\$5.70/cr.	\$5.40/cr.
Student Activity Fee, Fall and Spring semesters	\$1.15/cr.	\$1.10/cr.
Student Accident Insurance, Summer semester	N/C	\$1.50
Student Accident Insurance, Fall and Spring per semester	N/C	\$2.50
Student Health Insurance includes Fall, Spring, Summer Semesters	N/C	\$46.00
“ “ “ includes Spring and Summer Semesters	N/C	\$33.00
“ “ “ Summer semester only	N/C	\$21.00
Facilities Fee (excluding online courses) Designated for Renewals & Replacements	\$3.40/cr.	\$3.20/cr.
<u>APPLICATION, ENROLLMENT & REGISTRATION FEES</u>		
Adult Education Registration Fee, Adult Basic Education Program Grant (ESL)	N/C	\$15.00
General College Application Fee, includes Placement Test and ESL Placement Test	N/C	\$35.00
International Students Application Fee, F1 Visa only, non-refundable	N/C	\$100.00
Allied Health/Nursing Program Application Fee, NURS	N/C	\$20.00
Air Traffic Control Application Fee	N/C	\$20.00
<u>PROGRAMS - SPECIAL FEES</u>		
ACADEMY OF CULINARY ARTS:		
Culinary Arts credit-by-exam fee, non-refundable	N/C	\$260.00 per course
Culinary Awards Ceremony Fee	N/C	\$30.00
Culinary Program Fee	\$299.00/cr.	\$283.00/cr.
ALLIED HEALTH AND NURSING PROGRAMS		
TEAS V (nursing entrance exam fee)	N/C	\$60.00
Clinical Fee: NURS	\$260.00/cr.	\$246.00/cr.
Professional Liability Insurance Fee, all clinical courses	N/C	\$5.00
TECHNOLOGY STUDIES INSTITUTE		
Air Traffic Control Terminal Program Fee (ATCT)	\$318.00/cr.	\$300.00/cr.
Aviation Program Fee	\$318.00/cr.	\$300.00/cr.
AVIT excluding AVIT 125, 150		

PROGRAM SPECIAL FEES (continued)

TECHNOLOGY STUDIES INSTITUTE (continued)

Private Pilot Course Fee AVIT 210	N/C	\$10,000/course
Instrument Pilot Course Fee AVIT 240	N/C	\$12,000/course
Commercial Pilot Course Fee AVIT 280	N/C	\$21,000/course

COURSE-RELATED FEES

Developmental Service Fee DEVS, Math 074, 073, ENG 070, 080; DEVA	\$37.60	\$35.50
English as a Second Language Service Fee	\$37.60	\$35.50
Light Technology Course Fee ARTS 115, 116, 128, 135, 208, ARTS/CISM 165; Computer Labs Studio Arts Course Fee: ARTS 100, 110, 111, 112 120, 200, 205, 206, 207, 209, 210, 211, 212, 214 217, 218, 221, 222, 223 AERG MATH 155, 156, 220, 255, 256 HOSP200	\$19.40/cr.	\$18.30/cr.
Heavy Technology Course Fee Science labs, HPED 117, 118	\$28.60/cr.	\$27.00/cr.
Lab Kit Fee for ESC1100 online section	\$145.00/per course	\$140.00 per course
Site Visits Fee (Fieldwork, Internships, Practicums)	\$19.40/cr.	\$18.30/cr.
Certification Fee (CDCC 120, ALHT 130)	N/C	\$20.00
High School Dual Credit Enrollment	\$45.00/cr.	\$43.00/cr.

TESTING FEES

Institutional Credit-by Examination Testing Fee upon successful completion, cost will be the current per-credit rate minus the \$25.00 testing fee.	N/C	\$25.00
Learning Disability Testing Fee	N/C	\$275.00
Proctored External Testing, per exam	N/C	\$15.00
Accuplacer Retest Fee	N/C	\$12.00

MISCELLANEOUS FEES

Collection Fee, Delinquent Accounts	N/C	\$30.00
Returned Check Service Charge	N/C	\$35.00
Deferred Payment Plan Fee	N/C	\$25.00
Graduation Fee, all graduating students (Graduation Audit)	N/C	\$30.00
Professional Series Audit Fee	N/C	\$30.00
Late Fee	N/C	\$25.00
Additional Parking Sticker Fee, students	N/C	\$3.00
Student ID Card Replacement	N/C	\$5.00
Transcript Evaluation Fee: Evaluation of credits from other colleges, articulation agreements, Advanced Placement, CLEP, military, Police Training agreements, PONSI & Tech Prep.	N/C	\$20.00

ROLL CALL: ALL AYES, NO NAYS

Mr. Boyer explained and moved **Res. #49** and Dr. Stepura seconded the following:

WHEREAS, the Budget, Finance and Audit Committee has reviewed the proposed budget developed to meet the requirements of the college for fiscal year 2013-2014, and

WHEREAS, the college has projected current revenues including a fund balance transfer of \$160,542 and expenditures for educational and general purposes to be \$41,285,000 (see attached), and

WHEREAS, the college budget request includes a county appropriation of \$8,572,942 for the college's fiscal year 2013-2014 contingent on approval of a resolve at the Atlantic Cape Community College Board of School Estimate meeting.

THEREFORE BE IT RESOLVED by the Atlantic Cape Community College Board of Trustees that the fiscal year 2013-2014 revenue budget be approved contingent on the Board of School Estimate approval of a county appropriation of \$8,572,942 for the college's fiscal year 2013-2014.

ROLL CALL: ALL AYES, NO NAYS

Mr. Boyer explained and moved **Res. #50** and Mr. Lefke seconded the following:

WHEREAS, the State of New Jersey, with the passage of Chapter 12 Bill S-2139/A3145, has established a process which enables community colleges to submit their capital projects for state funding with a match from their local county, and

WHEREAS, the Board of Trustees of Atlantic Cape Community College have approved the College's Master Plan Blueprint 2020 which demonstrated a need for a Student Center, and

WHEREAS, Atlantic County has agreed to issue bonds to support the funding for Master Plan Blueprint 2020 projects which include the Student Center, and

WHEREAS, the State of New Jersey in conjunction with the Council of County Colleges has indicated that there will be funding for FY 2014 Chapter 12 for each community college in the range of \$4.2 million, and

WHEREAS, Atlantic Cape Community College wished to utilize the FY 2014 dollars to construct a new Student Center, and

WHEREAS, the State of New Jersey will pay one half the principal and interest on Chapter 12 projects.

THEREFORE BE IT RESOLVED that the Board of Trustees approves the submittal of construction of a new Student Center for funding from the Chapter 12 FY 2014 allocation at a sum not to exceed \$4.2 million.

Chairperson Evans asked if there were any questions.

ROLL CALL: ALL AYES, NO NAYS

Mr. Boyer explained and moved **Res. #51** and Mr. Reynolds seconded the following:

WHEREAS, the Building Our Future Bond Act was approved by a ballot vote in November 2012, and

WHEREAS, the act will allow the State of New Jersey to issue bonds in the total principal amount of \$750 million to provide grants to New Jersey's public and private colleges and universities to construct and equip higher education buildings to increase academic capacity, and

WHEREAS, Atlantic Cape Community College has been allocated a total of \$9 million of the Bond proceeds, and

WHEREAS, this funding will help prepare our students to compete for good jobs and benefits and help build a stronger New Jersey economy, and

WHEREAS, the college would seek to identify a 25% match of the cost of the bond, and

WHEREAS, the funding will be used to construct and or renovate academic space on all three campuses per the attached project list.

THEREFORE BE IT RESOLVED that the Board of Trustees approve the submittal of the attached construction and renovation projects for funding from the Building Our Future Bond Act an allocation of a sum not to exceed \$9 million.

Chairperson Evans asked if there were any questions.

ROLL CALL: ALL AYES, NO NAYS

Mr. Boyer explained and moved **Res. #56** and Mr. Coskey seconded the following:

WHEREAS, the Board of Trustees on October 24, 2000, approved Resolution #26 Revised for an allocation which included FY'04 Chapter 12 funding for R & R projects, and

WHEREAS, the Board of Trustees on September 30, 2003, approved Resolution #24 Revised for an allocation of FY'07 Chapter 12 funding for building relocation, and

WHEREAS, the Board of Trustees on December 14, 2004, approved Resolution #61 for an allocation which included FY' 08 for R & R projects, and

WHEREAS, the Board of Trustees on July 26, 2005, approved Resolution #9 for a transfer of \$1.5M from the FY04 year-end unrestricted fund balance to the FY 05 unrestricted Plant Fund for R & R projects, and

WHEREAS, the Board of Trustees on December 12, 2006, approved Resolution #47 for a transfer of \$453,000 from the FY'06 year-end unrestricted fund balance to the FY'07 unrestricted Plant Fund for compliance remediation based on EPA Peer Environmental Compliance Audit, and

WHEREAS, the Board of Trustees on August 26, 2008, approved Resolution #15 for a transfer of \$3.1Million from the FY' 08 year-end unrestricted fund balance to the unrestricted Plant Fund for college initiatives, and

WHEREAS, all of the projects and activities designated in the above stated resolutions have been completed or scope revised and we have identified funds available totaling \$1,126,071, and

WHEREAS, because of the calculations associated with funding of the EDA portion of the STEM building there will be an approximate short fall in funding of the project of \$1.1 million.

THEREFORE BE IT RESOLVED that the Board of Trustees approve a transfer of the balance of funding from the completed projects per the attached list to the STEM project.

Chairperson Evans asked if there were any questions.

ROLL CALL: ALL AYES, NO NAYS

Mr. Coskey read and moved, **Res. #45A, Res. #45B and Res. #45C** and Mr. Talvacchia

seconded the following:

Res. #45A

WHEREAS, Myra Caplan joined Atlantic Cape Community College on September 4, 2001 as Assistant Professor of Allied Health, and

WHEREAS, Ms. Caplan earned the rank of Associate Professor August 30, 2010, and

WHEREAS, Ms. Caplan's committee work included Academic Standards, faculty searches, Middle States and co-chair of International Education and Multicultural Awareness, and

WHEREAS, the member of Society for Healthcare Education and Training of South Jersey, also served as a faculty mentor for adjuncts, coordinated Nursing and Allied Health annual enrichment days and served as co-advisor for the student nursing club, and

WHEREAS, former Nursing Department Chair Barbara Warner stated, "Ms. Caplan remains a role model for her students, as she exudes confidence, clinical expertise, and compassion. Her gentle humor provides a release for any anxiety which these beginning students may be experiencing", and

WHEREAS, Ms. Caplan has indicated her desire to retire from employment with Atlantic Cape Community College.

THEREFORE BE IT RESOLVED upon the recommendation of the President that the Board approve the retirement of Ms. Caplan effective June 30, 2013.

BE IT FURTHER RESOLVED that the Board extends to Ms. Caplan its best wishes for retirement years filled with health and happiness.

Res. #45B

WHEREAS, Thomas Celandine joined Atlantic Cape Community College on January 30, 1978, and

WHEREAS, Mr. Celandine served for 35 years with dedication serving as Director of Developmental Studies Skills Lab, Assistant Director of Learning Resource Center, Head Coach for Cross Country, Adjunct Instructor, Director of Media Services and finally, Assistant Professor of Social Science and Developmental English, and

WHEREAS, Mr. Celandine's extensive committee work included Instruction Resource, Commencement, International Education, Sabbatical Leave, Basic Skills, Scholarship, and multiple search committees for faculty, administrative and Presidential positions, and

WHEREAS, former supervisor, Dr. Peter Mora stated, "Tom has been especially effective in providing a warm and supportive atmosphere in the Skills Center, which in my judgment, increases student receptivity toward using the services. Tom's contributions to the College are the highest among all administrative staff in the Division", and

WHEREAS, "Mr. Celandine is a dedicated and dynamic teacher" and "Mr. Celandine is a talented individual, as a teacher and colleague," stated former Social Science chairperson, Lynn Lessie, and

WHEREAS, Mr. Celandine has indicated his desire to retire from employment with Atlantic Cape Community College.

THEREFORE BE IT RESOLVED upon the recommendation of the President that the Board approve the retirement of Mr. Celandine effective June 30, 2013.

BE IT FURTHER RESOLVED that the Board extends to Mr. Celandine its best wishes for retirement years filled with health and happiness.

Res. #45C

WHEREAS, Angel Eguaras joined Atlantic Cape Community College on September 1, 1974 as Assistant Professor of Developmental Studies specializing in Developmental Mathematics, and

WHEREAS, Mr. Eguaras was named Associate Professor in 1981 and earned the rank of Professor of Mathematics and Developmental Studies in 1987, and

WHEREAS, Mr. Eguaras also served as an adjunct faculty mentor, basic skills advisor and coordinator for various areas including developmental studies, basic skills, mathematics and developmental math, and

WHEREAS, Mr. Eguaras served with “distinction” as a member of New Jersey’s Basic Skills Council’s Mathematics Advisory Committee through which he was appointed to the Algebra Task Force for the Department of Education representing the State’s entire community college sector, and

WHEREAS, Dr. Peter Mora said, “You can be very proud of your legacy at Atlantic Cape Community College. Your work in the classroom has resulted in enhancing the lives of thousands of students over the past 4 decades,” and

WHEREAS, after 39 years of dedicated service Mr. Eguaras has indicated his desire to retire from employment with Atlantic Cape Community College.

THEREFORE BE IT RESOLVED upon the recommendation of the President that the Board approve the retirement of Mr. Eguaras effective June 30, 2013.

BE IT FURTHER RESOLVED that the Board extends to Mr. Eguaras its best wishes for retirement years filled with health and happiness.

ROLL CALL: ALL AYES, NO NAYS

Chairperson Evans said, “Between the educators, there are over 80 years of experience. Just think of the lives they have touched.”

Mr. Melchiorre explained and moved **Res. #54** and **Res. #55 Rev.** and Mr. Talvacchia seconded the following:

Res. #54

WHEREAS, the demand for project management professionals is one of the fastest growing disciplines in North America with an average of 1.2 million projected new jobs each year for the next decade (see attached), and

WHEREAS, the series will provide students with skills to manage all major project management components utilizing Microsoft Project software, and

WHEREAS, the series will prepare students for the Project Management Professional (PMP) Certification exam and the Microsoft Certified Technology Specialist (MCTS) Microsoft Project test, and

WHEREAS, credits earned from the professional series may be applied toward an associate’s degree, and

WHEREAS, the Curriculum Committee approved the Project Management Professional Series on December 13, 2012.

THEREFORE BE IT RESOLVED that the Board of Trustees approve offering the Project Management Professional Series effective fall 2013.

Res. #55 Rev.

WHEREAS, the college offers seven similar professional series specialist programs, and

WHEREAS, the ISAS Department has modified the Microsoft Office Specialist professional series program in order to consolidate the seven programs into a single offering (see attached), and

WHEREAS, the Curriculum Committee has considered and approved dropping six professional series programs (listed below) on December 13, 2012.

- Computing for Small Business Specialist
- Office Automation Specialist
- Office Assistant Specialist
- Office Receptionist Specialist
- Multimedia Specialist
- Desktop Publishing Specialist

THEREFORE BE IT RESOLVED that the Board of Trustees approve dropping six professional series programs (listed above) and consolidating into a new modified Microsoft Office Specialist professional series program effective fall 2013.

ROLL CALL: ALL AYES, NO NAYS

X. PRESIDENT'S REPORT

Dr. Mora said his report would include an update on the Hurricane Sandy Relief, Information Technology Services and Board Activity Calendar.

Dean Hedges stated that he had a "real success story" about the new Information Technology System implementation from a technical and human factor. He thanked the Board for their support. He then gave a brief history of the four-year project. He noted it was a long and arduous project with the odds stacked against those doing the project. "Most Information Technology System implementations fail and only between 30% and 40% succeed," said Dean Hedges. He said the college's success with the ITS implementation was due to Dr. Mora charging an evaluation and selection committee and appointing a Core Team that included people across the college. Dean Hedges said another important factor was the Core Team made site visits, met weekly, learned and integrated data, and then put this entire information together (handout given to the Board). He then singled out members of the project Core Team for their critical and ongoing work to select, implement and customize the system. "These people have done an exemplary job," he said. Core team members included Cindy DeFalco, Linda DeSantis, Kristin Fletcher, Dolores Giannini, Pat Heller, Leslie Jamison, Kathy Landau, Jennifer Martucci, Caesar Niglio, Heather Peterson and Jeff Wenzel.

Chairperson Evans thanked Dean Hedges for his report and congratulated those involved in the project.

Dean Gentile gave an update on the Hurricane Sandy Relief Fund for Atlantic Cape students, which she called "a real across-the-college effort to help address the needs of our students." She thanked all the departments who "took the time and made the extra effort" to publicize the fund to potential donors, identify student recipients and quickly award them checks. Dean Gentile individually mentioned the names and contributions donated to the fund. A total of \$42,250 was granted to 425 students, with

donations coming from individuals, organizations, clubs, businesses, Atlantic Cape's Student Government Association, Atlantic Cape Education Association umbrella group in conjunction with the college bookstore, other colleges around the country and the Atlantic Cape Foundation. Additional gifts included a laptop, school supplies and a gift card. Dean Gentile thanked the staff for their support.

Mr. Fischer reviewed the Board Calendar of Events (copy in Board pad folio) and mentioned the Board's Annual Retreat on February 1.

XI. COMMITTEE REPORTS: DISCUSSION/QUESTIONS

None

XII. OTHER BUSINESS

Chairperson Evans congratulated Dr. Stepura on his recent appointment as Interim Superintendent of Schools for Salem County.

Chairperson Evans read a thank you card for the dish garden sent in sympathy to the family of Ms. Ronnie Devine on the passing of her husband.

XIII. COMMENTS FROM THE PUBLIC

None

XIV. ADJOURNMENT

On motion of Mr. Reynolds and second by Mr. Boyer, the regular session was adjourned at 8:00 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 Revised, January 16, 2013
Atlantic Cape Foundation Report, January 2013
Budget, Finance & Audit Committee Minutes, January 16, 2013
Diversity, Equity & Community Service Minutes, January 24, 2013
Long-Range Planning & Capital Projects Committee Minutes, January 15, 2013
Personnel & Board Development Committee Minutes, January 16, 2013