

ATLANTIC CAPE COMMUNITY COLLEGE

INSTITUTIONAL PROFILE

OCTOBER 2010



ATLANTIC
CAPE
COMMUNITY
COLLEGE

INSTITUTIONAL
RESEARCH &
ASSESSMENT

FACILITIES,
PLANNING AND
RESEARCH

SUBMITTED TO:

NEW JERSEY COMMISSION ON HIGHER EDUCATION

ATLANTIC CAPE COMMUNITY COLLEGE

PREFACE

OVERVIEW

Atlantic Cape Community College is a comprehensive, student-centered institution of higher education that prepares students to live and work in the 21st Century – an increasingly culturally diverse society, where technology is used in all areas of life and where modern communications has made us all citizens of the world. Accordingly, we offer the residents of Atlantic and Cape May counties, and others, associate degrees, liberal arts transfer programs, certificate programs and a wide range of technical training and courses for professional and personal growth. We provide access to these courses and programs by maintaining a moderate tuition rate, pursuing open admissions and affirmative action policies, and offering developmental programs and other support services. We respond to the economic, social, academic, cultural, and workforce needs of a diverse constituency by working in partnership with other schools, business and industry, and government. Atlantic Cape Community College and its employees serve the community by providing educational and support services that encourage students to pursue academic excellence, professional growth, and high ethical standards throughout their lives.

MISSION STATEMENT

Comprehensive, Student Centered, Accessible

- ❖ Provides superior academic, technical, and training programs
- ❖ Responds to a variety of community needs
- ❖ Encourages the pursuit of lifelong learning
- ❖ Promotes responsible citizenship
- ❖ Committed to encouraging an environment that is multicultural and diverse

INSTITUTIONAL HISTORY

In 1947, the President's Commission of Higher Education brought the concept of the community-centered school into reality. The community college movement gained momentum throughout the United States during the 1950s as the student population accelerated its growth in the years following World War II.

In Atlantic County, various groups urged that a college be established in this area with the goals of providing an educational service to the entire community and discovering and developing individual talents at low cost with easy access. The Citizens' Centennial Committee on Adult Education for Atlantic City was instrumental in stimulating interest in a local college. The efforts of such groups, combined with those of educators, legislators and individuals, resulted in the passage of the New Jersey County College Act, which established county colleges in 1962.

Following the passage of the New Jersey County College Act, a special committee of County Freeholders and educators prepared a study that showed the need for such an institution in Atlantic County. In December 1963, the New Jersey Department of Education granted approval for the establishment of Atlantic Community College which became the second community college to be organized by the state on April 14, 1964.

The site for the college was selected on November 19, 1964, and official ground-breaking ceremonies for its nine-building complex in Mays Landing were held in November 1966. Atlantic Community College opened its doors to students in September 1966 using facilities rented from Atlantic City High School. In February 1968, the college moved to its present campus on the Black Horse Pike (U.S. Route 322) in Mays Landing. In the spring of 1982, major work was completed on a two-year, \$7 million expansion project. This project included two new buildings, expanded student service facilities, the Academy of Culinary Arts and additional classroom and office space.

In that same year, the former Atlantic City Electric Company building, located in Atlantic City, was purchased by Atlantic County for the college. By 1984, a \$4 million renovation project transformed the aging building into a beautiful modern facility housing the Casino Career Institute (CCI). CCI was the country's first gaming school affiliated with an institution of higher education. A second major renovation was completed in 2008. This renovation houses the Health Professions Institute in 9,000 square feet of previously underutilized space. The College's Atlantic City Campus was renamed in memory of Atlantic County's first county executive, Charles D. Worthington, in April 2001. Mr. Worthington was involved with the College, first as chairperson of its Educational Opportunity Fund Advisory Board and then as Atlantic County Executive in supporting the establishment of many College programs and the development of the Atlantic City Campus.

The William J. Spangler Library on the Mays Landing campus was expanded and renovated in 1990, adding a mezzanine level, a computer lab with space for more than 90 personal computers, faculty and administrative offices, small study/meeting rooms, a classroom/meeting room and typing, video and audio tape rooms.

The Academy of Culinary Arts facility, which opened in October 1991, features more than 28,250 square feet of space. The entrance opens to an atrium lobby. The building provides teaching kitchens, classrooms, a 90-seat gourmet restaurant, service and storage areas, and administrative and faculty offices.

Since 1973, the College has been the main provider of community college education to Cape May County residents. For many years, Cape May County officials studied ways to bring better higher educational opportunities to its residents.

In July 1995, the New Jersey Commission on Higher Education declined Cape May County's request for an independent college and recommended that it enter into a partnership with a neighboring community college, citing such benefits of a joint college as a larger population base, economies of scale, immediate availability and accreditation of curricula, and elimination of duplication of efforts and costs.

Cape May County requested jointure proposals in February 1997. As a result, on January 1, 1999, ACC officially became a joint college encompassing Atlantic and Cape May counties. The Board of Trustees approved a new name for the joint college: Atlantic Cape Community College (Atlantic Cape) in February 1999. The Cape May County Campus (CMCC) opened in August 2005. The 68,000-square-foot facility features a brick façade and two wings that house an information commons that includes a combination library and computer lab; a 100-seat lecture hall; a cafeteria; and 19 classrooms—including chemistry and biology labs, three academic computer labs, two continuing education computer labs and one distance education classroom. In addition, Atlantic Cape provides support services facilities, including counseling, testing, tutoring and financial aid offices as well as administrative offices at CMCC.



Dr. Peter L. Mora
President

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II. DATA BY CATEGORY

A. ACCREDITATION STATUS

INSTITUTIONAL ACCREDITATION

Atlantic Cape Community College (Atlantic Cape) is accredited by the Middle States Association of Colleges and Schools, Commission on Higher Education. The Middle States Association of Colleges and Schools is a regional institution accrediting body recognized by the U.S. Department of Education. MSCHE visited Atlantic Cape in 2006 and full accreditation was reaffirmed in March 2008. A five-year periodic review will take place in 2013.

PROFESSIONAL ACCREDITATION

The Associate in Applied Science degree program in Nursing is accredited by the New Jersey Board of Nursing and the National League for Nursing.

The Respiratory Care Program offered in cooperation with the University of Medicine and Dentistry of New Jersey, School of Health-Related Professions (UMDNJ-SHRP), is accredited by the Committee on Accreditation of Allied Health Education programs and Accreditation of the American Medical Association. Upon successful completion of the program, students receive a joint Associate in Applied Science degree from Atlantic Cape and UMDNJ-SHRP.

The Paralegal Studies Program is approved by the American Bar Association.

The American Association of Collegiate Registrars and Admissions Officers, though not an accrediting agency, has given Atlantic Cape an "A" rating, which indicates that the credits for Atlantic Cape students transferring to other institutions should be given full value.

Atlantic Cape is an approved education provider for Counseling Skills in Addiction Counseling as prescribed by Addiction Professionals Certification Board of New Jersey.

The Foundation of the American Culinary Federation (ACF) granted accreditation to the Academy of Culinary Arts on July 12, 2008, for a three-year period.

The Hospitality Management program is accredited by the Accreditation Commission for Programs in Hospitality Administration (ACPHA), formally known as the Commission on Accreditation for Hospitality Management (CAHM).

The Surgical Technology program is accredited by The Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation by the Accreditation Review Committee of Surgical Technologists.

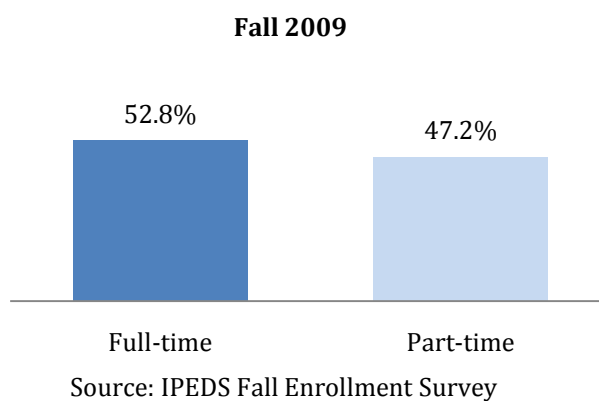
The Certified Nurses Aid program is approved by the New Jersey Department of Health and Human Services.

The Certified Home Healthaid Program for Certified Nurses Aid is approved by the New Jersey Board of Nursing.

B. NUMBER OF STUDENTS SERVED

1. ENROLLMENT BY ATTENDANCE STATUS

Table II.B.1.



2. NON-CREDIT ENROLLMENT

Table II.B.2.

FY 2009				
	Total # of Registrations ¹	Unduplicated Headcount	Total Clock Hours*	Total FTEs ²
Open Enrollment	3,353	2,884	222,986	496
Customized Training	5,513		78,610	175
¹ Includes all registrations in any course that started on July 1, 2008 through June 30, 2009 ² FTEs were computed by converting clock hours to credit hours (by dividing by 15), then converting credit hours to FTEs (dividing by 30). *One Clock Hour = 60 minutes Source: SURE Non-credit Open Enrollment file and NJ IPEDS Form #31, Customized Training.				

3. UNDUPLICATED ENROLLMENT

Table II.B.3.

FY 2009		
<u>Headcount Enrollment</u>	<u>Credit Hours</u>	<u>FTE</u>
10,414	161,618	5,387

Source: IPEDS 12-Month Enrollment Survey

C. CHARACTERISTICS OF UNDERGRADUATE STUDENTS

1. ENROLLMENT IN REMEDIATION

Atlantic Cape administers the Accuplacer® Placement Test to all entering students. Testing is coordinated by the Director of Testing.

TABLE II.C.1.A. ENROLLMENT – FALL 2009

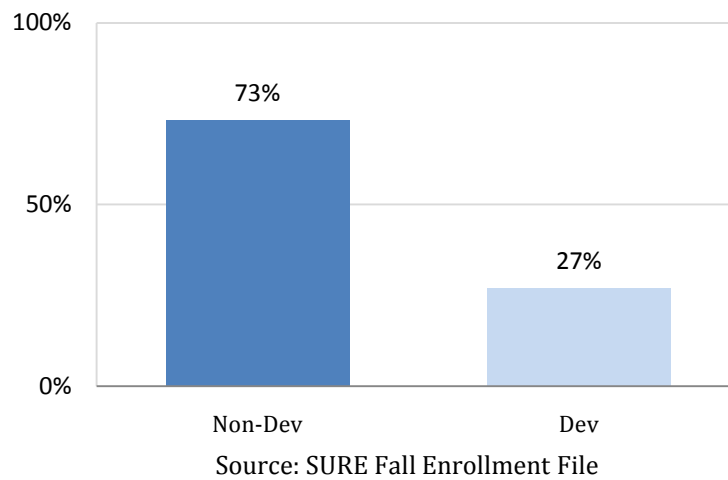


TABLE II.C.1.B. FIRST-TIME, FULL-TIME (FTFT) STUDENTS ENROLLED IN REMEDIATION – FALL 2009

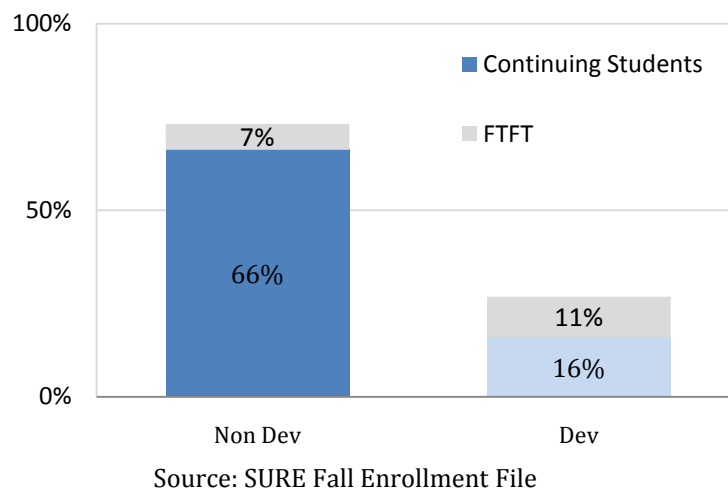
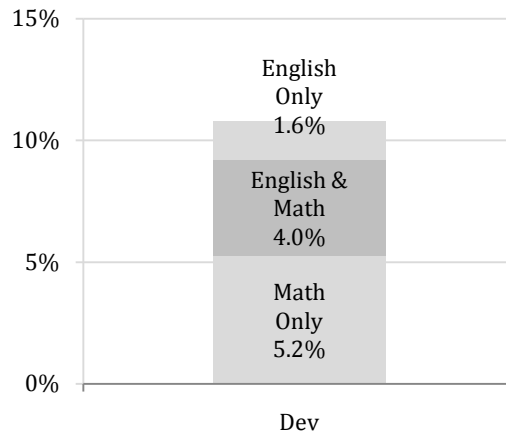
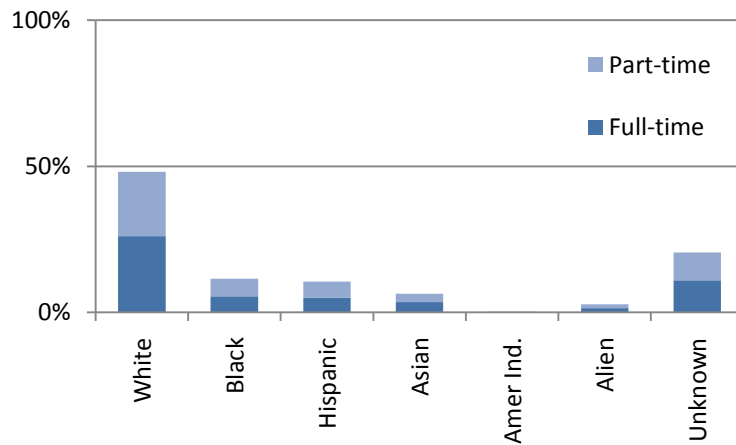


TABLE II.C.1.C. FIRST-TIME, FULL-TIME (FTFT) STUDENTS IN REMEDIATION BY SUBJECT AREA – FALL 2009



2. RACE/ETHNICITY, SEX, & AGE

TABLE II.C.2.A. ENROLLMENT BY RACE/ETHNICITY-FALL 2009



Source: SURE Fall Enrollment Survey

TABLE II.C.2.B. ENROLLMENT BY SEX – FALL 2009

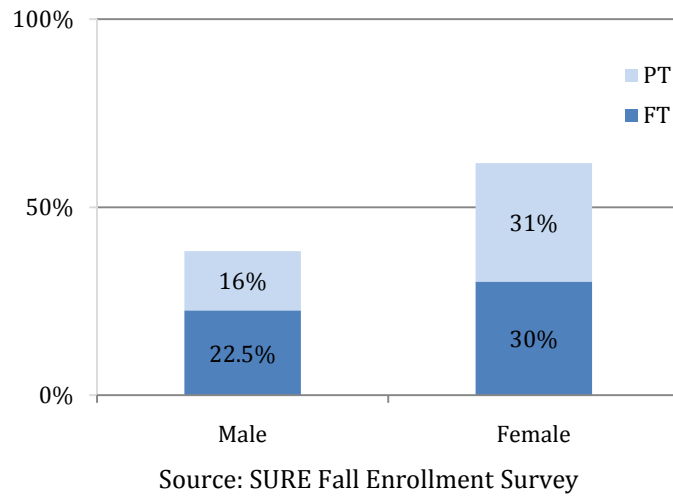
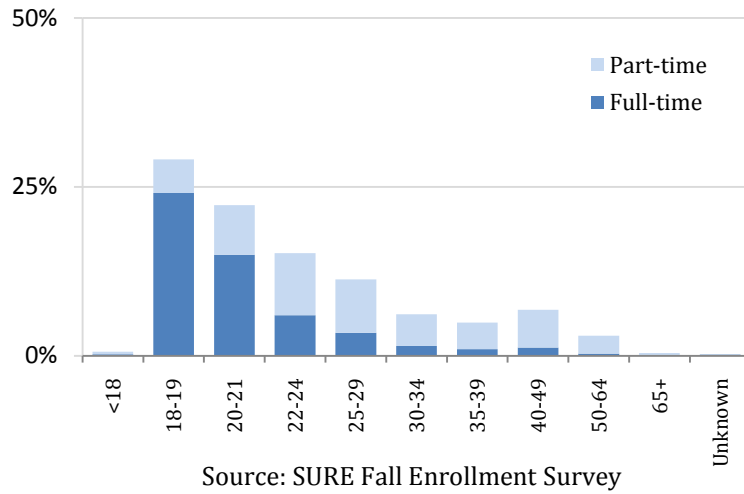


TABLE II.C.2.C. ENROLLMENT BY AGE – FALL 2009



3. NUMBER OF STUDENTS RECEIVING FINANCIAL ASSISTANCE

Under each state-funded aid program, including both need-based & merit-based, both grants and loans (TAG, EOF, OSRP, Distinguished Scholars, Urban Scholars, NJSTARS and NJCLASS).

TABLE II.C.3

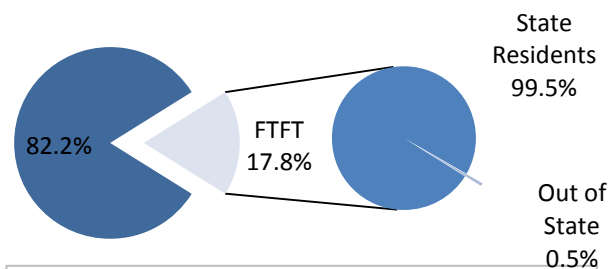
Financial Aid from State-Funded Programs, FY 2009			
<u>State Programs</u>	<u>Recipients</u>	<u>Dollars(\$)</u>	<u>\$/Recipient</u>
Tuition Aid Grants (TAG)	2,072	2,340,024	1,129.36
Educational Opportunity Fund (EOF)	332	263,496	793.66
Outstanding Scholars (OSRP)			
Distinguished Scholars	14	9,765	697.50
Urban Scholars	27	22,320	826.67
NJ STARS	284	870,359	3,064.64
NJCLASS Loans	50	446,287	8,925.74
<u>Federal Programs</u>			
Pell Grants	3,307	8,524,801	2,577.81
College Work Study	168	203,145	1,209.20
Perkins Loans			
SEOG	523	160,200	306.31
PLUS Loans	62	169,447	2,733.02
Stafford Loans (Subsidized)	1,611	2,636,321	1,636.45
Stafford Loans (Unsubsidized)	1,123	2,014,698	1,794.03
SMART & ACG or other	106	77,100	727.36
<u>Institutional Programs</u>			
Grants/Scholarships	360	307,367	853.80
Loans			

Source: HESAA System Files for state programs; NJ IPEDS Form #41 for federal and institutional programs.

4. PERCENT OF STUDENTS WHO ARE NEW JERSEY RESIDENTS

TABLE II.C.4

First-Time Full-Time by Residence - Fall 2009



Source: IPEDS Fall Enrollment Survey

D. STUDENT OUTCOMES

1. GRADUATION & TRANSFER RATES

TABLE II.D.1.A. TWO YEAR GRADUATION RATE

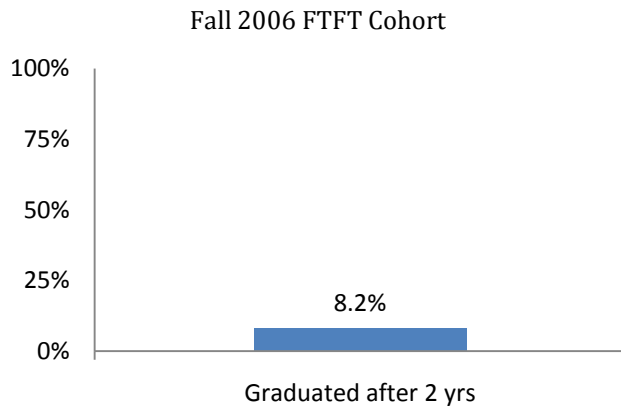
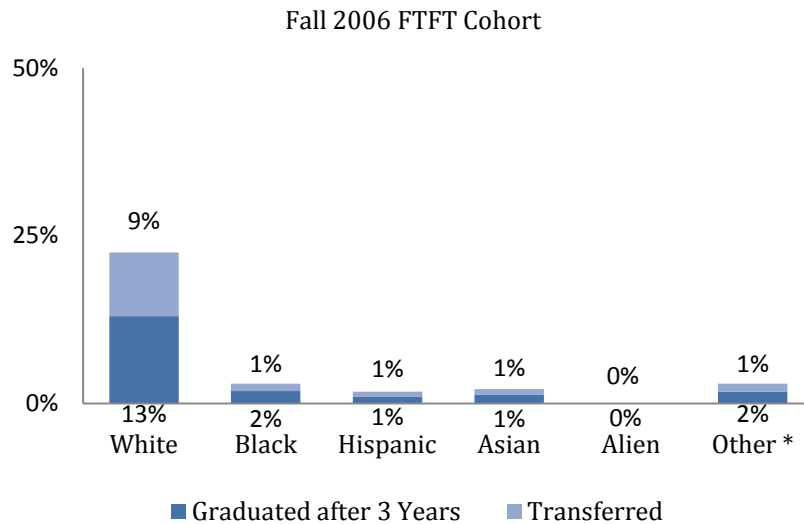
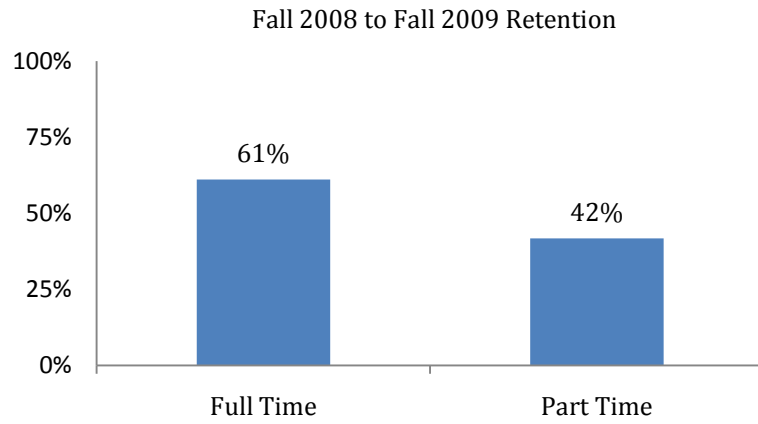


TABLE II.D.1.B. THREE YEAR GRADUATION & TRANSFER RATES



2. RETENTION RATES

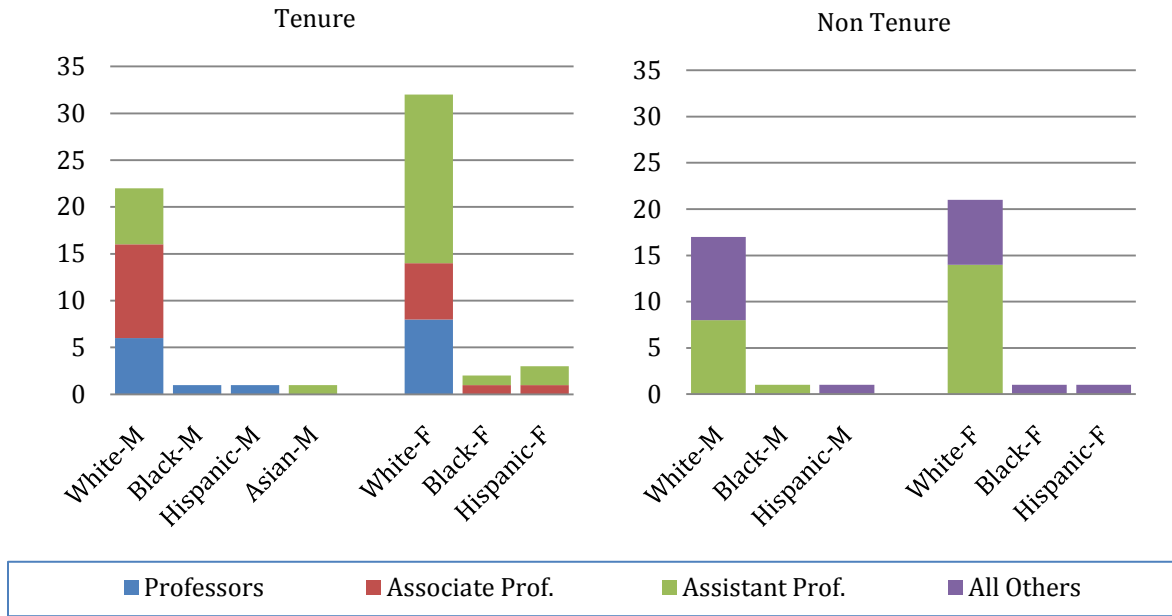
TABLE II.D.2.C. FIRST TIME RETENTION



E. FACULTY CHARACTERISTICS

1. FULL-TIME FACULTY BY RACE/ETHNICITY, SEX, AND TENURE STATUS

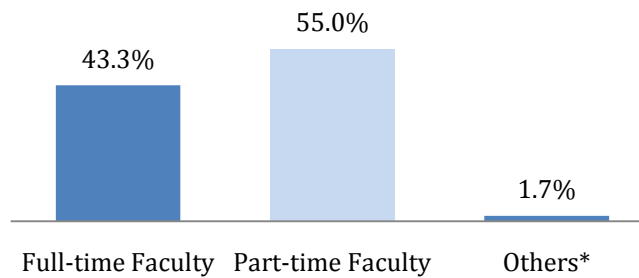
TABLE II.E.1.



SOURCE: IPEDS HUMAN RESOURCES SURVEY

2. PERCENTAGE OF COURSE SECTIONS TAUGHT BY FULL-TIME FACULTY

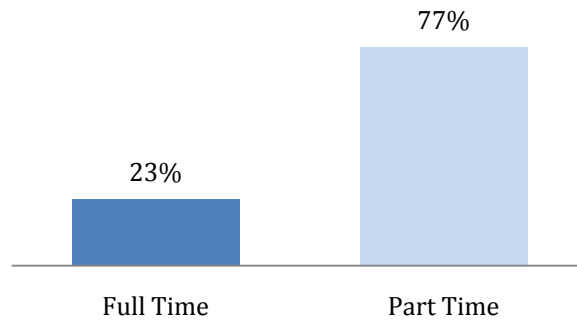
TABLE II.E.2.



Source: Atlantic Cape Institutional Research

3. RATIO OF FULL-TO PART-TIME FACULTY

TABLE II.E.3.



Source: IPEDS Human Resources Survey

F. CHARACTERISTICS OF THE TRUSTEES

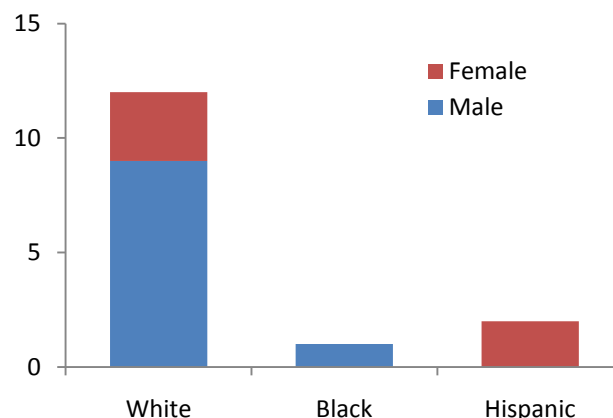
The Atlantic Cape Community College Board of Trustees is made up of fifteen (15) members. By statute, seven (7) members are appointed by the County Executive of Atlantic County with the approval of the Freeholders, and three (3) members are appointed by the Cape May County Board of Chosen Freeholders. The Executive Atlantic County Superintendent of Schools (1) and Executive Cape May County Superintendent of Schools (1) are members of the Board by statute. The Governor appoints two (2) members, one from each county. One (1) non-voting alumnus member from Atlantic or Cape May County is elected for a one-year term by each year's graduating class. The current Board membership includes nine Caucasian males, three Caucasian females, one African-American male, and two Hispanic females. They are active in education, healthcare, utilities, public service, law, banking, hospitality, industry, and community businesses.

The Board sets policy and has final authority over budgets and expenditures, and the President is responsible for internal administrative operations. The most important function of the Board is the selection, evaluation and retention of the college president. The current president is under contract, with retention and contract renewal contingent on performance/evaluation guidelines established by the Board. The Board sets the policies and procedures for the College.

Board members participate in national, state and local civic professional organizations as well as political and charitable organizations. Members understand the community college mission and the legal and fiscal duties stipulated in state statutes and state board of education regulations. They are active outside regular Board meetings, participating in legislative action relevant to community colleges.

1. RACE/ETHNICITY & SEX

TABLE II.F.1.



2. LIST OF TRUSTEES WITH TITLES AND AFFILIATIONS

ROBERT J. BOYER, CAPE MAY COUNTY

Board member since: 2000

Committees:

Personnel & Board Development

President Evaluation

Other community involvement:

Trustee Ambassador, NJ Council of County Colleges

President, Middle After School Kare Program

Member, Cape May County Special Services School District Board

Volunteer, Cape Cares Foundation

Employment:

Executive Vice President & Chief Operating Officer at Cape Bank

TERRENCE J. CROWLEY, EXECUTIVE COUNTY SCHOOL SUPERINTENDENT OF CAPE MAY COUNTY

Board member since: 2008, interim since 2007

Committees:

Academic & Student Affairs

Personnel & Board Development

Employment:

Executive County School Superintendent for Cape May County

Consultant-Labor Relations/Negotiations

Adjunct Professor, Georgian Court University

Former Superintendent of Schools

Kingsway Regional School District

Former English Teacher, Asst Principal and Principal

Holy Spirit High School, Absecon

THOMAS J. DOWD, EXECUTIVE COUNTY SCHOOL SUPERINTENDENT OF ATLANTIC COUNTY

Board member since: 2009

Committees:

Academic & Student Affairs

Diversity, Equity & Community Service

President Evaluation

Long Range Planning & Capital Projects

Employment:

Executive County School Superintendent for Atlantic County

DR. ELIZABETH A. DWORSKY, CAPE MAY COUNTY

Board member since: 2003, Vice Chair

Committees:

Personnel & Board Development
Budget, Finance & Audit
Presidential Evaluation

Other community involvement:

Trustee Ambassador, NJ Council of County Colleges
Volunteer, American Heart Association

Employment:

Retired, Chief School Administrator/Superintendent, Cape May City
School District
Educational Consultant and Executive Director of the Trinity
Learning Center of Egg Harbor Township

DAVID A. EVANS, STATE APPOINTEE

Board member since: 2005, Treasurer

Committees:

Chair, Budget, Finance & Audit
Personnel & Board Development

Other community involvement:

Trustee Ambassador, NJ Council of County Colleges
Vietnam Veterans Association
Veterans of Foreign Wars
Galloway FSA
The American Legion

Employment:

Former Deputy Mayor of Galloway Township
Social Studies Teacher, Galloway Public Schools

Awards/Recognitions:

NJ Middle School Social Studies Teacher of the Year
Galloway Township Teacher of the Year
Galloway Township Government Advocate for Education

BRIAN G. LEFKE, ATLANTIC COUNTY

Board member since: 1995

Committees:

Long Range Planning & Capital Projects
Foundation

Other community involvement:

Executive Committee of the Association of New Jersey Recyclers
New Jersey Pinelands Commission
Somers Point Planning Board

Employment:

Vice President of Solid Waste & Authority Board Secretary, Atlantic
County Utilities Authority

MARY B. LONG, CAPE MAY COUNTY

Board member since: 1998

Committees:

Chair, Long Range Planning & Capital Projects
Budget, Finance & Audit

Other community involvement:

Trustee Ambassador, NJ Council of County Colleges
Board Officer of C.A.R.A
Member, Cape May Mental Health Board
Member, Cape May Drug and Alcohol Board
Member, Cape May County Advisory Commission on the Status of
Women
Cape May Human Services Council
United for Peace
Stone Harbor Garden Club
Wetlands Institute
Cape May University Women

Employment:

Retired Educator and Human Services Representative

ANDREW W. MELCHIORRE, STATE APPOINTEE

Board member since: 2004

Committees:

Academic & Student Affairs
Budget, Finance & Audit

Other community involvement:

Board of Education of the Middle Township School District
NJ Supreme Court Attorney's Ethics Committee
Middle Township Board of Health
Cape Atlantic HIV/AIDS Consortium
County Alliance on Mental Health
Alcohol and Drug Abuse
Community Health Action Partnership
March of Dimes
Red Cross
Governor' Council on Fitness and Sports

Employment:

Retired Health Educator

DON PARKER, ATLANTIC COUNTY

Board member since: 2007

Committees:

Chair, Personnel & Board Development
Foundation

Other community involvement:

President of Gilda's Club of South Jersey
United Way of Atlantic County
Atlantic/Cape May Workforce Investment Board
Atlantic City Mainland Regional Chamber of Commerce
Cape Atlantic Big Brothers and Sisters

Employment:

President/CEO of AtlantiCare Health Services
Adjunct Professor, Richard Stockton College

Awards/Recognitions:

Congressional Citation for Community Service
Senatorial Citation for Contributions to Pre-School Education
Martin Luther King Jr. Award for Community Service
NJ Council on Compulsive Gambling "Hour Glass Award" for Lifetime
Contributions to the Field

ERIC REYNOLDS, ATLANTIC COUNTY

Board member since: 2003

Committees:

Chair, Foundation
Academic & Student Affairs
Long Range Planning & Capital Projects

Other community involvement:

Metropolitan Business and Citizens Assoc. Board
Advisory Committee, Nontraditional Career Resource Center at
Rutgers University
Vice Chair, American Conference on Diversity Board
NJ State Education and Training Commission's Council on Gender
Parity in Labor and Education
Atlantic Cape May Workforce Investment Board
First Tee of Greater A.C. (formerly-Urban Youth Golf Program)
Egg Harbor Township Golf Corporation Board

Employment:

Vice President, Community & Employment Initiatives Borgata Hotel
Casino & Spa

Awards/Recognitions:

NAACP Freedom Fund Award
A.C. Business and Professional Women's Club Clarion Award for
Economic Development
County of Atlantic's Leadership Award
Boy Scouts of America Ernie Day Good Scout Award
Omega Psi Phi Fraternity's Manhood Award
Hispanic Alliance of Atlantic County "Our Amigo" Award

CHRISTOPHER SEHER, ATLANTIC COUNTY

Board Member since: 2009

Committees:

Academic & Student Affairs

Budget, Finance & Audit

Other community involvement:

Board of Directors, Atlantic County Utilities Authority

Charter member, Rotary Club 60, District 764

Employment:

Branch Manager, Department of Homeland Security as the Science and Technology Directorate, Explosives Division, Transportation Security R&D Programs

NICHOLAS F. TALVACCHIA, ATLANTIC COUNTY

Board member since: 2000, Chairman

Committees:

Ex Officio, President Evaluation

Ex Officio, Academic & Student Affairs

Ex Officio, Budget, Finance & Audit

Ex Officio, Long Range Planning & Capital Projects

Ex Officio, Personnel & Board Development

Ex Officio, Foundation

Ex Officio, Diversity, Equity & Community Service

Other community involvement:

Member, UNICO National Service Organization

Member, UNICO Scholarship Foundation

Member, New Jersey State Bar Association

Member, Atlantic County Bar Association

Employment:

Attorney, Cooper Levenson Attorneys at Law

Adjunct Professor, Rutgers University

MARIA IVETTE TORRES, ATLANTIC COUNTY

Board member since: 2003

Committees:

Chair, Academic & Student Affairs

Diversity, Equity & Community Service

Other community involvement:

Trustee Ambassador, NJ Council of County Colleges

Chairperson, Higher Education Student Assistance Authority

First Vice President of the Hispanic Alliance of Atlantic County

Chairperson, HAAC Education Committee

Employment:

Retired, Oakcrest High School, Guidance Counselor

HELEN W. WALSH, ATLANTIC COUNTY

Board member since: 2005

Committees:

Budget, Finance & Audit
Long Range Planning & Capital Projects
Diversity, Equity & Community Service

Other community involvement:

Chair, Women's Leadership Initiative, United Way, Atlantic County
Advocacy and Financial Support for Success by Six- Early Childhood
Programs

Board of Directors, Atlantic Heritage Center and Volunteer
Member, Blessed Sacrament Parish

Co-member, Sisters of Loretto

Employment:

Retired, County Administration

SHEYLA AYALA MANTILLA, ALUMNI REPRESENTATIVE

Board member since: 2009

Committees:

Academic and Student Affairs

Other community involvement:

Phi Theta Kappa

Employment:

Manager, Tuckahoe Inn

3. URLS OF WEB PAGES WITH INFORMATION ON TRUSTEES

<http://www.atlantic.edu/about/board/trustees.html>

G. PROFILE OF THE INSTITUTION

1. DEGREE & CERTIFICATE PROGRAMS

ASSOCIATE IN ARTS (A.A.)

The associate in arts (A.A.) degree nomenclature is appropriate for programs in the liberal arts, humanities, or fine and performing arts; such programs are transfer-oriented. For A.A. degrees, general education courses should total no fewer than 45 semester credit hours or equivalent.

Associate in Arts Degree Programs (A.A.) (Liberal Arts Options)

Business Administration
Child Development/Child Care
Communication
Digital Design
Education
History
Humanities
Liberal Arts
Literature
Performing Arts
Philosophy
Psychology
Social Science
Sociology
Studio Art

ASSOCIATE IN SCIENCE (A.S.)

The associate in science (A.S.) degree nomenclature is appropriate for programs in mathematics, the sciences, business, or in allied health fields if the program is intended as pre-baccalaureate work; such programs are transfer-oriented. General education courses for the A.S. degree should total no fewer than 30 semester credit hours or the equivalent.

Associate in Science Degree Programs (A.S.)

Biology Option (Science and Mathematics)
Business Administration
Chemistry Option (Science and Mathematics)
Computer Information Systems
Corrections Option (Criminal Justice)
Criminal Justice
Economics Option (Business Administration)
General Studies
Human Services
Mathematics Option (Science and Mathematics)
Paralegal Studies

ASSOCIATE IN APPLIED SCIENCE (A.A.S.)

The associate in applied science (A.A.S.) degree nomenclature is appropriate for programs that emphasize career preparation in the applied arts and sciences, typically at the technical or semiprofessional level. Such programs are designed to prepare students for job entry at completion of the program, notwithstanding any articulation agreements with four-year programs that may be in effect for a particular A.A.S. program. General education courses shall total no fewer than 20 semester credit hours or the equivalent.

Associate in Applied Science Degree Programs (A.A.S.)

Accounting
Accounting Information Systems Option (Accounting)
Baking and Pastry Option (Culinary Arts)
Business Administration
Business Management Option (Technical Studies)
Computer Programming
Computer Systems Support
Computing for Small Business Option (Office Systems Technology)
Culinary Arts
Database Design and Development Option (Computer Programming)
Food Service Management
Health Professions Option (Technical Studies)
Hospitality Management
Microsoft Certified Systems Engineer Option (Technical Studies)
Nursing
Office Systems Technology
Paralegal Studies
Respiratory Therapy
Technical Studies
Web Technologies Option (Computer Systems Support)

CERTIFICATE PROGRAMS

Certificate programs contain fewer semester credits than degree programs and certify students in a particular employment area. Credits earned through a certificate program may be applied to an associate degree in a related field or in general education. The certificate program shall consist of 30-36 semester hours, which includes general education courses of 6 semester credit hours or the equivalent.

Certificate

Business Paraprofessional Management

PROFESSIONAL SERIES PROGRAMS

The Professional Series are groups of selected courses in related subject areas which provide students with entry-level skills for specific jobs. Each series can be taken on a part-time basis, with many courses being offered online. Students can complete many of the series in less than a year; others have certain sequence courses, which may take longer. Students begin and end a series at their own pace. Upon completion of a series, students receive a letter of recognition from the College. All credits earned may be applied toward an associate degree in one of Atlantic Cape's degree programs.

Professional Series Programs

Accounting Specialist
Addiction Counseling Specialist
Aesthetics Series
Baking and Pastry Specialization
Bilingual Office Assistant Specialist
Catering Specialization
Child Development Associate (CDA)
Civics Series
Computer Security Specialist
Computerized Accounting Specialist
Desktop Publishing Specialist
Educational Office Specialist
Electronic Business Professional
Entrepreneur Business Specialist
Food Service Management Specialization
Help Desk Specialist
Hospitality Marketing Professional
Hot Food Specialization
Human Resources Professional
Legal Office Specialist
Medical Office Specialist
Microsoft Office Specialist
Multimedia Specialist
Office Assistant Specialist
Office Automation Specialist
Office Professional Specialist
Office Receptionist Specialist
PC Specialist
Records and Information Management Specialist
Restaurant Supervision Professional
Small Business Management Specialist
Visual Communication Professional
Web Design Professional

CONTINUING EDUCATION

Atlantic Cape Community College provides a wide range of educational and training programs to meet the needs of individuals and businesses in the Atlantic/Cape May region. For those new to the workforce or looking to enhance personal skills, Atlantic Cape provides learning opportunities to students at many sites throughout the two counties. Partnerships with local business and industry ensure that both the companies' need for skilled workers and the individual's need to increase skills are met. Continuing education programs and collaborations include:

Career Training Certificate Programs

Career Training Certificate Programs prepare students for entry-level positions in a variety of demand occupations. Career Training Programs are designed to help one obtain the skills and accreditations necessary to begin a new career or change careers in a few months. Experienced teachers utilizing modern, state-of-the-art equipment provide students with a well-rounded curriculum designed to successfully obtain employment. Upon successful completion, college credit is awarded for most Career Training Programs.

Career Training Programs include:

- Computer Technical Solutions Series
- A+ Certification
- Net+ Certification
- Network Administration
- Microsoft Office 2007 with Quickbooks
- Microsoft Certified IT Professionals (MCITP)
- CISCO Certified Network Assistant
- Web Design Professional
- Bookkeeping with Computer Applications
- Office Technology Specialist
- Culinary Arts Program
- Geospatial Certification

Atlantic Cape Community College is a Microsoft IT and Cisco Academy. Affiliation with both academies enables learning institutions to connect the world of education to the world of work by enabling faculty and students to acquire new technology skills in an academic setting. Cutting-edge curriculum and cutting-edge software tools provide students with experience in real-world challenges in the classroom environment.

Casino Career Institute

The Casino Career Institute (CCI), located in the Worthington Atlantic City Campus at 1535 Bacharach Boulevard in Atlantic City, provides services to the people and gaming

industry of Atlantic County. It has been approved by the NJ Department of Higher Education and licensed by the NJ Casino Control Commission.

More than thirty years ago, Atlantic Cape Community College founded CCI in response to the advent of gaming in the state of New Jersey. This resulted in CCI becoming the first gaming school in the nation affiliated with a fully accredited community college. Since that time, CCI has prepared more than 50,000 people for positions in slot technology, surveillance, security, and table games and created successful customized training programs for incumbent workers in the industry.

CCI graduates are recognized and employed around the world at all levels in the industry. Our instructors are recognized experts in the field and provide leading edge training supported by a high quality and effective curriculum. CCI works closely with professionals in the industry to craft customized training and consulting services to meet employer and worker needs. CCI has become a recognized educational leader that has developed formal partnerships with other educational institutions and government agencies around the world.

Institute for Service Excellence

In March 2007, the Institute for Service Excellence opened as an Atlantic Cape partnership with the New Jersey Department of Labor and Workforce Development, the Atlantic Cape May Workforce Investment Board (WIB), the National Retail Federation, the Casino Reinvestment Development Authority, and Kravco-Simon Development Company. The Institute for Service Excellence (ISE) provides retail, tourism, hospitality, and other service industry employers with access to training programs that focus on the challenges of attracting and retaining a diverse and talented workforce. The Institute works closely with area employers for job placement services. The Institute is located at 4403 Black Horse Pike on the second floor in the Hamilton Mall and trains workers for the high-growth hospitality and emerging retail industries. The Institute includes two classrooms, a computer lab, conference room, resource room and offices. The Institute provides ESL and retail, sales and service training to unemployed and underemployed individuals and workers seeking to advance their skills. The Institute is a licensed testing site for the National Certification in Customer Service.

Adult Basic Skills/Literacy

The program delivers educational services for adults who lack the basic skills necessary for literate functioning, productive employment, effective parenting and citizenship in Atlantic and Cape May counties. Courses include Adult Basic Education, GED Preparation and English as a Second Language integrated with Civics Education.

Health Professions Institute Facility (HPI)

HPI opened in 2008 and occupies approximately 5,600 square feet of the more than 9,000 square feet of renovations on the first floor of the Worthington Atlantic City Campus. The Institute includes a science lab, lecture classrooms and a computer center. Students receive comprehensive allied and auxiliary health training for a number of health care careers, such as Surgical Technician, Certified Nurse Aide, Medical Terminology, Phlebotomy, Clinical Medical Assistant and Medical Administrative Office Specialist.

The Institute was funded by a \$1.2 million capital grant from the U.S. Department of Commerce and \$1.8 million in state and Atlantic County funds, plus approximately \$350,000 from the Casino Reinvestment Development Authority for the A & E expenses. The project also was backed by the Atlantic Cape May WIB Healthcare Partnerships and executives in the healthcare industry.

The creation of the Health Professions Institute came in response to the growing demand for skilled healthcare workers in the region. By 2010, there were expected to be healthcare jobs created in New Jersey, according to the NJ Department of Labor and Workforce Development. Nearly 10 percent of all workers in Atlantic and Cape May counties will be employed in the healthcare sector. The Health Professions Institute improves opportunities for individuals to acquire skills for these demand occupations with high wage potential, benefits and career mobility. The programs prepare students for the necessary certification exams and/or entry-level positions in their selected field as well as articulated credit in Atlantic Cape health programs.

Training Services for Business

Atlantic Cape's Office of Corporate Training delivers training programs and targeted consulting to businesses and organizations in Atlantic and Cape May counties, and helps employers meet the demands of an increasingly challenging and competitive market. Any professional development course or computer workshop offered by Atlantic Cape can be customized to an organization's specifications. The Office of Corporate Training also provides comprehensive needs assessments and assistance with customized training applications to the NJ Department of Labor and Workforce Development.

Professional Development and Personal Enrichment

Atlantic Cape provides courses to meet the educational training and personal and professional development needs of Atlantic and Cape May county residents. Community education programs offer a wide range of workshops and seminars to help professionals enhance their skills or learn new ones. Personal enrichment classes are offered; from learning the latest dance moves to buying a computer or mastering the

newest software applications. Classes are offered evenings and weekends at all three college sites and at various locations throughout Atlantic and Cape May counties.

- Club 60 Plus offers topical workshops and seminars designed to enhance the personal, professional and social lives of senior citizens living in Atlantic and Cape May counties. The college conducts workshops at convenient locations throughout the region where participants enjoy quality instruction and state of the art facilities.
- The Green Education Institute provides education and training to realtors, contractors, construction workers, architects, electricians, designers, builders, municipal officials and those who seek an understanding of green building principles, methodologies and sustainability for professional or personal interest.

Tech Prep Program

The Tech Prep program is designed to provide students continuity of learning and educational opportunities. It combines secondary and post-secondary education programs, through a formal articulation agreement, providing a program of studies leading to an associate degree. In addition, it focuses on the design of a strong academic and technical secondary program preparing high school students to continue their education at a two-year college. The procedure to be followed and the criteria for eligibility have been established and agreed upon by the participating schools.

The Atlantic Cape policy requires that high school students complete assigned course work at a designated mastery level. The courses will be applied to the specific degree program in which they were articulated. The credits are applied to the student's transcript immediately upon matriculation to the degree program. Programs in which courses have been articulated are: Accounting, Allied Health, Child Development/Child Care, Computer Information Systems, Criminal Justice, Culinary Arts, Hospitality Management and Office Systems Technology.

2. OTHER

REGIONAL ATLANTIC CAPE COLLABORATIONS

- 2009-present Geographic Information Systems (GIS) Workforce Education Project of Southern New Jersey, a partner between Atlantic Cape and various area schools, community employers and organizations.
- 2002-2007 The Borgata Resort and Spa Casino – **Atlantic City Jobs and Opportunities Program**, job readiness and literacy instruction.
- 2005–present **Institute for Service Excellence** with NRF, Kravco-Simon, Atlantic Cape May WIB, NJ DOL and Workforce Development, CRDA, employer partners (Macys, Target, and Ecolab, among many others).
- 2004 **Retail Industry Potential Worker Training** for 288 new workers including English as a Second Language, Job Readiness and Sales/Customer Service training.
- 2003-2006 **Robert Wood Johnson New Jersey Health Initiative** 3-year planning grant to enhance workforce supply of registered nurses.
- 2003-2004 **US DOL Bilingual Culinary** training program collaboration with Nevada Partners, Las Vegas. Training incumbent workers to move up the career ladder.
- 2001-2003 **SJ HOPE** – Trained and placed over 900 new workers in the hospitality industry, trained more than 1,300 incumbent workers in career ladder programs, established an employer-based technology center at Caesars Atlantic City.
- 2001 **Atlantic City Partners** – US DOL grant to build regional industry-wide collaboration for recruitment and placement in the hospitality industry.
- 1998-2001 **Atlantic City First** – 1,000 potential workers trained and placed in the area’s hospitality industry.
- 1992-present: **Casino Consortium** – More than 30,000 incumbent workers trained in hospitality industry alone.

REGIONAL/GLOBAL COLLABORATIONS (CASINO CAREER INSTITUTE)

- Jamaica Gaming, Betting & Lotteries Commission – Train the Trainer
- St. Claire College, Ontario – Train the Trainer, curriculum purchase
- Blackpool & The Fylde College, UK – Advisory and consulting services
- Macao Tourism & Casino Career Centre, China – Train the Trainer, Curriculum Lease, Joint Certificates, Online courses
- Barbados Department of Commerce and Consumer Affairs – Games Protection Training
- Delaware Technical & Community College – Curriculum Lease
- Northampton Community College – Curriculum Lease, Train the Trainer
- Pennsylvania Department of Labor and Industry – Develop Curriculum Guidelines for PA table games
- West Virginia State Community and Technical College – Curriculum Lease, Train the Trainer

H. MAJOR RESEARCH AND PUBLIC SERVICE ACTIVITIES

1. RESEARCH AND DEVELOPMENT EXPENDITURES

Table II.H.1 R & D Expenditures:

FY2010	Amount (\$)
Federally Financed Academic R&D Expenditures	0
Institutionally Financed Academic R&D Expenditures	0
Total Academic R&D Expenditures	0

Note: Dollar amount as reported to the National Science Foundation (NSF) on Form #411 (Survey of Research and Development Expenditures at Colleges and Universities).

2. RESEARCH

Institutional Research, Planning and Assessment projects:

- Strategic Plan for 2012-2016
- Annual Outcomes Report
- Fact Book
- Retention Studies to support new enrollment initiatives
- High School Enrollment Report
- Satisfaction e-Survey to graduating students
- Graduation Alumni e-Survey
- Facilities e-Survey (Students and Staff)

3. PUBLIC SERVICE ACTIVITIES

Atlantic Cape Community College is committed to public service and community participation. During fiscal year 2009, the College was involved in the following projects.

ATLANTIC CAPE CULTURAL EVENTS JULY 1, 2009 THROUGH JUNE 30, 2010

Atlantic Cape Foundation Charitable Events

Cape May County Champion Golf Tournament
 “Scramble Fore” Scholarships-Proceeds: \$32,000

27th Annual Press of Atlantic City Restaurant Gala
 Net Proceeds: \$165,000

Careme’s Café Series

Take the intimate feel of a coffee-house, add top-notch live contemporary folk/rock, mix in a light gourmet dinner and you are enjoying an evening at Careme’s Café. Since the café series first emerged in 1996, demand for tickets has grown along with the program’s reputation for really good entertainment. Only about 60 guests are admitted to each performance, so it is a good idea to buy tickets well in advance. The Café Series is held in Careme’s Café, the gourmet restaurant operated by the Academy of Culinary Arts on Atlantic Cape’s Mays Landing Campus.

Rod Picott	Nov. 5, 2009
Jim Boggia	Dec. 2, 2009
Peter Mulvey	Feb. 24, 2010
Matt Portella	March 25, 2010
Anais Mitchell	April 22, 2010

Library Speaker Series

Dr. Randall M. Miller	Oct. 4, 2009
Holly Blackford	Nov. 8, 2009
Dr. Lisa Rosner	Feb. 21, 2010
Jack Devine	April 18, 2010

Theater Productions

Each fall and spring semester, the college's On the Edge Players produce a play. Tickets are about \$7 for adults, \$4 for students and seniors. Call (609) 625-1111, ext. 5250, for more information.

Performing Art Club

Talent Show 2009 Nov. 5, 2009

Art Gallery

The Atlantic Cape Community College Art Gallery features exhibition opportunities for selected regional and nationally known artists in all media. The mission of the gallery is to recognize all forms of visual art, with shows that change monthly. Call Buddy Jacobs, art gallery coordinator, (609) 625-1111, ext. 5346, for more information.

Work of Atlantic City by Sally Erskine	July-August, 2009
17 th Annual Faculty and Staff Exhibit	September, 2009
24 th Annual Studio Arts Workshop program	October, 2009
"The Seasons" by artist Steve Kuzma	Nov-Dec, 2009
11 th Annual High School Exhibit Ocean City High School	January, 2010
In honor of Black History Month Works by Leonard Wilkinson	February, 2010
Scenes & Commissioned House portraits by Marian Reinheimer	March, 2010
Mentor & Students: South Jersey Ceramic Instructors & Past Students-20 artists	April, 2010
Annual Student Show	May, 2010
Black History Month Events African-American Marketplace	Feb. 16-18, 2010 CMCC Feb 23-25, 2010 ML
"Lest We Forget" traveling slavery museum	Feb. 16, 2010 CMCC
Opening ceremony: Barbara Yates Jazz Ensemble Inspirational speaker, George D. Arnold "Echoes of Dr. ML King Jr.,"	Feb. 18, 2010 WACC

“Making a Difference” and concert	Feb. 18, 2010 CMCC
Black History Trivia Game Show	Feb. 23, 2010 ML
Motivational speaker and author “Rise and Walk! Seven Steps to Purposeful Living, Michael D. Teague	Feb. 25, 2010 ML

Student Government Association

Charles Spragg Elementary School “Adopt-a-school” holiday party	Dec. 8, 2009
Earth Day Celebration, all campuses	April 20, 2010

Student Clubs

Phi Theta Kappa “54 th Street Beach Clean-up”	Sept. 26, 2009
Student Services “New Beginnings” Open Mic	Sept 29, 2009, CMCC
Black Student Alliance Bake Sale	Oct. 10, 2009 ML Oct. 13 2009 ML
Rotaract Club American Red Cross Blood Drive	Oct. 14, 2009
Latin Experience Club “Café Con Leche”	Oct. 15, 2009 WACC
Student Services “Oktoberfest,” Open Mic	Oct. 22, 2009 CMCC
Phi Theta Kappa “Adopt-a-family” Drive	November, 2009 ML
Ambassadors Club Pizza Party “Teddy Bear” Drive	Nov. 4, 2009 CMCC
Ambassadors Club “Trauma Teddy Bear” Drive	Nov. 4-Dec. 4, 2009 CMCC
Black Student Alliance Cell phone for Soldiers Drive	December, 2009
CMCC Fine Arts Club “Harvest Festival”	Nov. 16-20, 2009
Latin Experience Club “Waffles”	Nov. 18, 2009
Great American “Smoke out”	Nov. 24, 2009
Digital Photo & Video Club Photo Contest “Fall Season”	November, 2009
Art Club Holiday Craft Fair	Dec. 1-3, 2009 ML
Black Student Alliance African-American Market Place	Feb.9-24, 2010
International Education and Multicultural Awareness Committee Martin Luther King, Jr. Documentary	Feb. 9, 2010

The International Education Multicultural Awareness Committee "The Etiquette of Tea" sponsored by	Feb. 16, 2010
Black Student Alliance Motivational Speaker Michael Teague	March 4, 2010
Student Nurses Club Bake Sale	March 22, 2010 CMCC
Phi Theta Kappa "Hungry for Change"	March 24, 2010
Rotaract Club Candle Sales fundraiser for The Arc	March 25, 2010
Black Alliance Student Phenomenal Women's Forum	March 31, 2010
SGA & Black Alliance Student Talent Show for Haiti Relief	April 21, 2010
Fine Arts Club & Student Services Earth Day Open Mic	April 22, 2010 CMCC
Student Development Workshops	
"Should Love Hurt?"	Oct. 20, 2009 ML
I'm That Guy—The Matthew Maher Story	Nov. 3, 2009 ML Nov. 4, 2009 WACC Nov. 5, 2009 CMCC
"Violence Against One Affects All" workshop	March 25, 2010 ML
Understanding the Transferring Process	March 26, 2010 WACC
Is What You See What You Get? Dressing for Success	April 1, 2010 CMCC
Transfer Counseling	April 7, 2010 WACC
Real Money 101	April 8, 2010 ML
Improving Study Skills	April 14, 2010ML
Real Money 101	April 28, 2010WACC
Community & Cultural Affairs	
Veterans Day Ceremony	Nov. 11, 2009 ML
"As You Like It" Shakespeare	Nov. 17, 2009
Three Kings Day Celebration	Jan. 9, 2010 WACC
NJ Theatre Alliance presents "Romeo & Juliet"	March 14, 2010

College Fairs

47 th Annual College Fair	Oct. 4, 2009 ML
College Transfer Fair	Oct. 20, 2009 ML
	Oct. 21, 2009 WACC
	Oct. 22, 2009 CMCC
	Feb. 26, 2010 WACC
	Feb. 27, 2010 CMCC
NJ STARS Information Session	Feb. 27, 2010
	March 9, 2010

Open House

Paralegal Studies	Aug. 4, 2009 CMCC
Office Systems Technology	Aug. 4, 2009 CMCC
Paralegal Studies	Aug. 5, 2009 ML
Office Systems Technology	Aug. 5, 2009 ML
ACA and Colleges	Oct. 4, 2009 ML
College Transfer Fair	Oct. 20, 2009 ML
	Oct. 21, 2009 WACC
Academy of Culinary Arts	Oct. 23, 2009
Rutgers University at Atlantic Cape	Oct. 28, 2009 CMCC
Academy of Culinary Arts	Nov. 13, 2009 ML
Nursing Program Information Session	Nov. 16, 2009 ML
Rutgers University at Atlantic Cape	Dec. 2, 2009 ML
Health Career Planning Sessions	Dec. 3, 2009 ML
Academy of Culinary Arts	Dec. 9, 2009 ML
	Feb. 19, 2010 ML
	March 5, 2010 ML
NJ STARS information Session	March 9, 2010 ML
Rutgers University at Atlantic Cape	March 24, 2010
Job Career Fair	March 23, 2010 ML
	March 25, 2010 WACC

Nursing Program Information Session	April 14, 2010 ML
Rutgers University at Atlantic Cape	April 15, 2010 ML
Academy of Culinary Arts	April 16, 2010
Administrative Professional Day	April 20, 2010 ML
Spring Open House	April 22, 2010 ML
Health Career Planning Session	April 27, 2010 ML
Academy of Culinary Arts	May 7, 2010
Cape May Campus	June 3, 2010
Academy of Culinary Arts Activities	
What's Cooking TV show series	Aug. 6-Oct. 29, 2009
Peanut Butter Drive, benefit Community FoodBank of New Jersey	November, 2009
ACA Student participate New York Food Show 141 st Annual "Salon of Culinary Art	Nov. 8-10, 2009
13 th Annual Beaujolais Nouveau	Nov. 20, 2009
Breakfast with Santa	Dec. 12, 2009
Community Food Bank of New Jersey Tuna Fish Drive	March 1-31, 2010
6 th Annual Iron Student Chef Competition	April 27, 2010
Library Renovation Ribbon Cutting	March, 2, 2010
Other Activities	
New Student Day	Aug. 13, 2009 ML
New Student Day	Aug. 18, 2009 CMCC
Breakfast with the STARS, freshman orientation	Aug. 20, 2009 ML
Buccaneer Day	Sept. 15, 2009 ML
Breast Cancer Awareness Day	Oct. 13, 2009 ML
Candlelight Vigil for Victims of Domestic Violence	Oct. 21, 2009 CMCC

GIS Day, all campuses	Nov. 18, 2009
National Wear Red Day (Heart Awareness Day for Women), all campuses	Feb. 5, 2010
Resume Writing & Interviewing Skills Workshop, ISE	Feb. 17, 2010
Resume Writing and Interviewing Skills Workshop	March 17, 2010 CMCC
Women's History Month Panel Discussion	March 25, 2010 CMCC
Women's Health & Nutrition	March 25, 2010 ML
"Violence Against One Affects All" workshop	March 25, 2010 ML
College Awareness Day	March 26, 2010 ML
5 th Annual Women in Leadership Panel Discussion	April 10, 2010 ML
National Poet Month, Visiting Poet: Kathleen Graber	April 15, 2010
Spring Carnival	April 23, 2009 CMCC
Observance Month Events	
Breast Cancer Awareness	October, 2009
HIV/AIDS Awareness	October, 2009
Collegiate Alcoholic Awareness	October, 2009
Domestic Violence Awareness	October, 2009
Cape May Campus "Clothesline" display	October, 2009
Cultural Diversity	November, 2009
Literacy Awareness	November, 2009
World AIDS Day, all campuses	December, 2009
National Drunk and Drugged Driving Prevention	December, 2009
Black History	February, 2010
Women History	March, 2010
Advisement	March, 2010

I. MAJOR CAPITAL PROJECTS UNDER WAY IN FISCAL 2010

Atlantic Cape Community College completed several capital projects in addition to renovations. In addition, the College completed its facilities master plan, Blue Print 2020, and has begun assembling financing for its implementation.

Mays Landing Campus

All major HVAC systems at the Mays Landing Campus are being renovated or replaced. Older equipment has been replaced with modern energy-efficient units throughout the campus. This \$1.8 million project will result in operational improvements and energy efficiency. These projects will be completed in early 2011.

Other projects at the Mays Landing Campus included in the College's facilities master plan Blue Print 2020 that were completed in 2010: renovations to J building, and the Information Commons, design of the STEM building, expansion of the Rutgers academic building, HVAC improvements in the theater, the cleaning and re-sealing of the exteriors of all buildings, upgrade of campus lighting, and the renovation of the gymnasium into a full-service fitness center.

Worthington Atlantic City Campus

In 2010, the conceptual design and programming for a Hospitality Studies wing was completed. It was presented to the Casino Reinvestment Development Authority for project approval and funding. The approved project will incorporate teaching kitchens, a simulated hotel room and computer labs. The design will be completed in 2011.

An expansion project was completed in Spring 2008 of the Worthington Atlantic City Campus. The expansion houses the Health Professions Institute which, in conjunction with local hospitals and the Atlantic Cape Workforce Investment Board, will train workers for high demand jobs in healthcare. The 9,000-square-foot expansion includes science and computer labs, classrooms and a large lecture room. In 2009, renovations have enhanced its branch campus status, which includes a cafeteria, information commons, bookstore, student life center and bake shop. The College now offers all courses required for many degree programs.

Cape May County Campus

The campus has expanded its irrigation system to include a connection with the county's utilities authority to allow the use of recycled water.

III. OTHER: APPENDIX – DATA REFERENCE GUIDE

TABLES II.B.1- II.C.1.c

Table II.B.1.		
Enrollment by Attendance Status, Fall 2009		
	Num	Pct
Full-time	4,003	52.8%
Part-time	3,585	47.2%
Total	7,588	

Source: IPEDS Fall Enrollment Survey

Table II.C.1.a.		
Enrollment Fall, 2009		
	Number of Students Enrolled in One or More Remedial Courses	% of Total
Total Undergraduate Enrollment	2,038	26.9%

Table II.B.2.				
Non-Credit Enrollment, FY 2009				
	Total Number of Registrations ¹	Unduplicated Headcount	Total Clock Hours (One Clock Hour = 60 minutes)	Total FTEs ²
Open Enrollment	3,353	2,884	222,986	496
Customized Training	5,513		78,610	175

¹Includes all registrations in any course that started on July 1, 2008 through June 30, 2009.

²FTEs were computed by converting clock hours to credit hours (by dividing by 15), then converting credit hours to FTE's (dividing by 30).

One Clock Hour = 60 Minutes

Source: SURE Non-credit Open Enrollment file and NJ IPEDS Form #31, Customized Training.

Table II.C.1.b.		
First-time, Full-time Students in Remediation, Fall 2009		
Total Number of FTFT Students	Number of FTFT Students Enrolled in One or More Remedial Courses	Percent of FTFT Enrolled in One or More Remedial Course
1,348	820	60.8%

Table II.C.1.c.		
First-time, Full-time Students in Remediation by Subject Area, Fall 2009		
Subject Area	Number of FTFT Enrolled	% of all FTFT Enrolled
Only English	121	9%
Math & English	301	22.3%
Only Math	398	29.5%

Note: Percentages should be computed using the total number provided in part 3.

Table II.B.3.		
Unduplicated Enrollment, FY 2009		
Headcount Enrollment	Credit Hours	FTE
10,414	161,618	5,387

Source: IPEDS 12-Month Enrollment Survey

TABLES II.C.2.A.- II.C.4.

Table II.C.2.a.			
Enrollment by Race/Ethnicity, Fall 2009			
	FT	PT	Total
White	1,978	1,668	3,646
Black	414	461	875
Hispanic	387	414	801
Asian	270	212	482
Am. Indian	10	11	21
Alien	110	97	207
Race Unknown	834	722	1,556
Total	4,003	3,585	7,588

Table II.C.2.b.			
Enrollment by Sex, Fall 2009			
	FT	PT	Total
Male	1,710	1,197	2,907
Female	2,293	2,388	4,681
Total	4,003	3,585	7,588

Table II.C.2.c.					
Enrollment by Age, Fall 2009					
	Full-time		Part-time		Total
18<	18	0.2%	29	0.4%	47
18-19	1828	24.1%	378	5.0%	2,206
20-21	1134	14.9%	557	7.3%	1,691
22-24	454	6.0%	697	9.2%	1,151
25-29	256	3.4%	603	7.9%	859
30-34	111	1.5%	355	4.7%	466
35-39	74	1.0%	299	3.9%	373
40-49	92	1.2%	426	5.6%	518
50-64	24	0.3%	203	2.6%	227
65+ (or Unkn)	12	0.2%	38	0.6%	50
Total	4,003	52.7%	3,585	47.2%	7,588

Source: IPEDS Fall Enrollment Survey

Table II.C.3.			
Financial Aid from State-Funded Programs, FY 2009			
	Recipients	Dollars	\$/Recipient
State Programs			
TAG	2,072	2,340,024	1,129.36
EOF	332	263,496	793.66
Distinguished Scholars	14	9,765	697.50
Urban Scholars	27	22,320	826.67
NJCLASS Loans	50	446,287	8,925.74
NJ STARS (Fall 07)	284	870,359	3,064.64
Federal Programs			
Pell Grants	3,307	7,001,000	2,384.54
College Work Study	168	191,000	1,326.39
Perkins Loans	0	0	0
SEOG	523	149,000	344.91
Stafford Loans (Sub)	1,611	2,452,000	2,742.73
Stafford Loans (Unsub)	1,123	162,000	262.14
Plus Loans	62	150,000	6,000
SMART & ACG or Other	106		
Institutional Programs			
Grants/Scholarships	360	307,367	853.80
Loans	0	0	0

Source: HESAA System Files for state, NJ IPEDS #41 for federal & institutional programs

Table II.C.4.				
First-time Full Time Enrollment By State Residence, Fall 2009				
Returning/ Transfers	State Residents	Non-State Residents	Total	% State Residents
6,239	1,339	9	1,348	99.5%

Source: IPEDS Fall Enrollment Survey

TABLES II.D.1.A. - II.E.1

Table II.D.1.a		
Fall 2006 FTFT Two Year Graduation Rate		
Fall 2006 Cohort	1358	
Graduated after 2 years	111	8.2%
Source: IPEDS Graduation Rate Survey		

Table II.D.1.b.			
Fall 2006 FTFT Three Year Graduation & Transfer Rate			
	Cohort	Graduated	Transferred
Total	1,358	257	182
White	760	177	129
Black	214	25	15
Hispanic	155	14	10
Asian	92	17	12
Race Unkn	135	24	16
Rates	32.3%	18.9%	13.4%
Source: IPEDS Graduation Rate Survey			

Table II.D.2.			
Third Semester Retention FTFT			
Fall 2008 to Fall 2009			
Fall 2008 Cohort		Retained	Rate
Full Time	1065	651	61.1%
Part Time	398	166	41.7%
Source: IPEDS Graduation Rate Survey			

Table II.E.1																
Full-Time Faculty by Race/Ethnicity, Sex, Tenure Status and Academic Rank, Fall 2009																
	White		Black		Hispanic		Asian		Amer. Ind.		Alien		Race Unk		Total	
	M	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W
TENURE																
Professors	6	8	1		1										8	8
Associate Prof.	10	6		1		1									10	8
Assistant Prof.	6	18		1		2	1	1							7	22
All Others															0	0
TOTAL	22	32	1	2	1	3	1	1	0	0	0	0	0	0	25	38
W/O TENURE																
Professors															0	0
Associate Prof.															0	0
Assistant Prof.	8	14	1												9	14
All Others	9	7		1	1	1									10	9
TOTAL	17	21	1	1	1	1	0	0	0	0	0	0	0	0	19	23
TOTAL																
Professors	6	8	1	0	1	0	0	0	0	0	0	0	0	0	8	8
Associate Prof.	10	6	0	1	0	1	0	0	0	0	0	0	0	0	10	8
Assistant Prof.	14	32	1	1	0	2	1	1	0	0	0	0	0	0	16	36
All Others	9	7	0	1	1	1	0	0	0	0	0	0	0	0	10	9
TOTAL	39	53	2	3	2	4	1	1	0	0	0	0	0	0	44	61
Source: IPEDS Human Resources Survey																

TABLES II.E.2- II.F.1

Table II.E.2						
Percentage of Course Sections Taught by Full-time Faculty – Fall 2009						
Total Course Sections	Full-time Faculty		Part-time Faculty		Others*	
	1110	481	43.3%	610	55%	19

*Note: Includes Full-time Administrators and Teaching Assistants
Source: Atlantic Cape Institutional Research

Table II.E.3		
Ratio of Full- to Part-time Faculty, Fall 2009		
Full-time	105	23.3%
Part-time	384	78.5%
Total	489	100.0%

Source: IPEDS Human Resources Survey

Table II.F.1			
Governing Board Characteristics			
	Male	Female	Total
White	9	3	12
Black	1		1
Hispanic		2	2
Asian			
Am. Indian			
Alien			
Unknown			
Total	10	5	15

Source: Atlantic Cape Institutional Research