

I. CALL TO ORDER REGULAR MEETING

At 7:00 p.m. on October 23, 2007, Chairman Robert Boyer called the regular session of the Board meeting to order.

II. STATEMENT OF ADEQUATE NOTICE

In compliance with the "Open Public Meetings Act" of the state of New Jersey, adequate notice of this regular meeting of the Atlantic Cape Community College Board of Trustees was provided by posting at "J" Building main campus; the Charles D. Worthington Atlantic City Campus, the Cape May County Campus and copies were 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 October 12, 2007.

III. FLAG SALUTE

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

IV. ROLL CALL

College Personnel

Lynn G. Baumgardner  
Robert J. Boyer  
Dr. Elizabeth A. Dworsky  
David A. Evans  
Mary B. Long  
Andrew W. Melchiorre  
Eric Reynolds  
Maria Ivette Torres  
Helen W. Walsh

Dr. Peter Mora  
Kathy Corbalis  
Douglas Hedges  
Patricia Gentile  
Dr. Richard Perniciaro  
Dr. Joseph Rossi  
Bobby Royal  
Carmen Royal  
Terry Sampson  
Cathie Skinner, CPA  
Dr. Art Wexler  
Brittany Williams  
BettyAnn Inloes Hines  
Louis J. Greco, Esquire

Others in Attendance

George Boileau, Atlantic County Treasurer  
Margaret Boileau  
Fred Caltabiano, Bowman & Co.  
Henry Ludwigsen, Bowman & Co.

V. CALL TO ORDER EXECUTIVE SESSION

Chairman Boyer stated that there was no need for an executive session this evening and we would continue with the regular session.

VI. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

None

VII. CONSENT AGENDA ITEMS

Chairman Boyer asked what consent agenda items were to be removed from the Resolutions List.

The consent agenda items are: Res. #27, Minutes; Res. #29 Personnel and Res. #34 Executive Session (November 27, 2007).

Ms. Long, Mr. Reynolds, and Ms. Walsh abstained from Res. #27 only.

Chairman Boyer stated, "If there is no objection, these items will be adopted."

Dr. Dworsky moved and Ms. Torres seconded the consent agenda items as follows:

Resolution #27, the September 25, 2007, regular session minutes

Resolution #29

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

Appointments

Jennifer Botwin, Senior Clerk, Business Office, at an annual salary of \$27,000, effective October 24, 2007.

Patrice Leatherberry, Program Coordinator, Learning Assistance Center, a full-time temporary position through June 30, 2008, at an annual salary of \$37,992, effective October 24, 2007.

Valerie Reed, Housekeeper I, Facilities Management, at an annual salary of \$23,683, effective October 24, 2007.

Arby Williams, Housekeeper I, Facilities Management, at an annual salary of \$23,683, effective October 24, 2007.

Resolution #34

RESOLVED: At a public meeting of the Board of Trustees to be held on November 27, 2007, 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 Trusts closed to the public:

personnel and litigation

It is presently anticipated that the items mentioned in this resolution can be disclosed to the public within three months.

ROLL CALL: AYES, NO NAYS (3 abstentions for Res. #27 only)

Chairman Boyer paused for any objections and then stated, "As there are no objections, these items are adopted."

### VIII. REPORTS OF COMMITTEES AND ADMINISTRATION AND OTHER RESOLUTIONS

A. Budget, Finance and Audit Committee: Dr. Dworsky said that the auditors are attending tonight's Board meeting because the college has completed the Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2007. Their visit is very important because the Board has had an opportunity to review the report. The auditors will give the Board a general overview and outcome. Dr. Dworsky introduced the auditors in the absence of Mr. Talvacchia, welcomed Messrs. Fred Caltabiano and Henry Ludwigsen of Bowman and Co. LLP, stated that we were pleased to have them at the meeting and asked them to speak about the audit.

Mr. Ludwigsen stated that their firm has prepared audit opinions on three different components included in the CAFR. The first is on financial statements and they have given their unqualified opinion on the financial statements. The second and third components deal with government entry compliance in accordance with governmental auditing standards and on federal and state financial assistance. Mr. Ludwigsen said, "We give the college a clean bill of health and will issue a management letter." The management letter will include a recommendation on fixed assets. This is an opportunity for the college to improve management of inventory control and operate more efficiently. He further stated that during an initial year of an audit it can be difficult but there was full cooperation by the college's staff and they handled everything in a professional manner. Mr. Ludwigsen said, "It has been a pleasure to work with the college and serve the Board."

Dr. Dworsky asked if anyone had questions.

There was concern about the recommendation on fixed assets which centered on inventory control and financial data being maintained under different systems.

Mr. Ludwigsen said that this is a problem created by the use of two different software products and it could be controlled by consolidation of the systems.

Dean Hedges stated that the remedy for this type of problem was proposed under asset management in the new RFP for a management information system.

Dr. Dworsky thanked the auditors for their presentation.

**Secretary's Note: The auditors left the meeting.**

Dr. Dworsky congratulated Dean Skinner and members of the finance department for the opinion they received from the auditors with no formal recommendations especially in light of the change over to the Comprehensive Annual Financial Report.

Chairman Boyer extended his thanks to Dean Skinner and the finance department for their work on this project over the last 1½ to 2 years. Chairman Boyer said, "The college information is well kept and presented fairly and this audit is an example of the improvements in that area."

*Financial Report* – Preliminary Fiscal Year 2007-08 year-to-date summarized in the Board Summary Report for the three months ended September 30, 2007 indicates a margin of \$6,061,209. The college has earned 41.88% of budgeted revenues and expended 25.31% of budgeted expenses (which included encumbrances).

Based on three year moving average of prior year actuals and Fiscal Year 2007-08 current year-to-date actuals, management projects the college will attain the budgeted Fiscal 2007-2008 margin.

Dr. Mora commented on Page 3, FY2008 Expenditures by Strategic Goal, with respect to the upcoming visit by the Middle States Commission. He wanted to reaffirm and note that this graph shows our budget by strategic planning goals. "This is the type of report you will be seeing as part of the monthly financial report," said Dr. Mora.

Chairman Boyer asked if there were any questions.

Dr. Dworsky moved and Mr. Evans seconded for approval of the September 30, 2007, Board Financial Report and acceptance of the Comprehensive Annual Financial Report and the Full-time Equivalent Enrollment Report for the fiscal year ended June 30, 2007

ROLL CALL: AYES, NO NAYS

The October 16, 2007, Budget, Finance and Audit Committee meeting minutes are attached.

Chairman Boyer said that the Board was given an update on the enrollment report in their pad folios and Dean Skinner would explain the report.

Dean Skinner gave an overview of the "Comparison of FY2008 Budgeted Student Credit Hour Enrollments to Actual Enrollments and Prior Year Enrollments," for September 30, 2007. She said that the "Comparison of FY2007 Budgeted Student Credit Hour Enrollments to Actual Enrollments and Prior Year Enrollments" is the final for the FY'07 year for the Board's reference.

Dean Carmen Royal gave an update on the number of students enrolled for the semester as 6,999 stating that since this number is not final it may be at 7,000 now. Of that amount 4,348 are female and 2,639 are male.

The Board wanted to know the ratio of minority students compared to the previous year.

Dean Carmen Royal said that she will report back to the Board with that information.

Dr. Mora said that he is impressed with the accuracy of the revenue projections within one-tenth of a percent made by Dean Skinner about 12 to 9 months in advance.

Dr. Dworsky asked Ms. Sampson to read Resolution #31.

Ms. Sampson read Resolution #31.

Dr. Dworsky moved and Ms. Long seconded the following:

WHEREAS the Board of Trustees on October 24, 2000, approved Resolution #26 Revised for an allocation of FY'04 Chapter 12 funding for J Building Renovations of \$1,054,344 and

WHEREAS the Board of Trustees on September 30, 2003, approved Resolution #24 Revised for an allocation of FY'07 Chapter 12 funding for a Space Utilization Study for \$250,000 and

WHEREAS, the Board of Trustees has approved the College's Master Plan – Blueprint 2020, and

WHEREAS, the Board of Trustees has recommended that the top projects for consideration be the construction of a science and technology building and related renovations to vacated structures, student center, new entranceway and loop to the college (see attached), and

WHEREAS, acceptance of the Master Plan –Blueprint 2020 will change the scope of the required renovations required for J Building, and

WHEREAS, the Master Plan has provided a Space Utilization Study.

THEREFORE BE IT RESOLVED that the Board of Trustees approve that \$160,167 of the J Building Renovation Budget and \$250,000 from the Space Utilization Project be reallocated for Architectural and Engineering Services for the priorities named in the Master Plan.

ROLL CALL: AYES, NO NAYS

Dr. Dworsky asked Ms. Sampson to read Resolution #30, Award of Bids.

Ms. Sampson read and explained the resolution noting that local firm W.S. Goff is installer and distributor for Bid Ex. 533 and 534.

7814.

Dr. Dworsky moved and Ms. Walsh seconded the following:

Open Quote 24	Printing College Credit Tabloids (Academics Operational FY'08/09)  Engle Printing Mount Joy, PA	\$ 33,690.00
Bid No. 1680	Library Shelving (Chapter 12, WACC Information Commons)  W. S. Goff Mays Landing, NJ	\$ 22,616.45
Bid Exempt 533	Furniture – State Contract (Chapter 12, WACC Information Commons)  KI Green Bay, WI	\$ 45,698.45
Bid Exempt 534	Furniture, Computer Workstations – State Contract (Chapter 12, WACC Information Commons)  Nova Solutions Effingham, IL	\$ 20,725.00
Open & Public 531	RFP Professional Services – Programming Science/ Technology Building, Academic Center and Student Center (Chapter 12, A/E Master Plan Priorities)  Duca/Huder and Kumlin Moorestown, NJ	\$153,200.00

Ms. Walsh asked if the furniture bids were within the anticipated budget.

Ms. Sampson stated yes.

ROLL CALL: AYES, NO NAYS

Dr. Dworsky noted that according to Resolution 32, notification will be made to the Board of Chosen Freeholders of both Atlantic and Cape May counties of the stipulated amount in the agreement for the proposed project.

Mr. Melchiorre wanted to know the reasoning behind presenting the resolution in fiscal year 2008 when the current management information system will be supported until 2011. He asked, "Do we need that much lead time?"

Dr. Mora asked Dean Hedges to explain.

Dean Hedges stated that the implementation of a project of this scale takes 3½ to 4 years, and the conversion of a management information system is lengthy. He further stated that

we have had the current software about 22 years which is an unusually long time and the end of life is coming in 2011.

Ms. Walsh said that in reading the financial statement even after making the transfer we still have a healthy fund balance.

Dean Skinner said, "Yes, we will still have a fund balance."

"Thank you for building a fund balance at that level and leaving us in a strong financial position," said Ms. Walsh.

Dr. Mora said that there is a committee that will be selecting vendors and recommending a vendor.

Dean Hedges gave a scenario of the process of evaluating vendors, maintenance agreements, regulatory updates, hardware and software upgrades and setting up the conversion process. He noted that the recommendation of a vendor should be submitted to Dr. Mora in April/May 2008.

Dean Hedges estimated that 55-70% of the cost will be for professional services, 30-35% for hardware/software, and 7-10% annually for maintenance of ongoing cost lease/purchase price.

Dr. Dworsky presented and explained and Ms. Long seconded the following:

Resolution #32

WHEREAS, the college has been notified that its current management information system will not be supported after December 31, 2011, and

WHEREAS, the process has been initiated to request information on products currently available to replace the existing management information system, and

WHEREAS, funds required to support the acquisition and implementation of a new management information system are estimated in the amount of \$2,500,000 as documented in the Facilities Master Plan, and

WHEREAS, it is the recommendation of the President to appropriate \$2,500,000 from the FY'07 year-end unrestricted fund balance to the unrestricted Plant Fund.

THEREFORE BE IT RESOLVED that the Board of Trustees approve said transfer of \$2,500,000 from the FY'07 year-end unrestricted fund balance to the FY'08 unrestricted Plant Fund.

THEREFORE BE IT FURTHER RESOLVED that upon the Board of Trustees approval of this transfer and as outlined in the Joint Venture College Agreement entered into on August 25, 1998, notification will be made to the Board of Chosen Freeholders of both Atlantic and Cape May counties of the project that will be completed.

ROLL CALL: AYES, NO NAYS

B. ACCC Foundation: Mr. Reynolds gave the committee report which is attached.

Chairman Boyer stated that the Cape May County Campus Fundraiser was very nice, and they raised \$35,000. He congratulated the committee that worked on the event.

C. Academic & Student Affairs: Mr. Reynolds read the Academic and Student Affairs Committee meeting minutes of September 19, 2007 (see attached) and informed the Board that the Student Guide to FERPA (Family Educational Rights and Privacy Act of 1974) was handed out earlier in the meeting.

Mr. Reynolds presented, Dr. Dworsky moved and Ms. Long seconded the following:

Resolution #33

WHEREAS, the Board of Trustees of Atlantic Cape Community College is committed to providing students with fair and impartial information regarding financial aid which includes student loans.

THEREFORE BE IT RESOLVED, that the Board of Trustees accepts and authorizes the college to implement the New Jersey Student Loan Code of Conduct for Institutes of Higher Education as drafted by the New Jersey Attorney General. The college president is authorized to sign and execute the New Jersey Student Loan Code of Conduct for Institutes of Higher Education and confirm to the New Jersey Attorney General that the college has adopted the same, and

BE IT FURTHER RESOLVED that the New Jersey Student Loan Code of Conduct for Institutes of Higher Education is endorsed by the Board of Trustees and distributed to the college administration and employees involved with student financial aid or with college depositories.

Chairman Boyer asked if there was any discussion.

ROLL CALL: AYES, NO NAYS

Chairman Boyer asked if the Board had any questions about the Middle States small team visit on Monday, October 29.

Dr. Mora shared that the chair of the Middle States team, Dr. Bounds, President of Chesapeake College in Maryland will have a group meeting with the Board on Oct. 29 at 10 a.m.

D. Diversity & Equity Committee: Ms. Baumgardner reported that there was no meeting this month.

E. Long-Range Planning and Capital Projects Committee: Ms. Walsh reported from the Long-Range Planning and Capital Projects October 15, 2007, meeting minutes which are attached. She noted that Resolution #33 was passed earlier this evening and gave an update on

WACC street vacation activities. Ms. Walsh said that the committee heard an update from Dean Rossi on the recent statewide Campus Security Task Force Report. The report is being reviewed and, in coming months, recommendations will be made some of which may have associated costs.

Chairman Boyer asked if there were any questions.

F. Personnel Committee: It was noted that the Resolution #29 for Personnel was considered under the consent agenda. The minutes of the October 15 Personnel Committee meeting are attached.

Mr. Evans mentioned that the draft resolution for student board representative voting rights which was enclosed in this month's Board packet will be considered at November's meeting.

Chairman Boyer mentioned that the Board Retreat is on January 24, 2008.

Chairman Boyer asked if there was anything else to discuss.

G. President's Report: Dr. Mora stated that he had six items to share by PowerPoint—WACC improvements, Health Professions Institute, New Jersey Business and Industry Association (NJBIA) & Workforce Consortium, Middle States Update, Association of Community College Trustees Conference, College Relations recognition—with input from the deans.

- Dean Bobby Royal thanked Dr. Mora, the Board and the deans for their support in upgrading the Worthington Atlantic City Campus to become a full-service branch campus. He said that our shared college vision is becoming a reality and students from Atlantic City can now enroll as full-time and complete requirements leading to a general studies degree. This change is both economical and convenient for all students but especially helpful for financial aid students who pay an estimated \$6 per day to travel to Mays Landing because the courses they want to take were not offered in Atlantic City. The renovation at the Worthington Atlantic City Campus will provide students with the following new or improved services: a student center, a cafeteria, and a larger full service counseling, advisement, and career planning office--the ACCESS Center. Dean Bobby Royal said, "As a result of these improvements, enrollment has increased, students are really enjoying the new changes to the facility, and the community leaders indicate that they are also "happy and love the changes that the college is making." In the Spring of 2008 there are plans for an information commons, including a library with more than 20,000 books, a computer lab, math and writing labs, one-stop admissions center, bookstore with expanded hours, additional parking and a redesigned Casino Career Institute (on the second floor).
- Dean Gentile gave an update and distributed a handout on the Health Professions Institute and its Spring 2008 and 2009 planned course offerings in surgical technician, certified nurse aide, medical terminology, phlebotomy, clinical medical assistant, medical administrative officer specialist, etc. This has been an intensive collaboration program and they are looking

at articulation, regional programs and allied health and health careers. Dean Gentile said, "With the medical growth in our area, these career courses are needed." She thanked ACCC staff Linda Dolan, Jean McAlister and Megan Gargiulo for all their work on the grant and subsequent programming.

- Dr. Mora, as Executive Director of the NJ Council of County Colleges Workforce Consortium, spoke about the Basic-Skills Workforce Training Program with the NJBIA. He said that nearly \$2 million in basic skills training funds from NJDOL has been given to the 19 community college at over 60 sites. This is a partnership between NJBIA, the Consortium and the NJ Department of Labor and Workforce Development. Dr. Mora said, "This is a big achievement and the largest grant received by the consortium."
- Deans Perniciaro, Skinner and Wexler gave an update on the October 29 and 30 Middle States small team visit. They talked about how the college has addressed the findings from the 2006 reaccreditation visit and what the college community can expect when the two-member team visits next week. The college's content and action toward building a culture of assessment has been—developing an institutional effectiveness plan, linking planning/ budgeting/ assessment; linking strategic plan to budget, strategic priorities, hiring new staff and IR reorganization, consultant input, staff development and communication.
- Dr. Dworsky gave highlights of the recent Association of Community College Trustees (ACCT) conference in San Diego attended by her, Dr. Mora and Ms. Williams. She thanked the Board for sending the team as it was a tremendous professional opportunity and she brought back some information from other sessions. She noted that Ms. Williams was very astute in her presentation on "How to Build a Comprehensive Board Development Program."

Dr. Mora said he received many responses to the workshop about our Board recognizing Board development as a function of its mission, and they were fascinated by this.

Ms. Williams accepted the Northeast Regional Professional Board staff award. The video will be shared when it arrives. She was elected ACCT Professional Board Staff Member Association Northeast Regional Member at Large. As PBSM for the Northeast, she will be planning, recruiting and doing background work for next year's conference in New York.

- Ms. Corbalis said that the College Relations Department won the Silver Jasper Award for special event planning-special event series in recognition of the "Restaurant Gala 2007: Live and Let Dine." She credited the Gala committee and College Relations staffers Stacey Clapp and Geoff Pettifer for their work on the project. The Jasper Awards honor excellence in NJ Public Relations, marketing, advertising, design and communications industry. "This is the fifth time out of six times we have won this award," noted Ms. Corbalis.

Dr. Mora stated that Ms. Long will be giving an update on the NJCCC Trustee Ambassadors meeting on October 16.

Ms. Long noted the Trustee Ambassadors were informed that the state budget is financially in trouble, and higher education should prepare for at least a 5 to 10% cut. The council encouraged trustees to work with the colleges to cut where they can, seek other funding and look at possible tuition increases.

Ms. Long said that Dr. Lawrence Nespoli, President of the NJCCC, will be working on the statewide articulation agreement. The first draft is not acceptable because members of the

community colleges were not included. Since they are changing the sense of the law, community colleges may negotiate.

“Enrollments have increased in the state due to the NJSTARS program,” said Ms. Long. She also noted that the Trustee Ambassadors realize there are a number of problems associated with this program such as a funding shortfall, students taking remedial classes and taking an additional semester to graduate. The program may need to be amended. There is a meeting to address these problems on January 7, 2008.

“Even though there is a strong advocate for the colleges on the commission, it does not have a lot of influence,” said Ms. Long. She emphasized that Bill #S2874 which increases the role of the Commission on Higher Education in the planning and development of higher education in the State is sponsored by Senator Lesniak and needs our support because currently there is not an outcry for colleges.

Payment of health insurance is an issue for the state and the colleges stated Ms. Long. Soon two health insurance plans will not be available. This will affect the outcome of health insurance costs. Health insurance is a large part of college budgets. The employees may have to contribute 1 ½% towards their health coverage.

“A seminar on Construction Management will be offered on November 19 at 5 p.m.,” said Ms. Long. Firms will share their expertise so that trustees can learn specifics of building costs. She also stated that New Jersey’s building costs are currently \$85 billion, but there are few people experienced and/or expert in dealing with contractors. This seminar would be helpful to trustees involved so they learn to ask the questions--who, what, how, and when. Ms. Long will get back to the Board with more details on the seminar.

Chairman Boyer thanked Dr. Mora for his report.

IX. OTHER BUSINESS

Chairman Boyer asked if there was any other business.

X. COMMENTS FROM PUBLIC

None

XI. ADJOURNMENT

On motion of Dr. Dworsky and second by Ms. Baumgardner the regular session was adjourned at 8:30 p.m., in Room 204 at the Worthington Atlantic City Campus at 1535 Bacharach Boulevard in Atlantic City, NJ.

Respectfully submitted,

BettyAnn Inloes Hines  
ACCC Board Secretary