

I. CALL TO ORDER REGULAR SESSION

On Tuesday, October 28, 2008, at 7:00 p.m. Vice Chairperson Nicholas Talvacchia called the meeting to order. He stated that he would be presiding in lieu of Chairperson Robert Boyer.

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 17, 2008.

III. FLAG SALUTE

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

IV. ROLL CALL

Lynn G. Baumgardner  
Terrence J. Crowley  
Thomas J. Dowd  
Dr. Elizabeth A. Dworsky  
David A. Evans  
Adam Hill  
Brian G. Lefke  
Donald J. Parker  
Eric Reynolds  
Nicholas F. Talvacchia  
Helen W. Walsh

College Personnel

Dr. Peter Mora  
Patricia Gentile  
Dr. Richard Perniciaro  
Bobby Royal  
Carmen Royal  
Cathie Skinner, CPA  
Brittany Williams  
BettyAnn Inloes Hines  
Louis J. Greco, Esquire

Others in Attendance:

Jane Lugo, Atlantic Co. Treasurer & CFO  
Aline Bennett , ACCC Employee  
Fred Caltabiano, Bowman & Company  
Henry Ludwigsen, Bowman & Company

V. CALL TO ORDER EXECUTIVE SESSION

Vice Chairperson Talvacchia asked Mr. Greco if there was a need for an executive session.

Mr. Greco said there was no need for an executive session.

VI. REGULAR SESSION

Vice Chairperson Talvacchia welcomed new Board member, Mr. Thomas J. Dowd, Acting Executive County Superintendent of Schools (Atlantic), to his first meeting.

Vice Chairperson Talvacchia stated that the agenda would be taken out of order to accommodate two items on the President's Report.

President Mora said that **Res. #27A** honoring Mr. Joseph Silipena, Chairman of the Atlantic County Board of Chosen Freeholders, would be presented next month, because Mr. Silipena had a scheduling conflict.

President Mora asked Ms. Williams to give information on the establishment of the "Employee of the Quarter" award and introduce the new honoree.

Ms. Williams, Interim Associate Dean of Human Resources and Labor Relations, said that the Employee of the Quarter is the quarterly nomination of an employee by their peers for service excellence and commitment to the students. The employee receives a private parking space, gift certificate to Careme's Restaurant, photograph posted at all three campuses and dinner with the Board of Trustees. She introduced Ms. Aline Bennett, Office Coordinator, Counseling and Support Services, as the new Employee of the Quarter noting that Ms. Bennett joined the college as a full-time employee in September 2001. Ms. Williams said that Ms. Bennett's commitment to the college and students is superior.

Ms. Bennett said she was honored that her co-workers felt that way about her and she was grateful and humbled. She said that Dean Carmen Royal has been an excellent role model. "I love my job and it is an awesome opportunity working at the college, and I would not trade it for anything in the world. Thank you so much," said Ms. Bennett.

"I am very thrilled that one of my staff members is receiving the "Employee of the Quarter" award," said Dean Carmen Royal who went on to list Ms. Bennett's accomplishments.

Vice Chairperson Talvacchia said that on behalf of the Board he would like to congratulate Ms. Bennett and thank her for her outstanding work.

The Board applauded.

**Secretary's Note: Ms. Williams' took a photograph of Ms. Bennett, Dr. Mora and Vice Chairperson Talavacchia. Ms. Bennett left the meeting after the picture was taken.**

VII. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

Vice Chairperson Talvacchia asked if there were any comments from the public.

VIII. CONSENT AGENDA ITEMS

Vice Chairperson Talvacchia asked if there were any consent agenda items to be removed from the resolutions list to be discussed individually.

Secretary Hines read the consent agenda items as follows: Res. #25, Res. #27, Res. #28B, and Res. #29.

Vice Chairperson Talvacchia stated, "If there is no objection, these resolutions will be adopted.

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

**Res. #25**

Regular minutes for September 23, 2008

**Res. #27**

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

Appointments

Gregory Bennett Burrell, Housekeeper I, Facilities Management, at an annual salary of \$24, 512, effective October 29, 2008.

Curtis Franz, Housekeeper I, Facilities Management, at an annual salary of \$24,512, effective October 29, 2008.

Katie Laird, Program Coordinator, Instructional Technology, at an annual salary of \$39,322, effective October 29, 2008.

Paula Roberson, Program Coordinator: Student Learning Outcomes Assessment, Planning and Assessment, at an annual salary of \$39,322, effective October 29, 2008.

Maribel Santiago, Program Assistant, Health Professions Institute, at an annual salary of \$26,615 effective October 29, 2008.

Missie Francis Taylor, Housekeeper I, Facilities Management, at an annual salary of \$24,512, effective October 29, 2008.

**Res. 28B**

**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR  
Rastelli Seafood, Egg Harbor, NJ**

WHEREAS, under New Jersey Community College Contract Law a Contract for Food may be negotiated or awarded without public advertising for Bids; and

WHEREAS, the Purchasing Senior Manager has determined and certified in writing that the value of the acquisition should exceed \$17,500 based on last fiscal year operations; and,

WHEREAS, the anticipated term of this contract is for FY09 as approved by this governing body; and

WHEREAS Rastelli Seafood will provide the culinary food items as needed for class instruction for the sum in excess of \$17,500; and

WHEREAS, Rastelli Seafood of Egg Harbor, NJ has completed and submitted a Business Entity Disclosure Certification which certifies that Rastelli Seafood has not made any reportable contributions to a political or candidate committee in the Counties of Atlantic and Cape May in the previous one year, and that the contract will prohibit Rastelli Seafood from making any reportable contributions through the term of the contract.

7935.

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College authorizes a contract with Rastelli Seafood for perishable food items; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

\*Note: Fiscal Year 08 expenses were \$53,165.73

**Res. #29**

RESOLVED: At a public meeting of the Board of Trustees to be held on November 25, 2008, 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

**IX. REPORTS OF COMMITTEES AND ADMINISTRATION AND OTHER RESOLUTIONS**

A. Budget, Finance and Audit Committee: *Financial Report* – Dr. Dworsky asked Dean Skinner to present **Res. #26**, Financial Statement, Executive Summary, September 30, 2008.

Dean Skinner stated that the Preliminary Fiscal Year 2008-09 year-to-date data summarized in the Board Summary Report for the three months ended September 30, 2008, indicates a margin of \$6,018,791. The College has earned 41.35% of budgeted revenues and expended 25.70% of budgeted expenses (which included encumbrances).

Based on three year moving average of prior year actuals and Fiscal Year 2008-09 current year-to-date actuals, management projects the college will attain the budgeted fiscal 2008-2009 margin.

Vice-Chairperson Talvacchia asked if there was any discussion.

Dr. Dworsky moved and Mr. Crowley seconded acceptance of the financial report.

ROLL CALL: AYES, NO NAYS

Dr. Dworsky welcomed the auditors from Bowman and Company and asked Dean Skinner to introduce them.

Dean Skinner introduced the auditors, Mr. Henry Ludwigsen, Partner, and Mr. Fred Caltabiano.

Vice Chairperson Talvacchia thanked them for attending tonight's meeting.

Mr. Ludwigsen said that it was a pleasure to serve the college and last week they made a presentation to the Audit Committee. He noted that it was uncommon that an entity prepares its own

financial statement, except for colleges and state agencies which usually are the only ones that do their own financial statements. "The college prepared the financial statement and we performed the audit—an unqualified opinion," said Mr. Ludwigsen. He stated that they also do a second report for a governmental entity based on the government yellow book which covers state statute such as procurement and other regulations. There is a detailed single audit section covering internal control and compliance, federal and state grants, and student financial aid programs which in that year were deemed high risk areas. He was happy to report that in the yellow book and single audit fieldwork there were no findings or questionable costs to the college--good reports across the board. Mr. Ludwigsen concluded his report by saying:

This report is commendable for the college. Last year at our exit conference there were a couple of items for discussion in our management letter. They have all been addressed and there are no repeat items. There are a couple of minor items currently under way for improvements. The audit was commendable. We have a clean opinion.

Dr. Dworsky thanked the auditors for coming to present their findings. She gave kudos to Dean Skinner and her staff for receiving a clean report.

Vice Chairperson Talvacchia thanked Dean Skinner and her staff and Dr. Mora for a fine audit report.

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

Dr. Dworsky presented a motion to accept the Comprehensive Annual Financial Report, Fiscal Year Ended June 30, 2008.

Mr. Evans seconded for acceptance of the financial report.

Vice Chairperson Talvacchia asked if there was any discussion.

ROLL CALL: AYES, NO NAYS

Dr. Dworsky read **Resolution #28, Award of Bids**, and moved and Mr. Crowley seconded.

**Res. #28**

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

Open Quote 46	Professional Engineering Services, Seal and Clean Buildings Mays Landing Campus, (FY08 Funding, Chapter 12)	\$ 45,600.00
	Joseph B. Callaghan, Inc Philadelphia, Pa	
Open Quote 47	Professional Engineering Services, Theater Renovations Lighting, Sound and Curtain Rigging System	\$ 39,300.00

Daley + Jalboot Architects  
Philadelphia, PA

Open Quote 49      Credit Tabloids Printing, (FY09 Academics Operational)      \$ 37,408.85

A.F.L. Web Printing  
Voorhees, NJ

Open Quote MIS      Bid Exempt Maintenance Fees year One new MIS System,      \$200,127.00  
(MIS Capital Budget)

Datatel	\$178,365
Entrinsik	4,600
Inovis	962
Perception/Image Now	8,098
CollegeNet	5,652
Madison/Source 4	1,600
ROC/Easyspooler/Datatel	<u>850</u>

Vice Chairperson Talvacchia asked if there were any questions.

ROLL CALL: AYES, NO NAYS

Dr. Dworsky read **Resolution #28A**, and Mr. Evans seconded

Vice Chairperson Talvacchia asked if there was any discussion.

Ms. Walsh asked about the wording in Resolution #28A, Resolution Authorizing the Award of a Contract for Blackboard, Inc., Washington, DC. She pointed out that it reads “. . . with a total sum less than \$27,900 . . . ,” but the sum of the resolution is \$225,893.00.

Dean Perniciaro said that the resolution is for specific WEB CT software which was bought out by Blackboard, Inc.

Counsel Greco said the text should read, “. . . with a sole source proprietary software vendor,” and the resolution should be amended.

The Board acknowledged **Resolution #28A as amended**.

## **RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR Blackboard, Inc., Washington, DC**

WHEREAS, under New Jersey Community College Contract Law a Contract for services or supplies with a sole source proprietary software vendor may be negotiated or awarded without public advertising for Bids; and

WHEREAS, the Purchasing Senior Manager has determined and certified in writing that the value of the acquisition will exceed \$17,500; and,

WHEREAS, the anticipated term of this contract is three years as approved by this governing body; and

WHEREAS, Blackboard, Inc. has submitted a proposal on September 8, 2008 indicating they will provide the Training, Technical Support and Consulting Services for the sum of \$225,893.00; and

WHEREAS, Blackboard, Inc. of Washington, D.C. has completed and submitted a Business Entity Disclosure Certification which certifies that Blackboard, Inc has not made any reportable contributions to a political or candidate committee in the Counties of Atlantic and Cape May in the previous one year, and that the contract will prohibit Blackboard, Inc. from making any reportable contributions through the term of the contract.

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College authorizes Terry Sampson, Executive Director of Administration and Business Services to enter into a contract with Blackboard, Inc. as described on the attached supporting documents; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certification and the Determination of Value will be placed on file with this resolution.

ROLL CALL: AYES, NO NAYS

The October 21, 2008, Budget, Finance and Audit Committee minutes are attached.

B. ACCC Foundation Committee: Mr. Parker gave highlights of the attached October 28, 2008, ACCC Foundation Board Report. He noted that Mr. Mac Seelig, was appointed the honorary chair for the Capital Campaign, and Mr. Charles Pessagno, President of the ACCC Foundation, will serve on the cabinet.

The theme for the upcoming gala is "Taste of Paradise" and the event webpage is up and running [www.atlantic.edu/gala](http://www.atlantic.edu/gala).

Vice Chairperson Talvacchia stated that he attended the Golf Tournament on October 3 and it was an excellent event. He thanked the committee and others involved for their efforts in planning the event.

C. Academic & Student Affairs Committee: The Academic and Student Affairs Committee met on October 22, 2008 (see attached minutes). Mr. Reynolds asked Dean Perniciaro to give highlights of "Blueprint 2020, Phase 1 Architectural Program" that he gave the committee.

Dean Perniciaro gave an update and noted that the program document is available.

Vice Chairperson Talvacchia thanked Mr. Reynolds for his report.

D. Diversity & Equity Committee: Mr. Baumgardner stated that there was no report because the committee did not meet.

E. Long-Range Planning and Capital Projects Committee: The Long-Range Planning and Capital Projects committee held a conference call on October 20, 2008 (minutes attached).

Dean Perniciaro stated that the Pinelands Commission surveyed the wetlands and endangered species and they are progressing.

The Capital Campaign is moving ahead. We are in line as a project in our district for CRDA funds. Chapter 12 funds for 2008 are allocated for the design and money for the roadway is waiting on the Pinelands.

Dean Perniciaro gave updates on the WACC hospitality wing, gym project, and the Green Campus Initiative consultant for solar/power curtailment plans. He informed the Board that "J" Building renovations are near completion and the Board Room should be available for the November Board meeting.

F. Personnel Committee: The October 20, 2008, Personnel Committee meeting minutes are attached.

Mr. Evans reminded the Board that the Board of Trustees Policy #12; General Administration Policies #502, #504, #506, #508, #509, #510 and #511; and Facilities Management Policy #912 are up for discussion.

Mr. Evans said that the committee endorsed the Board Retreat Assessment. He moved for an endorsement by the Board and Dr. Dworsky seconded.

Vice Chairperson Talvacchia asked if there was any discussion.

ROLL CALL: AYES, NO NAYS

G. President's Report: Dr. Mora stated that he had two more items on his report— (1) Atlantic Cape Safe Youth Partnership's Institute for Community Development and the (2) Board Activity Update.

Dr. Mora mentioned that employees of ACYSP participated in a presentation at the July Board meeting. He asked Dean Gentile to talk about the focus of ACSYP's Institute for Community Development conference. He also asked Ms. Williams to talk about her role at the conference.

Dean Gentile stated that as a way of background, six to seven years ago the Continuing Education Department held workshops in Atlantic and Cape May counties. Courses such as Introduction to Grant Building, Starting a 5013C, etc. were offered over a series of years. These courses were always booked and ACCC saw some value in nurturing and helping nonprofit entities in our area. ACSYP and ICD were then developed with Stockton.

Ms. Williams stated that on October 14 she made a presentation for ACSYP on "Duties and Responsibilities of Nonprofit Boards." She gave credit to the Board and Dr. Mora for providing her the opportunity to share her report on one of the college's best practices. She noted that Dean Gentile also made a presentation for ACSYP on "Understanding Financial Statements."

Dr. Mora commented on the Board Retreat Assessment which the Board endorsed tonight. He read Objective 1: Develop a Common Definition of Community Services for ACCC Outcome:

Community service at ACCC is defined as the voluntary, collaborative and effective engagement of the college stakeholders in support of the mission of non-profit entities in our services area.

He said this is a focused example of community service activity that the Board has been involved in.

Ms. Williams noted that Ms. Long is not present tonight; therefore, she will share the minutes of the Trustee Ambassador conference call in the coming weeks.

Ms. Williams gave the Board Activity Update for October 29, 2008, to March 17, 2009. She noted that the update reflects the advance items and time line of the President's evaluation. As a marker at a glance, they can know what to anticipate at the upcoming meetings.

X. OTHER BUSINESS

Vice Chairperson Talvacchia stated that the McClaskey family, employee Ms. Ann McClaskey's mother died, sent the Board a thank you note for the dish garden they received.

Vice Chairperson Talvacchia asked if there was any other business.

XI. COMMENTS FROM THE PUBLIC

None.

XII. ADJOURNMENT

On motion of Mr. Crowley and second by Mr. Reynolds the regular session was adjourned at 7:50 p.m., in Room 204 at the Worthington Atlantic City Campus, Atlantic City, NJ.

Respectfully submitted,

BettyAnn Inloes Hines,  
ACCC Board Secretary