I. CALL TO ORDER REGULAR SESSION

At 7:05 p.m. on January 22, 2008, Chairperson Robert Boyer called the regular session of the Board meeting to order.

II. STATEMENT OF ADEQUATE NOTICE

In compliance with the “Open Public Meeting 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 January 11, 2008.

III. FLAG SALUTE

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

IV. ROLL CALL

<table>
<thead>
<tr>
<th>College Personnel</th>
<th>College Personnel</th>
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<tr>
<td>Dr. Peter Mora</td>
<td>Kathy Corbalis</td>
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<tr>
<td>Patricia Gentile</td>
<td>Douglas Hedges</td>
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<tr>
<td>Dr. Richard Perniciaro</td>
<td>Dr. Joseph Rossi</td>
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<tr>
<td>Bobby Royal</td>
<td>Carmen Royal</td>
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<tr>
<td>Terry Sampson</td>
<td>Cathie Skinner, CPA</td>
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<tr>
<td>BettyAnn Inloes Hines</td>
<td>Louis J. Greco, Esquire</td>
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</tbody>
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*Secretary’s Note: There was not a quorum until Ms. Baumgardner arrived at 7:47 p.m.

Chairperson Boyer stated that there is currently not a quorum but Ms. Baumgardner is on her way to the meeting. Therefore, the Board will not vote on agenda items that require voting until her arrival.

V. CALL TO ORDER EXECUTIVE SESSION

Chairperson Boyer said that there was not a need for an executive session.
VI. **REGULAR SESSION**

Chairperson Boyer welcomed Ms. Jane Lugo, Atlantic County Comptroller and Certified Financial Officer, to the Board meeting.

VII. **COMMENTS FROM THE PUBLIC ON AGENDA ITEMS**

None

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


Dean Skinner stated that the Preliminary Fiscal Year 2007-2008 year-to-date data summarized in the Board Summary Report for the six months indicates a margin of $2,727,320. The college has earned 54.86% of budgeted revenues and expended 47.28% of budgeted expenses.

The month-to-date margin is favorable, and credit enrollments for summer and fall are tracking 2% over budget.

The forecast according to the trend analysis is that the college will be in a positive financial position at year end.

The Budget, Finance and Audit Committee meeting minutes for January 15, 2008, are attached.

**Secretary's Note:** The acceptance of the Board of Trustees Financial Report, Resolution #52, and adoption of Resolution #54, Award of Bids, were done when Ms. Baumgardner arrived at the meeting.

Dr. Dworsky moved and Ms. Torres seconded the acceptance of the Board of Trustees Financial Report, **Resolution #52**.

Chairperson Boyer asked if there was any discussion.

ROLL CALL: AYES, NO NAYS

Dr. Dworsky asked Ms. Sampson to read and explain Resolution #54, Award of Bids.

Ms. Sampson read and explained the resolution and answered questions asked by the Board members.

Dr. Dworsky moved and Ms. Torres seconded Resolution #54 (below).

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

| Open Quote 29 | Building Automation System Maintenance Service, five-year contract (FY’08-FY’13 Facilities Management Operational) | $390,980.00 |
Honeywell, Inc.
Marlton, NJ

Bid Exempt 534  Consortium Purchase/Public Utility, Voice Services (Telephone), three-year contract (FY’08-FY’11) Information Technology Services  $216,000.00

InfoHighway
New York City, NY

RFP143  Engineering Services for Pinelands approval of Master Plan (Chapter 12 Funding)  $50,000.00 (not to exceed)

Dixon Assembly
Galloway, NJ

Chairperson Boyer asked if there were any additional questions.

ROLL CALL: AYES, NO NAYS

B. ACCC Foundation Committee: Mr. Parker gave the January 22, 2008, ACCC Foundation Board Report which is attached.

Chairperson Boyer thanked Mr. Parker for his report.

C. Academic & Student Affairs Committee: Ms. Torres read the January 16, 2008, Academic and Student Affairs meeting minutes which are attached.

Chairperson Boyer thanked Ms. Torres for her report.

D. Diversity & Equity Committee: Attached is the Diversity and Equity Committee executive summary for January 17, 2008.

E. Long-Range Planning and Capital Projects Committee: Ms. Walsh gave an overview of the Long-Range Planning and Capital Projects committee meeting minutes on Monday, January 14, 2008 (see attached). She stated that Dean Perniciaro was available for any specific questions.

Chairperson Boyer thanked Ms. Walsh for her report.

F. Personnel Committee: Mr. Evans gave an overview of the attached Personnel Committee January 14, 2008, meeting minutes.

Chairperson Boyer thanked Mr. Evans for his report.

G. President’s Report: Dr. Mora stated that Ms. Williams would be giving his report. The topics presented were: Beacons by the Sea Visiting Professor Program, NJ Seafood Challenge, CMCC feature article in College Planning & Management magazine, dual enrollment with Middle Township High
School, La Estrella interview, Wildwood Holiday Basketball Tournament, Pepperpot Award, Economic Development appointment, Governor Corzine’s town hall meeting at ACCC, and Board development update.

- Deans Wexler and Gentile spoke about the new Beacons by the Sea Visiting Professor program funded by the ACCC Foundation and the Beacons Lighthouse project. Veteran broadcaster, Dick Sheeran is serving as the first visiting professor and will teach two classes, provide faculty development and speak to chamber groups in both counties.

- Ms. Williams showed the TV-40 news video of the NJ Seafood Challenge held at the Academy on January 15. The three top finishers all attended the Academy.

- The Cape May County Campus was given a full page spread in the December 2007 issue of College Planning and Management magazine under its "Facility Focus" section with five photos of the campus capturing the distinction in its exterior and interior design.

- Dean Carmen Royal spoke on the dual enrollment at Middle Township High School. This is a pilot program and has 18 students participating. She thanked Dr. Theresa DeFranco for her work in developing this program.

- Ms. Williams said Dr. Mora was interviewed recently by Spanish-language publication La Estrella about the Blueprint 2020 Master Plan.

- Dean Rossi gave highlights of the recent Wildwood Holiday Basketball Tournament of which ACCC was a lead sponsor.

- Ms. Corbalis recognized that Ms. Stacey Clapp, Specialist, College Relations, received a Pepperpot Award from the Philadelphia Chapter of the Public Relations Society of America for the 2007 Atlantic City Restaurant Gala

- Ms. Williams noted that Dr. Perniciaro was reappointed to the Atlantic County Economic Development Advisory Commission.

- Ms. Williams spoke on Governor Corzine’s upcoming town hall meeting to be held at ACCC’s Mays Landing Campus to discuss the Governor’s financial restructuring and debt reduction plan at 7 p.m., Thursday, February 7. Registration can be done online.

- Ms. Williams provided a Board development update reminding trustees about the January 24 Board retreat and opportunities to take part in statewide activities.

**Secretary’s Note:** Ms. Baumgardner arrived at 7:47 p.m.

IX. CONSENT AGENDA ITEMS

With the arrival of Ms. Baumgardner, Chairperson Boyer stated that the Board would go back and propose the resolutions for adoption under the Budget, Finance and Audit Committee’s report.

**Secretary’s Note:** The proposing and adopting of previous resolutions, Resolutions #52 and #54, were done and this information has been noted where appropriate.
Chairperson Boyer asked if there were any consent agenda items to be removed from the resolutions list. He read the consent agenda items remaining as follows: Res. #51, Res. #53, Res. #53A, Res. #55, and Res. #56.

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

Mr. Melchiorre moved and Dr. Dworsky seconded the consent agenda items as follows:

**Resolution #51**, the December 11, 2007, regular meeting minutes

**Resolution #53**

It is respectfully recommended that the Board approve the following:

**Appointment**

Ellen Splaver, Counselor II, Educational Opportunity Fund, at an annual salary of $51,830, effective February 4, 2008.

**Resignations**

Shilon Carter, Office Coordinator, Student Support Services, retroactive to January 1, 2008.

Becky Fishman, Office Assistant, Faculty Support Services, retroactive to January 7, 2008.

**Promotions**

Cynthia Correa, from Student Development Program Coordinator to Assistant Director, Student Development, from a salary of $41,243 to $53,473, effective January 23, 2008.

Luis Montefusco, from Manager of Institutional Planning to Director of Institutional Planning and Assessment, from a salary of $39,130 to $53,473, effective January 23, 2008.

**Resolution #53A**

WHEREAS, Larry Stuart Reber joined the College as one of the fledgling institution’s original full-time faculty members on September 1, 1966, and

WHEREAS, Mr. Reber served loyally for more than four decades as Assistant Professor of Business, and

WHEREAS, Mr. Reber also lent his expertise to college committees for Academic Standing and Student and Community Affairs in addition to service as Faculty Coordinator in the Cooperative Education Program.

THEREFORE BE IT RESOLVED, that the Board accepts the retirement of Larry Stuart Reber, retroactive to January 1, 2008,

BE IT FURTHER RESOLVED, that the Board extends best wishes and appreciation to Mr. Reber for his more than 40 years of service to Atlantic Cape Community College.

**Resolution #55**

WHEREAS, Atlantic Cape Community College (ACCC) recognizes the need for designated college employees to use cellular telephones and pagers during the course of conducting day to day college business, and
WHEREAS, cellular telephones have become an important and necessary communication device to assist administrators and staff, particularly those employees whose job requires them to spend a considerable amount of time outside of their office during working hours or to be accessible after normal working hours, and

WHEREAS, Policy 607 therefore establishes guidelines for cell phone authorization, acquisition, use and reimbursement, and also allows the College to comply with IRS regulations by providing a policy on mobile communication devices.

THEREFORE BE IT RESOLVED, upon the recommendation of the President, that the Board adopt the attached “Cell Phone/Communications Device Policy,” retroactive to January 1, 2008.

Resolution #56

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

Chairperson Boyer paused for any objections and then stated, “As there are no objections, these items are adopted.”

Chairperson Boyer asked about the security of the cell phones given to the staff.

Dean Skinner stated that an authorization of receipt is required from the employee for audit purposes. However, a more comprehensive form is being developed.

Chairperson Boyer asked if individual staff have laptop computers at their desks which they take off site.

Dean Skinner noted that those that have portable laptops it is connected to the computer equipment and is recorded with the college inventory records.

X. OTHER BUSINESS

Chairperson Boyer announced the receipt of $5,000 in scholarship funds from Cape May County which he received at the Cape May County Board of Chosen Freeholders’ meeting. The funds will support the attendance of Cape May County resident(s) at ACCC. He thanked the county for its support.

Chairperson Boyer thanked Ms. Baumgardner for making a special effort to attend the Board meeting after receiving our call of the lack of a quorum.
XI. COMMENTS FROM THE PUBLIC

None

XII. ADJOURNMENT

On motion of Mr. Melchiorre and second by Mr. Parker, the regular session was adjourned at 8:15 p.m., in Room 113, at the Cape May County Campus, 341 Court House-South Dennis Road, Cape May Court House, NJ.

Respectfully submitted,

BettyAnn Inloes Hines
ACCC Board Secretary