I. CALL TO ORDER REGULAR SESSION

On Tuesday, October 24, 2006, at 7:00 p.m. Chairperson Brian Lefke called to order the regular session.

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 ACCC Board of Trustees was provided by posting at the bulletin board “J” Building, main campus; the Charles D. Worthington Atlantic City Center; the Cape May County Campus; and copies were mailed to the clerks of the Board of Chosen Freeholders of Atlantic and Cape May counties on October 12, 2006.

III. FLAG SALUTE

Chairperson Lefke 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>
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<tbody>
<tr>
<td>Lynn G. Baumgardner</td>
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<td>Robert J. Boyer</td>
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<td>Dr. Elizabeth A. Dworsky</td>
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<td>David A. Evans</td>
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<td>Brian G. Lefke</td>
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<td>Dr. Albert A. Monillas</td>
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<tr>
<td>Eric Reynolds</td>
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<td>Nicholas F. Talvacchia</td>
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<td>Maria Ivette Torres</td>
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<td>Helen W. Walsh</td>
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<td>Dr. Peter Mora</td>
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<td>Kathy Corbalis</td>
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<td>Douglas Hedges</td>
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<td>Patricia Owens</td>
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<tr>
<td>Dr. Richard Perniciaro</td>
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<td>Dr. Joseph Rossi</td>
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<tr>
<td>Bobby Royal</td>
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<td>Carmen Royal</td>
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<td>Terry Sampson</td>
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<td>Cathie Skinner, CPA</td>
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<td>Dr. Art Wexler</td>
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<td>BettyAnn Inloes Hines</td>
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<td>Brittany Williams</td>
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<td>Louis J. Greco, Esquire</td>
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<td>Others in Attendance</td>
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<tr>
<td>Glenn Ortman, Ford, Scott, Seidenburg &amp; Kennedy</td>
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<td>George Boileau, Atlantic County Treasurer</td>
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<td>Nick Ganaway, ACCC Employee</td>
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V. CALL TO ORDER EXECUTIVE SESSION

Chairperson Lefke called for an executive session at 7:12 p.m.

Drs. Mora and Rossi along with Dean Perniciaro, and Mr. Greco stayed for the executive session.

Secretary’s Note: Chairperson Lefke reconvened the regular session at 8:19 p.m.
VI. APPROVAL OF REGULAR AND CLOSED SESSION MINUTES OF SEPTEMBER 26, 2006

Chairperson Lefke asked that the regular and closed session minutes for September 26, 2006, be approved if there were no corrections.

Mr. Boyer moved and Dr. Dworsky seconded approval of the regular and closed session minutes for September 26, 2006.

ROLL CALL: AYES, ABSTENTIONS (Mr. Evans, Mr. Lefke, Dr. Monillas, Mr. Reynolds, Mr. Talvacchia)

VII. REPORTS OF OFFICERS AND AGENTS

Secretary’s Note: Mr. Talvacchia noted a correction in the first paragraph of the Financial Report, Executive Summary. Instead of September 30, 2005, it should read September 30, 2006.

A. Financial Report: Mr. Talvacchia said that Preliminary Fiscal Year 2006-07 year-to-date data summarized in the Board Summary Report for the three months ended September 30, 2006, indicates a margin of $5,569,257. The college has earned 42.23% of budgeted revenues and expended 25.26% of budgeted expenses.

Mr. Talvacchia moved and Dr. Monillas seconded the acceptance of the September 30, 2006, financial report.

ROLL CALL: ALL AYES, NO NAYS

Mr. Talvacchia presented a motion to accept the Comprehensive Annual Financial Report, fiscal year ended June 30, 2006. He noted that the Board was mailed a copy of the report. He asked Mr. Ortman, partner in the college’s audit firm, Ford, Scott, Seidenburg & Kennedy, to give a brief comment on the report.

Mr. Ortman said that they presented “an unqualified opinion” which is the highest level they can provide. He also stated that the report is in the new format that the Board requested.

Mr. Talvacchia asked the Board if they had any comments on the report.

Mr. Talvacchia thanked the Finance Office staff for a doing a fine job on the report. He noted there was a lot of information presented in an easy format.

Dean Skinner said that the “Table of Contents” was setup with an Introductory Section, Financial Section, and Statistical Section which should be an easier format to read. She said that if anyone had questions, they should give her a call.
Mr. Talvacchia presented a motion to accept the Comprehensive Annual Financial Report. Mr. Boyer seconded.

All Board members responded in the affirmative to accept the Comprehensive Annual Financial Report, Fiscal Year Ended June 30, 2006.

Mr. Talvacchia asked Dr. Dworsky to read Resolution #23 Rev.

Dr. Dworsky said that she would present Resolution #23 Rev. for approval, and she asked Ms. Sampson to read the resolution and give detailed information.

Ms. Sampson read Resolution #23 Rev., Award of Bids, and gave detailed information on each item.

Dr. Dworsky moved and Mr. Talvacchia seconded.

Chairperson Lefke asked if there were any questions.

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

<table>
<thead>
<tr>
<th>Bid Exempt</th>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>488</td>
<td>Revision, Demolition and mitigation “G” Building</td>
<td>$38,450.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(not to exceed)</td>
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</tbody>
</table>
Mr. Boyer presented the following and moved and Mr. Reynolds seconded.

WHEREAS, the United States Soccer Foundation (USSF) is accepting applications for the Foundation 2007 grant cycle to fund soccer-specific programs and projects, and

WHEREAS, the USSF makes donations of cash and equipment to promote soccer, and

WHEREAS, the college will use a USSF grant to fund field equipment, uniforms and operating expenses for men’s and women’s soccer club teams (see attached), and

WHEREAS, the maximum amount of the 2007 grant is $50,000 from January 1, 2007 through December 31, 2007.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to apply for the United States Soccer Foundation 2007 grant from January 1, 2007, through December 31, 2007, for a maximum amount of $50,000.

Chairperson Lefke asked if there were any questions.

ROLL CALL: ALL AYES, NO NAYS

B. President’s Report: Dr. Mora stated that he had five items to present to the Board—Presidential Installation and 40th Anniversary Events, US Coast Guard Graduation, ACCT Leadership Congress, Institute for Service Excellence and College book.

- Dr. Mora asked Dean Owens and Ms. Corbalis to report on the events for the 40th Anniversary and Inaugural celebration.

Dean Owens handed out a listing of the past 40th Anniversary and Inaugural Events and the past and future events for the ACA 25th Anniversary.

Dean Owens noted that Dr. Mora received numerous plaques, programs, citations and ceremonial resolutions for his inauguration which were on display in the back of the room.

Dr. Mora mentioned that Dean Owens and Ms. Corbalis were co-chairs of the 40th Anniversary and Inaugural ceremony which were linked to the college’s fund raising activities.

Additional information on the inauguration is on the college’s website under “News and Events.”
Dr. Mora said that he and Dean Rossi attended the U.S. Coast Guard graduation at the invitation of Captain Curtis Odom.

Dr. Mora stated that he and Chairperson Lefke attended the ACCT Leadership Congress where they accepted the regional Equity Award that recognizes institutional commitment to diversity. Dr. Mora thanked the Minority Affairs Committee and Ms. Baumgardner as chairperson. A formal ceremony with pictures and video and the award will be presented at an upcoming meeting.

Dr. Mora asked Dean Owens to give information on the construction of the Institute for Service Excellence at the Hamilton Mall.

Dean Owens stated that the Institute for Service Excellence is in collaboration with several partners—Atlantic Cape May Workforce Investment Board, Kravco-Simon Company, National Retail Federation, New Jersey Department of Labor and Workforce Development and the Casino Reinvestment Development Authority—and ACCC is the managing partner. She stated that construction is underway and in another month the site should be ready to visit. Dean Owens stated that the Institute will have a soft opening in December with the grand opening in January.

Dean Owens gave a PowerPoint presentation on the Institute for Service Excellence which answered the following:

What is the Institute for Service Excellence?
Who the Institute for Service Excellence will help and what it will provide?
The Partners and the Facility, Opening Timeline, Operation Overview
Retail, Sales and Service Curriculum
2007 Workshops and Seminars

Dean Owens asked if there were any questions.

Mr. Boyer asked if there were any projections on the number of students.

Dean Owens stated that in the grant 360 students are in the potential employment training. There is a plan to meet the benchmark in labor contract and other training.

Dr. Mora thanked Dean Owens for her presentation about the Institute for Service Excellence.


Dean Wexler acknowledged the efforts of Assistant Professor Melisa Rousseau on promoting the college book. He stated that he would see that the Board received a detailed schedule of upcoming events which will be coming out shortly. There are more events planned for the Spring semester. There are 19 full-time and 14 part-time faculty members sharing the college book in their classes, and there are 865 students involved in reading the book in the classroom.

Dr. Mora thanked Dean Wexler for this update on the college book.

VIII. REPORTS OF COMMITTEES AND INDIVIDUAL TRUSTEES

A. ACCC Foundation: Dr. Monillas gave the ACCC Foundation Report on their October 24, 2006, meeting which is attached.

Chairperson Lefke asked if there were any questions.
B. **Academic and Student Affairs**: Mr. Reynolds gave highlights of the October 18, 2006, Academic and Student Affairs Committee meeting minutes which are attached.

C. **Budget, Finance and Audit**: See attached minutes of the October 17, 2006, Budget, Finance and Audit Committee meeting.

D. **Long-Range Planning and Capital Projects**: Dean Perniciaro gave highlights of the Long-Range Planning and Capital Projects Committee meeting on October 16, 2006, which are attached.

Ms. Walsh presented and moved and Mr. Boyer seconded the following:

Whereas, the Board of Trustees approved the capital needs listing and priorities for submission for Chapter 12 FY 2007 based on recommendations from the Long Range Planning Committee, and

Whereas, since that approval in September 2003 there has been a desire to revise the priorities to enable the Worthington City Center to function as a full branch campus, and

Therefore be it resolved that based on the recommendations of the President and The Long-Range Planning & Capital Projects Committee the following revisions are made:

**Worthington City Center**

- $1,800,000

  - Renovations of 9,200 sq feet, total project is estimated at $3 million and the College has been awarded a grant from the US Department of Commerce, Economic Development Administration of $1.2 million. Funding required for match for grant

**Worthington City Center – New**

- $801,637

  - Renovation of existing space and moving the mock casino to create an Information Commons

**Land Acquisition/Surface Parking**

- $1,243,500
  - (465,500)
  - $778,000

  - Acquire lots within close proximity to Worthington Center for surface parking to meet expanded needs created with renovations

**Mays Landing Campus**

- Deferred Maintenance and Capital Improvements: $3,200,500
- Remove roadway to East Campus: (336,137) $2,864,363

Chairperson Lefke asked if there were any questions.

**ROLL CALL**: ALL AYES, NO NAYS

E. **Minority Affairs**: There is no report because the committee meeting was postponed until next week.
F. Personnel: The Personnel Committee met on October 16, 2006, and the minutes are attached.

Dr. Dworsky extended a reminder to the Board to complete the “Board Self Assessment by Category” form in preparation for the Board Retreat. The form was sent to the Board by Ms. Williams. It should be returned as quickly as possible for planning.

Ms. Williams handed out the Board of Trustees “Monthly Calendar, Self-Evaluation and Development Timeline” which was sent to the Board and is also available online.

Dr. Dworsky noted that Resolution 16 was tabled at the last meeting, because it needed to be more flexible for Board members with a change in language which is noted on Page 2 of the resolution.

Dr. Dworsky moved and Mr. Evans seconded the following:

WHEREAS, Board Officers are elected annually at the November re-organization meeting, and

WHEREAS, historically, the Board’s elected officers have included a Chairperson, Vice Chairperson and Treasurer, who remain in office for up to two, one-year terms, and

WHEREAS, the Trustees have an established precedent of Board Officer succession whereby the sitting, successful Vice Chairperson is often elected to succeed the outgoing Chairperson and the current, successful Treasurer is often elected to become the new Vice Chairperson, and

WHEREAS, this precedent has helped prepare future chairpersons by affording progressive insight, experience and consistency in Board and College operations.

THEREFORE BE IT RESOLVED, upon the recommendation of the Personnel Committee, that the Board adopt the attached policy and procedure for Board Officer succession.

ROLL CALL: ALL AYES, NO NAYS

Mr. Evans presented Resolution #22 and moved and Dr. Monillas seconded the following:

It is respectfully recommended that the Board approve the following:

Appointments

Michelle Andrews, Financial Aid Assistant, effective October 25, 2006, at a salary of $24,005.


Linda Loughlin, Outcomes Assessment Coordinator, effective October 25, 2006, at a salary of $35,466.
Promotion

Tammy DeFranco, from Student Development Program Coordinator to Counselor I, effective October 25, 2006, at a salary increase from $39,486 to $43,065.

ROLL CALL: AYES, ONE ABSTENTION (Dr. Dworsky)

It was noted that Ms. Tammy DeFranco is related to Dr. Mora through marriage; as such he did not participate in the staffing process. It was deferred to the Human Resources Office. This is in compliance with college policy.

IX. OTHER BUSINESS

Dr. Dworsky thanked the members of the inauguration committee, senior staff and support staff for a beautiful ceremony. “It highlighted the college,” said Dr. Dworsky.

X. COMMENTS FROM THE PUBLIC

Mr. Boileau spoke on Resolution #23A revising the 2007 Chapter 12 priorities. He noted that any revision would have to be in accordance with the Atlantic County Bond Ordinance that funded the Chapter 12 projects. He further stated that although this revision was in accordance with the Bond Ordinance, ACCC should keep the County informed as to future revisions to Chapter 12 projects.

XI. MOTION FOR EXECUTIVE SESSION PRIOR TO REGULAR MEETING ON NOVEMBER 28, 2006

The following resolution was introduced by (Dr. Monillas) and seconded by (Dr. Dworsky):

RESOLVED: At a public meeting of the Board of Trustees to be held on November 28, 2006, 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 Trustees 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: ALL AYES, NO NAYS

XII. ADJOURNMENT

On motion of Dr. Monillas and second by Dr. Dworsky the regular session was adjourned at 9:05 p.m. in Room 204 at the Worthington Atlantic City Center, Atlantic City, NJ.

Respectfully submitted,

BettyAnn Inloes Hines, ACCC Board Secretary