I. **CALL TO ORDER REGULAR SESSION**

On Tuesday, May 27, 2008, at 7:02 p.m. Chairperson Robert J. Boyer called to order the regular session. Chairperson Boyer stated that there would be a change in the order of the agenda--after roll call there would be a presentation and the executive session would follow.

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 May 16, 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>Others in Attendance</th>
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<tbody>
<tr>
<td>Lynn G. Baumgardner</td>
<td>Jane Lugo, Atlantic Co. Treasurer &amp; CFO</td>
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<td>Robert J. Boyer</td>
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<td>Judy Cole</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. Daniel G. Loggi</td>
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<td>Mary B. Long</td>
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<td>Donald J. Parker</td>
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<td>Eric Reynolds</td>
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<td>Nicholas F. Talvacchia</td>
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<td>Dr. Peter Mora</td>
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<td>Kathy Corbalis</td>
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<td>Patricia Gentile</td>
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<td>Douglas Hedges</td>
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<td>Dr. Richard Perniciaro</td>
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<td>Dr. Joseph Rossi</td>
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<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>Brittany Williams</td>
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<td>BettyAnn Inloes Hines</td>
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<td>Louis J. Greco, Esquire</td>
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Dr. Mora announced that Professor Myrna Morales-Keklak would be recognized with a resolution from the Board in honor of her selection as the 2007-2008 Faculty Member of the Year. He asked Ms. Long to read the resolution.

Ms. Long read Resolution #91 in appreciation of Professor Morales-Keklak’s contributions to the students and recognition as the 2007-2008 Faculty Member of the Year.
Professor Morales-Keklak said, “I thank the Board and administration for making it easy to be a really good teacher at this college.”

The Board applauded Professor Morales-Keklak.

Secretary’s Note: Pictures were taken of Professor Morales-Keklak with Chairperson Boyer, Dr. Mora and the Academic and Student Affairs Committee. Professor Morales-Keklak left the meeting.

V. CALL TO ORDER EXECUTIVE SESSION

At 7:05 Chairperson Boyer called for an executive session.

Secretary’s Note: The college staff and public left the meeting except for Mr. Greco. At 7:15 p.m. the college staff and public returned to the meeting.

VI. REGULAR SESSION

At 7:16 p.m. Chairperson Boyer reconvened the regular session.

VII. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

None

VIII. CONSENT AGENDA ITEMS

Chairperson Boyer stated that Res. 88B would be presented before the consent agenda items.

Mr. Evans read and moved and Mr. Reynolds seconded the following:

Res. #88B

WHEREAS, the current employment contract between the Board and Atlantic Cape Community College President Dr. Peter L. Mora shall conclude on June 30, 2008, and

WHEREAS, a Board Presidential Evaluation Committee most recently found that “Dr. Mora’s professional and personal skills and abilities have promoted an environment of trust with the Board of Trustees, empowerment within the college community, and respect and recognition from the external community,” and

WHEREAS, the Board has expressed its admiration and appreciation of Dr. Mora’s leadership capabilities, his professional relationships with internal and external audiences, and his vision for the institution, and

WHEREAS, the Board’s Presidential Evaluation Committee has reached agreement with Dr. Mora on a new, three-year contract, effective July 1, 2008, through June 30, 2011, and

THEREFORE BE IT RESOLVED, upon the recommendation of the Presidential Evaluation Committee and the Personnel Committee, that the Trustees authorize the Board Chairman to authenticate with his signature, the attached three-year employment contract with ACCC President Dr. Peter L. Mora, effective July 1, 2008, through June 30, 2011.

Chairperson Boyer asked if there was any discussion.

ROLL CALL: AYES, NO NAYS
Chairperson Boyer congratulated Dr. Mora on his excellent performance which has continued over a long outstanding relationship with trustees and administrators in his efforts to make this the best college for Atlantic and Cape May counties.

Dr. Mora thanked Chairperson Boyer and the Board for their support.

Mr. Talvacchia commented that as chairperson of the Presidential Evaluation Committee he wanted to thank the members for their hard work in negotiating the contract and for Mr. Evans’ excellent work on the resolution.

Dr. Mora informed the Board that the college received a letter of support from Senator Robert Menendez and he described the college as an “excellent” two-year college. Dr. Mora noted that if we are not an excellent college now with this Board, administrative team and faculty then we will be an excellent one very shortly.

**Secretary’s Note:** Mr. Talvacchia left the Board meeting at 7:25 p.m. and did not return.

Chairperson Boyer asked if there were any consent agenda items to be removed from the resolutions list.

Chairperson Boyer asked Secretary Hines to read the consent agenda items on the resolutions list.

Secretary Hines read the consent agenda items as follows: Res. #86, Res. #88, Res. #88A, Res. #90, Res. #82 Revised, and Res. #92.

Chairperson Boyer stated, “If there is no objection, these resolutions will be adopted.”

Mr. Evans moved and Mr. Reynolds seconded the consent agenda items as follows.

**Res. #86**

Minutes for April 22, 2008

**Res. #88**

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

**Appointments**

Herbert Belton Jr., Maintenance Mechanic II, effective June 2, 2008, at an annual salary of $32,819.

Paula Pitcher, Assistant Dean, Institutional Research and Assessment, at an annual salary of $75,000, effective June 16, 2008.

Dr. Barbara Warner, Chairwoman, Social Science Department, effective May 27, 2008, at an annual stipend of $6,489.

Resignation

Maryann Carol, Director of Instructional Technology, retroactive to May 15, 2008.

Promotion

Marilyn Malerba Keiner, from Associate to full Professor of Business and Paralegal Studies, effective September 2, 2008, with a *salary increase from $54,745 to $63,524.

*This salary adjustment includes a collectively negotiated, across-the-board $2,323 increase, effective July 1, 2008.

Res. #88A

WHEREAS, the Board is in the midst of four-year collective bargaining agreements, retroactive to July 1, 2006, with Atlantic Cape Community College employees represented by the New Jersey Education Association (NJEA) and

WHEREAS, employees in classifications exempted from bargaining unit membership are not represented by the NJEA and do not participate in collective negotiations, and

WHEREAS, college policy number 17 (Salary Increases – Union Exempt Personnel) and number 804 (Compensation and Benefits) indicate that “Salary increases for administrators and support personnel in positions not under collective bargaining agreements shall be given on the annual recommendation of the President and approved by the Board of Trustees.”

THEREFORE BE IT RESOLVED, upon the recommendation of the President, that all full-time Atlantic Cape Community College employees not represented in bargaining unit negotiations receive a 4 percent base salary increase, effective July 1, 2008.

Res. #90

WHEREAS, the New Jersey Department of Education is accepting applications for the FY09 Perkins Grant One-Year Spending Plan that focuses on the federal and state investment in strengthening career and technical education programs, and

WHEREAS, the college is proposing:

- To strengthen academic and technical skills;
- To provide students with a strong experience in technology in career and technical education programs;
- To develop and expand the use of technology in career and technical education programs; and
- To provide professional development programs for teachers, counselors, and administrators, and

WHEREAS, the benefit to the college will be to initiate, improve, expand, and modernize quality career and technical education programs (see attached), and

WHEREAS, the amount of the grant is $518,191.00 for one year from July 1, 2008 through June 30, 2009.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to apply for the New Jersey Department of Education FY09 Perkins Grant from July 1, 2008, through June 30, 2009, for an amount of $518,191.00.
WHEREAS, the New Jersey Department of Labor is accepting applications for the FY09 Adult Basic Skills Grant Program and Integrated English Literacy and Civics Grant Program that supports instruction in order to enable adults to acquire the skills necessary to improve their adult basic skills and literacy skill levels in reading, writing, and in speaking the English language, and

WHEREAS, the college is proposing to assist these adult learners acquire adult basic skills and English literacy skills by (see attached):

- providing adults sufficient basic education to enable them to benefit from placement in, retention in, or completion of postsecondary education,
- providing opportunities to promote secondary and postsecondary education,
- promoting family literacy,
- promoting professional development for program staff, and

WHEREAS, the benefit to the college will be to improve, expand, and promote adult basic skills and literacy for ESL students, and

WHEREAS, the amount of the grant is $900,000 (maximum) for one year from July 1, 2008 through June 30, 2009.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to apply for the New Jersey Department of Labor FY09 Adult Basic Skills Grant and Integrated English Literacy and Civics Education Grant from July 1, 2008 through June 30, 2009, for the amount of $900,000 (maximum).

Res. #92

RESOLVED: At a public meeting of the Board of Trustees to be held on June 24, 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 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: AYES, NO NAYS

IX. REPORTS OF COMMITTEES AND ADMINISTRATION AND OTHER RESOLUTIONS


Preliminary Fiscal Year 2007-08 year-to-date data summarized in the Board Summary Report for the ten months ended April 30, 2008 indicate a margin of $5,699,962. The college has earned 95.43% of budgeted revenues and expended 79.68% 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 a positive margin for Fiscal Year 2008.

Dr. Dworsky complimented Dean Skinner and her staff and Dr. Mora for a positive margin.
Dr. Dworsky moved and Ms. Long seconded acceptance of the Board of Trustees Financial Report for April 30, 2008, **Res. #87**.

Chairperson Boyer asked if there was any discussion.

ROLL CALL: AYES, NO NAYS

The Budget, Finance and Audit Committee May 20, 2008, meeting minutes are attached.

Dr. Dworsky asked Ms. Sampson to read **Res. #89**.

Ms. Sampson read and gave detailed information on each item.

Chairperson Boyer asked if there was any discussion.

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

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

- **Open Quote 38**  Professional Services, Branding and Repositioning, ($20,000 to $65,000.00) To be paid by college funds, balance to be paid by Foundation (not to exceed)
  - Clarus Corporation
  - Alliance, NE

- **Open Quote 41**  Professional Services, Auditing, (Finance, FY’08-09 Operational)
  - Fee schedule for two-year contract: June 30, 2008 - $43,600.00
  - June 30, 2009 - $45,750.00
  - Bowman and Company
  - Voorhees, NJ

- **Bid Ex. 543**  Adult Ed Grant, (FY’08), reimbursement for payroll, benefits, and supplies
  - $21,085.44
  - Pleasantville Public Schools, Pleasantville, NJ

ROLL CALL: AYES, NO NAYS

Dr. Dworsky asked for a motion to accept the Annual Budget Message for July 1, 2008 to June 30, 2009.

Dr. Dworsky complimented Dean Skinner, her staff and Dr. Mora for their input in the financial document which is clear, concise and understandable.

Dr. Dworsky moved and Ms. Baumgardner seconded acceptance of the Annual Budget Message from July 1, 2008 to June 30, 2009.

Chairperson Boyer asked if there was any discussion.

ROLL CALL: AYES, NO NAYS
Dr. Dworsky asked Ms. Sampson to read Res. #89A.

Ms. Sampson read and explained Res. #89A.

Dr. Dworsky asked if this contract meets the needs of the new system.

Ms. Sampson stated that it did meet the needs.

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

**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR Culinary Software Services**

Whereas, under New Jersey Community College Contract Law a Contract for proprietary software and software peripherals may be negotiated or awarded without public advertising for Bids; and

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

WHEREAS, Culinary Software Services has submitted a proposal Dated March 20, 2008 indicating they will provide Software, Hardware, Support and Training for the sum of $58,632.00; and

WHEREAS, College Administration has investigated other software and associated cost and determined that the package provide by Culinary Software Services provides the best pricing and match for academic and administrative needs, and

WHEREAS, the purchase of the software has been determined as a Strategic Initiative for FY08, and

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

WHEREAS, project has been funded by Strategic Initiative Funding and the Academic Operational budget.

THEREFORE, BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College authorizes the Executive Director of Administration and Business Services to enter into a contract (pending review by College Attorney) with Culinary Software Services of Boulder, CO as described herein; and,

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

**ROLL CALL:** AYES, NO NAYS

**Secretary's Note:** Mr. Reynolds left the meeting and returned in five minutes.

B. **ACCC Foundation Committee:** Mr. Parker gave highlights of the attached ACCC Foundation Committee May 27, 2008, report.
Chairperson Boyer thanked Mr. Parker for his report.

C. **Academic & Student Affairs Committee**: Ms. Long gave highlights of the May 21, 2008, Academic and Student Affairs Committee meeting (see attached).

Ms. Long presented Res. #91 to the Board and moved and Mr. Evans seconded the following:

WHEREAS, Assistant Professor of Allied Health Myrna Morales-Keklak was named Atlantic Cape Community College Faculty Member of the Year after a recent student vote, and

WHEREAS, since joining Atlantic Cape Community College in August 2001, Ms. Morales-Keklak’s extra-curricular contributions to student success have included service as a mentor to Allied Health students, membership with the National Association of Hispanic Nurses, American Academy of Nurse Practitioners and American Association of Critical Care Nurses, and

WHEREAS, Ms. Morales-Keklak’s extensive collegial service also includes the scheduling of student clinical rotations and activities, development of a paperless documentation plan for new hospital procedures, conducting clinical site visits, service on the Academic Standards Committee and regular participation in Allied Health student recruitment, and

WHEREAS, the Toms River resident’s academic preparation includes an associate degree in Nursing from Brookdale Community College, a bachelor’s degree in Nursing from Kean University and a master’s degree in Nursing from Seton Hall University.

THEREFORE BE IT RESOLVED, upon the recommendation of the President, that the Board expresses its profound appreciation and gratitude to Myrna Morales-Keklak for her many contributions to the success of Atlantic Cape Community College students as rightfully revealed in her recognition as the 2007–2008 Faculty Member of the Year.

ROLL CALL: AYES, NO NAYS

D. **Diversity & Equity Committee**: Ms. Baumgardner gave highlights of the attached Diversity and Equity Committee May 15, 2008, executive summary.

Chairperson Boyer thanked Ms. Baumgardner for her report and asked if there were any questions.

E. **Long-Range Planning and Capital Projects Committee**: Mr. Lefke stated that there was no report for the committee.

F. **Personnel Committee**: Mr. Evans gave highlights of the attached May 10 meeting minutes of the Personnel Committee.

Mr. Evans stated that he appreciated Mr. Talvacchia and the Presidential Evaluation Committee for their work which included a lot of dialogue.

Mr. Evans praised the recent Employee Service Awards Program and acknowledged Dr. Rossi’s outstanding performance as emcee.
G. **President’s Report:** Dr. Mora stated that of the 7 items listed on his report, he would not report on PTK Day in Trenton or the Heart Walk until next month’s meeting. His report covered the U.S. Intercollegiate Archers Championship (USIAC), the Health Professions Institute grand opening ceremony, Dean of Students wrap-up events, one Board and two staff honors, and upcoming Board Development events.

Dr. Mora asked Dean Carmen Royal to report on the U.S. Intercollegiate Archers Championship held on May 15-18 at the college. He said that 30 plus colleges throughout the United States attended. TV 40 news coverage and a PowerPoint presentation of the event were shown.

Dean Carmen Royal said that the USIAC was a college wide effort which took six-months of preparation with assistance from College Relations, Continuing Education and Resource Development, and Physical Plant. Over one hundred and seventy archers from 35 colleges and universities (i.e. Columbia and Yale) attended the event. ACCC archer Steve Gatto of Hammonton came in second at the championship, and Dr. Helen Bolnick was named 2008 Coach of the Year.

A PowerPoint presentation was shown of the Health Professions Institute grand opening ceremony held on May 22. The program included Dr. Mora; Scott Evans, Mayor of Atlantic City; Dennis Levinson, Atlantic County Executive; Stephen Bruner, Atlantic Cape May WIB; Tom Carver, CRDA; Carol Brill, AtlantiCare; Alan Beatty, Shore Memorial Hospital; Megan Gargiulo, HPI Director with representation from Congressman LoBiondo, and Senators Lautenberg and Menendez.

Dean Gentile said that the HPI grand opening was a “banner day,” the facilities were fabulous and the dignitaries were in attendance. Also in attendance were the partners that represent the agencies—corporate partners, governmental agencies, the county and students.

Dean Bobby Royal said that his office handled the tours during their Open House program, and he congratulated Dr. Mora and Dean Gentile on a successful grand opening ceremony. He received complimentary feedback about WACC’s seamless integration of services—continuing education and academic services.

Dr. Mora asked Dean Carmen Royal to report on her area’s end-of-the-year wrap-up activities—College Awareness Day, SGA awards banquet, Spring 2008 Leadership Retreat, Counseling and Support
Services luncheon, "Kick Butts Day", Chi Alpha Epsilon Induction, students attending the 25th Annual Restaurant Gala, and Dress for Success Workshop.

Dean Carmen Royal stated that April and May are the busiest months and reflect on the success of the various academic and student services programs. The Counseling and Support Services spring activity highlights and program overview included the Educational Opportunity Fund Program, Student Support Services, Disability Support Services, NJ STARS and student leadership programs—peer leaders (training program), Access Scholarship and Grant-In-Aid, Black/Latino Male Retention, Marjorie Ward Scholars (students from Cape May County) and Leadership Education and Development (L.E.A.D.). These programs are partially supported by the ACCC College Foundation. She noted that the NJStars program increased from 44 to 280 students. There are over 480 students that have been identified as having disabilities.

The College Awareness Day was held on campus with local area high schools attending. There were workshops and career sessions on communication careers, student athletes, business economics, sexual health, computer programs, etc.

The Student Government Awards Banquet was held and officers and advisors were invited. There are 26 student organizations on campus.

There was a Spring 2008 Leadership Retreat and there is also one in the fall.

The Counseling and Support Services Luncheon recognizes the graduates and president's and dean's list students who have shown academic excellence.

The college's RebelU Chapter participated in the annual statewide "Kick Butts Day" by planting 1,200 windmills that represented the number of lives lost each day from tobacco related issues.

Sixteen ACCC students were inducted into the Chi Alpha Epsilon National Honor Society, Delta Theta Chapter on April 4. Chi Alpha Epsilon is a national honor society which recognizes the academic excellence of students in opportunity program. All Student Support Services and Educational Opportunity Fund program students are eligible to participate.

The Black and Latino Male Retention Program promotes the intellectual advancement of Black/Latino males by demonstrating and reinforcing the essential values of scholarship and
perseverance through a series of activities that encourage self-motivation, self-empowerment, sound decision making and academic excellence.

Dean Carmen Royal thanked Ms. Baumgardner for her company's sponsorship of five students to attend the Restaurant Gala. Her company has sponsored students for four years.

Ms. Baumgardner said, “It is a pleasure and hopefully it will give the students an inspiration to stay in school and be more than they can be.”

Dr. Mora announced the accomplishments of two senior staff members and a Board honor.

- Dean Gentile was appointed to the Council for Resource Development Federal Funding Task Force.
- Ms. Williams was named to A.C. Weekly’s “Top 40 Under 40” and received her master’s degree in education from the University of Pennsylvania.
- Dr. Dworsky, Mr. Evans, Dr. Mora and Ms. Williams were selected to present at the ACCT Leadership Congress on “How Boards of Trustees can Ameliorate the Impact of Student Poverty on Access” on October 27-29 in New York City.

Ms. Williams gave the following Board activities update: May 28 – Nursing Pinning Ceremony, George Hess Education Complex at 5:30 p.m.; May 29 – commencement at the Mays Landing campus at 3:00 p.m.; June 16 – NJCCC Trustees Best Principles and Best Practices in Trenton at 3 p.m.; June 20-22 – ACCT Governance Leadership Institute in Washington, DC; June 23 – Perfect Attendance Breakfast and Awards at the Mays Landing campus at 9 a.m. and July 24 – ACCC Board of Trustees Half-Day Retreat at WACC from 8:30 a.m. to 12:30 p.m.

X. OTHER BUSINESS:
None

XI. COMMENTS FROM PUBLIC
None

XII. ADJOURNMENT

On motion of Mr. Reynolds and second by Dr. Dworsky the regular session was adjourned at 8:17 p.m., at the main campus in the Board Room, J-202, 5100 Black Horse Pike, Mays Landing, NJ

Respectfully submitted,

BettyAnn Inloes Hines
ACCC Board Secretary