I. CALL TO ORDER REGULAR SESSION

On Tuesday, June 24, 2008, at 7:00 p.m. Vice Chairperson Nicholas F. Talvacchia 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 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 June 12, 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

<table>
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<tr>
<th>College Personnel</th>
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<tr>
<td>Terrence J. Crowley</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>Andrew W. Melchiorre</td>
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<td>Donald J. Parker</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>Patricia Gentile</td>
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<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>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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<tr>
<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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Others in Attendance:
Jane Lugo, Atlantic Co. Treasurer & CFO

V. CALL TO ORDER EXECUTIVE SESSION

Vice Chairperson Talvacchia stated that there would be no executive session.

VI. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

None

VII. CONSENT AGENDA ITEMS

Vice Chairperson Talvacchia asked if there were any consent agenda items to be removed from the resolutions list.
It was noted that half of the Board members attending this meeting did not attend the May meeting, therefore it was requested that Res. #93, May 27, 2008, regular and executive minutes be removed and presented at the July 22, 2008, Board meeting.

Secretary Hines read the consent agenda items remaining as follows: Res. #95, Res. #95A, Res. #98, Res. #99 and Res. #100.

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

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

Res. #95

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

Appointments

Joy Jones, Assistant Professor of Communication, effective September 2, 2008, at an annual salary of $47,747.

Tina Lashley, Program Specialist, Continuing Education, a full-time, temporary, grant-funded position effective June 25, 2008, and scheduled to expire on or about April 25, 2009, at an annual salary of $31,258.

Wen-Mei Lu, Junior Accountant, effective July 9, 2008, at an annual salary of $26,615.

William Osler, Assistant Professor of Developmental Mathematics, effective September 2, 2008, at an annual salary of $47,747.

Judith Otterburn-Martinez, Assistant Professor of English as a Second Language, effective September 2, 2008, at an annual salary of $47,747.

Promotion

Mary Yoa, from Assistant to Associate Professor of Computer Information Systems, effective September 2, 2008, at a *salary increase from $54,353 to $59,510.

Resignation

Marsha Patrick, Assistant Professor of Allied Health, effective June 30, 2008.

*This salary adjustment includes a collectively negotiated, across-the-board $2,323 increase, effective July 1, 2008, plus a 5 percent increase, effective September 2, 2008.

Res. #95A

WHEREAS, Sandra Meischker has served Atlantic Cape Community College faithfully and professionally for nearly 21 years, and

WHEREAS, Ms. Meischker has provided knowledgeable and courteous library support services for students and employees throughout two decades of constant technological advancement within information science, and
WHEREAS, Ms. Meischker has tirelessly assisted numerous staff and faculty with comprehensive doctoral and master’s level research, and

WHEREAS, Ms. Meischker’s devotion to duty is exemplified in her 15 years of Perfect Attendance recognition, and

WHEREAS, Ms. Meischker’s colleagues acknowledged her dedication by voting her Employee of the Quarter in Spring 2001, and

WHEREAS, Ms. Meischker has expressed her desire to retire from employment with Atlantic Cape Community College.

THEREFORE BE IT RESOLVED, upon the recommendation of the President, that the Board approve the retirement of Sandra Meischker, effective January 1, 2009.

BE IT FURTHER RESOLVED, that the Board expresses its best wishes to Ms. Meischker for many happy and healthy retirement years.

Res. #98

WHEREAS, in December 2007, ACCC created a new Health Science, A.S. degree to replace an existing Health Science, A.S. degree, and

WHEREAS, to eliminate any confusion between the two degrees, the Curriculum Committee, on May 15, 2008, approved the name of the degree to be changed from Health Sciences, Associate in Science to Health Services, Associate in Science (see attached).

THEREFORE, BE IT RESOLVED that the Board of Trustees approve offering the Health Services, Associate in Science degree effective fall 2008.

Res. #99

WHEREAS, there currently is no one enrolled in the Cultural Studies, Liberal Arts, Associate in Arts degree; in spring 2007 five students declared Cultural Studies as a major, one graduated in May 2008 and as of June 2008 there are no majors, and

WHEREAS, the Curriculum Committee has considered and approved dropping this degree on April 24, 2008 (see attached).

THEREFORE BE IT RESOLVED that the Board of Trustees approve dropping the Cultural Studies, Liberal Arts, Associate in Arts degree, effective fall 2008.

Res. #100

RESOLVED: At a public meeting of the Board of Trustees to be held on July 22, 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
VIII. REPORTS OF COMMITTEES AND ADMINISTRATION AND OTHER RESOLUTIONS


Dr. Dworsky stated that for Preliminary Fiscal Year 2007-08 year-to-date data summarized in the Board Summary Report for the eleven months ended May 31, 2008 indicate a margin of $4,449,604. The college has earned 99.53% of budgeted revenues and expended 87.14% of budgeted expenses (which included encumbrances).

Dr. Dworsky asked Dean Skinner if she wanted to add anything else to the report.

Dean Skinner stated that the college is in a good financial position—enrollment is at least over 2% and additional revenue was received from the state and the bookstore—we will end the year on a very good note.

Dr. Dworsky asked the Board if they had any questions concerning the financial report.

Ms. Walsh asked if Dr. Mora had looked at linking the budget with our strategic goals.

Dr. Mora stated that the college has completed that process with the budget developed for FY’09.

Dean Skinner stated that the information which is before the Board was linked with the FY2008 budget.

Ms. Walsh questioned Goal 4 on Page 3 because of the small amount of money listed and noted that perhaps the goals are not delineated enough and the college should look at the allocation and do some redistribution.

Dr. Mora stated that the issue is with how the goal is stated. It is a preexisting goal and one that by its nature does not require a lot of budget based support. In two years we will look at our strategic plan and goals again and look at the root cause and rethink this item at that time. This is our second year in linking the goals with the budget. Prior to our Middle States review, Dr. Mora stated that we enhanced and improved our strategic planning and budgeting and began to link the lines of our budget to the goals. It was revealed that some goals like this one, while important, do not drive a lot of the budget.

Dean Skinner stated that the goals go through the established strategic planning process, and we should consider revisions during the review of the strategic plan and goals in 2010.
Ms. Walsh said that she is questioning the allocation of the funding in the budget and some things could be linked to more than one goal. She asked if there is a process of trying to look at how we allocate the money, and if there is a place where Goal 4 can be allocated elsewhere.

Dr. Mora stated that he would review this with the senior staff and present some response on how we can allocate dollars elsewhere and then submit it to the Long-Range Planning and Capital Projects Committee for additional review.

The Budget, Finance and Audit Committee minutes for June 17, 2008, are attached.

Dr. Dworsky moved and Mr. Crowley seconded acceptance of the Board Financial Report for May 31, 2008, Res. #94.

ROLL CALL: AYES, NO NAYS

Dr. Dworsky asked Ms. Sampson to review Res. #96 Revised, Award of Bids.

Ms. Sampson read and explained the resolution.

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

Open Quote 42 Media Buying Services, (FY09 College Relations/ACA Operational, $65,000.00), (FY09 Continuing Education, $15,000.00) $ 80,000.00 (not to exceed)

The Marathon Group (8% Commission Rate) Mount Laurel, NJ

Open Quote 43 Cleaning Services, (Institute for Service Excellence, $13,620; East Campus, $13,020; Rutgers, $10,800), (FY09 Facilities Operational) $ 37,440.00

South Jersey Building Services Hammonton, NJ

Bid 1686 Central Stores Supplies, (FY09 Operational/Department Backcharge) $ 35,624.25

Office Basics Boothwyn, PA $27,679.00
Quill
Lincolnshire, IL 7,242.95
BF Molz Marlton, NJ 702.30

Bid 1687 Paper & Envelopes (6 months), (FY09 Operational/Department Backcharge) $ 23,654.85

Office Basics Boothwyn, PA $16,640.00
Paper Mart East Hanover, NJ 7,014.85
Bid 1689  "J" Building Renovations, (Chapter 12 R&R, FY08)  $1,164,000.00

Axios, Inc.
Northfield, NJ

Bid 1691  Science Supplies, (FY09 Science Operational)  $ 44,812.20

Carolina Biological
Burlington, NC  $13,523.86
Para Scientific
Fairless Hills, PA  4,187.75
Macalaster Bicknell
Millville, NJ  8,508.25
Wards Natural Science
Rochester, NY  18,592.34

Bid 1692  Custodial Supplies, (FY09 Facilities Operational)  $ 86,762.14

All American Poly
Piscataway, NJ  $2,633.75
Hillyard, Inc.
West Hampton, NJ  6,146.50
Unipak Corp.
Brooklyn, NY  5,455.00
City Supply Co.
Egg Harbor Township, NJ  8,206.92
Amsan
Winslow, NJ  64,319.97

Bid 1693  Academy of Culinary Arts Supplies, (FY09 Culinary Operations)  $ 37,129.12

Edward Don Co.
Marlton, NJ  $11,880.76
City Supply Co.
Egg Harbor Township, NJ  25,248.36

Bid Exempt 544  Adult Ed Grant (FY08)  $ 25,738.41

Cape May County Technical School
Cape May Court House, NJ

Dr. Dworsky asked if there were any questions.

Ms. Walsh asked the college to encourage local vendors to apply for bids, and asked if we could do some outreach through the various chambers to reach local vendors.

Dr. Mora said that is a great strategy.

It was noted that Dean Rossi is a member of the Cape May County Chamber of Commerce,

Dr. Mora is a member of the Atlantic County Chamber of Commerce and Dean Perniciaro is a member of the South Jersey Chamber of Commerce.
Mr. Crowley said that from his experience with a local district, there are a lot of regulations imposed upon vendors, especially with a governmental entity and sometimes it is an issue.

Vice Chairperson Talvacchia asked if there were any further comments.

ROLL CALL: AYES, NO NAYS, ONE ABSTENTION (Mr. Crowley abstained on Bid Ex. #544 only)

Dr. Dworsky asked Mr. Sampson read Res. #96A.

Ms. Sampson to read and explained the resolution.

Dr. Dworsky asked if there were any questions.

Ms. Walsh stated that from her experience in local government, those are excellent numbers for the assessment.

Vice-Chairperson Talvacchia asked if there was any further discussion.

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

WHEREAS, the College has adopted a resolution dated June 23, 1987, agreeing to become a participant in the New Jersey Community College Insurance Pool, and

WHEREAS, the College agreed to participate as a member of the Pool and contribute such sums and pay such assessments into the Pool that are required for the administration costs and claims for Worker’s Compensation coverage (see attached), and

WHEREAS, said assessment for FY 2008-2009 is $136,724 and

WHEREAS, Pay to Play requirements do not apply to this contract.

THEREFORE BE IT RESOLVED that the College remit the assessment of $136,724 to New Jersey Community College Insurance Pool for the New Jersey Community College Insurance Pool Worker’s Compensation Fund.

ROLL CALL: AYES, NO NAYS

Dr. Dworsky asked Ms. Sampson to read Res. #96B.

Ms. Sampson read and explained the resolution.

Dr. Dworsky said that Ms. Sampson did an excellent job on the contract, and she asked if there were any questions.

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

RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT FOR Insurance – Multi Peril/Commercial, Internet/Website Liability, E & O, Umbrella, Environmental and Excess

WHEREAS, under New Jersey Community College Contract Law a Contract for Insurance 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, the prices documented represent the contract for Fiscal Year ’09 (see attached), and

WHEREAS, Borden Perlman has submitted a proposal to the NJ Community College Insurance Pool dated May 31, 2007, indicated they will provide coverage at the following premiums:

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Premium</th>
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<tbody>
<tr>
<td>Multi Peril/Commercial</td>
<td>$157,988</td>
</tr>
<tr>
<td>Internet/Website Liability</td>
<td>10,444</td>
</tr>
<tr>
<td>Umbrella</td>
<td>7,269</td>
</tr>
<tr>
<td>E &amp; O</td>
<td>39,674</td>
</tr>
<tr>
<td>Environmental</td>
<td>11,542</td>
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<tr>
<td>Excess</td>
<td>15,659</td>
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<tr>
<td>All prices include NJ Surcharges</td>
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<tr>
<td>TOTAL</td>
<td>$242,567</td>
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and

WHEREAS, the College’s Insurance Consultant, William Kurtz, has reviewed and recommended the proposal, and

WHEREAS, Borden Perlman has completed and submitted a Business Entity Disclosure Certification which certifies that BordenPerlman has not made any reportable contributions to a political or candidate committee in Atlantic County or Cape May County in the previous one year, and that the contract will prohibit BordenPerlman 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 a contract with BordenPerlman as described herein.

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, ONE ABSTENTION (Mr. Crowley)

Dr. Dworsky read Res. #97.

Mr. Melchiorre stated that he had a problem with a tuition increase. However after a full discussion at the committee meeting, he feels it is probably what must be done.

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

WHEREAS, Atlantic Cape Community College offers a Dual Credit Enrollment Program to high school students in participating schools that allows the students to earn college credits for the work they do in their high school classrooms, and

WHEREAS, the college has evaluated this program and determined that a tuition rate increase for the Dual Credit Enrollment Program is advisable (see attached).

THEREFORE BE IT RESOLVED, upon the recommendation of the president, that the Board approve a Dual Credit Enrollment Program tuition rate of $40.00 per credit effective June 1, 2008.

ROLL CALL: AYES, NO NAYS, ONE ABSTENTION (Mr. Melchiorre)
B. **ACCC Foundation Committee**: Mr. Parker gave the June 24, 2008, ACCC Foundation Board Report (see attached).

C. **Academic & Student Affairs Committee**: Ms. Torres read the attached Academic and Student Affairs Committee minutes for June 18, 2008.

D. **Diversity & Equity Committee**: No report.

E. **Long-Range Planning and Capital Projects Committee**: No report.

F. **Personnel Committee**: Mr. Evans explained and moved and Mr. Crowley seconded the following (Res. #95B):

WHEREAS, under New Jersey Community College Contract Law a formal agreement for professional legal services may be negotiated or awarded without public advertising for bids, and

WHEREAS, ACCC has determined and certified, in writing, that the value of this acquisition will exceed $17,500, and

WHEREAS, in addition to advising the Board and administration on local, state and federal regulatory requirements, Mr. Greco has served the trustees and college community effectively as an educator, mediator, spokesperson and contract administrator, and

WHEREAS, his expertise has guided the institution through legal matters and minimized financial exposure when action was taken against the college, and

WHEREAS, Atlantic Cape Community College has completed and submitted a Business Entity Disclosure Certification which indicates that Mr. Greco has not made any reportable contributions to a political committee or candidate in Atlantic or Cape May counties during the previous year, and that the 2008-2009 legal services contract prohibits Mr. Greco from making reportable contributions.

WHEREAS, the term of this contract is one year, effective July 1, 2008 and ending June 30, 2009, and

THEREFORE BE IT RESOLVED that the Board authorizes a one-year legal services contract with Louis J. Greco, Esq., and that Mr. Greco receive a 4 percent annual retainer increase from $38,517 to $40,058 and a 4 percent hourly rate increase for litigation and off-campus hearings from $112.59 to $117.09, each effective July 1, 2008.

Vice Chairperson Talvacchia asked if there was any discussion.

Vice Chairperson Talvacchia stated that Mr. Greco is doing an excellent job for the college and the Board.

Mr. Greco thanked Vice Chairperson Talvacchia for his remarks.

ROLL CALL: AYES, NO NAYS

Mr. Evans made a motion to accept the updated Information Technology Services policies and Dr. Dworsky seconded and the Board unanimously accepted the policies.

Mr. Evans thanked Ms. Williams, Dean Hedges and others for upgrading the policies.
It was noted that more policies will be upgraded in the future.

Mr. Evans moved and Ms. Walsh seconded the following:

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

Appointment

Lena McGowan, Senior Clerk, Business Office, effective July 1, 2008, at an annual salary of $26,615.

Vice-Chairperson Talvacchia asked if there was any discussion.

ROLL CALL: AYES, NO NAYS

Mr. Evans reported on the Employee Perfect Attendance Awards Program he attended on June 23 at the main campus and called it “a great morale booster.” Seventy-four employees received the award which included Dr. Mora, Deans Hedges, Rossi, Skinner, and Wexler, Ms. Sampson and Secretary Hines.

Mr. Evans reminded the Board about their Bi-Annual Retreat on Thursday, July 24, at the Worthington Atlantic City Campus from 8:30 a.m. to 1 p.m.

The Personnel Committee meeting minutes for June 10 are attached.

G. President’s Report: Dr. Mora stated that his report contains four items—ACA hosts Police Bike Tour, NJSTARS Update, May 17th American Heart Association Southern NJ Spring Heart Walk, Dean Perniciaro’s article recognition and Dean Bobby Royal’s appointment as GACTC vice chairperson.

He stated that Ms. Williams would give the Board Development Update.

- Dr. Mora asked Dean Wexler to report on the ACA special dinner for the Police Bike Tour which was reported on TV Channel 40 news (video shown).

Dean Wexler stated that on May 9 a number of Southern NJ police officers participated in the annual charity bicycle tour with a special dinner on May 8 hosted by the Academy of Culinary Arts Student Association and attended by over 50 officers. Avalon Police Sergeant Bill McDevitt, a part-time student at the Academy of Culinary Arts, came up with the idea for the dinner. The bike tour started in Millville with stops at a number of area towns where fallen officers served and ended three days later in Washington, DC.

Dr. Mora asked if there were any questions for Dean Wexler.

- Dr. Mora gave an update on the NJSTARS program. Dr. Mora; Dr. Jon Larson, President of Ocean Co. College; and Dr. Lawrence Nespoli, NJ Council of County Colleges President; and fellow staffers met with The Press of Atlantic City editorial board recently to discuss budget implications of the program and governor’s proposed income cap. Dr. Mora reported that students already in the pipeline for this scholarship are now assured access for the coming academic year, but that a panel was formed to study revisions to the program that could include more stringent academic and income requirements.
Dr. Mora reported that the ACCC team for the May 17th American Heart Association Southern NJ Spring Heart Walk raised a record $6,393 (preliminary total). He said that this is the college's largest external community service event. Secretary Hines, company leader, credited a number of heart captains for making the event a success by involving their community and church groups in the walk.

Dr. Mora recognized Dean Perniciaro on his recent article and Dean Bobby Royal on his new appointment. Dean Perniciaro had an article, “The Jersey Shore... Still a Good Bet,” featured on the Publisher's Page in the publication, Homes & Land of Atlantic & Cape May Counties. Dean Bobby Royal, Sr., was sworn in as Vice Chairman, Greater Atlantic City Tourism Council.

Ms. Williams reported on the Board Development Update: July 24 – ACCC Board of Trustees ½ Day Retreat at WACC from 8:30 a.m. to 1 p.m.; August 3-5 – ACCT Governance Leadership Institute on Diversity in Santa Ana Pueblo, NM; September 21-23 – AACC Washington Institute in Washington, DC; October 12 – Navigating the Rising Tide of Community College Advancement in San Diego, CA and October 29-November 1 – ACCT Annual Congress, Combating Poverty Through Education in New York City. The college will be making a presentation at the ACCT Annual Congress.

IX. OTHER BUSINESS

Vice Chairperson Talvacchia stated that he had two items to report—a thank you note from Secretary Hines and a Board plaque for Ms. Cole.

Vice Chairperson Talvacchia read a thank you note from Secretary Hines for the floral arrangement received at her father’s funeral last week.

Vice Chairperson Talvacchia read the inscription on the plaque and presented it to Ms. Cole for her service as an alumna trustee.

Secretary's Note: Dr. Mora, Vice Chairperson Talvacchia and Ms. Cole posed for pictures.

Mr. Melchiorre praised the college staff and Board members for the work they do, noting that he hears positive things in the community about the college’s impact, particularly that of the Cape May County Campus.

X. COMMENTS FROM PUBLIC

None

XI. ADJOURNMENT

On motion of Dr. Dworsky and second by Mr. Crowley, the regular session was adjourned at 8:10 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