I. CALL TO ORDER REGULAR MEETING

On Tuesday, June 26, 2007, at 7:00 p.m. Vice Chairperson Nicholas Talvacchia called to order the regular session.

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 the Board of Chosen Freeholders of Atlantic and Cape May counties on June 14, 2007.

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>
<thead>
<tr>
<th>College Personnel</th>
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<tbody>
<tr>
<td>Lynn G. Baumgardner</td>
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<tr>
<td>Dr. Peter Mora</td>
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<tr>
<td>Dr. Elizabeth A. Dworsky</td>
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<tr>
<td>Kathy Corbalis</td>
</tr>
<tr>
<td>David A. Evans</td>
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<tr>
<td>Douglas Hedges</td>
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<tr>
<td>Brian G. Lefke</td>
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<tr>
<td>Patricia Owens</td>
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<tr>
<td>Dr. Daniel G. Loggi</td>
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<tr>
<td>Dr. Richard Perniciaro</td>
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<tr>
<td>Mary B. Long</td>
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<tr>
<td>Dr. Joseph Rossi</td>
</tr>
<tr>
<td>Andrew W. Melchiorre</td>
</tr>
<tr>
<td>Carmen Royal</td>
</tr>
<tr>
<td>Donald J. Parker</td>
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<tr>
<td>Terry Sampson</td>
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<tr>
<td>Nicholas F. Talvacchia</td>
</tr>
<tr>
<td>Catherine Skinner, CPA</td>
</tr>
<tr>
<td>Maria Ivette Torres</td>
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<tr>
<td>Dr. Art Wexler</td>
</tr>
<tr>
<td>BettyAnn Inloes Hines</td>
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<tr>
<td>Others in Attendance:</td>
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<tr>
<td>George Boileau, Atl. Co. Treasurer</td>
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<tr>
<td>Megan Gillin-Schwartz, Cape May Co. Herald</td>
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<tr>
<td>John Atsu-Swanzy, ACCC employee</td>
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<tr>
<td>Joanne Barbieri, ACCC employee</td>
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<tr>
<td>Karen Larson, ACCC student</td>
</tr>
<tr>
<td>Paula Manns, ACCC employee</td>
</tr>
<tr>
<td>Cathi Adair, Follett Bookstore</td>
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</table>

V. CALL TO ORDER EXECUTIVE SESSION

Vice Chairperson Talvacchia stated that there would be no executive session.
Vice Chairperson Talvacchia said that the Board meeting would not follow agenda order this evening because Dr. Mora would like to introduce some guests.

Dr. Mora stated that as part of his President’s Report, he wanted to introduce Professor John Atsu-Swanzy who would discuss the book drive project held at the college.

Professor Atsu-Swanzy was grateful for the opportunity to speak before the Board and thanked Vice Chairperson Talvacchia, Dr. Mora, Dean Wexler, and Dean Rossi for the generous outpouring of support from the college community for the Atorkor Development Foundation’s book drive project in his home of Atorkor, Ghana in West Africa. He showed a video of the Atorkor community and how the book drive project would improve basic education in the village by developing the human resource base and the infrastructure in the only primary and junior school. The college community donated over 1,500 books.

Professor Atsu-Swanzy introduced Professor JoAnne Barbieri, Karen Larson, ACCC student, and Professor Paula Manns as the individuals who helped bring this project to completion. Professor Atsu-Swanzy said, “It may take a village to help an individual, but it takes a community of elders to support another community.”

Both Professor Barbieri and Ms. Larson shared how this project became Ms. Larson’s service learning project for her degree program. Ms. Larson spoke further on how this project touched her life.

Professor Manns said that she encouraged her students to assist in this project. She also gave insightful situations of the college-wide involvement and stated how she enjoyed helping with a collaborative effort of the college community.

The board applauded after each individual’s remarks.

Dr. Mora thanked Professors Atsu-Swanzy, Barbieri and Manns and Ms. Larson for the presentation.

**Secretary’s Note:** Dr. Mora and Vice Chairperson Talvacchia posed for pictures with the faculty members and student who left after the pictures were taken.

After the Board meeting, Professor Atsu-Swanzy mentioned that the books are at the warehouse in Rahway, New Jersey ready to be shipped the week of July 1. He stated that it has been an experience made richer by support from the college leadership. He will provide feedback from the village when the books are presented at a durbar of chiefs and citizens in August.
VI. APPROVAL OF REGULAR AND CLOSED MEETING MINUTES ON MAY 22, 2007

Vice Chairperson Talvacchia asked for approval of the regular and closed session minutes if there were no changes.

Mr. Lefke moved and Ms. Long seconded the approval of the regular and closed session minutes.

ROLL CALL: AYES, NO NAYS

VII. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

None

VIII. REPORTS OF COMMITTEES AND ADMINISTRATION

A. Budget, Finance and Audit Committee: The Budget, Finance and Audit Committee June 19, 2007, meeting minutes and the Audit Committee June 19, 2007, meeting minutes are attached.

1. Financial Report – Dr. Dworsky stated that the college has a positive margin of over $1 million. She asked Ms. Skinner to comment further on the financial report.

   Ms. Skinner stated that the college’s positive margin is based primarily on revenue from tuition and fees above projections and cost containment efforts and this has put the college in a good position for this year.

   Dr. Dworsky complimented Dean Skinner and her staff and Dr. Mora for the work they have done on the finances.

   Dr. Dworsky moved and Ms. Long seconded acceptance of the May 31, 2007, Board Financial Report

   ROLL CALL: AYES, NO NAYS

2. Award of Bids: Dr. Dworsky asked Ms. Sampson to read and review Resolution #103.

   Ms. Sampson read and explained items on the resolution.

   Dr. Dworsky asked if there were any questions concerning quotes or bids, then Dr. Dworsky moved and Ms. Torres seconded the following:

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

<table>
<thead>
<tr>
<th>Bid 1669</th>
<th>Backflow (Plant Fund, Chapter 12)</th>
<th>$ 117,426.00</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Award low bid</td>
<td></td>
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<tr>
<td></td>
<td>ABJ Sprinkler Co., Inc.</td>
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<tr>
<td></td>
<td>Glassboro, NJ</td>
<td></td>
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<tr>
<td>Bid 1670</td>
<td>Academy of Culinary Arts Supplies (FY’08 Operational)</td>
<td>$ 28,020.30</td>
</tr>
<tr>
<td>Bid</td>
<td>Description</td>
<td>Vendor</td>
</tr>
<tr>
<td>-------</td>
<td>------------------------------------------------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>1671</td>
<td>Science Supplies &amp; Equipment (FY’08 Operational)</td>
<td>Carolina Bio</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Para Scientific</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Johnson Scientific</td>
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<tr>
<td></td>
<td></td>
<td>Macalaster Bicknell</td>
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<td></td>
<td></td>
<td>Frey Scientific</td>
</tr>
<tr>
<td></td>
<td>Science Supplies &amp; Equipment (FY’08 Operational)</td>
<td>City Supply</td>
</tr>
<tr>
<td>1672</td>
<td>Central Storeroom Supplies (FY’08 Operational/Department Backcharge)</td>
<td>Office Basics</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WB Mason</td>
</tr>
<tr>
<td>1673</td>
<td>Paper and Envelopes, 6 mos. (FY’08 Operational/Department Backcharge)</td>
<td>Central Lewmar</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Paper Mart</td>
</tr>
<tr>
<td>1674</td>
<td>Parking Lot and Lighting (Chapter 12 FY’07, R &amp; R FY’08)</td>
<td>Command Co. Inc.</td>
</tr>
<tr>
<td>1675</td>
<td>Custodial Supplies (FY’08 Operational)</td>
<td>City Supply</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Supply King</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Amsam</td>
</tr>
<tr>
<td>22</td>
<td>Media Buying Services (FY’08 College Relations/ACA Operational $65,000, FY’08 Continuing Education $15,000)</td>
<td>Oxford Communication</td>
</tr>
</tbody>
</table>
Dr. Dworsky asked if there were any questions.

ROLL CALL: AYES, NO NAYS

Dr. Dworsky asked Ms. Sampson to read Resolution #103A.

Ms. Sampson read, Dr. Dworsky moved and Dr. Loggi 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 2007-2008 is $143,232, and

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

THEREFORE BE IT RESOLVED that the College remit the assessment of $143,232 (see attached) to New Jersey Community College Insurance Pool for the New Jersey Community College Insurance Pool Worker's Compensation Fund.

Dr. Dworsky asked if there was any discussion.

ROLL CALL: AYES, NO NAYS

Dr. Dworsky asked Ms. Sampson to read Resolution #103B.
Ms. Sampson read, Dr. Dworsky moved and Ms. Long 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 ’08 (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>
</tr>
</thead>
<tbody>
<tr>
<td>Multi Peril/Commercial</td>
<td>$154,871</td>
</tr>
<tr>
<td>Internet/Website Liability</td>
<td>10,280</td>
</tr>
<tr>
<td>Umbrella</td>
<td>7,627</td>
</tr>
<tr>
<td>E &amp; O</td>
<td>61,011</td>
</tr>
<tr>
<td>Environmental</td>
<td>10,853</td>
</tr>
<tr>
<td>Excess</td>
<td>10,626</td>
</tr>
<tr>
<td>NJ Surcharges</td>
<td>4,102</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$259,370</strong></td>
</tr>
</tbody>
</table>

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 Borden Perlman 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 Borden Perlman 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 Borden Perlman 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.

Dr. Dworsky asked if there was any discussion.

Mr. Melchiorre asked why there were NJ surcharges.

Ms. Sampson said that it is based on the State of New Jersey insurance.

Dr. Dworsky asked if there was any further discussion.

ROLL CALL: AYES, NO NAYS
2. **Annual Budget Message** – Dr. Dworsky complimented Dean Skinner and members of her department, and Dr. Mora on the 2007-2008 Annual Budget Message. She stated that it was concise, clear and on target and reflects well of the college; and there was a high degree of input from the senior deans.

Dean Skinner noted that it was a budget message based on the data submitted to the Board with Resolution #64, FY 2008 Budget and Resolution #61, FY 2008 Tuition and Fees which were approved on February 27, 2007 which covers our expenses, college tuition rate increase by 5% and strategic priorities.

Dr. Dworsky asked if there were any questions for Dean Skinner.

Dr. Mora stated that he appreciated the work done on the increase of contributions from Atlantic and Cape May counties.

3. **Enrollment Report** – Dean Skinner stated that the FY 07 Enrollment Report is based on the current year to date and it is within .1% of student credit hours budgeted. The revenue dollars are higher primarily because of fees collected and fewer tuition mandates. We are in a positive position for this fiscal year.

Dr. Mora acknowledged the work of the senior staff who worked with Dean Skinner over the last seven to eight months before the fiscal year began; and he said to be that close to the actual budget is a real tribute to the group.

Vice Chairperson Talvacchia praised the excellent results of Dean Skinner’s budget predictions.

4. **Audit Committee** - The Audit Committee met on June 19, 2007, (see attached minutes) with Bowman and Company, LLC who will perform auditing services for the college for the year ending June 30, 2007.

Audit Chair Talvacchia stated that in the entrance conference, the auditors reviewed the Board’s responsibilities in providing appropriate governance and oversight. In the aftermath of corporate fraud cases and recent Federal legislation, they stressed that the Board must have an active role in oversight of management and the auditors.

B. **Academic & Student Affairs Committee**: Mr. Evans read and Ms. Long gave a summary of Resolution #104. Mr. Evans moved and Ms. Long seconded the following:

WHEREAS, there is a professional demand in the region for enhancing the technical knowledge base and skill sets of small business employees and emerging entrepreneurs, and
WHEREAS, more than 97% of the private firms in New Jersey employ less than 100 people and these firms account for nearly 36% of the jobs in the state (see attached), and

WHEREAS, it is clear that small business creation, retention and growth are critical elements of the state’s economy, and

WHEREAS, the state offers a variety of incentive programs aimed at continuing to develop its small business, and

WHEREAS, the Curriculum Committee has considered and approved the Computing for Small Business Option, Office Systems Technology, A.A.S. degree on April 26, 2007.

THEREFORE BE IT RESOLVED that the Board of Trustees approve offering the Computing for Small Business Option, Office System Technology, A.A.S. degree effective Fall 2007.

Vice Chairperson Talvacchia asked if there were any comments.

ROLL CALL: AYES, NO NAYS

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

WHEREAS, there is a joint effort between the New Jersey Education Association (NJEA) and New Jersey’s community colleges for a career ladder certificate program designed for Educational Support Services (ESP) personnel and secretarial/clerical office personnel in our service area who wish to obtain a college certificate and/or pursue a degree, and

WHEREAS, this certificate program (see attached) includes 18 credit hours of ACCC business related courses and 12 credit hours of a Certificate of Competency in Education Support Services (earned by completing 200 clock hours of non-credit instruction plus 24 months of employment and NJEA membership), and

WHEREAS, the Curriculum Committee has considered and approved the Certificate in Business Paraprofessional Management on February 22, 2007.

THEREFORE BE IT RESOLVED that the Board of Trustees approve offering the Certificate in Business Paraprofessional Management, effective Fall 2007.

Vice Chairperson Talvacchia asked if there was any discussion.

ROLL CALL: AYES, NO NAYS

Ms. Long read the attached June 20, 2007, Academic and Student Affairs Committee meeting minutes.

Ms. Long said that a draft of the Middle States Monitoring Report is on the college Web site at www.atlantic.edu/about/middlestates/EvaluationTeam Report.htm and the college will seek the
committee’s endorsement of the final report at the July meeting. The report will be submitted to Middle States in September with a small team visit expected in the fall.

Ms. Long stated that a program or course change form will be added to future resolutions that terminate a credit program.

C. Personnel Committee: The June 18, 2007, Personnel Committee meeting minutes are attached.

Mr. Evans read and moved and Dr. Loggi seconded the following:

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

**Appointments**


**Claude Fortune**, Assistant Professor of Mathematics, at a salary of $46,132, effective September 4, 2007.

**Megan Gargiulo**, Director, Health Professions Institute, at a salary of $57,751, effective July 16, 2007.


**Clark Kemp**, Laboratory Assistant, at a salary of $24,845, effective June 27, 2007.

**Promotion**

**Jean McAlister**, from Director of Worthington Atlantic City Campus Administrative Services to Associate Dean of Continuing Education Operations, effective June 27, 2007, at a salary increase from $64,505 to $67,730.

**Ellen Parker**, from Librarian II to Librarian III, at a salary increase from $53,711 to $61,376, effective September 4, 2007.

**Sherwood Taylor**, from Senior Manager, Continuing Education Marketing, to Director, Institute for Service Excellence, at a FY08 salary increase from $50,191 to $60,225, effective July 1, 2007.

**Brittany Williams**, from Administrative Assistant to the President to Executive Assistant to the President and Director for Board of Trustees Services, at a salary increase from $38,942 to $46,738, effective June 27, 2007.

**Resignations**


**Title Change**

**Thomas Celandine**, from Assistant Professor of Sociology and College Skills to Assistant Professor of Social Science and Developmental English, effective September 4, 2007, with no change in compensation.

Mr. Evans noted that three of the new appointments are ACCC graduates or completing their degree and one of the individuals promoted also attended ACCC.

**ROLL CALL: AYES, NO NAYS**

Mr. Evans referred Resolution #102A to Dr. Dworsky.

Dr. Dworsky stated that this resolution was the finalization of the updated Bylaws previously presented.

Mr. Lefke stated that the date in the resolution should be December 12, 2006, instead of December 12, 2007.

Dr. Dworsky read and moved and Mr. Melchiorre seconded the following resolution as amended.

WHEREAS, a review of the Trustee bylaws took place as part of the ongoing Board Development process, and

WHEREAS, the Board verbally adopted the attached, updated bylaws on December 12, 2006, and

WHEREAS, a need exists to formally accept the updated bylaws by written resolution.

THEREFORE BE IT RESOLVED, upon the recommendation of the President and the Board Personnel Committee, that the Trustees formally adopt the attached bylaws.

Mr. Evans noted that how long a Board member serves is not included in the bylaws.

Dean Rossi said that this information was not in prior documents. However, this information is monitored by Board Secretary Hines.

Vice Chairperson Talvacchia asked if there was any further discussion.

**ROLL CALL: AYES, NO NAYS**

Mr. Evans stated that a meeting has been set up with the committee chairpersons to get a consensus on consent agenda.

D. **ACCC Foundation Committee**: Mr. Lefke gave the ACCC Foundation Board Report for June 26, 2007 (see attached). The Board members received the brochure, “Cape May National Scramble ‘Fore’ Scholarships,” which is the gold tournament to be held on October 5, 2007.
Mr. Lefke asked if there were any comments.

E. **Diversity & Equity Committee**: Ms. Baumgardner stated there was no report for the committee.

F. **Long-Range Planning & Capital Projects Committee**: Mr. Lefke stated that the Long-Range Planning and Capital Projects Committee report (see attached) will be given by Dean Perniciaro.

Dean Perniciaro reported on the June 20, 2007, meeting of the committee (see attached). He added that under Item II. Results of Facilities Survey over 700 people filled out the survey. It was an excellent report. Dean Perniciaro said, “At the top of the list was to repair the bathrooms.”

Dean Perniciaro stated that they have completed testing the Atlantic City property. DEP is helping with remediation of the property. Negotiations about the property are continuing.

G. **President’s Report**: Dr. Mora commented that he would report on three more items—(1) ACCC and CMC Zoo, (2) Dean Bobby Royal’s receipt of the Whitney M. Young Award and (3) NJ Council of County Colleges Annual Trustee Conference. A slide presentation was shown on items 2 and 3.

1. **Dr. Mora asked Dean Owens to give a report on the Continuing Education Programs at the Cape May County Park and Zoo.**

   Dean Owens spoke about the successful non-credit course in which the college partnered with the Cape May County Park and Zoo. She handed out a report on the Continuing Education Programs at the Cape May County Park and Zoo for the last two years.

   Dean Rossi commented that the college has a wonderful relationship with the Cape May County Park and zoo and the Cape May County 4-H.

   Dr. Mora said that Dean Bobby Royal received the Whitney M. Young Jr. Award from the Jersey Shore Council of the Boy Scouts of America in recognition of his outstanding service to the community by implementing scouting opportunities to youth from rural or low-income urban backgrounds.

   In October Dean Bobby Royal will become a member of the Board of Directors for the Boy Scouts of America Jersey Shore Council.

2. **Dr. Mora reported on his attendance at the NJ Council of County Colleges Annual Trustee Conference on Board Leadership and Advocacy addressed by Noah Brown, Executive Director of ACCT held on June 21.** The conference was also attended by Dr. Dworsky, Ms. Long, and Ms. Torres, Board Members; Ms. Linda Pagliughi, President of the ACCC Foundation Committee; and Ms. Williams, Executive Assistant to the President and Director for Board of Trustees Services.

   Dr. Mora said that the conference emphasized the seven new rules of business for community colleges, affordability, accountability, and demographics. It also addressed the excellent role that community colleges do in meeting the needs of the new American workforce and the immigrant population.

   Dr. Mora asked the Board members that attended the conference to comment.
Dr. Dworsky said that the seven new rules of business for community colleges presented things that ACCC is doing. She said that they also stressed we are agents of change on what we do as advocates for the college.

Ms. Long stated that they talked about things we already discuss in our committee meetings.

Ms. Torres said that for every $1.00 we invest in community colleges we get $4.00 in return, and if we educate all that would increase the educational level of both counties.

Ms. Williams spoke of the second annual retreat and that these events are very valuable because of the remarks made by the leaders and it is a great opportunity for networking with other trustees, leaders and ambassadors. The college has five trustee ambassadors.

Dr. Dworsky stated that they are now considering the leadership crisis because in the next seven years 47% of current sitting presidents will be retiring.

Dr. Mora thanked Dr. Dworsky, Ms. Long, Ms. Torres and Ms. Williams for their comments, and he ended his report.

IX. COMMENTS FROM THE PUBLIC

None.

X. OTHER BUSINESS

Vice Chairperson Talvacchia stated that the college received a note of appreciation from President Charles W. Steger of The Virginia Polytechnic Institute of Technology for our resolution of condolence which he asked Dr. Mora to read.

Mr. Parker shared that the feature story in Sunday’s Press on the Health Professions Institute was a nice example of the college’s flexibility.

Dr. Mora stated Personnel Resolution #102 included the appointment of the Director, Health Professions Institute.

Mr. Evans offered congratulatory remarks to Dr. Mora in recognition of the Business Partnership Award from the Hispanic Alliance of Atlantic County which will be presented to Dr. Mora at an upcoming ceremony.

Mr. Evans thanked the college for being the host for the recent Atlantic County Veterans Memorial ceremony.

Mr. Evans congratulated and recognized Trustee Torres’ 40 years of service to education upon her recent retirement from The Greater Egg Harbor Regional High School District.

The Board congratulated Ms. Torres on this accomplishment.
XI. MOTION FOR EXECUTIVE SESSION PRIOR TO REGULAR MEETING ON JULY 24, 2007

The following resolution was introduced by Ms. Baumgardner and second by Mr. Evans.

RESOLVED: At a public meeting of the Board of Trustees to be held on July 24, 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 Trustees closed to the public:

personnel and litigation

It is presently anticipated that the items in this resolution can be disclosed to the public within three months.

ROLL CALL: ALL AYES, NO NAYS

XII. ADJOURNMENT

On motion of Mr. Melchiorre and second by Dr. Loggi, the regular session was adjourned at 8:07 p.m. in Room 113, Cape May County Campus, Cape May Court House, NJ.

Respectfully submitted,

BettyAnn Inloes Hines
ACCC Board Secretary