**Secretary’s Note:** At 7:00 p.m. a number of ACCC employees entered the room in time for the Board meeting.

I. **CALL TO ORDER REGULAR SESSION**

   On Tuesday, September 26, 2006, at 7:00 p.m. Vice Chairperson Robert Boyer 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 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 September 15, 2006.

III. **FLAG SALUTE**

   Vice Chairperson Boyer asked everyone to rise and salute the flag. Those individuals seated, rose, and everyone saluted the flag and recited the Pledge of Allegiance.

IV. **ROLL CALL**

<table>
<thead>
<tr>
<th>College Personnel</th>
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<tr>
<td>Lynn G. Baumgardner</td>
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<tr>
<td>Robert J. Boyer</td>
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<td>Dr. Elizabeth A. Dworsky</td>
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<tr>
<td>Lynn P. Kramer (late)</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>Andrew W. Melchiorre</td>
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<td>Maria Ivette Torres</td>
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<td>Helen W. Walsh</td>
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<th>Others in Attendance</th>
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<tbody>
<tr>
<td>George Boileau, Atlantic County Treasurer</td>
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<tr>
<td>Thomas Barlas, The Press of Atlantic City</td>
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<tr>
<td>Lauren Huggins, Cape May County Herald</td>
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<td>Nick Ganaway, ACCC Employee</td>
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Vice Chairperson Boyer stated that due to the presence of the public, he would dispense with the normal agenda order and go to Comments from the Public.
V. COMMENTS FROM PUBLIC

Dr. Will Parsons, President of the ACCC Education Association umbrella group, was the spokesperson for those members of ACCC’s bargaining units in attendance as the public. He stated that the employees were taking a stand, because there is a problem at the negotiating table. He said that they were being offered less than the cost of living and less than the other community colleges. He asked the members, “Do you want the settlement that is on the table?” Their reply was “No!”

Vice Chairperson Boyer thanked the group for attending.

Secretary’s Note: After their response, members of ACCC’s bargaining units and Dr. Parsons left the room.

VI. CALL TO ORDER EXECUTIVE SESSION

Vice Chairperson Boyer called for an executive session at 7:07 p.m.

Secretary’s Note: When Vice Chairperson Boyer called for an executive session, he asked college employees and the public to leave except for Dr. Mora, Dr. Rossi, Dean Perniciaro, Terry Sampson and Lou Greco, Esq.

At 8:50 p.m. Vice Chairperson Boyer reconvened the regular session.

VII. APPROVAL OF REGULAR AND CLOSED SESSION MINUTES OF AUGUST 22, 2006 AND SPECIAL MEETING OF SEPTEMBER 13, 2006

Vice Chairperson Boyer asked that the regular and closed session minutes of August 22, 2006, be approved if there were no corrections.

Ms. Walsh moved and Ms. Baumgardner seconded approval of the regular and closed session minutes for August 22, 2006.

ROLL CALL: AYES, ABSTENTIONS (Dr. Dworsky and Ms. Kramer)

Vice Chairperson Boyer asked that the regular and closed session minutes for the special meeting on September 13, 2006, be approved if there were no corrections.

Dr. Dworsky moved and Mr. Melchiorre seconded approval of the regular and closed session minutes for the special meeting on September 13, 2006.

ROLL CALL: AYES, ABSTENTION (Ms. Baumgardner)

VIII. REPORTS OF OFFICERS AND AGENTS

A. Financial Report: Vice Chairperson Boyer asked Dean Skinner to give the financial report in the absence of Mr. Talvacchia.
Dean Skinner stated that the Preliminary Fiscal Year 2006-07 year-to-date data summarized in the Board Summary Report for the two months ended August 31, 2006 indicate a margin of $(643,716) which is normal for this time of year. The college has earned 13.7% of budgeted revenues and expended 15.2% of budgeted expenses. She noted that contract negotiations with the bargaining units are ongoing, so expenditures for July and August salaries are at last fiscal year rates.

Dr. Dworsky moved and Ms. Long seconded acceptance of the August 31, 2006, financial report.

Vice Chairperson Boyer asked if there were any questions.

ROLL CALL: ALL AYES, NO NAYS

Vice Chairperson Boyer asked Ms. Sampson to explain Resolution #17.

Ms. Sampson gave detailed information on the resolution.

Vice Chairperson Boyer asked if there was any discussion.

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

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

<table>
<thead>
<tr>
<th>Bid No.</th>
<th>Description</th>
<th>Amount</th>
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<tr>
<td>Bid No. 1659</td>
<td>Ethernet Wide Area Network Services, two-year contract (FY’07, FY’08, FY’09 Information Technology Operations budget)</td>
<td>$96,000.00</td>
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<tr>
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<td>*Plus monthly federal surcharge and fees</td>
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<td>Comcast</td>
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<td>Moorestown, NJ</td>
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<tr>
<td>Bid Exempt 493</td>
<td>Tech Prep Reimbursement, (FY’06 Tech Prep Grant)</td>
<td>$37,151.19</td>
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<td>Atlantic County Vocational School</td>
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<td>Mays Landing, NJ</td>
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<tr>
<td>Bid Exempt 494</td>
<td>Membership, NJ Council of County Colleges, NJ Virtual Community College Consortium</td>
<td>$47,692.00</td>
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<td>New Jersey Council of County Colleges</td>
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<td>Trenton, NJ</td>
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<tr>
<td>Open and Public Quote 4</td>
<td>Professional Services – Instruction (Continuing Education through the Department of Labor Grant)</td>
<td>$23,400.00</td>
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<td>Innovative Leadership</td>
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<td>Marmora, NJ</td>
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ROLL CALL: ALL AYES, NO NAYS
Ms. Long explained and moved and Dr. Dworsky seconded the following:

WHEREAS, under New Jersey Community College Contract Law a contract for software upgrade may be negotiated or awarded without public advertising for bids, and

WHEREAS, the Purchasing Program Office has determined that the total value of FY’07 contracts will exceed $17,500, and

WHEREAS, contracting any upgrade with another vendor would void warranty and maintenance contract currently in effect with T3 Technologies, and

WHEREAS, T3 Technologies will upgrade computer hardware for the sum not to exceed $14,100.00, and

WHEREAS, T3 Technologies has completed and submitted a Business Entity Disclosure Certification which certifies that T3 Technologies has not made any reportable contributions to a political or candidate committee in the counties of Atlantic and Cape May in the previous one year, and that the contract will prohibit T3 Technologies 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 T3 Technologies 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.

Vice Chairperson Boyer asked if there was any discussion.

ROLL CALL: ALL AYES, NO NAYS

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

WHEREAS, on May 23, 2006, the Board of Trustees approved the submission of a proposal for funding under the New Jersey Department of Education for the FY’07 Tech Prep Grant Program (FY 2006 Tech Prep/Year 3 of 3 Continuation Grant) that supports the improvement of vocational programs through a transitional mechanism that provides students with a seamless transition from secondary to postsecondary education, and

WHEREAS, under the terms of the grant, the amount of $229,000 (per Consortium) shall be used for the purpose of improving, expanding, and promoting vocational educational programs in hospitality/tourism as described in the approved application filed with the New Jersey Department of Education which was used as the basis for awarding the grant, and

WHEREAS, the grant shall be administered and monitored in accordance with the appropriate state and federal regulations.

THEREFORE BE IT RESOLVED that the Board of Trustees authorizes acceptance of the FY’07 Tech Prep Grant Program (FY 2006 Tech Prep/Year 3 of 3 Continuation Grant) in the amount of $229,000 (per consortium) from September 1, 2006 to August 31, 2007.

Vice Chairperson Boyer asked if there was any discussion.

ROLL CALL: ALL AYES, NO NAYS

B. President’s Report: Dr. Mora stated that he had five items to report—the

Non-Credit Culinary Graduation, ACCC’s third “First Cup” Breakfast Program/Session,
ACCC’s 40th Anniversary and President’s Inauguration (series of events), 25th Anniversary of the Academy of Culinary Arts, regional awards received by the College Relations Department, and the Rutgers/ACCC degree completion signing ceremony.

- The Non-Credit Culinary Graduation was held on September 13, 2006. Dr. Mora gave congratulatory remarks to the graduates and their families. The students completed a five-month career preparation program with focus on hands-on courses, principles, and practical techniques of the professional kitchen. Dr. Mora asked Dr. Wexler to give additional information on this program.

Dr. Wexler shared that the program culminates in an exam and receipt of National Restaurant Association Food Service Sanitation certification. This is a great example of two departments working together, ACA and continuing education, to deliver hybrid programming to students and the workforce.

- Dean Owens spoke about ACCC’s “First Cup” program/session to bring in new leaders. The local leaders are invited to breakfast to get-to-know the college. At the first session ACCC hosted the leaders of the healthcare industry, at the second one the hotel and casino industry and at the third one the finance industry. It is an opportunity to bring in new leaders and explore how we can help them with workforce needs.

Dean Owens handed out a flyer promoting the college’s 40th Anniversary and the President’s Inauguration which includes a series of events—CMCC fund-raiser on September 29, three-campus staff reception on October 4 at WACC, October 10 at the main campus and October 18 at CMCC; a cultural event for Atlantic City students on October 5 at WACC cafeteria; Cape May County Golf Tournament on October 13; and the Mays Landing Campus Installation Day on October 19. Also featured on the flyer is the 25th Anniversary of the Academy of Culinary Arts celebration with signature dinners held at Careme’s on Fridays, October 6, October 27, November 3 and December 8. ACA alumni chefs will prepare specialty dinners on Mondays, October 3, November 6, and December 11.

- Dean Perniciaro reported that October is a banner month for community based services. On October 10 at 10 a.m. there will be an American Red Cross blood drive. On October 28 from 9 a.m. to noon there will be a flu clinic for Atlantic and Cape May counties.

- Dean Owens spoke about the two JASPER awards received by the College Relations Department from the Jersey Shore Public Relations and Advertising Association for its work on two major events. ACCC’s College Relations Department was recognized on September 15 with a Gold JASPER for its public relations work on the 23rd Annual Press of Atlantic City Restaurant Gala in the “Special Event Planning/Special Event Services” category. The department also received a Silver JASPER for its work planning and promoting the Cape May County Campus Grand Opening in the “Special Event Planning/Community Event” category.

The College Relations Department submitted entries in the National Council for Marketing and Public Relations, District I Medallion Awards and won an award in the following categories: Class B Schedule (large shop), Annual Report I, Logo Design and Website.

- On August 30, 2006, President Dick McCormick of Rutgers University and President Peter Mora of ACCC held a degree completion signing ceremony. This program will enable students to earn four-year or graduate degrees from Rutgers without leaving ACCC’s campuses. There was a great turnout from the community, and it was attended by: Freeholders - Alisa Cooper, Tom Russo, and Ralph Bakley; Atlantic
IX. REPORTS OF COMMITTEES AND INDIVIDUAL TRUSTEES

A. ACCC Foundation: Dean Owens gave highlights on the following items from the attached ACCC Foundation Report for September 26, 2006.

1. Cape May County Fund raiser on September 29
2. Cape May County Championship Golf Tournament on October 13
3. Arts, Crafts and Entertainment Online Auction (in late October)
4. Foundation’s annual Restaurant Gala
5. Received an unqualified opinion from auditors for FY 2006

Vice Chairperson Boyer asked if there were any questions.

Mr. Melchiorre asked, “What is the ratio between the amount of money in the fund and the amount of scholarship money given?”

Dean Owens stated that it is made up of both annual and endowment monies.

The committee worked with the auditors so the college can give the maximum amount of scholarship money.

Vice Chairperson Boyer thanked her for her report.

B. Academic and Student Affairs: Ms. Torres read the attached Academic and Student Affairs Committee (revised) minutes for September 20, 2006. The areas discussed were:

- Middle States Update
- “Communications” Option Degree assigned to the Arts and Humanities Department
- Academy of Culinary Arts Developments
- Update on NJSTARS
- Public Safety Institute at ACCC
- Review of the ESL Testing Procedures

Secretary’s Note: The Academic and Student Affairs Committee minutes were revised. Under “Middle States Update,” the final report will be due in October 2007. Under “Other Business,” Ms. Long wanted the information “. . . for students at the Cape May County Campus.”

Vice Chairperson Boyer stated that it was a very informative report.

C. Budget, Finance and Audit Committee: Vice Chairperson Boyer gave highlights from the attached Budget, Finance and Audit Committee meeting minutes for September 19, 2006.

Vice Chairperson Boyer asked if there were any questions.
D. **Long-Range Planning and Capital Projects:** Ms. Walsh gave highlights of the committee meeting (see attached report) on September 18, 2006, in the following areas.

- Update on WACC land purchase and the reallocation of Chapter 12 funds
- Rutgers Classroom Bids
- Environmental Self-Audit
- Surveys of College-Owned Lots in Mays Landing

Vice Chairperson Boyer asked if there were any questions and thanked Ms. Walsh for an informative report.

E. **Minority Affairs Committee:** Ms. Baumgardner gave highlights of the Minority Affairs Committee meeting on September 21, 2006 (see attached report). She noted that the African American Male Retention Program was expanded to include Latino students.

Ms. Baumgardner asked Dean Bobby Royal to report on the awards received by the Minority Affairs Committee.

Dean Bobby Royal reported that the Association of Community College Trustees (ACCT) has chosen the college for its outstanding work in diversity to receive the “2006 Northeast Regional Equity Award” on October 12 in Orlando, Florida. They also received the prestigious Charles Kennedy Equity Award for being the sole nominee from this region. Chairperson Brian Lefke and Dr. Mora will be present to accept the awards.

Dr. Mora noted that Dr. Narcissa Polonio, Board retreat facilitator, suggested that the college apply for the ACCT award.

Vice Chairperson Boyer acknowledged the outstanding work of the committee.

F. **Personnel:** Dr. Dworsky moved Resolution #16A as presented and Ms. Walsh seconded.

It is respectfully recommended that the Board approve the following:

**Appointments**

Barry Canty, Security Guard I, at a salary of $24,005, effective September 27, 2006.

Scott Conklin, Security Guard I, at a salary of $24,005, effective September 27, 2006.

Lynn Kolb, Chef Educator, a one-semester appointment, at a pro-rated salary of $18,733, retroactive to August 30, 2006.

Diana Lojewski, Non-Credit Registration Assistant, at a salary of $24,005, effective September 27, 2006.

Konchan “Kay” Pandit, Office Coordinator for Conference and Meeting Services, at a salary of $29,180, effective October 2, 2006.
Promotions

Lynette Ingram, from Financial Aid Assistant to Counselor I, at a salary of $43,065, effective September 27, 2006.

Donna Vassallo, from Instructor to Assistant Professor of Hospitality Management at a salary of $43,065, effective September 27, 2006.

Resignations


George Dailey Jr., Assistant Professor of History, effective June 30, 2007.

Vice Chairperson Boyer asked if there were any questions.

ROLL CALL:  ALL AYES, NO NAYS

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

WHEREAS, Klaus Muller joined the fledging Academy of Culinary Arts on January 25, 1982, and

WHEREAS, Chef Muller brought vast and rich culinary training and experience from Germany, Switzerland and Bermuda, to the students of the ACA, and

WHEREAS, Chef Muller served with distinction and outstanding dedication in the leadership roles of Chef Supervisor, ACA Assistant Director and Director, before ascending to Dean of the Academy in September 1999, and

WHEREAS, Chef Muller has continually conducted himself with grace and true professionalism while maintaining a relentless desire to provide the very best instruction to Academy students, and

WHEREAS, Chef Muller has maintained a well-earned industry reputation for expertise and commitment to excellence in Culinary Arts, and

WHEREAS, Chef Muller has expressed his intent 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 Klaus Muller, Dean of the Academy of Culinary Arts, effective February 1, 2007.

BE IT FURTHER RESOLVED, that the Board expresses best wishes to Klaus and Stephanie Muller for health and happiness and extends deep gratitude and appreciation for Chef Muller’s outstanding career of service to the students and staff of the Academy of Culinary Arts.

ROLL CALL:  ALL AYES, NO NAYS

Dr. Dworsky presented Resolution #16, Policy and Procedure for Board officer succession.

Dr. Dworsky moved and Ms. Baumgardner seconded Resolution #16.
After a lengthy discussion concerning the reason for this resolution, the Board decided to further review the resolution. It was the consensus of the Board that the policy be reviewed and returned to committee for further study, thus the motion was withdrawn.

Ms. Dworsky said that the committee will look at the verbiage of the resolution and rectify any concerns about the procedure being developed and bring it back for reconsideration.

Vice Chairman Boyer asked if there was any further discussion.

**Secretary's Note:** The minutes for the Personnel Committee meeting on September 18 are attached.

X. **OTHER BUSINESS**

Vice Chairperson Boyer said that the Board received a letter from Mr. Stephen O’Connor, Administrator, Board of Chosen Freeholders, County of Cape May, stating they adopted Resolution No. 747-06 reappointing Dr. Dworsky to the Board from November 1, 2006 to October 31, 2010.

Vice Chairperson Boyer thanked Dr. Dworsky for doing an excellent job on the Board.

The Board extended their congratulations.

Ms. Kramer expressed her concern about the indirect route a bus rider must take to come to the college from Egg Harbor City. There is no direct route to the Mays Landing campus. You must go to Atlantic City first and then to the Mays Landing campus.

Dr. Mora stated that the college will address this issue with New Jersey Transit and Dean Perniciaro will handle the matter through his department.

Vice Chairperson Boyer asked if there were any more comments.

XI. **MOTION FOR EXECUTIVE SESSION PRIOR TO REGULAR MEETING ON OCTOBER 24, 2006**

The following resolution was introduced by (Ms. Kramer) and seconded by (Ms. Baumgardner):

**RESOLVED:** At a public meeting of the Board of Trustees to be held on October 24, 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 Mr. Melchiorre and second by Ms. Baumgardner the regular session was adjourned at 10:00 p.m. in Room 113 at the Cape May County Campus, Cape May Court House, NJ.

Respectfully submitted,

BettyAnn Inloes Hines
ACCC Board Secretary