Secretary's Note: At 7:10 p.m. Chairperson Lefke called for an executive session. The public and employees were asked to leave the meeting. Louis J. Greco, Esquire, remained at the meeting.

I. CALL TO ORDER REGULAR SESSION

On Tuesday, January 24, 2006, at 7:05 p.m. Chairperson Brian Lefke called to order the regular session.

II. STATEMENT OF ADEQUATE NOTICE

In compliance with the “Open Public Meetings Act of New Jersey, BettyAnn Inloes Hines read a statement confirming adequate notice of this meeting was provided by posting at the Bulletin Board, 2nd Floor, “J” Building, main 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 January 13, 2006.

III. FLAG SALUTE

Chairperson Lefke asked everyone to rise and salute the flag. Everyone rose and recited the Pledge of Allegiance.

Chairperson Lefke introduced Ms. Helen Walsh as the new trustee to the Board. He stated that she is an old friend and is a former Atlantic County Administrator who retired last year.

Ms. Walsh stated that it was a pleasure to be here and she looks forward to joining the Board members on this important work. She said that these are very exciting times, and she is thrilled to come on the Board. Ms. Walsh said that the Cape May County Campus is beautiful and reflects the hard work of both counties.

IV. ROLL CALL

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<tr>
<th>College Personnel</th>
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<tr>
<td>Lynn G. Baumgardner</td>
<td>Dr. Peter Mora</td>
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<td>Robert J. Boyer</td>
<td>Kathleen J. Corbalis</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>Mary B. Long</td>
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<td>Eric Reynolds</td>
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<td>Nicholas F. Talvacchia</td>
<td>Catherine Skinner, CPA</td>
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<td>Marie Ivette Torres</td>
<td>BettyAnn Inloes Hines</td>
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<td>Helen W. Walsh</td>
<td>Brittany Williams</td>
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<td>Louis J. Greco, Esquire</td>
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V. CALL TO ORDER – EXECUTIVE SESSION

Chairperson Lefke called for an executive session and requested that the public and ACCC employees leave the meeting. Counsel Greco remained in the meeting.

Secretary’s Note: At 7:30 p.m. the regular meeting resumed and everyone returned to the meeting.

Chairperson Lefke stated that there were two revisions to the Board resolutions list:

- Resolution #47 Revised: The words “as required” were put back into the resolution.
- Resolution #51 Revised: Dr. Richard Perniciaro, Dean of Administration, Planning and Research, was added to the resolution.

VI. APPROVAL OF REGULAR MEETING MINUTES FROM DECEMBER 13, 2005

Chairperson Lefke asked the Board to approve the regular session minutes for December 13, 2005.

Mr. Boyer moved and Dr. Dworsky seconded the approval of the regular session minutes.

ROLL CALL: AYES, ABSTENTIONS

VII. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

None

VIII. REPORTS OF OFFICERS AND AGENTS

A. Financial Report: Mr. Talvacchia reported that the college is six months through the fiscal year and as of December 31, 2005, indicates a margin of $1,158,953. The college has earned 54.23% of budgeted revenues and expended 48.33% of budgeted expenses (which included encumbrance). He stated that management feels we will reach the budgeted fiscal year margin. He asked if there were any questions from the Board.

There were no questions from the Board.

Mr. Boyer moved and Dr. Dworsky seconded acceptance of the financial report.

ROLL CALL: ALL AYES, NO NAYS

Mr. Boyer explained and moved and Mr. Talvacchia seconded the following.
It is respectfully recommended that the Board of Trustees approve the following:

Bid Exempt 454  State Contract – Copier Lease Purchase  
60 month (FY’06-FY’11, Division Office)  
Xerox Corporation  
Cherry Hill, NJ  
$30,022.80

Bid Exempt 371  State Contract – 2 Copiers Lease Purchase  
60 month (FY’06-FY’11, Print Shop – backcharged to departments)  
Xerox Corporation  
Cherry Hill, NJ  
$89,914.20

Chairperson Lefke asked if there were any questions.

ROLL CALL: ALL AYES, NO NAYS

Dr. Dworsky explained and moved and Mr. Talvacchia seconded the following

WHEREAS, in 2003 the Macao Polytechnic Institute (MPI) and Atlantic Cape Community College (ACCC) entered into a cooperative agreement to provide an efficient and reasonable source of gaming education, and

WHEREAS, MPI’s Macao Tourism and Casino Career Center in the Macao Special Administrative Region has indicated the desire to continue that agreement so that ACCC’s Casino Career Institute can continue to provide gaming training and consulting services, and

WHEREAS, MPI desires to renew with some changes an agreement titled, “Agreement between Macao Tourism and Casino Career Center and Atlantic Cape Community College for Curriculum Licensing and Certificate Processing,” (see attached) outlining the terms and conditions of such delivery from April 8, 2006, to August 31, 2009, including revenues for curriculum leasing according to the following schedule:

- For calendar year 2006: $18,750
- For calendar year 2007: $25,000
- For calendar year 2008: $25,000
- For calendar year 2009: $16,750

and $10 per certificate issued, plus subsidiary training contracts.

THEREFORE BE IT RESOLVED that Atlantic Cape Community College’s Board of Trustees endorses the above agreement with Macao Polytechnic Institute (MPI) from April 8, 2006, to August 31, 2009.

BE IT FURTHER RESOLVED that the Atlantic Cape Community College Board of Trustees extends its greetings and best wishes to the Macao Polytechnic Institute and expresses its high expectations for the continued success of the programs supported by this agreement.

The trustees asked several questions about the overall training process and the transfer of funds.
Their questions were answered by Dean Owens who stated this agreement is to train instructors who come to our campus and lease CCI curriculum.

ROLL CALL: ALL AYES, NO NAYS

Ms. Long explained and moved and Mr. Talvacchia seconded the following.

WHEREAS on October 25, 2005, the Board of Trustees authorized acceptance of the FY’06 Carl D. Perkins Vocational Grant funding from the New Jersey Department of Education (Grant No. PSFS7101-06) in the amount of $514,445, and

WHEREAS, there is a need to amend the budget for said Grant (see attached), and

WHEREAS, the Grant calls for the Board of Trustees approval for all changes.

THEREFORE BE IT RESOLVED that the Board of Trustees approves the amendment application in the amount of $79,366 for the FY’06 Perkins Grant Spending Plan. The focus of the projects has not changed; however, reallocation of funds is necessary since the original budget submission.

Chairperson Lefke asked if there were any questions.

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

Mr. Boyer deferred Resolution #56, Follett Bookstore, to Ms. Sampson.

Ms. Sampson explained and gave detailed information on ways the college is working with Follett Bookstore.

Dr. Dworsky moved and Mr. Talvacchia seconded the following.

WHEREAS, under New Jersey Community College Contract Law a contract for the operation of a college book store may be negotiated or awarded without public advertising for bids; and

WHEREAS, Atlantic Cape Community College has a need to acquire services for the operation of book stores at the Mays Landing and Cape May County Campuses; and

WHEREAS, Follett has operated the Mays Landing book store for over twenty five years; and

WHEREAS, Follett has recently furnished and opened a new campus bookstore at the Cape May County Campus; and

WHEREAS, Follett has submitted a proposal indicating they will continue the operations of bookstores at the Mays Landing and Cape May County locations and provide bookstore services as needed at the Worthington Center with an annual commission to the college of the higher of $100,000 guaranteed or 8% of sales up to $2,000,000, 9% of sales over $2,000,000; and

WHEREAS, the anticipated term of this contract is from February 1, 2006 to June 30, 2007; and

WHEREAS, Follett is providing $5,000 for scholarships for books to be administered by the College; and
WHEREAS, Follett has completed and submitted a Business Entity Disclosure Certification which certifies that Follett has not made any reportable contributions to a political or candidate committee in Atlantic or Cape May Counties in the previous one year, and the contract will prohibit Follett from making any reportable contributions through the term of the contract.

THEREFORE, BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community Colleges authorizes the Executive Director of Administration and Business Services, to enter into a contract (pending review by College attorney) with Follett as described herein.

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

Chairperson Lefke asked if there were any questions.

ROLL CALL: ALL AYES, NO NAYS

B. President’s Report: Dr. Mora congratulated Ms. Baumgardner, Chairperson, Minority Affairs Committee, and the committee members on the acceptance of their proposal (only proposal accepted for ACCC) by the NJ Council of County Colleges for the “2006 Best Practice Conference” which will be held on April 28, 2006, at Mercer County Community College. The committee received support from Dean Bobby Royal and Dean Carmen Royal.

Dr. Mora stated that this statewide conference is very competitive.

Dr. Mora asked Dean Carmen Royal to talk about the college’s events for Black History Month.

Dean Carmen Royal stated that events have been scheduled for the entire month running from February 2 through February 28. She handed out an ACCC African American History Month flyer. (See Board Minutes Book.)

IX. REPORTS OF COMMITTEES AND INDIVIDUAL TRUSTEES

A. ACCC Foundation: Dr. Monillas gave the following report on the January 24, 2006, meeting of the Foundation.

- Invitations will be mailed during the first week of February for The Press of Atlantic City Restaurant Gala schedule for Thursday, March 23, at the Atlantic City Convention Center. Work continues on securing sponsors and patrons. Thanks to the trustees who have sent in their raffle ticket sales. Please see Pat Owens if you need more tickets or have returns to hand in.

- The Foundation’s Ad-Hoc Scholarship Committee met today and recommended the allocation of $187,850 for student scholarships for the 2006-2007 Academic Year.
The next meeting of the Foundation will be held at 8 a.m., Thursday, January 26, at the Cape May County Campus. Trustees are welcome to attend.

B. Long-Range Planning and Academic Affairs: Mr. Reynolds said that Ms. Sampson will give an update on the RFP submitted for the Facilities Master Plan.

Ms. Sampson stated that the RFP for the Program Services Academic Master Plan was sent out in early January. Sixteen vendors have requested the RFP which are due by February 3. The vendors will develop the master plan in four phases and prices have been requested for each of the phases. An internal technical committee—Dean of Administration, Planning and Research; Executive Director, Administration & Business Services; Director of Facilities, Planning and Management; Executive Director of Business Services and a representative from student services, academics, continuing education and ITS will review the proposals and prepare a short list of three vendors who will be asked to do presentations.

Mr. Reynolds asked Dr. Mora to update the Board on the reengineering of the Academy of Culinary Arts.

Dr. Mora said that he would give the update since Dr. Wexler was unable to attend this meeting.

Dr. Mora noted that the current status of the planning is focusing on three aspects:

- First, to explore more formal linkages between the culinary program and the hospitality program. This linkage would allow students from both programs to take courses from each department. This would strengthen both programs.
- Second, to develop a more formal role for the ACA in the delivery of Continuing Education (non-degree credit) culinary training courses. Non-credit culinary training programs are in an increasing demand in our service area.
- Finally, to explore collaboration with a senior institution to link these programs to a baccalaureate opportunity. This option would increase interest on the part of students to enroll at ACCC.

Dr. Mora said that Dr. Wexler and the planning team will visit Schenectady County Community College in New York which has successfully implemented this model.

Mr. Reynolds read and moved and Dr. Monillas seconded the following.
WHEREAS, the community college sector, in response to the realization that many students come to a community college with skills and knowledge that have been obtained through non-college based instruction, and

WHEREAS, this degree is based on a model proposed by NJ PLACE (Pathways Leading Apprentices to a College Education), and

WHEREAS, community colleges throughout our sector have already approved this specific technical studies degree, or intend to do so this year, and

WHEREAS, the American Council of Education (ACE), departmental review, or other similar service, would evaluate students’ technical skills for transfer to ACCC as Technical Core Cluster credits, and

WHEREAS, the Curriculum Committee has considered and approved the content of the Technical Studies, Associate in Applied Science degree on December 6, 2005 (see attached).

THEREFORE BE IT RESOLVED that the Board of Trustees approve offering the Technical Studies, Associate in Applied Science degree effective Fall 2006.

Chairperson Lefke asked if there were any questions from the Board.

There were several questions asked by the Board.

Dr. Mora answered their questions and explained that new degree programs are submitted to the Board for approval. This program is innovative and flexible and was developed through the NJ Council of County Colleges. The college would be dealing with any business entity that does post secondary training.

ROLL CALL: ALL AYES, NO NAYS

C. Minority Affairs: Ms. Baumgardner handed out copies of the proposal for the Minority Affairs presentation at the 2006 Best Practice Conference to be held on April 28, 2006. (See Board Minutes Book.) Ms. Baumgardner along with Deans Bobby Royal and Carmen Royal will make the presentation on the committee’s work to support college initiatives. She encouraged the Board to attend the conference.

She also invited the Board to attend the 23rd Annual Holocaust Program on Sunday, March 26, at 3:30 p.m.

The Minority Affairs Committee Executive Meeting, Executive Summary, is on file in the Board Minutes Book.

D. Personnel: Dr. Dworsky stated that Resolution #47 Revised was revised again because the words “as required” were omitted from the sixth paragraph.

Dr. Dworsky moved and Mr. Evans seconded the following.
WHEREAS, the Board’s Personnel Committee reviewed the ACCC “Code of Ethics Pertaining to Conflicts of Interest for College Trustees,” and found it to be in compliance with the Institutional Code of Ethics approved by the New Jersey Commission on Higher Education, and

WHEREAS, subsequent to the Committee’s review, the acting governor of the State of New Jersey instituted Executive Order 65 (attached) to urge leaders of public institutions of higher education to “constantly be mindful of the need to avoid even the appearance of impropriety in the performance of their public duties,” and

WHEREAS, the revised ACCC policy (attached) incorporates and abides by terms and conditions of Executive Order 65, and

WHEREAS, the Committee recommends this revised code be adopted and distributed annually at the November reorganization meeting with a signature portion indicating each member’s receipt and understanding of the policy, and

WHEREAS, the Committee recommends that the New Jersey Council of County Colleges’ “Eight Key Principles for Community College Trustees” (attached) be distributed annually at the November re-organization meeting, and

WHEREAS, on the advice of Counsel, each Trustee must annually submit, as required, the State of New Jersey Financial Disclosure Statement in accordance with the Local Government Ethics Law, and the Executive Order 65 Disclosure Form (attached), and

THEREFORE BE IT RESOLVED, upon the recommendation of the Personnel Committee, that the Board:

- Adopt the revised code of ethics including a signature page (November)
- Annually sign and submit the state Financial Disclosure Statement (April)
- Annually receive the “Eight Key Principles for Community College Trustees” (November)
- Annually submit Executive Order 65 Disclosure Form (December)

BE IT FURTHER RESOLVED, that new Trustees receive the Code of Ethics, Eight Key Principles, the Financial Disclosure Statement and Executive Order 65 Disclosure Form immediately upon their appointments.

ROLL CALL: ALL AYES, NO NAYS

Dr. Dworsky explained and moved and Mr. Boyer seconded the following.

It is respectfully recommended that the Board approve the following:

Appointment


Promotions

Patricia Gentile Owens, from Acting Dean to Dean of Continuing Education and Resource Development, effective January 25, 2006, at a salary of $89,656.

Dr. Richard Perniciaro, from Acting Dean to Dean of Administration, Planning and Research, effective January 25, 2006, at a salary of $75,279.

Dr. Joseph Rossi, from Acting Dean to Dean of Cape May County Campus and Labor Relations, effective January 25, 2006, at a salary of $100,174.
Title Changes

Catherine Skinner, from Executive Director to Dean of Finance, effective January 26, 2006, at her current salary of $89,669.

Douglas Hedges, from Executive Director to Dean of Information Technology Services, effective January 26, 2006, at his current salary of $97,057.

Resignations

Annemarie Wagner-Fehn, Student Development Office Assistant, retroactive to January 19, 2006.


ROLL CALL: ALL AYES, NO NAYS

X. OTHER BUSINESS

Chairperson Lefke stated that he would be calling the Board about committee assignments in the next few weeks. The committee appointments will be done by the next Board meeting.

Dr. Dworsky thanked Dr. Mora and Brittany Williams for the Board Retreat on January 21. She said that the retreat was productive and she appreciated their efforts.

Dr. Mora noted that Information Technology Services helped with the program.

XI. COMMENTS FROM THE PUBLIC

None

XII. DISCUSSION OF MATTERS PERTAINING TO PERSONNEL AND LITIGATION

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

RESOLVED: At a public meeting of the Board of Trustees to be held on February 28, 2006, that pursuant to Section 7 and 8 of the “Open Public Meetings Act,” the following subject(s) may be discussed in an executive session of the Board of Trustees closed to the public:

personnel and litigation

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

ROLL CALL: ALL AYES, NO NAYS
XIII. **ADJOURNMENT**

On motion of Dr. Monillas and second by Ms. Torres the meeting was adjourned at 8:00 p.m. in Room 113 at the Cape May County Campus in Cape May Court House, NJ.

**Secretary's Note:** Dr. Mora thanked the Board members for attending the Board Retreat and asked the Board members to pick up a summary video tape, tote bag and other materials from the retreat.

Respectfully submitted,

BettyAnn Inloes Hines
ACCC Board Secretary