I. CALL TO ORDER REGULAR SESSION

On Tuesday, October 25, 2005, at 7:00 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 and written notice to the clerks of the Board of Chosen Freeholders of Atlantic and Cape May counties and the clerks of Atlantic and Cape May counties on October 14, 2005.

III. FLAG SALUTE

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

IV. ROLL CALL

<table>
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<tr>
<th>College Personnel</th>
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<tr>
<td>Lynn G. Baumgardner</td>
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<td>Robert J. Boyer</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>Lynn P. Kramer</td>
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<td>Brian G. Lefke</td>
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<td>Dr. Daniel G. Loggi</td>
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<td>Mary B. Long</td>
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<td>Andrew W. Melchiorre</td>
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<td>Eric Reynolds</td>
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<td>Maria Ivette Torres</td>
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<td>Dr. Peter Mora</td>
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<td>Kathleen J. Corbalis</td>
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<td>Douglas Hedges</td>
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<td>Patricia Owens</td>
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<td>Dr. Richard Perniciaro</td>
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<td>Dr. Joseph Rossi</td>
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<td>Bobby L. Royal</td>
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<td>Carmen Royal</td>
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<td>Therese Sampson</td>
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<td>Catherine P. Skinner, CPA</td>
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<td>BettyAnn Inloes Hines</td>
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<td>Brittany Williams</td>
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<td>Louis J. Greco, Esquire</td>
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Others in Attendance

George Boileau, Atlantic Co. Treasurer
Glenn J. Ortman, CPA, Auditor, Ford, Scott, Seidenburg & Kennedy, L.L.C.
Nick Ganaway, ACCC employee

V. CALL TO ORDER – EXECUTIVE SESSION

Chairperson Lefke stated that there would be no executive session.

VI. APPROVAL OF THE REGULAR MEETING MINUTES FOR SEPTEMBER 27, 2005

Chairperson Lefke asked the Board to approve the regular session minutes for September 27, 2005.
Dr. Dworsky moved and Ms. Baumgardner seconded the approval of the regular session minutes.

ROLL CALL: ALL AYES, NO NAYS

VII. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

None

VIII. REPORTS OF OFFICERS AND AGENTS

Mr. Lefke stated that the Board would first consider Resolution #30, Award of Bids and then the Audit Report.

Mr. Boyer asked Ms. Sampson to present Resolution #30, Award of Bids.

Ms. Sampson read and explained the resolution below.

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

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

Bid Exempt 464 Professional Services – Consulting and Support Services (Information Technology Operational) $69,140.00

   Ricomm Systems
   Marlton, NJ

Bid Exempt 467 Software License – Microsoft Campus Agreement $29,632.02

   (Information Technology Services Operational)

   Educational Resources
   Elgin, IL

Bid Exempt 468 Printing Services – 2006 College Tabloids $46,827.37

   (Academics Operational)

   Tapco, Inc. called college on 10/24/05 informed will be closing business. Awarded to next lowest quote.

   A.F.L. Web Printing
   Voorhees, NJ

ROLL CALL: ALL AYES, NO NAYS

A. Audit Report: Ms. Kramer asked for the Board’s consideration of the draft audit of Atlantic Cape Community College Financial Statements and Supplementary Information, June 30, 2005, prepared by Ford, Scott, Seidenburg & Kennedy, L.L.C. Certified Public Accountants.

   Ms. Kramer asked if there were any questions regarding the audit.
Dr. Dworsky stated that she had the opportunity to sit in on the Budget, Finance and Audit Committee summation meeting earlier this evening. She asked Mr. Glenn Ortman, auditor from Ford, Scott, Seidenburg and Kennedy, to give a concise summary of the audit results.

Mr. Ortman stated that we are in good financial standing and gave the audit report “an unqualified opinion” which is the highest level that can be given. He also explained that the almost $2 million in surplus is properly being applied to capital improvement projects for the college.

Ms. Kramer stated that if we moved to a Comprehensive Annual Financial Report then we could provide the “shareholders” with a letter from administration to the Board of the past year’s initiatives and goals, a statistical section and a 10-year demographic. There would also be an additional page for grant expenditures that would give an end of the year snap shot.

Ms. Kramer expressed the Board’s appreciation to Ms. Skinner and her staff for their work.

Several of the Board members were in agreement that the availability of these additional items would be helpful.

Ms. Kramer moved for acceptance of the draft audit report and Mr. Boyer seconded.

ROLL CALL: ALL AYES, NO NAYS

B. President’s Report: President Mora stated that he had four items to present—the new Employee of the Quarter, update on the Middle States external recommendations for high quality and excellent work, update on planning and the Board retreat.

President Mora introduced Ms. Brittany Williams as the new “Employee of the Quarter” stating that she was serving in a dual role tonight by working in her new position as Administrative Assistant to the President. President Mora gave an overview of Ms. Williams’ employment history at the college noting her four years in admissions. He stated that Ms. Williams will do backup Board activities with Board Secretary Hines.
President Mora stated that the Middle States Report Summary Activities are proceeding for the visit in March. There is a preliminary visit by Middle States Evaluation Team Chair, Dr. Elaine Ryan, President of the College of Southern Maryland. She will have a private session with the Board. The main document is the self-study which we have been working on for two years. Part of the visit is for informative feedback from the self-study, to be sure we are covering all bases and prepare us for the actual team visit in March.

President Mora noted that the college has received several awards. He asked Dr. Rossi to read each award that was on display on a side table.

Dr. Rossi stated that the awards received were from the Cape May County Chamber of Commerce which presented to ACCC its Betterment Award for the new campus and the county’s legislative delegation bestowed accompanying awards. He also stated that the Cape May County Advisory Commission on the Status of Women presented to the college a plaque in celebration of the campus’ long-awaited opening.

Dean Owens spoke about the remaining items on display. She said that the college won six 2005 District I Medallion Awards from the National Council for Marketing and Public Relations which are listed in the pamphlet. (See Board Minutes Book.) College Relations executed the winning projects in collaboration with admissions, ACA, continuing education and the Cape May County grand opening committee.

Dean Owens thanked Ms. Sampson for filling out the application which enabled the college to receive the Cape May Betterment Award. She also noted that Ms. Sampson received the 2005 KMPG Distinguished Service Award from Eastern Association of College and University Business Officers at their recent annual meeting.

President Mora congratulated Ms. Sampson on her award.

President Mora gave an update on planning for the Board’s upcoming retreat. After polling the Board, the members on the retreat ad hoc committee are: Mr. Boyer, Dr. Dworsky, Ms. Kramer, Ms. Long, and Mr. Reynolds. Any other interested Board members can be added. The administrative staff will develop a needs assessment for ideas and give us a sense of the scope of topics and will then get feedback from the
Board for structure and activity. This information will be put together for next month’s meeting.

IX. REPORTS OF COMMITTEES AND INDIVIDUAL TRUSTEES

A. ACCC Foundation: Mr. Boyer gave the following report on the September 27, 2005, meeting.

- The Foundation’s gala event held September 30 at the new Cape May County campus netted more than $40,000. Monies raised will be used to establish a scholarship endowment for Atlantic and Cape May county students. Thanks to all who helped make this event a success.

- The Cape May County Championship Gold Tournament held Oct. 14 at Cape May National also raised scholarship funds. To date, $11,500 has been presented to the Foundation by the organizers, with more sponsorship revenues expected up to the goal of $15,000.

- The next event the “Taste of the Gala” series will be held from 6-8 p.m., Thursday, Nov. 3, at the Academy. These events serve as a preview for the Press of Atlantic City Restaurant Gala and feature cooking demonstrations and tastings. Chefs from Red Square at The Quarter and Joseph’s at Renault Winery, as well as ACA chef educators, will demonstrate their original recipes. Proceeds benefit the Academy through the Foundation.

- James McBride, jazz musician and author of the award-winning work, “The Color of Water,” will perform with his band and give a lecture at 7 p.m., Tuesday, Nov. 15, in the Walter Edge Theater. The event is sponsored by the ACCC Foundation, several college departments, and underwritten in part by a gift from the Borate Heart and Soul Foundation. Mr. Boyer thanked The Borgata for its support.

- The next meeting of the ACCC Foundation will be held at 8 a.m., Thursday, Dec. 1, at the Mays Landing campus. Trustees are welcome to attend.

B. Budget, Finance and Audit: Financial Report – Mr. Boyer gave the financial report. He stated that we are three months into the fiscal year which ended September 30, 2005. The margin is slightly behind last year’s margin at this point in time due to a timing difference resulting from one additional pay in the month of September.

Dr. Dworsky moved and Dr. Loggi seconded acceptance of the financial report.

ROLL CALL: ALL AYES, NO NAYS

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

WHEREAS, on April 26, 2005, the Board of Trustees approved the submission of a proposal for funding under the New Jersey Department of Education for the FY’06 Perkins Grant, and

WHEREAS, under the terms of the grant, the amount of $514,445 shall be used for the purpose of:
• Strengthening academic and technical skills, integration of applied academics;
• Providing students with strong experience in and understanding of technology in vocational and technical education;
• Developing, improving, and expanding the use of technology in vocational and technical education;
• Providing professional development programs to teachers, counselors and administrators;
• Developing and implementing evaluations of the vocational and technical education programs carried out under this program;
• Initiating, improving, expanding, and modernizing quality vocational and technical education programs;

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 Perkins Grant (see attached) in the amount of $514,445 for FY2006.

ROLL CALL: ALL AYES, NO NAYS

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

WHEREAS, on February 26, 2002, the Board of Trustees approved the submission of a proposal for funding under the New Jersey State Council on the Arts for a Co-Sponsored Grant, and

WHEREAS, under the terms of the grant, the amount of $18,000 shall be used for the purpose of providing continuation funding of the Facilities Study/Space Bank Initiative as described in the approved application filed with the New Jersey State Council on the Arts in May 2005 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 a Co-Sponsored Grant (see attached) in the amount of $18,000 for FY2006.

There were several questions from the Board on this grant, and answers were given by Dean Owens and President Mora.

ROLL CALL: ALL AYES, NO NAYS

Ms. Long explained and moved and Mr. Melchiorre 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 must establish a tuition rate for the Dual Credit Enrollment Program, and

THEREFORE BE IT RESOLVED, upon the recommendation of the president, that the Board approve a Dual Credit Enrollment Program tuition rate of $20.00 per credit effective November 1, 2005.
Ms. Torres asked which schools are participating and how are they chosen.

Dr. Mora stated that currently only Ocean City is participating.

ROLL CALL: ALL AYES, NO NAYS

C. Long-Range Planning and Academic Affairs: Mr. Reynolds stated that the committee met on October 19 via video conferencing which linked the Mays Landing and Cape May campuses. Mr. Reynolds gave highlights from the committee’s minutes of the meeting. (See Board Minutes Book.) He stated that the committee endorsed the five draft submittals for funding under the proposed Higher Education Facilities Bond Issue under consideration between the public higher education community and the state legislature. The deadline for submittals was Friday, October 21.

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

WHEREAS, political leaders, business executives, academics, medical service providers and representative minority organizations have expressed interest in such a program, and

WHEREAS, this program would support the College’s mission statement to “respond to a variety of community needs, promote responsible citizenship, and encourage an environment that is multicultural and diverse,” and

WHEREAS, Baccalaureate degrees and/or concentrations in this discipline are available at Richard Stockton College of NJ, Rowan University, Rutgers University and other universities, and

WHEREAS, the Curriculum Committee has considered and approved the content of the Cultural Studies, Option in Liberal Arts, A.A. degree on September 22, 2005.

THEREFORE BE IT RESOLVED that the Board of Trustees approve offering the Cultural Studies, Option in Liberal Arts, A.A. degree (see attached) effective September 2006.

ROLL CALL: ALL AYES, NO NAYS

D. Minority Affairs: Ms. Baumgardner gave highlights from the report of the committee’s October 20, 2005, meeting (See Board Minutes Book.) noting that Mr. Reynolds is also a member of the committee. Ms. Baumgardner said that they have begun work on Kids College in Cape May County. She said that ACCC will host the Historically Black Colleges and Universities College Fair on November 18 and recently held a luncheon for minority faculty, staff and students. The committee learned about the new office of Community Affairs, being setup by Dean Bobby Royal, which will actively support the college’s African-American Male Retention Program.
E. Personnel: Dr. Dworsky told the Board to refer to Resolution #20 for the appointments and resignations as presented and moved and Dr. Loggi seconded. It is respectfully recommended that the Board approve the following:

**Appointments**

**Natalie Cohen**, Instructor for Sales and Service (ESL) at the Institute for Service Excellence, Continuing Education Department, an externally funded temporary, full-time position, effective October 26, 2005, at a salary of $35,466.

**Noel Criscione-Naylor**, Office Coordinator, Institute for Service Excellence, Continuing Education Department, an externally funded position, effective October 26, 2005, at a salary of $29,180.

**Penny Gardner**, Administrative Secretary, Facilities Management, at a salary of $29,180, effective October 26, 2005.

**Susan Lee**, Non-Credit Registration Coordinator, City Center Administrative Services, at a salary of $29,180, effective October 26, 2005.


**Carol Melkonian**, Specialist (Buyer), Business Services Department, at a salary of $29,180, effective November 7, 2005.

**Delores Mercedes Rolls**, Laboratory Assistant, Science Department, at a salary of $24,005, effective October 26, 2005.

**R. Ghyll Theurer**, Program Developer/Coordinator, Health Professions Institute, Continuing Education Department, at a salary of $35,466, effective October 26, 2005.

**Resignations**

**Max Slusher**, Assistant Dean for Research, effective October 28, 2005.

**Paulett Strand**, Culinary Recruiter, Admissions Department, retroactive to October 20, 2005.

ROLL CALL: ALL AYES, NO NAYS

X. OTHER BUSINESS

Dr. Dworsky presented the Personnel Committee’s recommendations on the college trustee ethics policy (See Board Minutes Book.) as requested by Ms. Kramer at a previous Board meeting.

Counsel Greco informed the Board on the reasons for this policy and its current status.

Dr. Dworsky stated that the Personnel Committee recommended that the present college trustee ethics policy be maintained, that it be redistributed and signed by the trustees each year at the November reorganization meeting. The committee also
suggested that each trustee sign a financial disclosure form and that each member annually receive a copy of the trustee roles and responsibilities.

Dr. Dworsky stated that a resolution on the college trustee ethics policy will be presented at the November meeting.

Chairperson Lefke thanked Dr. Dworsky for the work done by the Personnel Committee.


Secretary’s Note: The FY04 Audit for the Carl D. Perkins Post Secondary Entitlement Grant #PSFS7101-04 for the period July 1, 2003 through June 30, 2004, in an Executive Summary dated October 12, 2005, and Recommendation and Corrective Action Plan were mailed in the Board packet on October 20, 2005.


Atlantic Cape Community College
FY04 Audit for the Carl D. Perkins Post Secondary Entitlement Grant # PSFS7101-04 for the period July 1, 2003 through June 30, 2004

Executive Summary
October 12, 2005

A compliance audit by the State of New Jersey Department of Education has revealed questioned costs totaling $730.47 and one concern regarding internal accounting controls.

In response,

1. The Board of Trustees is required to publicly review and discuss the findings and questioned costs
2. a. A decision on a corrective action plan and/or appeal must included in Board minutes
3. A Corrective Action Plan must be developed and/or an appeal filed
   a. File plan and/or appeal with Office of Compliance Investigation, Department of Education
      1. Corrective Action Plan for both items must include:
         Method of Implementation
         Person responsible for implementation
RECOMMENDATION:
Corrective Action Plan:

- Internal Control Comment Number 1:
  Recommendation Number 1: The College must take a physical inventory of equipment items once every two years in order to be in compliance with grant guidelines.

  Corrective Action: The following action will be taken to address the above recommendation.

  - The college’s Receiving Department will conduct an inventory of equipment items in compliance with grant guidelines before June 30, 2006.
  - A physical inventory of equipment items will be done every two years in order to be in compliance with grant guidelines.

- Explanation of Questioned Costs: Re- Professional Development

  Corrective Action: The following action will be taken to address the questioned costs of professional development travel.

  - All travel request destinations will be entered as detail items when the Perkins Grant Proposal is submitted for approval.
  - Any travel expenditure that was not listed in the original proposal will be included either in a budget modification or through prior written approval with the State Program Officer.

These corrective action procedures will be implemented immediately.

Appeal for Explanation of Questioned Costs:
Other Purchased Services/Travel (200-500) / (200-580)

Response:
The approved budget for FY04 Perkins Grant for Atlantic Cape Community College included costs for Professional Development. The two persons who attended a Hospitality Conference in New York both teach Hospitality courses. The reason for the travel was to gain additional expertise within their content area that the faculty could then include within their course instruction. This expense was incurred since there was an approved budget line for Professional Development and the trip fell within that scope.

We would like to appeal the judgment of $730.47: $680.47 from 200-580 and $50.00 from 200-500 since the activity fell within the scope of the grant parameters.

The Board reviewed and discussed the findings as presented.

XI. COMMENTS FROM THE PUBLIC

None
XII. DISCUSSION OF MATTERS PERTAINING TO PERSONNEL AND LITIGATION

The following resolution was introduced (Mr. Boyer) and seconded (Ms. Kramer):

RESOLVED: At a public meeting of the Board of Trustees to be held on November 22, 2005, 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 Mr. Boyer and second by Dr. Loggi the meeting was adjourned at 7:55 p.m. in Room 204, at the Worthington Atlantic City Center in Atlantic City, NJ.

Respectfully submitted,

BettyAnn Inloes Hines
Board Secretary