I. CALL TO ORDER REGULAR SESSION

On Tuesday, December 13, 2005, at 7:37 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 the State 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 December 2, 2005. Also on Wednesday, December 7, 2005, notice of the meeting location and time change was published in the Cape May County Herald and The Mainland Journal; and on Sunday, December 11, 2005, notice of the meeting location and time change was published in The Press of Atlantic City.

III. FLAG SALUTE

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

IV. ROLL CALL

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<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>Andrew W. Melchiore</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>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
Lauren Huggins, Cape May County Herald
Nick Ganaway, ACCC employee

V. CALL TO ORDER – EXECUTIVE SESSION

Chairperson Lefke stated that an executive session was not required.
VI. APPROVAL OF THE REORGANIZATION, REGULAR AND EXECUTIVE SESSION MINUTES FOR NOVEMBER 22, 2005

Chairperson Lefke asked the Board to approve all three sessions of the minutes.

Secretary Hines stated that in the regular session minutes there should be a correction on Page 7572 under XII. DISCUSSION OF MATTERS PERTAINING TO PERSONNEL AND LITIGATION the date listed should be December 13, 2005, instead of January 24, 2006.

Dr. Dworsky moved and Mr. Boyer seconded the reorganization, executive and the regular minutes as amended.

ROLL CALL: ALL AYES, NO NAYS

VII. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

None

VIII. REPORTS OF OFFICERS AND AGENTS

A. Financial Report: Mr. Boyer stated that the Board Summary Report for the five months ended November 30, 2005, indicates a margin of $2,353,486. The college has earned 49.9% of budgeted revenues and expended 40.6% of budgeted expenses. This also includes encumbrances. He stated that we expect the fund balance of $1.4 million may not be fully utilized this year.

Dr. Dworsky moved and Ms. Kramer seconded approval of the financial report.

ROLL CALL: ALL AYES, NO NAYS

Chairperson Lefke confirmed that there were no bids to present.

B. Report of the President: President Mora stated that he had three items to present—NJ STARS Program, statistics on the Restaurant Gala 2001-2005 and Big Brothers Big Sisters of Atlantic and Cape May counties.

Dean Carmen Royal gave an in-depth report on the NJ STARS program at the college (a state-sponsored scholarship program that covers the cost of tuition and approved fees at community colleges for students in the top 20% of their high school graduating classes) and handed out an internal program report and a comparison between the 19 community colleges. (See Board Minutes Book.) The college has 116 first- and second-year NJ STARS students.
Dean Royal answered questions from the Board about the reports.

Dean Owens gave a PowerPoint presentation (handout given to the Board) on the financial and statistical overview of the Restaurant Gala from 2001-2005:

- Five Year Financials, Gala Gross Proceeds
- Five Year Financials, Gala Expenses
- Five Year Financials, Gala Net Proceeds
- Raffle Sales
- Outcomes
- March 23, 2006 Event

She gave an update on the 23rd Annual Restaurant Gala on March 23, 2006. Mr. Vernon W. Hill, Founder and Chairman, Commerce Bank, has agreed to serve as honoree, pledging to help us match the $50,000 sponsorship from Commerce Bank. The committee is also working to increase the gala gross proceeds. The Gala Committee hired a sponsorship consultant. They are also working for a bigger marketing campaign for the raffle tickets and trying to sell all 750 tickets. They are currently accepting sponsorships and renewals.

The Board asked Dean Owens several questions about the Restaurant Gala.

Dean Owens answered the questions.

Dean Owens announced that the NJ Department of Labor business contract for the casino consortium has been received. This is training for the casino consortium under continuing education.

Dean Owens stated that the college relations office received a first place Pepperpot award—for public relations work on special events for the Cape May County Campus grand opening.

President Mora stated that as a community service initiative, he and his wife, Dr. Theresa DeFranco, have agreed to serve as honorary co-chairs of the Big Brothers Big Sisters “Bowl for Kids Sake” in March.

President Mora extended to the Board best wishes for the holiday season, and he gave them a gift of Careme’s dinner tickets from the college.

IX. REPORTS OF COMMITTEES AND INDIVIDUAL TRUSTEES

A. ACCC Foundation: Mr. Boyer gave promotional remarks for the 23rd Annual Restaurant Gala. He stated that the Sheraton Hotel will offer a special room rate of $79.
He noted that the foundation needs help with corporate sponsorships, and they are trying to sell more tickets. He encouraged the Board to sell two Gala raffle tickets which were given to them tonight (envelopes were handed out). The committee is also trying to make this more of a family community event.

Mr. Boyer gave the foundation board report for December 13, 2005, (see attached) as follows:

- The Foundation recently received a $10,000 gift in memory of Dr. James Callaway of Cape May Court House. The monies will be used to create an endowment to provide emergency funds for African-American male students with financial need not covered by financial aid. The gift was made by Dr. Callaway’s widow, Barbara J. Callaway.

- The next meeting of the ACCC Foundation will be held at 8 a.m., Thursday, January 26, at the Cape May County Campus. Trustees are welcome to attend.

**B. Budget, Finance & Audit:** None

**C. Long-Range Planning & Academic Affairs:** None

**D. Minority Affairs:** Ms. Baumgardner mentioned that the December meeting is this Thursday. They will have a report for next month.

**Secretary’s Note:** Resolution No. 47 is Resolution No. 38A which was tabled on November 22, 2005. The resolution number was changed due to the numerous revisions.

- **E. Personnel:** Dr. Dworsky stated that Resolution No. 47, “Code of Ethics Pertaining to Conflicts of Interest for College Trustees and the College President,” was an updated revision of Resolution #38A due to acting governor Codey’s Executive Order No. 65. She noted that there were very few changes. The college president and domestic partners were added to the code.

  A question regarding sources of income was added to the Financial Disclosure Statement.

  There was some discussion by several Board members regarding statements on the code of ethics form.

  Counsel Greco advised the Board on all of their questions and concerns.

  Chairperson Lefke asked that the words “as required” be added after the word submit to the last WHEREAS paragraph in the resolution.

  With the revision added below, Mr. Melchiorre made the motion and Ms. Baumgardner seconded the following:
WHEREAS, the Board’s Personnel Committee reviewed the ACCC “Code of Ethics Pertaining to Conflicts of Interest for College Trustees and the College President,” 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 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” be distributed annually at the November re-organization meeting, and

WHEREAS, on the advice of Counsel, each Trustee must submit annually as required the State of New Jersey Financial Disclosure Statement (attached) in accordance with the Local Government Ethics Law, 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
- Annually sign and submit the state Financial Disclosure Statement
- Annually receive and review the “Eight Key Principles for Community College Trustees”

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

ROLL CALL: ALL AYES, NO NAYS

Dr. Dworsky explained and moved and Ms. Baumgardner seconded the following.

Dr. Dworsky thanked Mr. Lehavy for his service to the college.

WHEREAS, Yechiel Lehavy served Atlantic Cape Community College with great pride and devotion for more than 34 years, and

WHEREAS, Mr. Lehavy, as a Professor of Anthropology and Sociology, made a profound and lasting impact on more than a generation of this institution’s students, and

WHEREAS, Mr. Lehavy, in his long-time leadership role with the College’s collective bargaining units helped shape and foster a progressive and professional working relationship between faculty, staff and management, and

WHEREAS, Mr. Lehavy’s extensive extra-curricular service with student activities and community initiatives were testament to his service beyond the classroom and his commitment to the College’s comprehensive mission, and
WHEREAS, Mr. Lehavy has expressed his intent to retire from Atlantic Cape Community College.

THEREFORE BE IT RESOLVED, upon the recommendation of the President, that the Board accept the retirement of Professor Yechiel Lehavy, effective January 1, 2007.

BE IT FURTHER RESOLVED that the Board extends to Mr. Lehavy its deepest appreciation for a distinguished career of loyalty and service to Atlantic Cape Community College.

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

Cherylann Bartello, Admissions Specialist (Culinary Recruiter), a grant-funded position, effective December 14, 2005, at a salary of $29,180.


Title Change

Dr. Barbara Warner, from Associate Professor of Nursing to Associate Professor of Psychology, effective September 1, 2006, at her current salary.

Ms. Kramer expressed concern about how the Institutional Development and Advancement Specialist position requirements matched the recommended person's experience and education.

Dean Owens explained the interview process in-depth, the candidate's additional experience and information from reference contacts.

ROLL CALL: ALL AYES, NO NAYS

Dr. Dworsky read the resolution recognizing the contributions of Mr. Charles "Chuck" Reynolds, former trustee and Board chairman, who died recently.

Ms. Kramer moved and Mr. Boyer seconded the resolution.

WHEREAS, Charles "Chuck" Reynolds served as a member of the Atlantic Cape Community College Board of Trustees from March 1991 through September 2001, and

WHEREAS, Mr. Reynolds' leadership and dedication was acknowledged through his election as Board Chairman from 1993 to 1996 and again from 1999 to 2000, and

WHEREAS, Mr. Reynolds was also a key contributor to the Board's Minority Affairs Committee and the Atlantic Cape Community College Foundation, and

WHEREAS, Atlantic County recognized Mr. Reynolds' active participation in civic and higher education endeavors with the planting of a fir tree outside of the College's main campus administration building on Arbor Day 2002, and
WHEREAS, Mr. Reynolds departed this life on November 17, 2005, at the age of 81.

THEREFORE BE IT RESOLVED, that the Board expresses its heartfelt condolences to the family and many friends of Charles “Chuck” Reynolds.

ROLL CALL: ALL AYES, NO NAYS

Chairperson Lefke read a note of thanks from Mrs. Fran Reynolds, widow of Mr. Reynolds, for the dish garden arrangement sent by the college community.

X. OTHER BUSINESS

Ms. Kramer thanked Ms. Skinner and her staff for the updated Grants Directory.

Ms. Skinner stated that the directory will be updated every six months.

Secretary’s Note: The Grants Directory, Fiscal Year 2006, from 7/1/05 through 6/30/06, was placed in the Board’s pad folio prior to the meeting.

Mr. Melchiorre expressed that he was very pleased about Dr. Mora’s participation with the Big Brothers Big Sisters project because it is a worthy organization.

XI. COMMENTS FROM THE PUBLIC

None

XII. DISCUSSION OF MATTERS PERTAINING TO PERSONNEL AND LITIGATION

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

RESOLVED: At a public meeting of the Board of Trustees to be held on January 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

XIII. ADJOURNMENT

On motion of Mr. Melchiorre and second by Mr. Boyer the meeting was adjourned at 8:40 p.m. in J-202, second floor, “J” Building, Atlantic Cape Community College, Mays Landing, NJ.

Respectfully submitted,

BettyAnn Inloes Hines
ACCC Board Secretary