I. **CALL TO ORDER REGULAR SESSION**

On Tuesday, March 28, 2006, 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 at the Bulletin Board, 2nd Floor, “J” Building, main campus; the Cape May County Campus and Charles D. Worthington Atlantic City Center 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 March 17, 2006.

III. **FLAG SALUTE**

Chairperson Lefke 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>
<td>Dr. Peter Mora</td>
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<tr>
<td>Robert J. Boyer</td>
<td>Kathleen J. Corbalis</td>
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<tr>
<td>Dr. Elizabeth A. Dworsky</td>
<td>Douglas Hedges</td>
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<td>David A. Evans</td>
<td>Patricia Owens</td>
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<td>Lynn P. Kramer</td>
<td>Dr. Richard Perniciaro</td>
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<td>Jayna Laxman</td>
<td>Dr. Joseph Rossi</td>
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<td>Brian G. Lefke</td>
<td>Bobby Royal</td>
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<td>Andrew W. Melchiorre</td>
<td>Carmen Royal</td>
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<td>Eric Reynolds</td>
<td>Therese Sampson</td>
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<tr>
<td>Maria Ivette Torres</td>
<td>Catherine Skinner, CPA</td>
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<td>Helen W. Walsh</td>
<td>Dr. Art Wexler</td>
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**Others in Attendance**

- George Boileau, Atlantic Co. Treasurer
- Tom Barlas, Reporter, Press of Atlantic City
- Jim Usilton, ACCC employee
- Mary Jo Pierce, ACCC Student

V. **CALL TO ORDER EXECUTIVE SESSION**

Chairperson Lefke stated that there would be no executive session.
VI. APPROVAL OF REGULAR AND EXECUTIVE SESSION MINUTES OF FEBRUARY 28, 2006

Chairperson Lefke asked the Board to approve the regular and executive session minutes for February 28, 2006.

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

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 gave the financial report as follows:

Preliminary Fiscal Year 2005-2006 year-to-date data summarized for the Board Summary Report for the eight months ended February 28, 2006. As of this time, indicates a margin of $5,844,848. The college has earned 84.94% of budgeted revenues and expended 61.27% of budgeted expenses.

The actual activity is where we would expect it to be compared to the fiscal year to date budget. At this point, we do not expect to fully utilize the $1.5 million fund balance as anticipated in the FY2006 budget.

The college has collected approximately $850,000 more revenue than budgeted for the eight-month period. This is due primarily to interest income included in Miscellaneous earned at a higher rate than originally budgeted ($200,000), state appropriations paid at a higher amount than originally budgeted ($169,000) and Summer 2005 credit enrollments and leased curriculum higher than budgeted ($200,000). Miscellaneous income also includes a one-time $25,000 energy savings rebate related to performance lighting controls on the CMCC campus and other $40,000 in cost recovered on the non-credit NJ DOL contract.

Expenses are lower than expected compared to the year-to-date expense budget by approximately $400,000. This positive variance can be attributed primarily to $350,000 of renewal and replacement funds for Mays Landing and Atlantic City and start-up costs for the Cape May County Campus that have not yet been encumbered or expended. It is expected these funds to be utilized for the purposes intended.

Ms. Kramer asked Dean Skinner several accounting questions concerning the Board Summary Report.

Dean Skinner answered several questions and stated that she will return next month with further information.

Mr. Melchiorre moved for acceptance of the financial report and Dr. Dworsky seconded.
ROLL CALL: ALL AYES, NO NAYS

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

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

Bid Exempt 475 Professional Services – Academic and Facilities $243,438.00
Master Plan Chapter 12 Funding

$226,438.00
+17,000.00 (reimbursable expense)

L. Robert Kimble & Associates
West Chester, PA

Bid Exempt 474 State Contract – 2006 F250 Truck (FY’06, Facilities) $25,361.00
Princeton Nassau
Princeton, NJ

Bid Exempt Tech Prep Grant Reimbursement, ACCC Lead $32,280.56
Agency, (FY’06, Tech Prep)
Atlantic County Vocational School
Mays Landing, NJ

Mr. Melchiorre asked if the Cape May County Campus was considered under this
Master Plan.

Dr. Mora stated that expansion for the Cape May County Campus was built into
the original Cape May County Campus project.

ROLL CALL: AYES, NO NAYS, ONE ABSTENTION (Brian Lefke)

Mr. Boyer stated that Resolution #70A, Non-Bid Award: Bid Ex. 473 is being
pulled.

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

WHEREAS, the Atlantic Cape May Career Centers, Inc. is accepting applications for Out-
Of-School Youth Services Grant that provides skill training for Out-Of-School Youth that
leads to credentials and employment, and

WHEREAS, the college is proposing to provide allied health and culinary occupational
skill training for up to 70 out-of-school youth in Atlantic and Cape May counties who are
low-income and have barriers to employment, and

WHEREAS, ACCC partners with culinary, and healthcare providers in seeking solutions
to workforce shortages while assisting young adults to achieve optimal success, and

WHEREAS, the maximum amount of the grant is $300,000 for 2006/2007 from July 1,

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community
College hereby grants approval to apply for the Atlantic Cape May Career Centers, Inc.
Out-Of-School Youth Services Grant from July 1, 2006 through August 31, 2007, for a maximum of $300,000.

Dr. Dworsky asked if there were any questions from the Board.

Ms. Walsh asked if the college had been awarded any similar grants, and if we have any reports as to outcomes of the grants.

Dean Owens stated that the college does reports on a monthly basis; and she will see that information is provided on these past grants.

ROLL CALL: AYES, NO NAYS, ONE ABSTENTION (Eric Reynolds)

B. President’s Report: Dr. Mora stated that he had three items to report to the Board. The college relations department has received another national recognition. Over the years they have received a series of these honors. Dr. Mora asked Dean Owens to give some background information.

Dean Owens stated that the college received a silver award under the Media Success Story category at the 2005 Paragon Awards sponsored by the National Council for Marketing and Public Relations. The work was submitted by Ms. Stacy Clapp, College Relations Specialist, for the national media coverage of the 2005 Press of Atlantic City Restaurant Gala. There were 18 entries competing for this award.

Dr. Mora noted that Ms. Corbalis is on the board of the National Council for Marketing and Public Relations. NCMPR is an affiliate of the American Association of Community Colleges. He noted that this is a great honor for the college, and he congratulated the college relations department.

Dean Royal stated that Ms. Kelley Adams, a NJ Stars student from Oakcrest High School, was selected for the 2006 NJ All State Academic Team for her outstanding accomplishments as a community college student.

Dr. Mora stated that Ms. Adams’ accomplishment was impressive since only a total of 35 students have been chosen from the 19 community colleges.

Dr. Mora gave an update on the Middle States visit. Every ten years a Middle States team visits a community college for reevaluation or accreditation. There were nine members on our team lead by Dr. Elaine Ryan. Their visit ends tomorrow after a public hearing where they will give an oral report which will be simulcast to the other two
A written report will be issued in two weeks. ACCC’s accreditation status will be voted upon in June by the Middle States Commission. They will look at our self-study report, the peer review team’s evaluation, our response to the peer review evaluation team and a private brief written by Dr. Ryan. Dr. Mora stated that we are confident in this overall process.

Chairperson Lefke asked the Board if there were any questions.

Mr. Reynolds stated that his concerns were under the Financial Report area. He wanted the Board to revisit Ms. Kramer’s questions about the Board Summary Report. He recommended that Ms. Skinner address her concerns with the Budget, Finance and Audit Committee.

IX. REPORTS OF COMMITTEES AND INDIVIDUAL TRUSTEES

A. ACCC Foundation: Mr. Boyer gave the following report on the March 28 ACCC Foundation Committee meeting.

- This year’s Press of Atlantic City Restaurant Gala held Thursday, March 23, at the Atlantic City Convention Center, was a tremendous success. Close to 1,000 guests attended the black-tie event which realized $210,000 in net proceeds. This is the highest total for the Gala in its 23-year-history and 25% above last year’s proceeds.

  Mr. Boyer reported that total income increased by $52,000 and was the result of increased sponsorships and ticket sales. He reported expenses increased by only $2,000 indicating a process that was organized very efficiently. He thanked the Gala Committee for a job well done and their personal commitment to the event which made it the most successful ever. He stated this affair was a “pat on the back” for the college.

  The proceeds include revenues of $21,250 from the 50-50 raffle, which support general scholarships at the college. A list of raffle winners and photos from the gala are available for viewing on the college’s Web site. Thanks to all who attended, served as sponsors, supported the ad book, volunteered at the event or purchased raffle tickets.

  The foundation will hold its annual reorganization meeting at 8 a.m. Thursday, April 13, on the Mays Landing campus. All are welcome to attend.

B. Academic & Student Affairs: Mr. Reynolds gave the following report on the March 22 Academic and Student Affairs Committee meeting.

- Speech Assistant Professor Keith Forrest and Department Chair Denise Coulter reported on Res. #72. The new Communications option would include two tracks: Journalism and Creative Writing. Forrest added that the program was modeled after the curriculum of some of the nation’s top Communications institutions in an effort to deliver a quality program with transferability to top schools. The program is scheduled to begin offerings in the Fall 2006 semester with classes at all college sites.
The committee agreed to discontinue the Physical Therapist Assistant Program as per Res. #71. Mr. Reynolds stated that the highest enrollment was in 1999 with 31 students. Currently six students are enrolled in the program. Because of options in the work force, this program is no longer viable.

The committee will recommend reviewed Res. #72 and #71 for approval by the Board at the next regularly schedule monthly meeting.

ESL Department Chair Professor Christina Cavage provided the committee with a presentation on the English as a Second Language testing policy and the parameters of academic fluency in language. Discussion ensued and the issue of identifying alternate benchmarks will be reviewed by the committee and brought back for discussion in May.

A revision to the college’s Alcohol Policy was discussed to include language that incorporates off-campus premises and a more even application of the terms “drug” and “alcohol.” Dean Carmen Royal advised that she would look into the existing contracts between ACCC and area housing complexes. The new policy would be reviewed by college counsel Lou Greco and Terry Sampson with a draft resolution prepared for the April Meeting.

C. Budget, Finance & Audit: (See Board Minutes Book for 3/21/06 report.)

D. Long-Range Planning & Capital Projects: (See Board Minutes Book for 3/20/06 report.)

Mr. Reynolds read, Mr. Evans moved and Mr. Boyer seconded the following.

WHEREAS, the Commission on Accreditation in Physical Therapy Education withdrew accreditation from the physical therapist assistant education program at Atlantic Cape Community College, and

WHEREAS, the Commission took this action at the request of the program and in light of the fact that the last class of students in the program graduated, and

WHEREAS, the Curriculum Committee, on January 26, 2006, approved dropping the program because it was no longer cost effective.

THEREFORE BE IT RESOLVED that the Board of Trustees approve dropping the Physical Therapist Assistant, A.S. degree effective fall 2006.

Mr. Reynolds asked if there were any comments.

ROLL CALL: ALL AYES, NO NAYS

Mr. Reynolds read and moved and Mr. Boyer seconded the following.

WHEREAS, Communication has become one of the most popular majors in the country, and

WHEREAS, the English/Speech Department has created a Communication Option based upon a careful examination of standard practices and curriculums at two and four-year colleges, and

WHEREAS, the Director of Admissions and College Recruitment at Atlantic Cape Community College has reported that Communication is one of the most requested majors by prospective ACCC students, and
WHEREAS, the Curriculum Committee has considered and approved the Communication Option, Liberal Arts, Associate in Arts degree on February 23, 2006.

THEREFORE BE IT RESOLVED that the Board of Trustees approve offering the Communication Option, Liberal Arts, Associate in Arts degree effective fall 2006.

Mr. Reynolds asked if there were any comments.

ROLL CALL: ALL AYES, NO NAYS

E. Minority Affairs: Ms. Baumgardner gave highlights from the Executive Summary of the March 16 Minority Affairs Committee meeting. (See Board Minutes Book for detailed report.)

Ms. Baumgardner stated that on April 28, she along with Deans Bobby and Carmen Royal will be giving a presentation at the 2006 Best Practices Conference on “Supporting College and Community Programs through Board of Trustees Initiatives.” She said Bobby Royal had given the group an update on the community relations program he is launching.

Ms. Baumgardner highlighted the success of former ACCC graduate Miguel Cortes, who serves on the Minority Affairs committee. Mr. Cortes graduated from Drexel University and is employed by Johnson and Johnson and attending a program at Princeton University.

Mr. Evans thanked and congratulated the organizers of the March 26 Holocaust Awareness Program. He stated that the program was touching and a perfect memorial. (See Board Minutes Book for program copy.)

F. Personnel: Dr. Dworsky explained and moved and Mr. Reynolds seconded the following.

It is respectfully recommended that the Board approve the following:

Appointments


Karen Sherback, Surgical Technician Instructor, a full-time temporary position through December 2006, at an hourly rate of $30, effective March 29, 2006.
Title Changes

**Keith Forrest**, from Assistant Professor of Speech to Assistant Professor of Communication, effective July 1, 2006.

**Dr. Joyce Grohman**, from Professor of Nursing to Professor of Physical Education and College Skills, effective July 1, 2006.

Resignations

**Mark Corbalis**, Director of Database Administration, effective March 28, 2006.

**Donna McArthur**, Assistant Director, Auxiliary and Business Services, retroactive to December 1, 2005.

Dr. Dworsky asked if there were any comments.

ROLL CALL: ALL AYES, NO NAYS

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

WHEREAS, the Trustees and College President acknowledge that a committee structure enhances the efficiency and effectiveness of the full Board, and

WHEREAS, the Board Chairman recently charged the Trustee Personnel Committee to identify and clarify the roles of the various Board Committees, and

WHEREAS, the Personnel Committee met and discussed duties and responsibilities of standing Trustee committees for Academic and Student Affairs; Foundation; Budget, Finance, and Audit; Long-Range Planning and Capital Projects; Minority Affairs; and Personnel, and

WHEREAS, the Dean of Cape May County and Labor Relations, serving as senior staff liaison to the Personnel Committee, researched past practice with the other Board committee liaisons,

THEREFORE BE IT RESOLVED, upon the recommendation of the Personnel Committee, that the Board adopt the attached policy and procedures for Atlantic Cape Community College Board of Trustee Committees.

ROLL CALL: ALL AYES, NO NAYS

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

WHEREAS, Kenneth Foster joined the College on February 16, 1981, as a member of the Facilities Management Department, and

WHEREAS, Ken has routinely and consistently performed his housekeeping duties with dedication and devotion, and

WHEREAS, Ken’s cordial and cooperative approach to his work has long endearing him to students, colleagues and visitors throughout the years, and

WHEREAS, Ken has expressed his intent to retire from the College, effective July 1, 2006.

THEREFORE BE IT RESOLVED, upon the recommendation of the President, that the Board accept the retirement of Kenneth Foster.
BE IT FURTHER RESOLVED, that the Board extend to Ken its appreciation for his more than 25 years of service and best wishes to he and his wife, Joan, for retirement years filled with health and happiness.

Dr. Dworsky asked if there were any comments.

ROLL CALL: ALL AYES, NO NAYS

Dr. Dworsky stated that the Board of Trustees received the “ACCC Board Self-Assessment Summary Report” from Dr. Narcisa A. Polonio, Vice President, Association of Community College Trustees Board Leadership Services and the ACCC Board Retreat Consultant. This document is a follow-up of the ACCC Board Retreat on January 28, 2006, “Defining a Legacy for the ACCC Board of Trustees.” This report was given to the Board and will be reviewed at next month’s Board meeting. She stated that the document is a spring board for continuing Board development.

Dr. Dworsky, Mr. Evans and Ms. Torres gave highlights from the rough draft report on the “Board Development Program” and an information sheet on the “Trustee Handbook” from the February 2 Brainstorming Session attended by Dr. Dworsky, Mr. Evans, Ms. Torres and Dr. Mora. (See Board Minutes Book for copies of above documents and 3/20/06 Personnel Committee Meeting Minutes.)

Dr. Dworsky said that the Personnel Committee has been working hard. They discussed the number of staff who live within the counties, and Dr. Rossi gave the following figures.

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<tr>
<th>County</th>
<th>Number</th>
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<tbody>
<tr>
<td>Atlantic</td>
<td>266</td>
</tr>
<tr>
<td>Burlington</td>
<td>7</td>
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<tr>
<td>Camden</td>
<td>11</td>
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<tr>
<td>Cape May</td>
<td>47</td>
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<tr>
<td>Cumberland</td>
<td>14</td>
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<tr>
<td>Gloucester</td>
<td>11</td>
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<tr>
<td>Ocean</td>
<td>6</td>
</tr>
<tr>
<td>PA</td>
<td>3</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>365</strong></td>
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Dr. Mora congratulated the Personnel Committee on a visionary approach to Board Development. He was glad to see they are moving forward in the process. He noted that the President’s Office was the liaison for Board Development.
X. OTHER BUSINESS

Ms. Kramer brought to the Board’s attention an article that appeared in The Press of Atlantic City on the weekend. It spoke of a wide-range culinary recruitment effort undertaken by Harrah’s because of the food service industry’s staffing shortages. She wondered why we had declining enrollment in our culinary school when there is a need for chefs. She asked that the college review its efforts with the Academy of Culinary Arts to ensure it takes advantage of the opportunities for student enrollment.

Dr. Mora stated that the college is engaged in an ACA and industry recruitment project. Over the past five months we have been involved in an internal review. In October Dr. Mora charged Dr. Wexler with the internal review; and Dr. Wexler has been meeting with ACA administrators, reporting to the Academic and Student Affairs Committee and reviewing where we are currently.

Dr. Wexler said that we are looking at various best practices in various culinary schools that we might model here. There is a plan to investigate several such programs in New York State. We will also be looking into the feasibility of pursuing program accreditation through the American Culinary Federation (ACF). Lastly, we are looking at credit and noncredit delivery, flexibility in course scheduling and relationships with our Hospitality Management programs.

Dean Owens remarked that for over three years we have recognized the shortage of students in ACA. We have worked closely with the community. Dean Owens explained in-depth the model the college brought before the casino CEO association which did not go anywhere.

Dr. Mora explained the matter has recently been under review by the college and the Academic and Student Affairs Committee and that a plan to enhance enrollment and address industry needs is being developed.

Mr. Reynolds, as Chairperson of the Academic and Student Affairs Committee, agreed with Dr. Mora’s comments.

Dr. Mora stated that under Dr. Wexler we are looking at a model that would maintain and enhance the marketing level of our ACA program. There will be a greater level of commitment to workforce needs with an added link to other degree needs. We
are looking for a program that would link the two academic programs with a workforce component built into it.

Mr. Melchiorre stated that there are two things we are looking to do—examine the content of what we are doing and make known the things we are doing. He noted that this information needs to be out in the community, and there are people within the college who are capable of doing this.

XI. COMMENTS FROM THE PUBLIC

None

XII. DISCUSSION OF MATTERS PERTAINING TO PERSONNEL AND LITIGATION

The following resolution was introduced (Mr. Reynolds) and seconded (Mr. Lefke):

RESOLVED: At a public meeting of the Board of Trustees to be held on April 25, 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 Trusts 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 Mr. Melchiorre the meeting was adjourned at 8:00 p.m. in Room 204 at the Charles D. Worthington Atlantic City Center in Atlantic City, NJ.

Respectfully submitted,

BettyAnn Inloes Hines
ACCC Board Secretary