I. **CALL TO ORDER REGULAR SESSION**

On Tuesday, July 26, 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 July 14, 2005.

III. **FLAG SALUTE**

Everyone stood and recited the Pledge of Allegiance.

IV. **ROLL CALL**

<table>
<thead>
<tr>
<th>College Personnel</th>
<th>Others in Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert J. Boyer</td>
<td>George Boileau, Atlantic Co. Treasurer</td>
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<tr>
<td>Dr. Elizabeth A. Dworsky</td>
<td>Nick Ganaway, ACCC employee</td>
</tr>
<tr>
<td>David A. Evans</td>
<td>Judy Matsunobu, retired ACCC employee</td>
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<tr>
<td>Lynn P. Kramer</td>
<td>Dr. Wil Parsons, ACCC employee</td>
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<tr>
<td>Brian G. Lefke</td>
<td>Ms. Thompson, ACCC student</td>
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<tr>
<td>Andrew W. Melchiorre</td>
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<td>Dr. Albert A. Monillas</td>
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<tr>
<td>Eric Reynolds</td>
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<td>Nicholas F. Talvacchia</td>
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<td>Maria Ivette Torres</td>
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<td>Dr. Peter L. Mora</td>
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<td>Dr. Agnes Armao</td>
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<td>Kathleen J. Corbalis</td>
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<td>Patricia Owens</td>
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<td>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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<tr>
<td>Carmen Royal</td>
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<tr>
<td>Therese Sampson</td>
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<tr>
<td>Catherine P. Skinner, CPA</td>
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<tr>
<td>BettyAnn Inloes Hines</td>
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<tr>
<td>Ellen Gregory</td>
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<td>Mark Streckenbein</td>
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<tr>
<td>Louis J. Greco, Esquire</td>
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<tr>
<td>BettyAnn Inloes Hines</td>
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<td>Ellen Gregory</td>
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<td>Mark Streckenbein</td>
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<tr>
<td>Louis J. Greco, Esquire</td>
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</tbody>
</table>

Chairperson Lefke welcomed and introduced new trustee Mr. David A. Evans to the Board and asked him to give some information on his background.

Mr. Evans stated that he was glad to be on the Board. He gave some remarks about his 32 years in education.

The Board welcomed Mr. Evans.
Chairperson Lefke welcomed Ms. Kramer back on the Board to begin a new term as an Atlantic County appointee.

Chairperson Lefke stated that Mr. Fauntleroy has resigned from the Board because he moved out of state.

**Secretary's Note:** Ms. Kramer was appointed to replace Ms. Sandra D'Amato whose term expired in November 2004. Plaques will be sent to Mr. Fauntleroy and Ms. D'Amato in commemoration of their years of service.

V. CALL TO ORDER – EXECUTIVE SESSION

Chairperson Lefke called for an executive session at 7:10 p.m.

Except for Dr. Mora, Dr. Rossi and Counsel Greco, college personnel and the public left the meeting.

**Secretary's Note:** At 8:16 p.m. the regular session was reopened.

VI. APROVAL OF THE REGULAR MEETING MINUTES FOR JUNE 28, 2005

Chairperson Lefke asked the Board to approve the regular session minutes.

Ms. Hines, Board Secretary, stated that the minutes needed to be changed to show that Ms. Dina A-Raheem, who attended as the public, is an ACCC student.

Mr. Talvacchia moved and Dr. Dworsky seconded the approval of the minutes as corrected.

ROLL CALL: AYES, THREE ABSTENTIONS

VII. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

None.

VIII. REPORTS OF OFFICERS AND AGENTS

Mr. Talvacchia asked Ms. Sampson to present Res. #4, Award of Bids.

Ms. Sampson read Res. #4 giving pertinent information on each bid. She also answered questions about Bid No. 1641, Science Supplies, and Bid Exempt, Landscaping and Sprinkler System, Cape May County Campus.

Mr. Talvacchia moved and Mr. Boyer 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>
</tr>
</thead>
<tbody>
<tr>
<td>1641</td>
<td>Science Supplies, (FY'06 Science Department Operational)</td>
<td>$37,010.27</td>
</tr>
<tr>
<td></td>
<td>Sargent Welch</td>
<td>$13,790.36</td>
</tr>
<tr>
<td></td>
<td>Buffalo Grove, IL</td>
<td></td>
</tr>
</tbody>
</table>

APPROVAL OF 6/28/05 MINUTES
Ward’s Natural Science 10,679.69
Rochester, NY
Frey Scientific 1,375.74
Mansfield, OH
Carolina Bio 4,224.22
Burlington, NC
Macalaster Bicknell 6,940.26
Millville, NJ

Bid Exempt 458  Adult Ed Grant/Lead Agency (Reimburse $37,854.72
Atlantic County Vocational School)
Atlantic County Vocational School
Mays Landing, NJ

Bid Exempt  Landscaping and Sprinkler System, Cape May
Campus, (Chapter 12 funding and Leaves for Learning donations) *$118,184.70
*not to exceed
Tom’s Landscaping Contractors
Laureldale, NJ

ROLL CALL: ALL AYES, NO NAYS

A. Financial Report: Mr. Talvacchia stated that the Board Summary Report (draft)
for fiscal year ending June 30, 2005, indicates a margin of $1,824,764. He reported that the
college exceeded budget by $1.7 million and enrollment was up over 8%.

Mr. Talvacchia moved for acceptance of the Board Summary Report and Mr. Boyer
seconded.

Ms. Kramer wanted to know the reason for the year end surplus of $1,800,000.

Ms. Skinner gave the reasons for the increase in revenue.

ROLL CALL: ALL AYES, NO NAYS

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

WHEREAS, Atlantic Cape Community College has had a long standing relationship with
Prentice Hall Publishing and as part of their mission to support education they identify
institutions to award the Education Partnership Program, and

WHEREAS, the Academic Resources Department requests the Board of Trustees approval
of the submission of a proposal for funding under the Prentice Hall Education Partnership
Program (see attached) that helps faculty with the challenges that they face in keeping up to
date with the latest software releases and newest teaching techniques in Information
Technology courses, and

WHEREAS, under the terms of the grant, the amount of $20,000 shall be used for the
purpose of purchasing hardware for the benefit of the Computer Science Department and/or
students of this department at Atlantic Cape Community College, and

RESOLUTION: Bid No. 1641 – Science Supplies, Sargent Welch, $13,790.36///Bid
Ex. 458 – Adult Ed Grant/Lead Agency, Atl. Co. Vocational Sch., $37,854.72///Bid
Ex. Landscaping & Sprinkler System, Cape May Campus, Tom’s
Landscaping Contractors, not to exceed $118,184.70

RESOLUTION:

Approval & Acceptance –
Approve the proposal and authorize accep­
tance of the Educational Partnership Program in the
amount of $20,000.00 from 7/1/05 through 6/30/06
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 approve the proposal and authorize acceptance of the Education Partnership Program in the amount of $20,000 from July 1, 2005 through June 30, 2006 from July 1, 2005 through June 30, 2006.

ROLL CALL: ALL AYES, NO NAYS

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

WHEREAS, the New Jersey Department of Human Services and Department of State, as a collaborative, is accepting applications for the Support Services for Post-TANF Population Grant (see attached) that seeks to enhance outreach and referral services for Post-TANF recipients in New Jersey, and
WHEREAS, the college is continually seeking to provide community outreach services and supplement revenue, and
WHEREAS, these grant funds will provide funds to offset current salaries, and.

WHEREAS, the maximum amount of the grant is $90,000 for one year from October 1, 2005 through September 30, 2006.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to apply for the Support Services for Post-TANF Population Grant from October 1, 2005 through September 30, 2006 for a maximum of $90,000.

ROLL CALL: AYES, ONE ABSTENTION

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

WHEREAS, the U.S. Department of Labor, Employment and Training Administration is accepting applications for the Limited English Proficiency and Hispanic Worker Grant (see attached) that seeks to improve access to employment and training services for LEP persons and to better serve Hispanic Americans through workforce investment programs that address the specific workforce challenges facing these individuals, and
WHEREAS, the college is continually seeking to provide services to underserved populations and generate additional revenue, and
WHEREAS, this grant would provide additional funds for the Continuing Education Department and strengthen our ESL offerings, and
WHEREAS, the maximum amount of the grant is $1,000,000 for two years from January 1, 2006 through December 31, 2007.

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to apply for the Limited English Proficiency and Hispanic Worker Initiative Grant for two years from January 1, 2006 through December 31, 2007 for a maximum of $1,000,000.

ROLL CALL: ALL AYES, NO NAYS

Mr. Boyer explained and moved and Mr. Talvacchia seconded the following.

WHEREAS, on January 22, 2002, Resolution #49, the Board of Trustees established a college purchasing policy to coincide and agree with the County College Purchasing Law as adopted on December 28, 1984, and amended 2002 (P.L. 1984,18A:64A – 25.3), and

RESOLUTION: Revision – Revise the college purchasing Law’s newly established bidding threshold of $27,900.00 effective 8/1/05

RESOLUTION: Application – Approval to apply for the Support Services for Post-TANF Population Grant from 10/1/05 through 9/1/06 for a maximum of $90,000

RESOLUTION: Application – Approval to apply for the Limited English Proficiency and Hispanic Worker Initiative Grant for two years from 1/1/06 through 12/31/07 for a maximum of $1,000,000

RESOLUTION: Revision – Revise the college purchasing Law’s newly established bidding threshold of $27,900.00 effective 8/1/05
WHEREAS, pursuant to the provisions of the law, the bid threshold for awarding contracts has been adjusted to $27,900.00.

THEREFORE BE IT RESOLVED that the Board of Trustees revise the college purchasing policy to coincide and agree with the County College Purchasing Law’s newly established bidding threshold of $27,900.00 effective August 1, 2005.

ROLL CALL: ALL AYES, NO NAYS

B. Report of the President: Dr. Mora stated that he had several areas to report on to the Board.

As President, Dr. Mora welcomed Mr. Evans to the Board.

Dr. Mora stated that there are some new senior staff members. He asked that each senior staff member state their names and titles.

The following senior staff members introduced themselves: Dr. Agnes Armao, Vice President, Academic Affairs; Kathy Corbalis, Executive Director of College Relations; Patricia Owens, Acting Dean, Continuing Education and Resource Development; Dr. Richard Perniciaro, Acting Dean, Administration, Planning and Research; Dr. Joseph Rossi, Acting Dean, Cape May County and Labor Relations; Bobby Royal, Acting Dean, Worthington Center and Community Affairs; Carmen Royal, Dean of Students; Terry Sampson, Executive Director, Business Services and Catherine Skinner, Executive Director, Finance.

Dr. Mora asked Ms. Sampson to give an update on the Cape May County campus construction.

Ms. Sampson stated that Cape May campus construction is 98% complete, and the campus is looking nice. The following items need to be performed: second floor exterior entrance railings up, finish south stairs, install blinds, finish millwork information commons desk, wood floor cafeteria, and seed lawn. The college hopes to receive the temporary certificate of occupancy on July 27 and begin commissioning the building on August 7. The grand opening is scheduled for August 24, 2005.

Dr. Mora asked Ms. Royal to give the Enrollment Report.

Ms. Royal gave enrollment information from the Summer/Fall 2005 through July 24, 2005 report from the following areas. (See Board Minutes Book for full report.)
Summer 2005 total numbers including online classes:

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<tbody>
<tr>
<td>Heads</td>
<td>2,739</td>
<td>+ 5.27%</td>
</tr>
<tr>
<td>Credits</td>
<td>14,362</td>
<td>+ 8.28%</td>
</tr>
</tbody>
</table>

Summer 2005 online classes only:

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<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Heads</td>
<td>1,356</td>
<td>+ 16.20%</td>
</tr>
<tr>
<td>Credits</td>
<td>6,206</td>
<td>+ 19.81%</td>
</tr>
</tbody>
</table>

Summer online includes eArmyU registrations

Web registration activity:

Fall: 1,896 Summer: 1,529

Web registration does not include eArmyU registrations

Number of students in Cape May County classes, Fall 2005, duplicated headcount: 1,689 (49% of available seats)

Mr. Boyer requested, if possible, that future reports show separate enrollment totals for each county campus.

Ms. Kramer asked if we have a revenue stream (project our Cape May campus enrollment) in the new college based on credit enrollment. She asked for a five-year enrollment projection for Cape May as well as fixed and annual costs for operating the new building. Because the public and Board should understand where we are going.

Dr. Mora said that the college would prepare that information.

Dr. Mora stated that Ms. Owens will give a presentation on the college’s national recognition by the US Department of Labor. Of the over 100 applicant organizations submitted nationwide, the Atlantic Cape May Workforce Investment Board (WIB) application (Allied Health Advancement Program operated by ACCC) was selected to receive a first place USDOL Recognition of Excellence Award.

Ms. Owens gave a PowerPoint presentation and poster board picture display of the national recognition we received recently from the US Department of Labor Workforce Innovations 2005 Conference in Philadelphia for two projects—ACCC Allied Health Advancement Program and ACA Bilingual Culinary Program.

She stated that we received First Place, Recognition of Excellence, for the ACCC Allied Health Advancement Program (AHAP). We also received the Faces of Success Recognition for the ACA Bilingual Culinary Program. This program finished in April 2005.
The project was a collaboration between ACCC, UNITE HERE’s Local 54 and casino employers.

Dr. Mora stated that the Middle States evaluation team’s visit is March 26-29, 2006. Dr. Ryan, Chairperson, Middle States Evaluation Team, will conduct a preliminary visit on November 8, 2005, consisting of a meeting with staff and Board members.

Dr. Mora stated that he received a letter from the Commission on Higher Education approving the “branch campus” status for the Cape May County campus.

Dr. Mora thanked Mr. Royal and those on his team for their work on getting this approval. Dr. Mora said this accomplishment is a benchmark toward the opening of the campus.

IX. REPORTS OF COMMITTEES AND INDIVIDUAL TRUSTEES

A. ACCC Foundation: Dr. Monillas gave the July 26, 2005, ACCC Foundation report.

- Trustees are invited to attend a reception at 11 a.m. Tuesday, August 16, for those who made donations to the Foundation’s End of Year Appeal. The event will be held in the college’s Spangler Library on the Mays Landing campus which was the recipient of proceeds raised from the appeal.

- The Leaves for Learning Donor Wall will be unveiled as part of the August 24 grand opening ceremonies. To date, just under $70,000 has been raised for beautification of the Cape May County campus.

- Please mark your calendars for the Foundation’s Gala Celebration at the Cape May County campus on Friday, September 30. The planning committee is actively seeking sponsors and patrons for this fundraising event. Proceeds will be used to develop a scholarship endowment. Invitations will be sent next month.

B. Budget, Finance & Audit: Mr. Talvacchia stated that there was nothing additional to report.

C. Long-Range Planning & Academic Affairs: Mr. Reynolds mentioned that he received no feedback from the Board on the Capital Budget Prioritization report handed out at last month’s Board meeting. Therefore, in anticipation of the Board’s acceptance of the capital plan, Resolution #9, Approve the Allocation of the $1,500,000 to projects as prioritized, documented and recommended by the Long-Range Planning Committee, was prepared. He distributed Resolution #9 to the Board members.
Several Board members asked questions about the prioritization list and the chiller/cooling tower. Ms. Sampson answered the questions to the satisfaction of the Board members.

Chairperson Lefke asked for a follow-up report as the project proceeds.

Ms. Sampson stated that she will interact with the committee.

Mr. Reynolds explained and moved and Dr. Monillas seconded the following.

WHEREAS on June 28, 2005, the Board of Trustees approved a transfer of $1,500,000 from the FY’04 year-end unrestricted fund balance to the FY’05 unrestricted Plant Fund, and

WHEREAS, allocation of said funds were to be documented and prioritized by college administration and the Long-Range Planning Committee, and

WHEREAS, the college administration and the Long-Range Planning Committee are recommending the following Capital Projects:

<table>
<thead>
<tr>
<th>Project</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Elevator Upgrade</td>
<td>$54,270</td>
</tr>
<tr>
<td>Backflow Preventers</td>
<td>48,370</td>
</tr>
<tr>
<td>Fire Stopping Work</td>
<td>2,760</td>
</tr>
<tr>
<td>Replace Valve Pumps</td>
<td>11,120</td>
</tr>
<tr>
<td>Toilet/Electrical Vents</td>
<td>34,070</td>
</tr>
<tr>
<td>Chiller/Cooling Tower</td>
<td>932,290</td>
</tr>
<tr>
<td>Controls Water Tank</td>
<td>19,160</td>
</tr>
<tr>
<td>Greenhouse Renovation</td>
<td>349,210</td>
</tr>
<tr>
<td>Construction Management</td>
<td>48,750</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,500,000</strong></td>
</tr>
</tbody>
</table>

THEREFORE BE IT RESOLVED that the Board of Trustees approve the allocation of the $1,500,000 to capital projects as prioritized, documented and recommended by the Long-Range Planning Committee.

ROLL CALL:  ALL AYES, NO NAYS

D. Minority Affairs: Mr. Reynolds stated that the Kids College scholarship effort has provided for 58 students from Atlantic City and Pleasantville schools to attend the summer program. There are 49 students at the Atlantic City campus and 9 students at the Mays Landing campus. The program runs from July 11 through July 28.

E. Personnel: Dr. Dworsky presented Resolution #3, Personnel Appointments, Promotion and Resignations, as listed to the Board.

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

It is respectfully recommended that the Board approve the following:

Appointments

Michael Bolicki, Assistant Professor of Educational Psychology, effective September 6, 2005, at a base salary of $43,065.
Christopher Cruz Cullari, Assistant Professor of Developmental English, effective September 6, 2005, at an annual salary of $43,065.

Linda Dolan, Acting Associate Dean, Continuing Education Operations, effective August 8, 2005, at a base salary of $59,439.

Vickie Melograno, Assistant Professor, English, effective September 6, 2005, at a base salary of $43,065.

Christina Miles, Assistant Professor of Developmental Mathematics, effective September 6, 2005, at a base salary of $43,065.

Kristi Neal, Assistant Professor, English as a Second Language, effective September 6, 2005, at a base salary of $43,065.

Augustine Nigro, Assistant Professor, History and Government, effective September 6, 2005, at a base salary of $43,065.

Christopher Perillo, Assistant Professor, Paralegal Studies and Criminal Justice, effective September 6, 2005, at a base salary of $43,065.


Promotion

Carol Drea, from Assistant Director to Director, Corporate Training, Continuing Education, with a three percent base pay increase bringing her salary from $68,313 to $70,362, retroactive to July 4, 2005.

Resignations

Julie Gonzalez, Secretary, Facilities Management, retroactive to July 5, 2005.

Rachel Wettstein, Program Coordinator, Continuing Education, effective August 19, 2005.

ROLL CALL: ALL AYES, NO NAYS

X. OTHER BUSINESS

Mr. Talvacchia stated that the update on the attestation of the international program is being held until next month.

Ms. Kramer stated that she has two recommendations. Due to the lack of time restrictions for the public comment portion of the meeting last week, she suggested that we implement some type of time limitations. We need to come up with some type of resolution to limit the time of those speaking before the Board.

Chairperson Lefke assured Ms. Kramer that this matter is being reviewed.

Ms. Kramer recommended that once our Code of Ethics is established each Board member should sign the document annually.

Chairperson Lefke stated that we are still looking into it.
XI. **COMMENTS FROM THE PUBLIC**

Chairperson Lefke asked if there were any comments from the public.

Ms. Thompson thanked the Board for its respect at last month’s Board meeting. She explained that she tries to be understanding of the Board’s time when she presents her issues.

Chairperson Lefke thanked her for her comments.

XII. **DISCUSSION OF MATTERS PERTAINING TO PERSONNEL AND LITIGATION**

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

**RESOLVED:** At a public meeting of the Board of Trustees to be held on August 23, 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

**Secretary’s Note:** The Board meeting was held in J-204-205. Several leaks unexpectedly developed in the Board Room, J-202, just prior to the Board meeting. Classrooms J-204-205 which are across from the Board Room were converted to accommodate the Board meeting.

XIII. **ADJOURNMENT**

On motion of Dr. Monillas and second by Mr. Boyer the meeting was adjourned at 8:55 p.m. in J-204-205, second floor, ”J” Building, Atlantic Cape Community College, Mays Landing, NJ.

Respectfully submitted,

BettyAnn Inloes Hines
Secretary