CALL TO ORDER REGULAR SESSION

On Tuesday, August 23, 2005, at 7:00 p.m. Chairperson Brian Lefke called to order the regular session.

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 August 11, 2005.

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>Mary B. Long</td>
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<td>Andrew W. Melchiorre</td>
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<td>Dr. Albert A. Monillas</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 Mora</td>
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<td>Kathleen J. Corbalis</td>
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<td>Patricia Owens</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>Joyce Hiner</td>
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<td>Louis J. Greco, Esquire</td>
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Others in Attendance

George Boileau, Atlantic Co. Treasurer
Nick Ganaway, ACCC employee

CALL TO ORDER – EXECUTIVE SESSION

Chairperson Lefke called for an executive session at 7:03 p.m.

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

Secretary's Note: At 7:45 p.m. the regular session reopened.

APPROVAL OF THE REGULAR AND CLOSED MEETING MINUTES FOR JULY 26, 2005

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

Ms. Kramer moved and Mr. Melchiorre seconded the approval of the regular and closed session minutes.
ROLL CALL: ALL AYES, NO NAYS

VI. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

None.

VII. REPORTS OF OFFICERS AND AGENTS

Mr. Talvacchia stated that the resolutions will not be given in numbered sequence. He noted that Resolution #14, Bid Exempt 463, is contingent upon the approval of Resolution #16 which grants allocation of $95,000 from the college’s FY’05 fund balance to the FY’06 institutional operations budget for the purchase of equipment and furniture for the Institute of Service Excellence.

Ms. Sampson gave supportive information on Resolutions #14 and #16.

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

WHEREAS, Atlantic Cape Community College will operate academic and vocational programs in a location at the Hamilton Mall in Mays Landing that is central and accessible to all residents of the community, and

WHEREAS, the maximum amount needed to meet the expense for furnishing and equipping the Institute for Service Excellence will not exceed $95,000, and

WHEREAS, Atlantic Cape Community College Division of Continuing Education requests that a portion of the surplus funds realized from NJ DOL Retail/Literacy contract (restricted account number 025480) be allocated to purchase furniture and equipment for the new Institute for Service Excellence (see attached).

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to allocate $95,000 from the college’s FY’05 fund balance to theFY’06 institutional operations budget for the purchase of equipment and furniture for the Institute for Service Excellence.

ROLL CALL: ALL AYES, NO NAYS

Ms. Sampson read and explained Resolution #14, Award of Bids, listed below.

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

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

Bid Exempt 463 State contract – furniture (classroom/office) Institute for Service Excellence (Renewal/Replacement FY 06) *contingent on approval of Res. #16 $43,000.00 (not to exceed) $43,000.00

Allied Office Cherry Hill, NJ

Bid Exempt 461 Library Books – Mays Landing/Cape May, (FY’06 Library Operations) $50,000.00

APPROVAL OF 7/26/05 MINUTES

REPORTS OF OFFICERS AND AGENTS

RESOLUTION: Approval – Approve the allocation of $95,000 from the college’s FY’05 fund balance to the FY’06 institutional operations budget for the purchase of equipment and furniture for the Institute for Service Excellence

RESOLUTION: Bid. Ex. 463 – State Contract – furniture (classroom/office) Institute for Service Excellence, Allied Office, not to exceed $43,000

RESOLUTION: Bid. Ex. 461 – Library Books – Mays Landing/ Cape May, Baker & Taylor Books, not to exceed $50,000
WHEREAS, on May 24, 2005, the Board of Trustees approved the submission of a proposal for funding under the New Jersey Department of Labor for the FY’06 Adult Basic Skills Grant Program and Integrated English Literacy and Civics Grant Program (see attached) that supports instruction in order to enable adults to acquire the skills necessary to improve their adult basic skills and literacy skill levels in reading, writing, in speaking the English language, and in civics knowledge, and

WHEREAS, under the terms of the grant, the amount of $765,000 (per Consortium) shall be used for the purpose of improving, expanding, and promoting adult basic skills as well as English literacy and civics education, 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 FY’06 Adult Basic Skills Grant Program and Integrated English Literacy and Civics Grant Program in the amount of $765,000 (per consortium) for FY 2006.

There were several questions from the Board on the above resolution.

Ms. Owens gave a detailed explanation of the grant and resolution to the Board’s satisfaction.

ROLL CALL: ALL AYES, NO NAYS


Mr. Talvacchia stated that the negative margin of $(459,260) is typical.

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

Dr. Dworsky seconded.

ROLL CALL: ALL AYES, NO NAYS
Mr. Talvacchia gave an update on the attestation of the international program noting that the information was provided to the Board last month, and they received the final version this weekend.

Mr. Talvacchia moved for acceptance of the updated attestation report on the international program. He stated that last year the attestation ran from the beginning to April 2004. The update goes to the end of fiscal year 2004 along with other adjustments.

Ms. Long seconded the acceptance of the updated attestation.

WHEREAS, the Atlantic Cape Community College Board of Trustees on August 24, 2004, Resolution #22, accepted the Independent Accountant’s Report on Applying Agreed Upon Procedures with respect to the International Programs and the Advancement Office of the college dated July 9, 2004, prepared by Ford, Scott, Seidenburg & Kennedy, L.L.C. and

THEREFORE BE IT RESOLVED that the Atlantic Cape Community College Board of Trustees hereby accepts the updated May 11, 2005, Independent Accountant’s Report on Applying Agreed Upon Procedures with respect to the International Programs of the college to the end of fiscal year 2004 along with other adjustments, prepared by Ford, Scott, Seidenburg & Kennedy, L.L.C. and


ROLL CALL: ALL AYES, NO NAYS

B. Report of the President: President Mora stated that he had three reports as part of his presentation. Dean Carmen Royal would report on registration, new student day, and registration in Cape May.

After introducing Dr. Art Wexler as the Acting Senior Dean for Academic Affairs, he stated that Dr. Wexler would give an update on our Middle States review.

President Mora stated that the third report would be from Dr. Rossi about the Cape May County campus opening events this week.

Dean Royal reported on the Fall 2005 registration figures and activities report as of Monday, August 22.

Fall 2005, total numbers including online classes:

| Heads     | 5,710 | + 3.18% over Fall 2004, same day |
| Credits   | 56,729 | + 4.38%                           |

Fall 2005, online classes only:

| Heads     | 1,486 | + 5.39% over Fall 2004, same day |
Credits 7,517  + 7.29%

Web registration activity: Fall: 2,583

# of students in Cape May Classes, Fall 2005, duplicated headcount: 2,282
(71% of available seats)
# of students in Cape May Classes, Fall 2005, unduplicated headcount: 837
# of credits in Cape May Classes, Fall 2005: 7,088

Ms. Kramer asked, "How many more Cape May students do we have enrolled now that we have opened the Cape May campus?"

Dean Royal stated that the enrollment report shows that we have registered 837 students at the Cape May County campus.

Ms. Kramer stated that she wanted to know the impact of building the college in Cape May has had on student enrollment.

President Mora said that he will see that the Board is provided with a scenario of ways the Cape May County campus has impacted enrollment.

Ms. Kramer emphasized that she wanted to know the benchmark of what we have accomplished with the opening of the Cape May County campus.

Dean Royal stated that last week the college hosted a new student day and invited all freshmen to the campus. There were a total of 334 students in attendance along with 78 guests for a total of 412 visitors on campus for the fall program. Various departments were involved, tours were conducted and faculty members participated. We are looking to do something similar in Cape May at a future date. The Student Government Association and student activities department will be active at the Cape May campus.

President Mora introduced Dr. Art Wexler as the new Acting Senior Dean of Academics who would give an update on the Middle States process.

Dr. Wexler acknowledged the Board’s welcome.

Dr. Wexler shared that Middle States is an institutional accreditation self-study which is collegiate in nature conducted by a review panel. The college reports on its performance, successes, and areas in need of strengthening. It is a college-wide collaborative effort. There is an accreditation steering committee made up of subcommittees, each one addressing one of 14 institutional standards prescribed by the
Middle States Accreditation Board. In addition, the self-study addresses the specific areas noted by the previous study regarding improvements and actions that were taken since that last review. The initial self-study draft is complete. On November 18 the final self study is due. In March 2006 there will be full committee visits and the review will be completed in March. All relevant documents in support of the study will be made available for viewing for the Board. (See Board Minutes Book for timeline.)

President Mora stated that Dr. Elaine Ryan is the Middle States team leader. The Board will be a part of the Middle States process and will give their feedback on the draft after a preliminary review.

Dr. Rossi gave an update on the opening events for the Cape May County campus. The grand opening is tomorrow at 2 p.m. The Board will be getting their photographs at 1:20 p.m. A wonderful program is planned with 15 speakers. He noted that the Information Technology Services Department and other departments worked hard in preparing for this day. On Thursday, August 25, from 3:00 to 7:00 p.m. is ACCC Community Day.

President Mora ended his report.

VIII. REPORTS OF COMMITTEES AND INDIVIDUAL TRUSTEES

A. ACCC Foundation: Dr. Monilas gave the following report for August 23, 2005.

1. The Leaves for Learning Donor Wall will be unveiled as part of tomorrow’s Grand Opening ceremonies. To date, more than $71,000 ($21,000 over the original goal set of $50,000) has been raised for the trees and shrubs on the Cape May County campus.

2. Invitations will go out by the end of this week to the Foundation’s September 30th Gala Celebration at the Cape County campus. The fund-raising event will feature a wine and hors d’ oeuvres reception and live jazz entertainment. To date, $26,200 has been raised in sponsorships. Proceeds from the event will be used to establish an ACCC scholarship endowment fund.

3. Their next meeting is on September 28, at 8 a.m. on the main campus.

B. Budget, Finance and Audit: None

C. Long-Range Planning & Academic Affairs: None

D. Minority Affairs: None
E. Personnel: Dr. Dworsky presented Resolution #13 and Dr. Monillas seconded.

It is respectfully recommended that the Board approve the following:

Appointments

William Buoro, Security Guard I, effective August 24, 2005, at a base salary of $24,005.

Al Jou, Assistant Professor of Mathematics, effective September 6, 2005, at a base salary of $43,065.

Donna Marie McElroy, Assistant Professor of Social Science, effective September 6, 2005, at a base salary of $43,065.


David Polding, Security Guard I, effective August 24, 2005, at a base salary of $24,005.

Maria Rose, Security Guard I, effective August 24, 2005, at a base salary of $24,005.

Martin Wheat, Security Guard I, effective August 24, 2005, at a base salary of $24,005.


Title Adjustment

Carol Drea, from Director of Corporate Training, to Director of Corporate Training and Casino Career Institute, at her current salary, retroactive to July 4, 2005.

Resignations

Ellen Gregory, Administrative Assistant to the President, effective August 31, 2005.

Melinda Hoag, Program Coordinator, Corporate Training, retroactive to August 8, 2005.

Mark Jones, Assistant Professor, Criminal Justice, effective September 1, 2005

ROLL CALL: ALL AYES, NO NAYS

Dr. Dworsky read and moved and Mr. Melchiorre seconded the following.

It is respectfully recommended that the Board approve the following:

Appointments

Tak-Shun Chung, Library Specialist, effective August 24, 2005, at a base salary of $29,180.

Timothy Cliggett, Grounds/Labor/Maintenance Worker, effective August 24, 2005, at a base salary of $25,206.

Thom Partin, Courier Clerk, effective August 24, 2005, at a base salary of $20,084.

ROLL CALL: ALL AYES, NO NAYS
Dr. Dworsky read and moved and Ms. Long seconded the following.

Appointments

Walt Bernacki, Assistant Professor of English, a full-time, one-semester appointment for Fall 2005, at a pro-rated salary of $21,533, effective September 6, 2005.

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

ROLL CALL: ALL AYES, NO NAYS

IX. OTHER BUSINESS

None

X. COMMENTS FROM THE PUBLIC

None

XI. DISCUSSION OF MATTERS PERTAINING TO PERSONNEL AND LITIGATION

The following resolution was introduced (Mr. Talvacchia) and seconded (Ms. Baumgardner):

RESOLVED: At a public meeting of the Board of Trustees to be held on September 27, 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

XII. ADJOURNMENT

On motion of Dr. Monillas and second by Ms. Baumgardner the meeting was adjourned at 8:10 p.m. in J-202, second floor, “J” Building, Atlantic Cape Community College, Mays Landing, NJ.

Respectfully submitted,

BettyAnn Inloes Hines
Board Secretary