I. STATEMENT OF ADEQUATE NOTICE

- Fischer read the statement of adequate notice:

In compliance with the “Open Public Meetings” Act of the State of New Jersey, adequate notice of this regular meeting of the Board of Trustees was provided in the following manner:

(1) On January 23, 2014 advance written notice of this meeting was posted at the bulletin board, 2nd floor, “J" Building of the Mays Landing Campus, Cape May County Campus, and Worthington Atlantic City Campus and copies of the notice were delivered to the clerks of Atlantic and Cape May counties and clerks of the Boards of Chosen Freeholders of Atlantic and Cape May Counties, and

(2) On January 23, 2014 copies of advance written notice of this meeting were mailed to all persons, who according to the records of Atlantic Cape Community College requested and paid for such notices on or before January 1, 2014

II. FLAG SALUTE

- Chairperson Evans asked everyone to rise and salute the flag

III. ROLL CALL

- Fischer provided a roll call for board members and marked others in attendance

<table>
<thead>
<tr>
<th>Board Members</th>
<th>College Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>√ Dave Coskey</td>
<td>Dr. Peter Mora, President (ML)</td>
</tr>
<tr>
<td>x Thomas Dowd</td>
<td>Michael Bruckler, Director, College Relations (ML)</td>
</tr>
<tr>
<td>√ David A. Evans (ML)</td>
<td>Terry Budd, Dean of Administration &amp; Business Services (ML)</td>
</tr>
<tr>
<td>x Harrison Furman (ML)</td>
<td>Eileen Curristine, Dean of Human Resources, Compliance, and Public Safety (ML)</td>
</tr>
<tr>
<td>√ James Kennedy (ML)</td>
<td>Sean Fischer, Dean of Resource Development &amp; President/Board Operations (ML); Board Secretary</td>
</tr>
<tr>
<td>√ Brian Lefke (ML)</td>
<td>Douglas Hedges, Dean of Institutional Technology</td>
</tr>
<tr>
<td>x Mary B. Long</td>
<td>Dr. Mitchell Levy, Vice President of Student Affairs and Branch Campus Operations (ML)</td>
</tr>
<tr>
<td>x Andrew W. Melchiorre</td>
<td>Dr. Richard Perniciaro, Vice President, Facilities Planning, Research &amp; Executive Support</td>
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Ⅳ. CALL TO ORDER – EXECUTIVE SESSION

- Chairperson Evans noted that there would be no executive session

Ⅴ. CALL TO ORDER – REGULAR SESSION

- On Tuesday, January 28, 2014 at 7:00 pm Chairperson David Evans called the meeting to order at the Mays Landing Campus.
- Evans noted that the primary location for the February meeting will be moved to Cape May in recognition of having to change January to Mays Landing due to weather.

Ⅵ. COMMENTS FROM THE PUBLIC

- Chairperson Evans called for comments from the public
- None

Ⅶ. NOMINATIONS FOR TREASURER

- Evans noted that according to the bylaws of the Board, the vacated officer position is required to be filled at the next regular meeting. Recognizing this, he reconvened the previous officer nominating committee, chaired by Walsh, consisting of Coskey, Lefke, Mento and Stepura to offer nominations for Treasurer. Evans thanked the committee for their efforts.
- Walsh provided a report from the committee indicating that it was the unanimous recommendation of the officer nominating committee to nominate Maria Mento for the position of treasurer, citing her dedication to the College, the Board and the students as well as noting her professional expertise in the matters of budget and finance.
- Walsh moved, Coskey offered a second
- Evans inquired if there were any additional nominations.
- No other nominations were offered.

ROLL CALL:
ALL AYES
NO NAYS

VIII. CONSENT RESOLUTIONS

- Chairperson Evans called for any requests to move items from the consent agenda, or any abstentions
- Walsh moved, Torres offered a second for the adoption of the consent agenda.

RES. #52 Minutes (December 17, 2013) Regular (Approve)

RES. #39 Board Development: Adoption – The Board of Trustees hereby grants voting power to alumni member and hereby amends the composition of the Board section of the Board of Trustee bylaws; application to the alumni trustee that is elected by the graduating class of 2014.

Res.#39

WHEREAS, the Personnel & Board Development Committee of the Atlantic Cape Community College Board of Trustees has recognized a need for the voice of Atlantic Cape Community College students to be heard at the Trustee level, and

WHEREAS, there is a recognition of best practice driven literature in board operations and in the literature regarding improved student success, and

WHEREAS, the current alumni representative to the Board of Trustees sits as a member, can engage in Board discussion, and sits as a member of standing committees but does not have formal voting authority, and

WHEREAS, there is a desire of the Board of Trustees to ensure that the Board operates within an atmosphere that is responsive to student needs, encouraging of student success, and with a spirit to foster diversity.

THEREFORE BE IT RESOLVED that the Board of Trustees hereby grants voting power to the alumni member and hereby amends the composition of the Board section of the Board of Trustee bylaws to read:

The Board consists of 15 voting members 14 of which are appointed in accordance with the laws of the State of New Jersey, one of which will be elected from the immediate graduating class. The college president shall be an ex-officio member of the Board, but without vote. Appointment to the Board of Trustees is accomplished as follows: By statute, seven members are appointed by the County Executive of Atlantic County, with approval of the freeholders and three members are appointed by the Cape May County Board of Chosen Freeholders. The county superintendents of schools of Atlantic and Cape May Counties are also members of the Board by statute. Two members, one from
each Atlantic County and one from Cape May County, are appointed by the Governor. One alumnus from the most recent graduating class is elected for a one-year term by each year’s graduating class.

THEREFORE BE IT FURTHER RESOLVED, that this change be applicable to the alumni trustee that is elected by the graduating class of 2014.

**RES. #55 Award of Bids:**
- Bid Ex 674 – Software License Renewal, Microsoft Campus $33,522.94, SHI International; Bid Ex 675 – Fuel Oil, State Contract, Worthington Atlantic City Campus, $26,000.00 (Estimate), Pedroni Fuel Oil; OQ121 – TV Broadcasting Equipment, $26,079.00, Adorama, Inc.; RFP171 – Web Hosting Outsourcing, Two-year contract, $45,000.00, 30R Networks.

**RES. #55**
- Bid Ex 674 Software License Renewal, Microsoft Campus (FY14-15) Information Technology Services $33,522.94
  - SHI International
  - Somerset, NJ
- Bid Ex 675 Fuel Oil, State Contract, Worthington Atlantic City Campus FY14 Facilities Management Operational $26,000.00 (Estimate)
  - Pedroni Fuel Oil
  - Vineland, NJ
- OQ121 TV Broadcasting Equipment Perkins Funds $26,079.00
  - Adorama, Inc
  - New York, NY
- RFP171 Web Hosting Outsourcing, Two-year Contract Academic Support Services $45,000.00
  - 30R Networks
  - Bridgeton, NJ

**RES. #57 Executive Session**

**ROLL CALL:**
ALL AYES
NO NAYS
IX. BUDGET REPORT
- Trustee Mento delivered the budget report prior to presenting Res. #53 FY14 Financial Statement for six months ending (December 31, 2013), and the call for a motion to accept the FY13 Comprehensive Annual Financial Report (CAFR) Fiscal Year Ended 6/30/13

X. REGULAR RESOLUTIONS

RES.#53: FY14 Financial Statement for six months ending (December 31, 2013)

- Mento noted that the College had earned 53.74% of budgeted revenue and made 47.63% of budgeted expenditures. Based on three year moving average of prior year actuals and fiscal year 2013-14 current year-to-date actuals, management projects the college will attain the budgeted fiscal year 2013-14 margin.
- Mento moved, Walsh provided a second for the adoption of Res. #53 FY14 Financial Statement for six months ending (December 31, 2013)

ROLL CALL:
ALL AYES
NO NAYS


- Mr. Fred Caltabiano of Bowman & Co, LLP was present to present the CAFR report.
- Nothing came to the attention of the auditors that are inconsistent with the records of the finance department. No adjustments were required. No significant difficulties in performing the audit. Some recommendations were provided to the College, but overall the organization is very strong.
- Bowman & Co, LLP is available for questions throughout the year if any questions immerge.
- Pg. 23 Financial position of Atlantic Cape is slightly stronger at the end of FY13 than it was at the end of FY12.
- Mento noted the complexity of this report, and commended Dean Skinner and the staff of the financial office at the college for doing an exceptional job.
- Mento moved, Walsh provided a second for the motion to accept the FY13 Comprehensive Annual Financial Report (CAFR) Fiscal Year Ended 6/30/13.
- Evans commended Dean Skinner and the staff of the finance office for going above and beyond to produce such an outstanding report
- Skinner thanked the Board and congratulated the entire college community for their efforts.

ROLL CALL:
ALL AYES
NO NAYS
RES. #56: Approval

-Mento moved, Torres provided a second for the approval of a $255,737.00 from the FY13 year-end unrestricted fund balance to the Facilities Fee Plant Fund accounts in FY14 designated for those repair and renewal projects funded by the Student Facilities Fee not yet completed as of June 30, 2013.

Res.#56
WHEREAS, the college had developed a list of FY'13 repair and renewal projects to be funded by the student facilities fee, and

WHEREAS, FY’13 funds remaining to support completing these initiatives are estimated in the amount of $255,737.00, and

WHEREAS, it is the recommendation of the President to appropriate $255,737.00 from the FY’13 year-end unrestricted fund balance to the Facilities Fee Plant Fund accounts in FY’14 designated for those repair and renewal projects funded by the Student Facilities Fee not yet completed as of June 30, 2013.

THEREFORE BE IT RESOLVED that the Board of Trustees approve said transfer of $255,737.00 from the FY’13 year-end unrestricted fund balance to the Plant Fund.

ROLL CALL:
ALL AYES
NO NAYS

Res. #54: Personnel
Promotion- A. Richburg, Director, Recruitment and Admissions to Dean, Enrollment Management and College Relations with a salary increase from $67,458.00 to $77,458.00 effective 1/29/14
Resignation- K. Bergman, Assistant Professor, English as a Second Language retroactive to 1/08/14. M. Nugent, Clerk, Perishable Storeroom effective 1/28/14
- Coskey and Curristine discussed the items on the resolution.
- Mora discussed his recommendation for the A. Richburg promotion. Mora provided highlights of the responsibilities of the position.
- Coskey moved, Milhous provided a second for the passage of Res. #54, Personnel

Res.#54
It is respectfully recommended, by the President, that the Board approve the following:

Appointment
Richard Russell, temporary Assistant Professor, English at a salary of $26,943 retroactive to January 21, 2014.

Alejandra Sulpizio, temporary Senior Manager, Grants at an annual salary of $53,260 effective January 29, 2014.

Gracellen Thorstensen, Office Assistant, Planning, Research and Facilities at an annual salary of $30,036 effective January 29, 2014.

Promotion

Andre Richburg, Director, Recruitment and Admissions to Dean, Enrollment Management and College Relations with a salary increase from $67,458 to $77,458 effective January 29, 2014.

Resignation

Kristi Bergman, Assistant Professor, English as a Second Language retroactive to January 8, 2014.


ROLL CALL:
ALL AYES
NO NAYS

Res. #54A: Personnel
Retirement- H. Ross, effective 1/31/14
- Coskey read the resolution, citing Mr. Ross time served with the College. He noted Ross dedication to the College.

- Coskey moved, Walsh provided a second for the passage of Res. #54A, Personnel

Res. #54A
WHEREAS, Horace Ross has served Atlantic Cape Community College providing more than 14 years of service, and

WHEREAS, Mr. Ross’s primary role at the college was as a night shift Housekeeper on the Mays Landing campus, and

WHEREAS, Mr. Ross received accolades for his efforts when assisting with set ups for major college events such as the 2013 New Jersey Council of County Colleges Best Practices Conference, the STEM groundbreaking ceremony, Hurricane Irene campus clean-up and numerous commencement ceremonies, and
WHEREAS, Mr. Ross’s dedication to the College is evident in the numerous awards of Perfect Attendance, and

WHEREAS, the Mays Landing resident has indicated his desire to retire from employment with Atlantic Cape Community College.

THEREFORE BE IT RESOLVED upon the recommendation of the President, that the Board approve the retirement of Mr. Horace Ross effective January 31, 2014.

BE IT FURTHER RESOLVED that the Board extends to Mr. Ross its best wishes for a healthy and happy retirement.

ROLL CALL:
ALL AYES
NO NAYS

XI. PRESIDENT’S REPORT

- Fischer provided an update on the Atlantic Cape Restaurant Gala.
- Fischer provided an updated Board activity calendar

XII. COMMITTEE REPORTS

- Evans thanked the committees for the efforts

XIII. OTHER BUSINESS

- Torres inquired about the retreat.
- Fischer noted the accepted recommendation to move the retreat as weather prevented the PBD from addressing a recommended agenda
- Evans thanked Wexler for his comments in the Press of Atlantic City relating to the enrollment article that was published on 1/28/14.

XIV. COMMENTS FROM THE PUBLIC

- None

XV. ADJOURNMENT

- Walsh moved, Torres provided a second to adjourn the meeting at 8:20 p.m.

ROLL CALL:
AYES
NAYS
Respectfully Submitted,

Sean M. Fischer
Atlantic Cape Board Secretary

Attachments: Atlantic Cape Foundation Board Report, January
Personnel & Board Development, January 22, 2014