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 July 17, 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 July 17, 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. The meeting was held at Room 111A, M Building, Mays Landing Campus. The meeting was broadcast to both the Worthington Atlantic City and Cape May County Campuses. All meeting participants and guests were present in Mays Landing.

<table>
<thead>
<tr>
<th>Board Members</th>
<th>College Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>√ Dave Coskey</td>
<td>Dr. Peter Mora, President</td>
</tr>
<tr>
<td>x Thomas Dowd</td>
<td>Stacey Clapp, Manager, College Relations</td>
</tr>
<tr>
<td></td>
<td>Eileen Curristine, Dean of Human Resources, Security and Compliance</td>
</tr>
<tr>
<td>√ David A. Evans</td>
<td>August Daquilla, Dean of Administration &amp; Business Services</td>
</tr>
<tr>
<td>√ Briar Gibbons</td>
<td>Sean Fischer, Dean of Resource Development &amp; President/Board Operations; Board Secretary</td>
</tr>
<tr>
<td>√ James Kennedy</td>
<td>Doug Hedges, Dean Institutional Technology</td>
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</table>
IV. CALL TO ORDER – EXECUTIVE SESSION

- Evans cited no need for executive session

V. CALL TO ORDER – REGULAR SESSION

- On July 22, 2014 at 7:00 pm Chairperson David Evans called the meeting to order at the Mays Landing Campus

- Parker moved, Walsh provided a second

ROLL CALL:
ALL AYES
NO NAYS

- Evans welcomed Gibbons as the first alumni trustee possessing formal voting rights.
- Gibbons noted that she was honored to serve in the position, honored to be the first alumni trustee with voting rights and that she was looking forward to working with the Board.
- Evans noted the resignation of Trustee Melchiorre and complimented his years of dedicated service
- Evans requested a motion to invite Melchiorre back in September

- Walsh moved, Coskey provided a second
ROLL CALL:
ALL AYES
NO NAYS

VI. COMMENTS FROM THE PUBLIC

- Chairperson Evans called for comments from the public on agenda items
- Sandi Greco, President of the ACCCEA, inquired about the rationale for resolution 3A. Noting the change in scope where two deans will now oversee functions previously by one individual.
- Otto Hernadez noted that in order to best move STEM programs forward, having a separate division with a dean specific to STEM programs. He also provided clarity regarding assignments of personnel in academic affairs and relevant points related to the reorganization.

VII. CONSENT RESOLUTIONS

- Chairperson Evans called for any requests to move items from the consent agenda, or any abstentions. None noted.

RES. #1 Minutes (June 24, 2014) Regular (Approve)


RES. #3B. Personnel: Retirement- D Banholzer effective September 1, 2014

Res#3B
WHEREAS, David Banholzer has served Atlantic Cape Community College providing more than 12 years of service, and

WHEREAS, Mr. Banholzer’s primary role at the college is Security Officer, and

WHEREAS, Mr. Banholzer received accolades for his assistance in securing the college campuses during major college events such commencement ceremonies, during Hurricane Irene, Saturday flu clinics, Veteran’s ceremonies, and Governor Corzine’s Town Hall meeting, and

WHEREAS, supervisor Bill Keener stated “Mr. Banholzer works well with little or no supervision and handles issues that arise during his shift with a professional demeanor,” and

WHEREAS, the Somers Point 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. Banholzer effective September 1, 2014.

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

RES. #3C Personnel: Retirement- M. “Trent” Jones effective February 1, 2015.

Res#3C
WHEREAS, Maurice “Trent” Jones has served Atlantic Cape Community College providing more than 12 years of service, and

WHEREAS, Mr. Jones served Atlantic Cape as Audio/Visual Technician, Academic Computing Specialist, and finally, Senior Technician for Information Technology Services, and

WHEREAS, Mr. Jones received numerous accolades for his service and assistance with Technical Boot Camp, the 2003 Mays Landing campus power outage, 2013 New Jersey Council of County College Best Practices Conference, water line break at CMCC, and numerous commencement ceremonies, and

WHEREAS, former supervisor Nick Ganaway stated “Trent has become a critical asset of the Information Technology Department, he is capable, conscientious, and committed to excellence,” and

WHEREAS, the Galloway 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. Jones effective February 1, 2015.

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

RES. #4 Award of Bids:

OQ59 Professional Services –A/E STEM Building- Extend A/E services contract through anticipated completion date of September 2014. The extended A/E services are anticipated to cost no more than $31,500.

Res. #11 Revision to Amend Contract:
Prior Approved original contract $768,500
Added Scope Jan 2010 42,300
Amended Fee Nov 2012 59,001
Amended Fee July 2014 31,500
919,301

Stantec Architecture (formerly Burt Hill)
Philadelphia, PA

RFP145—Construction Manager, STEM Building- Extend construction management services contract through anticipated completion date of September 2014. The extended construction management services are anticipated to cost no more than $53,500.

Res#54 Revision to Amend Contract $343,950
53,500
397,450

Epic Management
Piscataway, NJ

Bid Exempt 694- Nursing Assessment Program, $82,112, to be purchased from Assessment Technologies Institute.
FY15 Perkins grant.

Bid Exempt 695–New Jersey Council of County Colleges Membership, $51,259. Dues assessment is based on $ of the council’s total operational budget divided equally among the 19 community colleges and the balance is assessed based on each institution’s FTE.

Bid Exempt 696– Internet Services, Consortium Purchase (2-Year Renewal), $157,616 (FY15 $78,808 and FY16 $78,808), to be purchased from New Jersey Institute of Technology/ NJEDge.net

Bid Exempt 697–Professional services in support of the Adult Basic Skills Grant for FY15, $322,190 awarded to:

- Pleasantville Public School $ 75,750
- Literacy Volunteers Association $ 69,690
- Cape May County Technical School $ 176,750

Payments to vendors are based on submission of periodic invoices for services performed under the Adult Basic Skills Grant program. If payments to any vendor exceed the amount listed, approval of the Board is required to pay. Atlantic Cape is the lead agency with the responsibility of the grant money issued to the college.

Bid Exempt 698– SimCare Software and Hardware Maintenance Support, $50,826, Tower and Radar Simulations Coverage through June 30, 2015 to be purchased from Adacel Systems, Inc.

Bid Exempt 700- Wireless Solution (WiFi) for all three campuses, $325,447.40, to be purchased from TTI Wireless through HETI Funds.

Bid 1794-Exterior Signage, Worthington Atlantic City Campus, $78,898.50 to be purchased form Custom Finishers Signs.
Seven bids were sent out. Four bids were received and opened on July 14, 2014. Two bids were rejected because they did not have the bid security. The award is recommended to the overall lowest responsible bidder.

Bid 1795- Custodial Supplies, FY15, $127,508.06
Bid requests for custodial supplies and equipment was advertised in the Atlantic City Press. Fourteen bids were mailed, ten bids were received. Award is based on a low bid per item basis to:

<table>
<thead>
<tr>
<th>Company</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Office Basics</td>
<td>$23,925.25</td>
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<tr>
<td>Boothwyn, PA</td>
<td></td>
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<tr>
<td>Camden Bag &amp; Paper</td>
<td>$25,047.00</td>
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<tr>
<td>Mt. Laurel, NJ</td>
<td></td>
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<tr>
<td>Central Poly</td>
<td>$ 8,370.50</td>
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<td>Linden, NJ</td>
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<tr>
<td>WB Mason</td>
<td>$ 1,826.70</td>
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<tr>
<td>Egg Harbor Twp, NJ</td>
<td></td>
</tr>
<tr>
<td>Amsan (Interline)</td>
<td>$43,540.79</td>
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<tr>
<td>Mt. Laurel, NJ</td>
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<tr>
<td>Calico Industries</td>
<td></td>
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<tr>
<td>Philadelphia, PA</td>
<td>$11,308.07</td>
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<tr>
<td>Hillyard</td>
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<tr>
<td>Warminster, PA</td>
<td>$ 1,768.10</td>
</tr>
<tr>
<td>Penn Jersey</td>
<td></td>
</tr>
<tr>
<td>Annapolis Junction, MD</td>
<td>$ 9,555.65</td>
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<tr>
<td>Edward Don</td>
<td></td>
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</tbody>
</table>

Atlantic Cape is the lead agency with the responsibility of the grant money issued to the college.
Bid 1797- Academy of Culinary Arts Supplies, FY15, $66,100.43
A bid request for Culinary Arts supplies was advertised in the Atlantic City Press. Eleven bids were mailed, seven bids were received. Award is based on a low bid per item basis to:

Penn Jersey
Philadelphia, PA $18,251.31
Edward Don
Marlton, NJ $12,361.76
Camden Bag & Paper
Mt. Laurel, NJ $ 7,062.96
South Jersey Paper
Vineland, NJ $20,104.72
Hillyard
Warminster, PA $ 461.28
Joseph Gartland/Beautiful Rags
Bellmawr, NJ $ 1,858.40
Y-Pers
Philadelphia, PA $ 6,000.00

RES. #8 Approve: To accept the contract from New Jersey Dept. of Labor and Workforce Development, Division of Workforce Grant and Program Management for $599,050, with 319 students to be served, and partners Pleasantville Board of Education, Literacy Volunteers Cape Atlantic and Cape May Technical School, for the period of July 1, 2014 through June 30, 2015.

Res.#8
WHEREAS, the New Jersey Dept. of Labor and Workforce Development, Division of Workforce Grant and Program Management, has determined Atlantic Cape eligible for a contract for Adult Basic Skills (ABS) and Integrated English Literacy (ESL) training, and

WHEREAS, the contract total is $599,050, with 319 students to be served, and

WHEREAS, Atlantic Cape’s partners are Pleasantville Board of Education, Literacy Volunteers Cape Atlantic and Cape May Technical School, and

WHEREAS, the contract term is FY 2015 (July 1, 2014 through June 30, 2015).

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to accept the contract from New Jersey Dept. of Labor and Workforce Development, Division of Workforce Grant and Program Management for $599,050, with 319 students to be served, and partners Pleasantville Board of Education, Literacy Volunteers Cape Atlantic and Cape May Technical School, for the period of July 1, 2014 through June 30, 2015.

RES. #9 Approve: To apply for and to accept a grant from United States Collegiate Archery for a Travel Grant in the amount of $2,500 for the period May 9, 2014, through May 13, 2014.

Res.#9
WHEREAS, United States Collegiate Archery and the Easton Foundation were seeking applications for a Travel Grant (deadline was April 7, 2014) to support travel expenses for collegiate archery clubs to attend the National Championships in support and promotion of collegiate archery, and
WHEREAS, a travel grant will support Atlantic Cape’s archery team’s attendance at the national championships, and

WHEREAS, United States Collegiate Archery and the Easton Foundation will award the amount of $2,500 to Atlantic Cape from May 9, 2014, through May 13, 2014

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to apply for and to accept a grant from United States Collegiate Archery for a Travel Grant in the amount of $2,500 for the period May 9, 2014, through May 13, 2014.

RES. #10 Executive Session

- Parker moved, Coskey seconded

ROLL CALL:
ALL AYES
NO NAYS

VIII. BUDGET REPORT
- Trustee Mento delivered the budget report prior to presenting Res. #2 FY15 Financial Statement for FY14 year end as of July 10, 2014

IX. REGULAR RESOLUTIONS


- Mento noted Preliminary Fiscal Year 2013-2014 year-to-date data summarized in the Board Summary Report for the twelve months ended June 30, 2014, indicate the College has earned 99.71% of budgeted revenues and expended 93.26% of budgeted expenditures.

- Management projects the college will attain a positive Fiscal Year 2013-14 margin. Most of the savings contributing to the projected positive margin are in the benefits area. The budgeted healthcare rate which was based on prior year trends was much higher than the actual rate for Calendar Year 2014. The final year-end position will be dependent on the status of year-end adjustments, which include reserve adjustments for pension, bad debt and state unemployment, and expense accruals not reflected in the draft dated July 10, 2014.

- Walsh inquired about the current year’s budgeted health benefits expense. Jamison noted that the budget was developed through an analysis of historical trends.

- Mento provided a motion, Milhous provided a second

ROLL CALL:
ALL AYES
NO NAYS
RES.#3A. Personnel: Appointment-- D. Vassallo, Dean, Career Education at an annual salary of $86,188, effective July 23, 2014,

- Milhous provided a report on the committee deliberations and offered a motion without reservation

- Milhous provided a motion, Coskey provided a second

ROLL CALL:
ALL AYES
NO NAYS

RES. #7: Board Development: Read, Review, and Adopt-Policy #711-Atlantic Cape Community College agrees to adopt the Post-Issuance Compliance Policy in order to assist it in fulfilling its obligations to comply with Federal Tax Law Requirements applicable to the State-Backed Bonds.

Res.#7

RESOLUTION AUTHORIZING THE ADOPTION OF POST-ISSUANCE TAX-EXEMPT BOND COMPLIANCE POLICY


WHEREAS, the aforementioned funds are disbursed to Atlantic Cape Community College from proceeds of tax-exempt bonds issued by the New Jersey Educational Facilities Authority pursuant to the applicable State-Backed Programs, and

WHEREAS, the debt service on these State-Backed Bonds is payable by the State of New Jersey subject to appropriation by the New Jersey Legislature. Institutions that received funds pursuant to the CIF or ELF Programs are required to reimburse the State for a portion of the debt service paid by the State. Institutions that receive funds pursuant to the HETI or HEFT Programs have no obligation to reimburse the State for any debt service on HETI Bonds or HEFT Bonds, and

WHEREAS, State-Backed Bonds are issued as tax-exempt bonds, the provisions of the Internal Revenue Code of 1986, as amended and regulations adopted there under Federal Tax Law must be satisfied during the term of the State-Backed Bonds in order for the tax-exempt status of such State-Backed Bonds to be maintained, and

WHEREAS, Atlantic Cape Community College has received proceeds of State-Backed Bonds, the Institution understands that it has an obligation to comply with these Federal Tax Law Requirements throughout the term of any State-Backed Bonds, which may be longer than the term of a grant pursuant to a Grant or Lease Agreement with the Authority, and
WHEREAS, Atlantic Cape Community College has agreed to adopt these Post-Issuance Compliance Policy in order to assist it in fulfilling its obligations to comply with Federal Tax Law Requirements applicable to the State-Backed Bonds, and

WHEREAS, Atlantic Cape Community College recognizes that this compliance is an ongoing process, and that analysis of information and implementation of this policy will require annual or more frequent monitoring and likely ongoing consultation with NJEFA and its bond counsel and understands that further policies and procedures may be identified from time to time by NJEFA with respect to outstanding or future State-Backed Bonds from which this Atlantic Cape Community College receives a grant, and

WHEREAS, the Institution will take all necessary steps to ensure compliance with such policies and procedures.

THEREFORE, BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College adopts policy #711 Post-Issuance Tax-exempt Bond Compliance Policy

- Fischer noted the rationale for the policy adoption. As a recipient of Building Our Future higher education bond dollars, sold through the higher education bond authority of the State of New Jersey, the State is requiring the College to adopt the post-issuance compliance policy. Unlike Chapter 12 funds, these funds were sold as tax exempt and dollars could not be used to construct buildings geared toward generating revenue but to build academic capacity. The State was also requiring adoption of the policy within 90 days of receipt.

- Milhouse provided a motion, Walsh provided a second

ROLL CALL:
ALL AYES
NO NAYS

X. PRESIDENT’S REPORT

- Mora introduced Dr. Mitchell Levy, VP of Student Affairs and Branch Campus Management who noted that his staff was present to provide an update on FY14 Athletics Department achievements
- Mike Rennick, Assistant Director, Athletics was on hand to provide a powerpoint of highlights covering athletes and athletic teams for academic year 13/14.
- Atlantic Cape student and Baseball player Daniel Nicholaisen was in attendance citing his transfer to Neumann University and noted that he would be playing baseball for that institution.
- Levy complimented staff involved in supporting the college’s student athletes. He noted the dedication of the College’s student athletes who often have to juggle work, class, and their sport schedules. He also complimented team coaches.
- Levy and Rennick noted potential developments for the next season of baseball
- Daniel Nicholaisen noted how playing on a professional field an incredible experience was
- Levy noted the college’s approach to supporting student athletes.
- Mora noted how effective athletics has been at engaging students and the community at large.

XI. COMMITTEE REPORTS

- None

XII. OTHER BUSINESS

- Evans noted there would be no meeting in August

XIII. COMMENTS FROM THE PUBLIC

- Sandi Greco complimented Briar Gibbons, and Daniel Nicholaisen for all that they have done to make Atlantic Cape a great place
- Sandi Greco complimented Mr. Melchiorre and noted that he would be missed.

XIV. ADJOURNMENT

- Walsh moved, Parker provided a second to adjourn at 7:33 p.m.

ROLL CALL:
AYES
NAYS