I. CALL TO ORDER REGULAR SESSION

On Tuesday, November 24, 2009, at 7:15 p.m. Vice Chairperson Elizabeth Dworsky called the meeting to order.

II. 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 Atlantic Cape Community College Board of Trustees was provided by e-mail for posting at “J” Building main campus; the Charles D. Worthington Atlantic City Campus, the Cape May County Campus and copies were e-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 November 13, 2009.

III. FLAG SALUTE

Vice Chairperson Dworsky asked everyone to rise and salute the flag. Everyone rose, saluted the flag and recited the Pledge of Allegiance.

IV. ROLL CALL

<table>
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<tr>
<th>Board Members</th>
<th>College Personnel</th>
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<tr>
<td>Sheyla Ayala-Mantilla</td>
<td>Dr. Peter Mora</td>
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<td>Robert J. Boyer</td>
<td>Kathy Corbalis</td>
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<td>Terrence J. Crowley</td>
<td>Dr. Richard Perniciaro</td>
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<td>Thomas J. Dowd</td>
<td>Bobby Royal</td>
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<td>Dr. Elizabeth A. Dworsky</td>
<td>Carmen Royal</td>
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<td>David A. Evans</td>
<td>Terry Sampson</td>
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<td>Mary B. Long</td>
<td>Cathie Skinner, CPA</td>
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<td>Andrew W. Melchiorre</td>
<td>Art Wexler</td>
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<td>Donald J. Parker</td>
<td>V. English</td>
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<td>Eric Reynolds</td>
<td>BettyAnn Inloes Hines</td>
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<td>Maria Ivette Torres</td>
<td>Louis J. Greco, Esquire</td>
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<td>Helen W. Walsh</td>
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Others in Attendance
Bonnie Lindaw, Atlantic County Government
Janet Brenner, ACCC Employee
Rick Brenner
Daniel Thoren, ACCC Employee
Rosemary Fitzgerald
Fred Caltabiano, Bowman & Company
Henry Ludwigsen, Bowman & Company

V. CALL TO ORDER EXECUTIVE SESSION

Vice Chairperson Dworsky and Mr. Greco agreed there was no need for an executive session.

VI. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

Vice Chairperson Dworsky asked if there were any comments from the public on the agenda items.
VII. BUDGET REPORT

Mr. Evans presented the Fiscal Year 2009-2010 year-to-date data summarized in the Board Summary Report, Res. #36, for the four months ended October 31, 2009, indicate a margin of $8,236,193. The college has earned 49.91% of budgeted revenues and expended 29.20% of budgeted expenses.

Summer enrollments are 8% over budget and fall enrollments are 5% over budget. ARRA funding was received as a state pass through by the college amounting to $327,435 over the budgeted state appropriation of $6.2 million. Excess revenues are expected to cover budget shortfalls, particularly in adjunct instruction and health benefits.

Based on a three year moving average of prior year actual and Fiscal Year 2009-2010 current year-to-date actuals, management projects the college will attain the budgeted Fiscal 2009-2010 margin.

Mr. Evans moved acceptance of the Financial Report for October 31, 2009, and Mr. Crowley seconded.

ROLL CALL: ALL AYES, NO NAYS

Secretary's Note: Res. #37 Designation of Banking Depositories was proposed and adopted at the reorganization meeting held earlier in the evening.

Vice Chairperson Dworsky said our special guests tonight are from the college's audit firm Bowman and Company. She welcomed and introduced Messrs. Henry Ludwigsen and Fred Catalbiano. She stated that they were here to present the results of the Comprehensive Annual Financial Report (CAFR), Fiscal Year Ended 6/30/09 (draft).

Mr. Ludwigsen gave a brief exit conference report resulting from the college's financial statements for the fiscal year ended June 30, 2009. "It is an important process to the college charged with different responsibilities of financial reporting and protection of the assets of the organization," said Mr. Ludwigsen. He stated that the college received an unqualified opinion and that there were no findings of significant deficiencies or material weaknesses related to internal controls of compliance. He noted that Bowman's review of the college's participation in federal and state financial assistance programs also included no recommendations.

Vice Chairperson Dworsky congratulated Dean Skinner and her department, which has been in transition with the new financial software program. She thanked Messrs. Ludwigsen and Catalbiano for attending the Board meeting.
Dr. Mora said, “I congratulate Dean Skinner and her team for keeping us financially healthy.”

Vice Chairperson Dworsky asked for a motion to accept the Comprehensive Annual Financial Report (CAFR).

Mr. Parked moved and Mr. Evans seconded.

ROLL CALL: ALL AYES, NO NAYS

**Secretary’s Note:** Messrs. Ludwigsen and Catalbiano left the meeting after their presentation.

VIII. **RESOLUTIONS**

A. **Regular Resolutions**

   Vice Chairperson Dworsky asked Ms. Sampson to read Res. #39, Award of Bids.

   Ms. Sampson read Res. #39 giving additional details.

   Mr. Evans moved and Ms. Long seconded the following:

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

   **Bid Exempt 575**
   Software License Microsoft Campus, (FY10/11 Information Technology Services Operations
   A-Prompt Corporation
   Lehigh Valley, PA
   $39,565.90

   **Open Quote 59**
   Professional Services – Mainframe System Support, (FY10/11/12 Information Technology Services Operational)
   Ricomm Systems
   Marlton, NJ
   FY10 $46,107.00
   FY11 $79,040.00
   FY12 $32,933.00
   $158,080.00

   ROLL CALL: AYES, NO NAYS

   Vice Chairperson Dworsky asked Dean Skinner to read Res. #40.

   Dean Skinner read Res. #40.

   Dr. Mora said there was little time for this grant, because we received less than a week’s notice.

   **Secretary’s Note:** A press release on the CRDA and Atlantic County Fund ACCC Project was distributed.

   Vice Chairperson Dworsky congratulated the college and thanked Dr. Mora for his work.

   Mr. Evans moved and Ms. Long seconded the following:

   WHEREAS, the Casino Reinvestment Development Authority is soliciting applications for community-based projects, and
WHEREAS, the Board of Trustees endorsed the Worthington Atlantic City Campus Hospitality Wing as a project under *Blueprint 2020* (see attached), and
WHEREAS, the college will seek CRDA funds to support this project, and
WHEREAS, the maximum amount of the grant would be $10,000,000 from November 16, 2009 to (date to be determined).

THEREFORE BE IT RESOLVED that the Board of Trustees of Atlantic Cape Community College hereby grants approval to apply to the Casino Reinvestment Development Authority for grant funding in the amount of $10,000,000 (maximum) retroactive to November 16, 2009.

ROLL CALL: ALL AYES, NO NAYS

*Secretary’s Note: Resolutions #38 and #38A were removed from the consent agenda.*

> Mr. Evans introduced Mr. Daniel Thoren and Ms. Janet Brenner whose retirement resolutions would be presented tonight.

> Mr. Evans read Res. #38 and moved and Mr. Crowley seconded the following:

WHEREAS, Daniel Thoren has served Atlantic Cape Community College faithfully and professionally since September of 1970, and
WHEREAS, Mr. Thoren’s expertise and leadership were recognized in numerous affirmations over the course of his 40 year career, and
WHEREAS, Mr. Thoren’s colleagues over the years have consistently praised his “initiative” and “leadership”, also noting that he “sets high standards for new faculty”, and
WHEREAS, Mr. Thoren’s long time commitment to delivering high quality instruction is evidenced by his leadership in the growth and success of the Business Department throughout the past four decades, the high standards and successful program accreditations under his leadership, as well as his service on numerous college-wide committees including, but not limited to: Middle States Self Study, Curriculum, Sabbatical Leave, International Education, CAHM Accreditation, and Instructional Resource, and
WHEREAS, Mr. Thoren’s cooperative demeanor, consistent professionalism and personal accessibility has positioned him as a trusted and esteemed colleague among his academic peers, administrators, and students, and
WHEREAS, Mr. Thoren’s academic, professional, and civic pursuits during his career include the attainment of two Master’s Degrees, participation in the Mid-Career Fellowship Program at Princeton University, service as Business Department Chairperson and Professor of Government and Business Administration, completion of the Leadership Academy, and mayor of his township, and
WHEREAS, Mullica Township resident has expressed his desire to retire from Atlantic Cape Community College.

THEREFORE BE IT RESOLVED, upon the recommendation of the President, that the Board approve the retirement of Daniel Thoren, effective June 30, 2010.

BE IT FURTHER RESOLVED, that the Board extends its best wishes to Dan and his family for a very happy and healthy future.

ROLL CALL: ALL AYES, NO NAYS

> The Board applauded.
Mr. Evans read Res. #38A and moved and Mr. Crowley seconded the following:

WHEREAS, Janet Brenner has served Atlantic Cape Community College faithfully and professionally since July of 1986, and

WHEREAS, Ms. Brenner’s competence and professionalism were recognized in numerous affirmations over the course of her 20+ year career, and

WHEREAS, Ms. Brenner’s colleagues over the years have described her performance as “conscientious” and “indispensable”, and

WHEREAS, Ms. Brenner’s long time commitment to encouraging a collegiate environment that is multicultural and diverse was evidenced by her leadership in the growth and success of the English as a Second Language/Learning Assistance Center labs, NAFSA’s Cooperative Grants Program for Multicultural Programming, the Holocaust Awareness Program, Institutional Planning, Community Affairs Program, and the Public Employees Charitable Campaign, and

WHEREAS, Ms. Brenner’s commitment to the College over the years was evidenced by her service on numerous Personnel Search Committees, Middle States Self Study Committees, and the receipt of multiple Perfect Attendance awards, and

WHEREAS, the Margate resident has expressed her desire to retire from Atlantic Cape Community College.

THEREFORE BE IT RESOLVED, upon the recommendation of the President, that the Board approve the retirement of Janet Brenner, effective March 1, 2010.

BE IT FURTHER RESOLVED, that the Board extends its best wishes to Janet and her family for a very happy and healthy future.

ROLL CALL: ALL AYES, NO NAYS

The Board applauded.

Secretary's Notes: Pictures were taken of Ms. Brenner and Professor Thoren with Vice Chairperson Dworsky and Dr. Mora before they left the meeting.

B. Consent Resolutions

Vice Chairperson Dworsky noted the consent resolutions listed on the agenda—Res. #35, Res. #41, and Res. #42—and if there were no objections, these resolutions would be adopted.

Mr. Melchiorre mentioned that under the Policies for Discussion, he had Policy No. 215 pulled for further discussion by the committees, and he would address any current questions or concerns.

Mr. Melchiorre moved and Ms. Torres seconded the following:

Res. #35

October 27, 2009 Regular Session Minutes

Secretary's Note: Per the Board's request college counsel is holding the executive session minutes until further notice.
Res. #41

WHEREAS, Atlantic Cape Community College is cooperating as a partner with Egg Harbor Township High School who was awarded a 2010 Career Academy Grant. This project will create a four-year Education and Training Academy that will encompass their Child Development/ChildCare Program.

WHEREAS, the college will assist the high school in upgrading their ChildCare Curriculum supporting the improvement of vocational programs. It will also provide students with a seamless transition from secondary to postsecondary education through articulation and dual enrollment (see attached), and

WHEREAS, under the terms of the grant, the amount of $22,225.00 was allocated to Atlantic Cape Community College for assistance with the project from September 1, 2009 to June 30, 2010, 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 ACCC as a partner in the FY10 Career Academy Grant Program from September 1, 2009 to June 30, 2010, in the amount of $22,225.00.

Res. #42

RESOLVED: At a public meeting of the Board of Trustees to be held on January 26, 2010, 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

IX. PRESIDENT’S REPORT: Dr. Mora reported on his recent attendance at the Seminar for Experienced Presidents, Harvard University with a PowerPoint presentation. He thanked the Board for the opportunity to attend. He noted that a select group of 37 presidents, chosen on a national level, attended from every level of higher education.

Dr. Mora gave an overview of the Branding initiative, which has been a two-year process. The college partnered with the ACCC Foundation on the project. Copies of the Branding Project Executive Summary were distributed.

Ms. Corbalis presented on the next 10 steps the college will take following the recent branding research study by the Clarus Corporation.

Dr. Mora asked Mr. Luis Olivieri, Senior Manager, Geographic Information Systems, to present highlights of the college’s celebration of National Geographic Information Systems Day.

Mr. Olivieri thanked the college for giving him an opportunity to talk about Geographic Information Systems. He presented highlights of the college’s celebration of National GIS Day held on November 18. Events were presented at all three campuses and attended by area high school students.
Vice President Wexler gave detailed information on the GIS program and the degree that the college is developing.

Dr. Mora asked Ms. Corbalis to report on awards the College Relations Department received from the Jersey Shore Public Relations and Advertising Association and the National Council for Marketing and Public Relations (NCMPR).

Ms. Corbalis said that her department received nine gold, silver and bronze awards for their work on the Restaurant Gala, "What's Cooking," TV program, the Capital Campaign, summer recruitment advertising, and commencement.

Dr. Mora commended Ms. Corbalis and her department for their continuing achievements and professional recognition. He also highlighted the department's leadership role at the NCMPR District I Conference held November 1-3 in Atlantic City in which the college served as a host college. It was noted that Ms. Corbalis will complete her second term as NCMPR District I Director in March and was recently appointed to the NCMPR national board as Director-at-Large. In that capacity, she will help plan the 2011 NCMPR national conference in Philadelphia of which the college will be among the host institutions.

Dr. Mora provided a roundup of recent activities hosted by the college including the Atlantic County Solar Initiative at the main campus in October, H1N1 clinic at the Cape May County Campus on October 30, blood drives at the main and Atlantic City campuses and the William Spangler Library Speaker Series. Dr. Mora also gave the Board Activity Update for December.

X. COMMITTEE REPORTS: DISCUSSION/QUESTIONS

Vice Chairperson Dworsky asked if there were any questions or discussion on the mailed committee reports.

Secretary's Note: at 8:17 p.m., Mr. Reynolds left and meeting and then returned.

XI. OTHER BUSINESS

Vice Chairperson Dworsky asked if there was any other business.

Mr. Melchiorre expressed that he wanted to give some background on why Policy No 215 was removed for further discussion. "The two words "zero tolerance" do not adequately express the policy," said Mr. Melchiorre.

XII. COMMENTS FROM THE PUBLIC

Vice Chairperson Dworsky asked if there were any comments from the public.
XIII. ADJOURNMENT

On motion of Dr. Dworsky and second by Ms. Long the regular session was adjourned at 8:20 p.m., in the Board Room on the main campus, 5100 Black Horse Pike, Mays Landing, NJ.

Respectfully submitted,

BettyAnn Inloes Hines
ACCC Board Secretary

Attachments: ACCC Foundation Board Report, November 24, 2009
            Academic and Student Affairs Committee Minutes, November 18, 2009
            Budget, Finance and Audit Committee Minutes, November 17, 2009
            Diversity, Equity and Community Serviced Committee Minutes, November 17, 2009
            Long-Range Planning and Capital Projects Committee Minutes, November 16, 2009
            Personnel and Board Development Committee Minutes, November 16, 2009