I. **CALL TO ORDER REGULAR SESSION**

On Tuesday, December 18, 2012, at 7:00 p.m. Chairperson David A. Evans called the meeting to order. He thanked everyone for coming.

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 December 7, 2012.

III. **FLAG SALUTE**

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

IV. **ROLL CALL (✓)**

<table>
<thead>
<tr>
<th>Board Members</th>
<th>College Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Robert J. Boyer</td>
<td>Dr. Peter Mora</td>
</tr>
<tr>
<td>✓ Dave Coskey</td>
<td>Kathy Corbalis</td>
</tr>
<tr>
<td>✓ Thomas J. Dowd</td>
<td>Eileen Curristine</td>
</tr>
<tr>
<td>✓ David A. Evans</td>
<td>Sean Fischer</td>
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<tr>
<td>✓ Brian G. Lefke</td>
<td>Dr. Patricia Gentile</td>
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<tr>
<td>✓ Maria K. Mento</td>
<td>Douglas Hedges</td>
</tr>
<tr>
<td>✓ Donald J. Parker</td>
<td>Dr. Richard Perniciaro</td>
</tr>
<tr>
<td>✓ Nicole Schoenstein</td>
<td>Carmen Royal</td>
</tr>
<tr>
<td>✓ Dr. Richard Stepura</td>
<td>Terry Sampson</td>
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<tr>
<td>✓ Maria Ivette Torres</td>
<td>Cathie Skinner, CPA</td>
</tr>
<tr>
<td>✓ Helen W. Walsh</td>
<td>Dr. Art Wexler</td>
</tr>
<tr>
<td></td>
<td>BettyAnn Inloes Hines</td>
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<tr>
<td></td>
<td>Louis J. Greco, Esquire</td>
</tr>
</tbody>
</table>

Others in Attendance

Bonnie Lindaw, Atlantic Co. Treasurer & CFO
Bryan Dufresne, Atlantic Cape Student
Max Fineran, Atlantic Cape Student
Harrison Furman, Atlantic Cape Student
Cheryl Garwood, Atlantic Cape Employee
Sandi Greco, Atlantic Cape Employee
Mya Issa, Atlantic Cape Student
Helen Joseph, Atlantic Cape Student
Ken Kin, Atlantic Cape Student
Marcia Kleinz, Atlantic Cape Employee
Tom Lombarski, Ford Scott and Associates LLC
Ed Perkins, Atlantic Cape Employee
Michele Perkins, Atlantic Cape Employee
Peter Rossi, Atlantic Cape Student
Bojan Zilovic, Atlantic Cape Employee
V. CALL TO ORDER EXECUTIVE SESSION

Chairperson Evans stated there would be an executive session at the end of the regular session.

VI. REGULAR SESSION

Mr. Lefke said at the November reorganization meeting the Board did not appoint a new treasurer. He noted after a series of meetings and conference calls, the Board Nomination Committee has unanimously nominated Mr. Robert J. Boyer as treasurer. Mr. Lefke moved and Mr. Evans seconded.

Chairperson Evans asked if there were any questions or comments.

ROLL CALL: AYES, NO NAYS, ABSTENTION (Mr. Boyer)

Chairperson Evans extended his congratulations to Treasurer Boyer.

Chairperson Evans congratulated Mr. Parker on his reappointment to the Board by the Atlantic County Board of Chosen Freeholders.

VII. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

None

VIII. PRESIDENT’S REPORT

Dr. Mora stated that he would present two items on his report now: SGA Hurricane Sandy Relief and TV Club–State of the College.

Dean Royal said it was a great pleasure to speak to the Board about the strong student leaders of the Student Government Association (SGA) and their compassion for the students affected by Hurricane Sandy. She commended them for their recent allocation of $10,000 in SGA funds to meet the needs of fellow students affected by the hurricane. She said these students are wonderful to work with.

Secretary’s Note: A photo of Dr. Mora, Chairperson Evans and Dean Royal was taken.

Accompanied by Mr. Harrison Furman, Vice President; Ms. Mya Issa and Ms. Helen Joseph, Sophomore Senators; Mr. Dufresne, SGA President, thanked the Board for the work they do on behalf of the students.
Dean Gentile stated that the last of the Hurricane Sandy Relief checks were dispersed this week and everyone who submitted an application received monies. The fund provided approximately $37,000 to 425 students who lost books, computers, wages, transportation or clothing in the storm.

Dr. Wexler introduced Mr. Bojan Zilovic, Assistant Professor, Computer Information Systems and Advisor to the TV Club, who spoke about the club’s production of Dr. Mora’s State of the College address, a portion of which was aired. Video of the state of the college was shown.

Assistant Professor Zilovic said it was an honor to attend the Board meeting noting the students would not have access to this technology without the Board’s vision.

Mr. Ken Kin, President of the TV Club, outlined the club’s projects designed to inform students about events and activities on campus. Mr. Max Fineran, another member of the group who produced the video, also was recognized.

**Secretary’s Note:** Photo taken of Drs. Mora & Wexler, Assistant Prof. Zilovic, and the TV Club.

Dr. Mora stated this concluded the first part of his report.

**IX. BUDGET REPORT**

Vice President Torres stated that the Financial Statement, November 30, 2012, year-to-date data is summarized in the financial report for the five months ended November 30, 2012, indicates the college has earned 50.5% of budget revenues and expended 41% of budgeted expenses.

Based on year-to-date activity, management projects the college will attain the budgeted Fiscal 2012-2013 margin using the fund balance transfer of $999,956.

**X. RESOLUTIONS**

A. **Regular Resolutions**

Vice President Torres moved and Mr. Boyer seconded the acceptance of the Financial Statement Executive Summary for November 30, 2012, Res. #38.

Chairperson Evans asked if there was any need for discussion.

ROLL CALL: ALL AYES, NO NAYS

Vice Chairperson Torres read Res. #41, Mr. Boyer moved and Mr. Coskey seconded.

Chairperson Lefke asked if there were any questions.

WHEREAS, the college had developed a list of FY’12 repair and renewal projects to be funded by the student facilities fee, and
WHEREAS, FY'12 funds remaining to support completing these initiatives are estimated in the amount of $13,264.00, and

WHEREAS, it is the recommendation of the President to appropriate $13,264.00 from the FY’12 year-end unrestricted fund balance to the Facilities Fee Plant Fund account in FY’13 designated for those repair and renewal projects funded by the Student Facilities Fee not yet completed as of June 30, 2012.

THEREFORE BE IT RESOLVED that the Board of Trustees approve said transfer of $13,264.00 from the FY’12 year-end unrestricted fund balance to the Plant Fund.

ROLL CALL: ALL AYES, NO NAYS

Vice Chairperson Torres asked for a motion to accept, Fiscal Year 12 Comprehensive Annual Financial Report for the year ended June 30, 2012 (DRAFT) and Mr. Boyer seconded.

Chairperson Evans asked if there was any need for discussion.

ROLL CALL: ALL AYES, NO NAYS

Vice Chairperson Torres stated that Mr. Tom Lombarski of Ford Scott and Associates LLC is here tonight to present the results of the audit of the college’s financial statements for the fiscal year ended June 30, 2012.

Mr. Lombarski said it was a pleasure being here to present the Fiscal Year 12 Comprehensive Annual Financial Report for the year ended June 30, 2012 (DRAFT). He said the audit report was presented in several sections—Introductory, Financial, Single Audit, and Statistical (unaudited). He reviewed highlights of the report noting they had issued “an unqualified or ‘clean’ opinion for the college.” He said the firm identified “no significant deficiencies or material weaknesses” and said the college’s financial position “remains sound.” Mr. Lombarski said, “I would be happy to address questions from the Board.”

Ms. Walsh said Mr. Lombarski met for over an hour with the Budget, Finance & Audit Committee and the committee was quite pleased with their presentation of the audit.

Chairperson Evans thanked Mr. Lombarski for his report. He also thanked Dean Skinner and members of her team, including Ms. Budd for their work on the audit. “This reflects outstanding and consistent work within our Finance Department,” said Chairperson Evans.

Secretary’s Note: The Report on Schedule of Total Credit-Hour Enrollments & Base Charge-back Rate Per In-County Credit Hour, For The Fiscal Year Ended June 30.2102 given to Board.

B. Consent Resolutions

Chairperson Evans said if there were no consent resolutions to be removed for further discussion, they would be considered for adoption. He moved and Dr. Stepura seconded the motion.

Chairperson Evans asked Secretary Hines to read the consent resolutions.
Secretary Hines presented the consent resolutions — Res. #37, Res. #39, Res. #40, and Res. #42 — as follows:

Res. #42

November 27, 2012, Regular & Reorganization Minutes

Secretary's Note: The executive session minutes are still being held.

Res. #39

It is respectfully recommended, by the President, that the Board approve the following:

Promotion

Nancy Porfido, from Director, Student Development and Judicial Officer, to Director, Student Development and Judicial Officer, effective January 1, 2013 with a 7% base salary increase, bringing her salary from $72,028 to $77,070.

Reassignment

Cynthia Correa, from Associate Director, Student Development, to Assistant Director, WACC Student Services, effective January 1, 2013, with no change in pay grade or salary.

Title Change

Tammy DeFranco, from Assistant Director, WACC and CMCC Student Services, to Assistant Director, CMCC Student Services, effective January 1, 2013, with no change in pay grade or salary.

Res. #40

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

<table>
<thead>
<tr>
<th>RFP</th>
<th>Description</th>
<th>Vendor</th>
<th>Location</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>161</td>
<td>Web Hosting (Outsourcing), (Academic Support Services)</td>
<td>30R Networks</td>
<td>Bridgeton, NJ</td>
<td>21,300.00</td>
</tr>
<tr>
<td>1765R</td>
<td>Kitchen Equipment, WACC, (CRDA Grant/County Match)</td>
<td>Todd Devin Food Equipment</td>
<td>Yardley, PA</td>
<td>661,000.00</td>
</tr>
<tr>
<td>1768</td>
<td>Microscopes, (Perkins Grant Fund)</td>
<td>I. Miller Optical</td>
<td>Feasterville, PA</td>
<td>38,350.00</td>
</tr>
<tr>
<td>1771</td>
<td>Walk-in Cooler, M Building Storeroom, (Chapter 12)</td>
<td>Todd Devin Food Equipment</td>
<td>Yardley, PA</td>
<td>19,944.00</td>
</tr>
<tr>
<td>Ex. 644</td>
<td>State Contract, Apple Computers, (FY13 Perkins Grant Fund)</td>
<td>Apple Computer</td>
<td>Atlanta, GA</td>
<td>95,535.00</td>
</tr>
</tbody>
</table>

Res. #42

RESOLVED: At a public meeting of the Board of Trustees to be held on January 22, 2013, that pursuant to Sections 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, litigation, anticipated contracts and matters of attorney-client privilege
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

XI. **PRESIDENT’S REPORT** (continued)

Dr. Mora said the second part of his report would be on Continuing Education and the STEM Groundbreaking.

Dean Gentile reported on the Continuing Education Division, “Serving the Workforce Development and continuing Education Needs of Atlantic and Cape May Counties,” by PowerPoint outlining the area’s goals, staffing and services provided in its two key areas, workforce development and personal development. During the past year, the Continuing Education Division has served more than 7,000 persons with an average age of 44.5.

Mr. Fischer gave a recap of the STEM building ceremonial groundbreaking held on December 10 and attended by more than 120 people.

Dr. Gentile and Ms. Corbalis gave additional reports on the STEM building donor luncheon and media coverage.

Dr. Mora thanked everyone involved in planning the STEM building groundbreaking.

The Board received the Board Activity Calendar in their portfolios.

XII. **COMMITTEE REPORTS:** DISCUSSION/QUESTIONS

Chairperson Evans asked if there were any additional reports.

XIII. **OTHER BUSINESS**

On behalf of the Board, Chairperson Evans presented Dean Royal with a plaque. He stated that at the last Board meeting a resolution was submitted for Dean Royal’s retirement effective January 1. “You have impacted many thousands of lives,” said Chairperson Evans. He noted this was the end of a “Royal Era” at the college, following the recent retirement of her spouse, Dean Bobby Royal as well. Chairperson Evans said, “You will be greatly missed.”

Dean Royal thanked Dr. Mora and the Board saying she has mixed feelings after 32 years. “The plaque belongs to the people and students who have done the work. I will miss you all,” said Dean Royal.

Dr. Mora praised Dean Royal for her work advocating for students and commented on her “illustrious” career at the college and her participation in statewide professional organizations.
Ms. Sandi Greco, President of the Atlantic Cape Education Association umbrella group said of Dean Royal’s retirement, “the college is losing so much.”

The Board and attendees applauded.

Chairperson Evans thanked the Board for submitting their Board committee forms and he will be making appointments the first week in January.

Chairperson Evans thanked the members of the Atlantic Cape Education Association (ACEA) in attendance for the bargaining units’ efforts on behalf of Hurricane Sandy Relief at the college.

XIV. COMMENTS FROM THE PUBLIC

Ms. Greco, President of ACEA said, “Thank you very much for your comments and recognition of the work we are doing on campus.”

Ms. Greco asked for a moment of silence for the students, teachers and families of the Newtown, CT tragedy.

The Board and attendees stopped for a moment of silence.

Chairperson Evans thanked Ms. Greco for her comments.

XV. ADJOURNMENT

On motion of Chairperson Evans and second by Mr. Boyer the regular session was adjourned at 8 p.m., in the Board Room, J-202, 5100 Black Horse Pike, Mays Landing, NJ.

Secretary’s Note: The executive session commenced after the regular session ended. Dr. Mora, senior staff members and Counsel Greco remained for the meeting.

Respectfully submitted,

BettyAnn Inloes Hines
Atlantic Cape Board Secretary

Attachments:  Atlantic Cape Foundation Board Report, December 2012
Budget, Finance & Audit Committee Minutes, December 11, 2012
Diversity, Equity, & Community Service Committee Minutes, November 29, 2012
Long-Range Planning & Capital Projects Committee Minutes, December 11, 2012 Rev.
Personnel & Board Development, December 12, 2012