Board of Trustees Regular Meeting  
Tuesday, May 24, 2011 – 5:00 p.m. – Board Room

AGENDA

1. General Institutional Functions
   1.1 Call to Order
   1.2 Public Statement
      Adequate notice of this meeting has been provided at least 48 hours in advance of its commencement by posting in at least one public place reserved for such or similar announcements and by mail, telephone, or hand delivery to all appropriate parties pursuant to the Open Public Meetings Act, N.J.S.A. 10:4:1.
   1.3 Roll Call / Pledge of Allegiance / Welcome to Guests
   1.4 Approval/Acceptance of Minutes:

   ACTION 1.4.1 Acceptance of Minutes from the April 18, 2011 Finance and Facilities Committee Meeting.

   ACTION 1.4.2 Acceptance of Minutes from the April 19, 2011 Personnel and Curriculum Committee Meeting.

   1.5 Courtesy of the Floor (Public Session)


   1.7 Correspondence File

   ACTION/RC 1.8 Consideration of the Legally Mandated Agenda Items (As Noted on the Agenda by an *). The Detail of Each Item is Presented in the Main Body of the Agenda Under its Appropriate Classification. (Items 2.1 & 2.2)

2. Personnel

(* ) 2.1 Recommendation: Approval of the attached list of part-time faculty employed to Continuing Education courses. Said appointments are made in accordance with the policies, procedures, and salary guidelines established by the Board of Trustees.
2.2 Recommendation: Appointment of the attached list of part-time support/non-faculty staff employed for FY'10/11. Said appointment is in accordance with the policies, procedures and salary guidelines established by the Board of Trustees.

**ACTION/RC 2.3**
Recommendation: Appointment of Christine Forgie to the new Full-Time Position of Collections Specialist effective June 1, 2011; at an annual salary of $26,400.

**ACTION/RC 2.4**
Recommendation for promotion of the following full-time faculty
2.4.1 Mary Ellen Donner from Instructor to Assistant Professor
2.4.2 Michael Hughes from Instructor to Assistant Professor
2.4.3 Jean LeBlanc from Instructor to Assistant Professor
All promotions to be effective August 2011.

2.5 Report of the Personnel and Curriculum Chair.

3. **Curriculum and Instruction**
   
   3.1 Academic Affairs Highlights

**ACTION/RC 3.2**
Approve of degree option retirement:

**ACTION 3.3**
Approval of Memorandum of Understanding between Specialty Surgical Center and SCCC, Dept. of Health Sciences, Medical Coding & Billing Program.

4. **Student Services Report**

5. **Community Information and Service Report**
   
   5.1 Monthly Report of Community Services Provided by the College – Next Month.

6. **College Facilities**
   
   6.1 Report from the Finance and Facilities Committee Chair.

**ACTION/RC 6.2**

7. **Business and Finance**

**ACTION/RC 7.1**
Report from the Audit Committee Chair.

7.2 Reminder – Wiss & Co. Financial Workshop – May 24th at 3:00 p.m.
   (Board Room)

8. **Courtesy of the Floor (Public Session)**
9. **Other Business**

**Discussion / Reports / Announcements:**

9.1 President’s Report

9.2 Chairman’s Comments

9.3 Special Meeting of the Board of Trustees Will Take Place on Tuesday, May 31, 2011 at 5:00 p.m., Unless Scheduled Otherwise.

9.4 The Next Regular Meeting of the Board of Trustees Will Take Place on Tuesday, June 28, 2011 at 5:00 p.m., Unless Scheduled Otherwise.

10. **Adjournment**