MINUTES

1. General Institutional Functions

1.1 Chairman Smith called the meeting to order at 5:04 p.m.

1.2 Secretary Bain read the 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

The following were present: Mr. Smith-Chairman, Mrs. Bain-Secretary, Ms. Case-Treasurer, Dr. Andrews, Dr. Lamonte, Mr. Long (via telephone), Judge Parker, Mr. Perry, Mr. Senker, Mr. Vetrano, and Dr. Mazur-President/Ex-Officio Member.

Mr. Gavan-Vice Chairman did not attend the meeting.

Also in attendance were: Sr. Vice President Student Services Harry Damato, Vice President Academic Affairs Dr. Kate Douglas, Vice President Finance and Operations Frank Nocella, Executive Director Marketing and Public Information Kathleen Scott, Executive Director Human Resources and Legal Affairs Claudia Olivo and Assistant to the President and Board of Trustees/Recording Secretary Wendy Fullem.

1.4 Approval/Acceptance of Minutes:

1.4.1 Acceptance of Minutes from the Special Finance and Facilities Meeting of January 14, 2011.

Mr. Perry moved to accept minutes from the Special Finance and Facilities Meeting of January 14, 2011. Dr. Andrews seconded the motion. Mr. Long abstained from the vote. Motion carried.

1.4.2 Acceptance of Minutes from the Personnel and Curriculum Meeting of January 18, 2011.

Mrs. Bain moved to accept minutes from the Personnel and Curriculum Meeting of January 18, 2011. Judge Parker seconded the motion. Mr. Long abstained from the vote. Motion carried.
1.4.3 Acceptance of Minutes from the Finance and Facilities Meeting of January 19, 2011.

Dr. Andrews move to accept minutes from the Finance and Facilities Meeting of January 19, 2011. Mr. Perry seconded the motion. Mr. Long abstained from the vote. Motion carried.

1.4.4 Approval of Minutes from the January 20, 2011 Special Meeting.

Mrs. Bain moved to approve minutes from the January 20, 2011 Special Meeting. Dr. Andrews seconded the motion. Mr. Long abstained from the vote. Motion carried.

1.4.5 Approval of Minutes from the January 20, 2011 Executive Session.

Mrs. Bain moved to approve minutes from the January 20, 2011 Executive Session. Dr. Lamonte seconded the motion. Mr. Long abstained from the vote. Motion carried.

1.4.6 Approval of Minutes of the February 7, 2011 Special Meeting.

Mrs. Bain moved to approve minutes from the February 7, 2011 Special meeting. Dr. Andrews seconded the motion. Dr. Lamonte, Mr. Vetrano, Mr. Senker and Judge Parker abstained from the vote. Motion carried.

NOTE: Minutes from the January 25, 2011 meeting were not available for approval.

1.5 Courtesy of the Floor (Public Session)

- Hank Pomerantz, President of the Adjunct Faculty Federation, addressed the Board regarding changes in employment of adjuncts as well as increases in class and lab sizes. It was noted that larger lectures are supported by smaller labs. The Board’s Personnel and Curriculum Committee was asked to look at student achievement and retention rates in larger vs. smaller classes and labs.

- Jean Plotts Brine, Assistant Director of Financial Aid and Co-President of the Professional Staff Union thanked the Board for engaging in conversation with guests. She also noted her appreciation of President Mazur’s Student Services background and knowledge of financial aid in particular.

- Stella Trikouros, Coordinator of Teen Arts thanked the Board for their continued support for Teen Arts. She explained the festival, its success and noted that there will be 1200-1500 high school students on our campus for the event.

- Alumni/returning student Daniel G. addressed the Board regarding the retirement of the Hospitality and Food & Beverage options, including Safe Serve certification. Dr. Douglas explained that the programs are not sustainable due to the costs. She also noted that this has nothing to do with the efforts of Ms. Kraus Utter, or the quality of the program.
Dr. Douglas also explained that retired means a program can be brought back and that this is the most appropriate decision at this time, noting that matriculated students who want to finish the program will have an opportunity to do so over the next six semesters. She also noted that Safe Serve certification will continue and Ms. Kraus Utter will be retained as tenured faculty.


Dr. Andrews moved to acknowledge receipt and review of the January 31, 2011 unaudited financial statements. Mr. Vetrano seconded the motion.

Roll call vote: Dr. Andrews, Mrs. Bain, Ms. Case, Dr. Lamonte, Mr. Long, Judge Parker, Mr. Perry, Mr. Senker, Mr. Vetrano and Mr. Smith voted yes. Motion carried unanimously.

1.7 The Correspondence File was received, reviewed and filed.

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. (Item 2.1)

Mrs. Bain moved to approve the legally mandated agenda item 2.1. Mr. Perry seconded the motion.

Roll call vote: Dr. Andrews, Mrs. Bain, Ms. Case, Dr. Lamonte, Mr. Long, Judge Parker, Mr. Perry, Mr. Senker, Mr. Vetrano and Mr. Smith voted yes. Motion carried unanimously.

2. Personnel

2.1 Recommendation: Approval of the Attached List of Part-Time Faculty Employed to Teach Credit, Noncredit or Independent Study (IS) Courses/Seminars That Achieved a Supporting Enrollment During Spring 2011 Semester. Said Appointments are Made in Accordance with the Policies, Procedures, and Salary Guidelines Established by the Board of Trustees.

Approved as item 1.8.

2.2 Report of the Personnel and Curriculum Chair.

Mrs. Bain, Chair of the Personnel and Curriculum Committee noted that in addition to items on this month’s Board agenda, the committee reviewed ways to increase revenue and reduce expenses, including raising tuition while still staying competitive. They also reviewed opportunities within CE to raise more income.
2.3 Recommendation: Approval to Create Two Full-Time Positions Under the Northern New Jersey Health Professions Pathways Grant – Secretary and Site Coordinator.

Mrs. Bain moved to approve creation of two full-time positions under the Northern New Jersey Health Professions Pathways Grant as noted above. Mr. Vetrano seconded the motion.

It was noted that this approval will increase the authorized headcount by one, not two. The second is a replacement position funded 75% by the grant.

Roll call vote: Dr. Andrews, Mrs. Bain, Ms. Case, Dr. Lamonte, Mr. Long, Judge Parker, Mr. Perry, Mr. Senker, Mr. Vetrano and Mr. Smith voted yes. Motion carried unanimously.

2.4 Recommendation: Approval to Accept Retirement of Gay Van Etten from the Full-Time Position of Payroll Specialist, Effective June 30, 2011.

Mrs. Bain moved to accept Gay Van Etten’s retirement as noted above. Dr. Lamonte seconded the motion.

Roll call vote: Dr. Andrews, Mrs. Bain, Ms. Case, Dr. Lamonte, Mr. Long, Judge Parker, Mr. Perry, Mr. Senker, Mr. Vetrano and Mr. Smith voted yes. Motion carried unanimously.

3. **Curriculum and Instruction**

3.1 The Board received a presentation by Dr. Mary Dehart and Faith Dillon regarding the Sussex County Community College Ready Consortium and SUCCESS Program.

3.2 Recommendation: Approval of MOU Between Newton Memorial Hospital and Sussex County Community College.

Mrs. Bain moved to approve the MOU between Newton Memorial Hospital and Sussex County Community College.

Roll call vote: Dr. Andrews, Mrs. Bain, Ms. Case, Dr. Lamonte, Mr. Long, Judge Parker, Mr. Perry, Mr. Vetrano and Mr. Smith voted yes. Mr. Senker abstained from the vote. Motion carried.

3.3 Recommendation: Approval of Web Study Contract.

Mrs. Bain moved to approve the Web Study Contract. Dr. Lamonte seconded the motion.

Roll call vote: Dr. Andrews, Mrs. Bain, Ms. Case, Dr. Lamonte, Judge Parker, Mr. Perry, Mr. Senker, Mr. Vetrano and Mr. Smith voted yes. Mr. Long abstained from the vote. Motion carried.

4. **Student Services Report**

The Board received an update regarding student and club activities.
5. **Community Information and Service Report** – None

6. **College Facilities**

6.1 Recommendation: Approval of Facility Rental Policy.

Dr. Andrews moved to approve the Facility Rental Policy. Mr. Perry seconded the motion.

Roll call vote: Dr. Andrews, Mrs. Bain, Ms. Case, Dr. Lamonte, Mr. Long, Judge Parker, Mr. Perry, Mr. Senker, Mr. Vetrano, Mr. Smith voted yes. Motion carried unanimously.

6.2 Recommendation: Approval of Bid Award Contracts for Janitorial, Plumbing, & Carpentry Services.

6.2.1 Award of Contract for Janitorial Services to Carroll Services

Mr. Perry moved to approve the award of contract for janitorial services to Carroll Services. Mr. Vetrano seconded the motion.

Roll call vote: Dr. Andrews, Mrs. Bain, Ms. Case, Dr. Lamonte, Mr. Long, Judge Parker, Mr. Perry, Mr. Senker, Mr. Vetrano, Mr. Smith voted yes. Motion carried unanimously.

6.2.2 Award of Contract for Carpentry Services to RayO Construction

Dr. Andrews moved to approve the award of contract for carpentry Services to RayO Construction. Judge Parker seconded the motion.

It was noted that future contracts should specify “not to exceed without additional Board of Trustee approval” limits. Administration has been asked to create a policy regarding “not to exceed” contract process now in place.

Roll call vote: Dr. Andrews, Mrs. Bain, Ms. Case, Dr. Lamonte, Mr. Long, Judge Parker, Mr. Perry, Mr. Senker, Mr. Vetrano, Mr. Smith voted yes. Motion carried unanimously.

6.2.3 Award of Contract for Plumbing Services to Aero Plumbing and Heating

Mr. Perry moved to approve the award of contract for plumbing services to Aero Plumbing and Heating. Dr. Andrews seconded the motion.

Roll call vote: Dr. Andrews, Mrs. Bain, Ms. Case, Dr. Lamonte, Mr. Long, Judge Parker, Mr. Perry, Mr. Senker, Mr. Vetrano, Mr. Smith voted yes. Motion carried unanimously.

6.3 Report from the Finance and Facilities Committee Chair.

As Chairman of the Finance and Facilities Committee, Mr. Perry reported that the most important issue the committee discussed during multiple meetings is the budget submission to the Board of School Estimate.
Other items discussed include:

- Chapter 12 for Fiscal Year 2012, noting that projects have not yet been approved or prioritized. He explained the process for reserving funds.

- Chargebacks and the chargeback process, especially regarding chargebacks for eliminated and retired programs.

- New Facilities Director Anthony Valenti, who has hit the ground running.

- Snow removal budget. The county is no longer providing the service to us for College Hill Road and we therefore needed to work the additional snow removal costs into the budget.

7. **Business and Finance**

7.1 Report from the Audit Committee Chair – None

7.2 Recommendation: Certification of the amount of local appropriation necessary for the operating expenses and capital outlay expense of the college for FY.

Mr. Perry moved to certify the amount of local appropriation necessary for the operating expenses and capital outlay expense of the college for FY12, based on the below outlined changes being made to the proposed budget submission for the Board of School Estimate. Mr. Vetrano seconded the motion.

A discussion regarding the proposed budget ensued. The discussion included possible salary freeze, tuition increase, Board of School estimate authorization to adjust the budget due to not having final numbers regarding state funding and how much money to have in reserves.

It was decided to not include $300k for a salary freeze but rather to include it in other expense reduction initiatives, zero out the reserves and include an $18 tuition increase.

Roll call vote: Dr. Andrews, Mrs. Bain, Ms. Case, Dr. Lamonte, Mr. Long, Judge Parker, Mr. Perry, Mr. Senker, Mr. Vetrano, Mr. Smith voted yes. Motion carried unanimously.

7.3 Recommendation: Authorization for President to prepare the final bound FY budget document for public advertisement and for submission to the Sussex County Community College Board for School Estimate.

Mrs. Bain moved to authorize preparation of the final bound FY12 budget document for public advertisement and for submission to the Sussex County Community College Board of School Estimate. Mr. Vetrano seconded the motion.

Roll call vote: Dr. Andrews, Mrs. Bain, Ms. Case, Dr. Lamonte, Mr. Long, Judge Parker, Mr. Perry, Mr. Vetrano, Mr. Smith voted yes. Mr. Senker
was not in the room for the vote. Motion carried.

7.4 Recommendation: Authorization to Schedule Board of School Estimate Meeting and Board Secretary authorization to advertise said meeting along with a summarized statement of both the estimated revenues and anticipated operating and capital expenditures.

Dr. Andrews moved to authorize the scheduling and advertising of the Board of School Estimate meeting as noted above. Mr. Vetrano seconded the motion.

Roll call vote: Dr. Andrews, Mrs. Bain, Ms. Case, Dr. Lamonte, Mr. Long, Judge Parker, Mr. Perry, Mr. Vetrano, Mr. Smith voted yes. Mr. Senker was not in the room for the vote. Motion carried.

7.5 Recommendation: Approval of Citibank P Cards -- NJ State contract #TT-1654-52561.

Mr. Perry moved to approve Senior Management’s use of Citibank P-Cards. Ms. Case seconded the motion.

Vice President Nocella explained that this card will replace use of American Express cards and will help to streamline the entire purchase/tracking/payment process.

Roll call vote: Dr. Andrews, Mrs. Bain, Ms. Case, Dr. Lamonte, Mr. Long, Judge Parker, Mr. Perry, Mr. Senker and Mr. Vetrano voted yes. Motion carried unanimously.

7.6 Recommendation: Approval to Transfer and Consolidate Upon Expiration Cash, CD’s from NJ Cash Management Fund and Hudson City Savings Bank to Key College Banks – Lakeland and Valley National.

Dr. Andrews moved to approve transfer and consolidation as noted above. Mr. Vetrano seconded the motion.

Roll call vote: Dr. Andrews, Mrs. Bain, Dr. Lamonte, Mr. Long, Judge Parker, Mr. Perry, Mr. Senker and Mr. Vetrano voted yes. Ms. Case abstained from the vote. Motion carried.

7.7 Recommendation: Approval to Increase Snow Removal Budget from $60,000 to $100,000 for FYE June 30, 2011.

Mr. Vetrano moved to approve an increase to the snow removal budget as noted above. Mr. Perry seconded the motion.

Roll call vote: Dr. Andrews, Mrs. Bain, Ms. Case, Dr. Lamonte, Mr. Long, Judge Parker, Mr. Perry, Mr. Senker and Mr. Vetrano voted yes. Motion carried unanimously.

8. **Courtesy of the Floor (Public Session)**

- Jean Brine Plotts addressed the Board regarding a number of items including:
  - The pension plan and PERS/ABP. Vice President Nocella explained that PERS is expected to increase 44% while ABP works on a percent match. He
indicated that 50-60% of staff are in the PERS plan.
- Addressing pot holes/road maintenance.
- College Bowl Sunday – an event where Financial Aid administrators spend time with inner city students helping to fill out FASAs. They work with inner city families due to mass transit availability. She noted that she sits on the Board for the state association and there is talk of trying to find a way to work with our own students and potential students.
- Questioned why employee 1.5% toward benefits was not included in a line item in the budget. Asked that it be broken out.
- Asked that credit cards only be used for what is “really” needed.
- Noted that next year’s TAG might be cut significantly.

- Hank Pomerantz thanked the Board for the open dialogue. He noted that the unions have been requesting and receiving information regarding fiscal issues at the college in order to present a full picture to union membership before asking them to make a decision to freeze salary increases. He indicated that in less than two years they have already given up $250K and their increase, if they were to keep it represents, for a 3-credit course, a $57 raise. He said they have and continue to pay the price for the malfeasance of funds and inaccurate information, although no member of the teaching or support staff or unionized employees caused harm to the college. To convince membership to give back what little they’re going to get is a tough job when negotiations were spread out over years, with a huge amount of money spent on labor attorneys. He indicated they have not received any formal offer or negotiation and the union’s attorney said the written proposal was not binding on the part of administration, as it is not a legal document. He asked that if there is something else to be offered to them, to please ask for a meeting.

- Alice Williamson, Co-President of the Faculty Union addressed the Board regarding the salary freeze proposal. She noted that faculty at SCCC are among the lowest paid in the state and the reason many took positions here was due to the wonderful benefits – but the state is starting to erode the benefits. She said when additional requested information is received they will bring it back to their membership to review. She wanted to make a statement because they feel “it’s always being put on their backs.”

Chairman Smith noted that the malfeasance of the past is being paid for by all, including faculty, staff, students and the Trustees, although they do not get paid they have put in many hours of their time to help make the college a better place.

9. **Other Business**

**Discussion / Reports / Announcements:**

9.1 **President’s Report**

Dr. Mazur reported:

- He was well received during his first week as President and he appreciates the union heads meeting with him before the start of his presidency. The meetings were cordial, went very well and provided him with insight as to their thoughts.

- He spent some time walking the campus, talking and meeting with staff and students. Also talked to students and staff at the Fast Forward event today.
• Attended the Breakfast of Champions for our scholar athletes this morning. Student athletes with a 3.0+ GPA are honored.

• We had a successful transfer fair last week. Over thirty four-year colleges participated.

• There are really good things happening in our media services. We are in discussions with the NJ Herald for our students to supply news video for The Herald’s Website. The Broadcasting Club is working on an Orange County Choppers reality mini-documentary with students from Vernon High School. The County itself has expressed interest in the College producing their next update for the Sussex County video. We continue to broadcast and stream our basketball games online.

• Enrollments were down this Spring and we’re not yet sure why. Other college enrollments are down as well. There might be ways to slow the decline although SCCC’s 40% capture rate is really high.

• He is looking forward to meeting with each Trustee and each Freeholder individually in hopes for the start of good working relationships.

9.2 Chairman’s Comments

Chairman Smith asked that any Trustee wishing to attend the NJCCC meeting at Forsgate on Monday February 28th, let Wendy Fullem know.

9.3 The Next Regular Meeting of the Board of Trustees Will Take Place on Tuesday, March 22, 2011 p.m., Unless Scheduled Otherwise.

10. Adjournment

Upon a motion made by Mrs. Bain and seconded by Dr. Andrews, the meeting adjourned at 8:40 p.m.

Approved:

Ann G. Bain, Secretary