Board of Trustees Regular Meeting
Tuesday, January 25, 2011 – 5:00 p.m. – Board Room

MINUTES

1. General Institutional Functions

1.1 Chairman Smith called the meeting to order at 5:05 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, Mr. Gavan – Vice Chairman (arrived at 5:08 p.m.), Mrs. Bain - Secretary, Ms. Case - Treasurer, Dr. Andrews, Mr. Long (via telephone), Judge Parker, Mr. Perry, Mr. Senker (arrived at 5:22 p.m.), Mr. Vetrano and Interim President Mr. Damato.

Dr. Lamonte did not attend the meeting.

Also in attendance were: Mr. Nocella – VP of Finance and Operations, Dr. Kate Douglas – VP of Academic Affairs, Claudia Olivo – Exec. Director of Human Resources and Legal Affairs, Kathleen Scott – Exec. Director Marketing and Public Relations, and Wendy Fullem – Ass’t to the President and Board of Trustees/Recording Secretary.

Chairman Smith welcomed the guests.

1.4 Approval/Acceptance of Minutes:

1.4.1 Acceptance of Minutes from Finance and Facilities Committee Meeting of November 15, 2010.

Mr. Perry moved to accept minutes from the Finance and Facilities Committee meeting of November 15, 2010. Dr. Andrews seconded the motion. Motion carried unanimously after Secretary Bain explained that she had a conversation with attorney regarding accepting vs. approving and he indicated that Trustees would be accepting the minutes, meaning they have received them. Members not present at the meeting do not have to abstain because there is no approval.

1.4.2 Acceptance of Minutes of the Personnel and Curriculum Committee Meeting of November 16, 2010.
Mrs. Bain moved to accept minutes from the Personnel and Curriculum Committee meeting of November 16, 2010. Mr. Perry seconded the motion. Motion carried unanimously.

1.4.3 Approval of Minutes of the November 23, 2010 Reorganization Meeting.

Mr. Perry moved to approve minutes of the November 23, 2010 Reorganization Meeting. Mrs. Bain seconded the motion. Motion carried unanimously.

1.4.4 Approval of Minutes of the November 23, 2010 Regular Meeting.

Dr. Andrews moved to approve minutes of the November 23, 2010 Regular Meeting. Mrs. Bain seconded the motion. Motion carried unanimously.

1.4.5 Approval of Minutes of the November 23, 2010 Executive Session.

Mrs. Bain moved to approve minutes of the November 23, 2010 Executive Session. Mr. Vetrano seconded the motion. Motion carried unanimously.

1.4.6 Approval of Minutes of the December 16, 2010 Special Meeting.

Mrs. Bain moved to approve minutes of the December 16, 2010 Special Meeting. Mr. Perry seconded the motion. Motion carried unanimously.

1.4.7 Approval Minutes of the December 16, 2010 Executive Session.

Dr. Andrews moved to approve minutes of the December 16, 2010 Executive Session. Mr. Vetrano seconded the motion. Motion carried unanimously.

1.5 Courtesy of the Floor (Public Session)

Chairman Smith asked that anyone wishing to discuss Rice Notices do so now. He also said “it is unfortunate that the Board is being placed in a position where it will have to make some difficult decisions that will have a negative impact not only on some loyal employees but also the college itself. For a long period of time this Board has been provided with inaccurate financial information which has undermined the true financial condition of this institution. We are now faced with taking unpleasant measures which will ultimately strengthen the organization for the future. I and the other Board members would like to express our deep appreciation to each and every loyal employee who has worked hard to support this college.”

Donna Richards, Scheduling Coordinator, distributed a memo to the Trustees regarding the advantages of retaining Nancy Johnston at the college.

Henry Pomerantz noted that the unions have conducted a forensic review. He asked about tuition, fees for UPP and actions regarding retrieving collectibles. He indicated that prior audits of the college did not include any reference to problems we have now and asked if we are going after the auditing firm(s). He noted that legal costs are a concern and also asked that the Custodian of Records’ authority be returned in order to save these costs. He indicated that redacted legal bills are of
concern. He noted that Executive Session minutes need to include more information. He thanked Harry Damato for his efforts as Interim President.

Chairman Smith replied that receivables are now being looked at and pursued aggressively. He also noted that the Board is continuing to review itself, its operations and its procedures.

Jean Brine, Assistant Director of Financial Aid addressed the Board regarding the layoff of the part-time secretary in the Financial Aid Department. She explained duties of the secretary and noted that with changing requirements in financial aid, this layoff will hurt how quickly and effectively funds will come onto campus and to students.

Debbie McFadden, Director of Counseling addressed the Board regarding the big hit Counseling is taking with the layoff. She said she will try to work it out with the Cabinet. She also noted her concern about elimination of the Engineering Option and asked that the Board consider a “pre-engineering” option, as she understands the upper level courses are under enrolled.

Jesus Martin addressed the Board regarding his non-reappointment as full-time foreign language instructor. He indicated he was not told why he was not being considered for re-appointment and was never provided with an opportunity to present his portfolio. He said his classes are always filled and he has good student evaluations. He asked why they don’t count. He said he has participated in professional development and also stated his contributions to the college and community, including being the advisor to the Multi-Cultural Club as well as running a foreign language movie night. He also said he has conducted workshops with adjuncts, performed classroom assessments, worked with a Spanish association in Newton, brought students to the St. Patrick’s Parade and to New York City. Because his classes have attracted International Students he has traveled with students to Italy and Spain although the college was not involved. He noted he is from Spain and visits yearly, coming back refreshed, like a sabbatical with no cost to the college. He stressed the importance of having instructors from different parts of the world.

Robin Castania, a former employee addressed the Board as a tax payer. She talked about staffing and servicing students, noting that students need to come first and that they are who will be impacted most by the cuts.

Chairman Smith noted that the Board and Administration are looking at every aspect to cutting costs and increasing revenue.

Mrs. Bain noted that the public and college community can OPRA as necessary, however that “fishing” costs money.

Chairman Smith closed the public session.

1.6 Acknowledgement of Receipt and Review of December 31, 2010 Unaudited Financial Statements.
Mr. Perry acknowledged receipt and review of the December 31, 2010 Unaudited Financial Statements. Dr. Andrews seconded the motion.

Chairman Smith noted that the Board acknowledges receipt of the financials rather than approve them due to the financial system and reporting of such still being worked on and the General Ledger reinstalled, noting that it is slowly becoming more stable.

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

1.7 Correspondence File – None

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. Vetrano seconded the motion.

Roll call vote: Dr. Andrews, Mrs. Bain, Ms. Case, Mr. Gavan, 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 Faculty Employed for the Winterim 2011 Semester to Teach Those Courses/Seminars That Achieve a Supporting Enrollment.

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 the committee:

- Did not meet Tuesday morning due to the snow and instead met at 8:00 a.m. on Thursday January 20th.
- Reviewed information regarding programs and had concerns regarding data integrity in regard to declared majors.
- Deferred recommendation to the Board for approval of MOU with Newton Memorial Hospital until language in the contract regarding liability is changed to reflect mutual liability.
- Discussed safety and security in light of issues that the Community College in Arizona had in regard to recent shooting.
- Are asking that the Board approve the President’s recommendation of two new, grant-funded positions. Chairman Smith noted that the committee also received information that the grant covers an additional 8% overhead.
Mr. Perry suggested that the Personnel and Curriculum Committee bring the discussion regarding tenure to the full Board, particularly with the discussions going on at the state level with our Community College Association, so that the Board can understand contract requirements and the process for approving tenure, which must be done in a timely fashion so that any required noticing to employees have sufficient time to be completed accordingly.

2.3 Recommendation: Non-Renewal of F/T Foreign Language Instructor.

Mrs. Bain moved to not renew the contract of the full-time foreign language instructor. Mr. Gavan seconded the motion.

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

2.4 Recommendation: Elimination of the Following Positions:

a. One Full Time Secretary, Continuing Ed and Workforce Development
b. One Full Time Secretary, Learning Center
c. One Full Time Counseling and Career Support Staff, Counseling
d. One Part-Time Financial Aid Secretary
e. One Part-Time Faculty Secretary
f. One On-Call Scheduling Staff/Evening Supervisor
g. One Part-Time Immunization Clerk, Registrar
h. One Part-Time Network Technician, IT
i. One Part-Time Receptionist, Counseling
j. One Part-Time Facilities Staff

Chairman Smith asked, with regret, for a motion.

Mrs. Bain moved to eliminate positions as noted above. Mr. Perry seconded the motion.

Mr. Vetrano noted that this is one of the most gut wrenching things one has to do. He said he wished he and his colleagues had a better answer, but there is no money. He also said that the Board needs to take financial ownership of what has taken place. Additionally, he noted that when he was a Freeholder, he fully supported the funding and construction of the Performing Arts Center, but should we need to close the doors because we can no longer afford to operate it, he fully supports that decision because jobs and our core mission take precedent over the amenities the community college has to offer.

Mr. Gavan noted that he fully appreciates what Mr. Vetrano said, but that he takes offense to part of it because he does take ownership of the numbers. He said he was on the Audit Committee when this all started, has taken serious ownership of the numbers and that actions, sadly, state so. He said that finances are being addressed as quickly as the issues are being discovered and that the Board has taken some serious hits for doing what had to be done because red flags were coming up.

Judge Parker added that as a new Board member it is with great dismay that at one of her first Board meetings this type of action has to be taken.
She indicated that she has read every report and has taken a look at the financials. She had really hoped there was a way to save these positions. She said the Board regrets that this is an action they have to take.

Interim President Damato noted that none of these decisions are performance based. They are strictly financially based and all of the people on the list are eligible for reappointment.

Chairman Smith noted that as the third longest serving member of the Board, he does take responsibility for the financial condition of the College. He said he cannot take responsibility for the integrity of the information that was provided to the Board of Trustees noting that members of the Board committees asked questions but were not provided with accurate replies. He added that everyone on the Board is committed to the college, employees and students to do the best job they can in order to move the institution forward, but at times we have to move backwards in order to move forward. He closed by saying this is not a good day for anyone, but it is unfortunately a day we have to face.

Mrs. Bain noted that the Board understands that it isn’t just about the people who are being laid off but also about the people who are still working here because departments are going to be short staffed with more work.

Mr. Senker said as a new Trustee it is a very difficult day. He noted that although the Board has acknowledged the financial statements, it should be made clear that the current situation of the college necessitates these financial moves, without which the difficulties would be even deeper.

Dr. Andrews said he has been at all of the finance meetings and there was no indication that any of these actions would have to take place until the revenue situation was discovered. He indicated that most of the items mentioned today by those who have addressed the Board have been looked at or are being looked at, as well as additional items. He said it is a difficult situation but there is a substantial amount of money needing to be recouped in order to get back on track and to maintain the educational system that was established here.

Chairman Smith noted that it was only within the last few weeks that the problem equating to $1.2M was discovered.

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

2.5 Recommendation: Approval to Grant Tenure to Wendy Cooney, Assistant Professor of Criminal Justice.

Dr. Andrews moved to approve tenure to Wendy Cooney. Mr. Vetrano seconded the motion.

Vice President Douglas noted that Ms. Cooney came to SCCC with over 25 years of New Jersey State Police experience. She said Ms. Cooney is an Assistant Professor in the Criminal Justice Program and brings to her
classrooms those years of experience as well as enthusiasm for educating the next generation of criminal justice professionals. Dr. Douglas said she has had the privilege of seeing Ms. Cooney in the classroom and the range of pedagogies she employs is outstanding. Her professional development continues on the local, state and national levels to stay current in the field and her college and community service is probably her greatest strength. She serves as advisor to the Criminal Justice Club, collaborates on the Criminal Justice Careers Symposium, conducts the annual Criminal Justice Academy, is a regular volunteer at student orientation and ushers many events at the performing arts center. She said it is with great pride that she, Dr. Marion Eberly and the Promotion and Tenure Committee unanimously recommend Ms. Cooney for tenure.

Interim President Damato noted that he also highly recommends Ms. Cooney be granted tenure.

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

2.6 Recommendation: Approval to Grant Tenure to Lisa Krauss-Utter, Assistant Professor of Business, Hotel & Restaurant Management/Food & Beverage Management, Foundations for Success.

Mrs. Bain moved to approve tenure for Lisa Krauss-Utter. Mr. Gavan seconded the motion.

Dr. Douglas noted that Ms. Krauss-Utter was teaching and could not attend the meeting. She said the energy and enthusiasm that Ms. Krauss-Utter brings to her classrooms is palpable. Students follow her around into the kitchens, laboratories and classrooms to continue to learn from her with her diverse range of pedagogies. Student evaluations are consistent in their language, using words like enthusiastic, knowledgeable, helpful, goes the extra mile. Students and her supervisor continually point out her expertise in teaching and her commitment to students. In terms of college service, she advises the Hospitality Club, has served on numerous search committees, served on the Middle States Self Study Report, the Service Learning Committee and she assists the college foundation ball annually. Dr. Douglas said that professionally Ms. Krauss-Utter continues to develop in her field, maintains certifications so that we are able to provide those certifications to students in our degree program. Her community service is too long to list, but includes serving as a judge at the New Jersey State Fair, collaborating with the county technical school on Gingerbread House and edible centerpiece constructions which are donated to charitable organizations after the students complete them. She participates regularly in the Relay for Life. She was recognized and honored by the Chamber of Commerce with a Workforce and Training Development Award. Through the new process for tenure approval, it is with great pride she, Dr. Eberly and the Promotion and Tenure Committee unanimously recommend Ms. Krauss-Utter for tenure.

Interim President Damato indicated that he echoes what Dr. Douglas has said, adding that Ms. Krauss-Utter is a dynamo who has proven herself to be a wonderful asset and is happy to recommend her for tenure.
Roll call vote: Dr. Andrews, Mrs. Bain, Ms. Case, Mr. Gavan, Mr. Long, Judge Parker, Mr. Senker, Mr. Vetrano and Mr. Smith voted yes. Mr. Perry abstained from the vote. Motion carried.

2.7 Recommendation: Approval to Grant Tenure to Dr. Robert Larsson, Assistant Professor of Environmental Studies.

Dr. Andrews moved to approve tenure for Dr. Robert Larsson. Mrs. Bain seconded the motion.

Dr. Douglas noted that Dr. Larsson has spent decades as a field scientist in Africa and he brings that experience to our community college classrooms. She said the enthusiasm he has with students when in the field has them following him around like the Pied Piper. The first rainy evening in April after the Vernal Equinox he and his students protect salamanders from traffic as they cross the road to the pond. He teaches a range of environmental science courses and his pedagogies have grown significantly since he began here. He receives strong, positive feedback from students and challenges their thinking. Our students and our future are in good hands with an environmental studies professor who challenges them the way Dr. Larsson does. His community service includes being elected to serve on boards. He is co-advisor of the Biology Club and under his leadership we have increased the recycling efforts on campus. He has brought bird feeding stations, Earth Week and the local chapter of the Sierra Club to campus. She said she highly recommends his tenure approval, which was unanimously recommended by the Promotion and Tenure Committee.

Interim President Damato noted that he is pleased to accept the recommendation and we are happy that Dr. Larsson chose us as a second career. We know the wealth of experience he brings to our classrooms and it is with great pride that this recommendation be presented to the Board.

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

Chairman Smith congratulated all three professors on their tenure approvals.

2.8 Recommendation: Approval of Title Change from Part-Time Secretary, Facilities and HR to Part-Time Office Coordinator, Facilities and HR. (Title change better reflects duties. Does not include salary adjustment.)

Mr. Vetrano moved to approve title change as noted above. Mrs. Bain seconded the motion.

Interim President Damato reiterated that there is no money involved with this title change.

Roll call vote: Dr. Andrews, Mrs. Bain, Ms. Case, Mr. Gavan, Mr. Long, Judge Parker, Mr. Perry, Mr. Senker, Mr. Vetrano and Mr. Smith voted
2.9 Recommendation: Approval of the Appointment of Anthony Valenti to the Position of Executive Director of Facilities and Campus Security, Effective February 2, 2011, at an Annual Salary of $73,000.

Mrs. Bain moved to approve the appointment of Anthony Valenti as noted above. Mr. Perry seconded the motion.

Interim President Damato indicated that this is a replacement position (for Charlie Canny). He said we are happy to bring this position in at the lower end of the salary range and at less money than his predecessor, providing a budget savings to the institution. Mr. Valenti’s experiences are truly outstanding. He brings a wealth of experience, particularly in facilities, bidding and contracting. We look forward to his arrival and also say thank you to Rich McFadden for his services as Interim Director of Facilities during this transitional time.

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

2.10 Recommendation: Approval to Accept Resignation of James J. Donohue from the Position of Registrar, Effective Friday February 11, 2011.

Mr. Gavan moved to accept James J. Donohue’s resignation as noted above. Dr. Andrews seconded the motion.

Interim President Damato noted that Mr. Donohue is moving to Pennsylvania for an opportunity he accepted there. He said that Mr. Donohue was of considerable qualitative service to the college. He indicated that we will not be replacing the position this fiscal year and that we have a very competent Assistant Registrar, Solweig Dimino, who will assume the additional responsibilities for now.

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

2.11 Recommendation: Approval to Create Positions and Advertise for Intake Coordinator and Vocational Counselor, Two Positions Fully Funded by the Pathways Grant.

Mrs. Bain moved to approve the creation of two part-time positions, funded by the Pathways Grant, as noted above. Mr. Vetrano seconded the motion.

Discussion ensued regarding the funding and it was made clear if the grant goes away, the positions go away, unless the opportunity to create new programs proves to be beneficial and productive to the college.

There was discussion regarding if the grant will cost us any money. Dr. Douglas indicated that to the best of her knowledge, the positions are fully covered by the grant and over the course of the five years of the grant, we will see how the ratio of the investment we have to make changes.
Such changes would be brought before the Board for discussion before a decision would be made.

Dr. Douglas explained that we have accepted the grant as one of ten consortium partners. There are a number of community colleges and medical providers involved. What we are looking to do is to train individuals for high demand jobs. We will be developing phlebotomy and home health aid programs. These will be clock hour programs. We now need an Intake Coordinator and Vocational Counselor to get students into the programs.

She also indicated that the grant provides all instructional and administrative support costs. There is some overhead (i.e.-Dr. Douglas’s or VP Nocella’s time). We will provide location and classrooms. The programs are designed for TANF assistance families. Students who meet the income eligibility requirements will attend the programs tuition free because the grant is paying for the instruction, coordination and counseling. The programs will be open to any student who is interested in enrolling, so there may be students in the programs who will be paying full tuition but any student who meets the TANF eligibility guidelines will be able to attend tuition free.

Dr. Douglas explained that we are not contributing anything financially the first year, noting that in her experience, grants often change the ratio as the grant proceeds. This is because we should be able to build up the program such that it becomes much more self-sustaining. If we see that it isn’t doing that then we have to change something. The positions are now full-time, fully funded, benefited and pensioned by the grant. As the third or fifth year comes and the grant is only paying part (i.e.-80% or 50%), the position may go down to an 80”% or 50% position if we don’t have the funds.

Mr. Perry reiterated his understanding of exposure is that we have an annual review to see if this program, like any other program at the college, is meeting its expenses and whether we keep it or not is a different discussion.

Mr. Vetrano asked if we decide to terminate the programs during the five year are there any penalties or obligations regarding the money we’ve already received. Dr. Douglas explained that there are timelines and an agreement with the consortium. We wouldn’t have to pay back any money but we would have to provide clear indication and plenty of time if we were not going to proceed with the following years.

Interim President Damato noted that in their review, it appears to be a very productive and straightforward grant.

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

3. **Curriculum and Instruction**

3.1 Recommendation: Elimination of Respiratory Therapy Program.
Mrs. Bain moved to eliminate the Respiratory Therapy Program. Mr. Gavan seconded the motion.

Interim President Damato indicated that this is a high cost/low yield program (from student a graduation perspective) and it is difficult to continue justifying expenditures for the program. He noted that Passaic County College dropped out from the program due to cost, a few years ago. We will probably save in excess of $100k annual by eliminating this program. Our failure to service students might be as low as 5-7 students, although there are more declared majors than the reality of those in the program. Those wishing to become respiratory therapists will not be denied the opportunity. CCM will continue to have the program. Students will be able to go to CCM on chargeback at no additional cost to the student.

Discussed chargebacks. Interim President Damato indicated that the number of chargebacks will go up, but many students who begin the program do not complete the program. He also indicated that employability is not high in this area. Mr. Senker confirmed this as well.

Dr. Douglas noted that we are not eliminating the program until the current cohort of students complete the program, which will be in August.

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

3.2 Recommendation: Retirement of Engineering Option.

Dr. Andrews moved to retire the Engineering Option. Mrs. Bain seconded the motion.

Discussed ensued regarding the difference between retirement and elimination of programs. Chairman Smith explained that when a program is eliminated, if we wanted to bring it back we would have to go through the approval process again, while with retirement, if demand led us to bring the program back, we would not have to go through the approval process again.

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

Dr. Douglas noted that students declare engineering as their major but when they get into the coursework, find they are unable to complete the necessary work. There are few students in the upper level courses which leads to integrity of these courses being less than what we would usually provide.

Interim President said this is not about cost savings, although there will be some modest savings. This is an academic quality decision that has been talked about for years.

He also explained that in reengineering the college, programs may be retired and brought back. There are many areas and options to be explored in order to make the college and finances healthy again.
3.3 Recommendation: Retirement of Hospitality Management and Food & Beverage Options.

Mr. Gavan moved to retire the Hospitality Management and Food and Beverage Options. Mrs. Bain seconded the motion.

Vice President Douglas noted that we had great hopes for this program, but it is just not sustainable with current enrollment. It is an expensive program and we do not have our own industrial kitchen. She indicated the enrollment was not for lack of effort, enthusiasm of the professor or funding from the Perkins Grant. We do not have the time or funds for the investment it would take to really grow the program.

Interim President Damato noted that we cannot afford the resources for the program right now and that we hope to bring it back in the future.

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

4. Student Services Report

Michael J. Moeller, President of the SGA reported:

- The Biology Club participated with other Community College Clubs in breaking the Guinness Book of World Records’ “high five” record and the record breaking high five was with one of our students.
- No Smoking Policy feedback has been positive.
- There have been less complaints regarding printing in the library since instituting the prepaid cards.
- February 3rd is the next SGA Open Meeting.
- Spoke on behalf of Jesus Martin, his teaching skills, community and college service.

5. Community Information and Service Report - None

6. College Facilities

6.1 Report from the Finance and Facilities Committee Chair.

Mr. Perry, as Chairman of the Finance and Facilities Committee, reported that they have been concentrating on budget issues, noting that we started this fiscal year with a $1.2M revenue shortfall. Administration has found ways to address and recover the $1.2M. The money administration said they would save is being saved. Our prior revenues were overstated. The Board and Board of School Estimate were provided with and approved inaccurate information. Administration and the committee are working on the integrity of information – identifying holes in financials, so that this does not continue. The system support to get accurate information is moving forward. He said he wants to reassure the college community that the Board’s actions in the financial area never stop. It is taking hours upon hours of trying to work with administration to identify additional ways to either increase revenue or decrease expense without affecting the students and with minimum effect on our workforce.
Mrs. Bain asked if we have adequate staff to do what we’re doing. Dr. Andrews reiterated that there was discussion at the committee level and at administration’s recommendation, the Board approved bringing auditors in to do a lot of the year-end work. He said this was not the issue. The newest issue is a substantial overstatement of revenue.

Mr. Perry noted what needs to be done is being done to not only protect the students but also the community, the people who work here, and the people who care about this institution.

He noted that in regard to the Board of School Estimate the committee has been speaking with administration and had hoped to do more at their Special Meeting.

He closed his report by saying they are working hard so everyone has an understanding of how we will move forward in the next fiscal year. All committees are working together as a full Board to identify ways to close the financial gaps.

7. **Business and Finance**

7.1 Report from the Audit Committee Chair – None.

7.2 Recommendation: Approval to Accept Health Profession Opportunity Grant to Serve TANF Recipients and Other Low Income Individuals.

Dr. Andrews moved to accept the Health Profession Opportunity Grant as noted above. Mr. Gavan seconded the motion.

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

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

Robin Castania asked a question to Dr. Douglas, noting the only reason she is asking is because she had worked in the Bursar’s office. She said that the WIB Grant was for clock hour programs, however the grant held back around 20% of tuition until a student secured employment. It was a three to six month period during which a student was supposed to obtain employment. If a student did not obtain employment the college lost that money and had to write it off. Due to the decisions the Board has had to make tonight and being aware of every dollar, she asked if the same was part of the grant and asked if there is potential loss of income if students do not find employment. Dr. Douglas confirmed that the grant does not work the same way and that is not part of the grant agreement.

Jean Brine addressed the Board on behalf of Jesus Martin, saying he will be a great loss to the college.

Ms. Brine asked the Board how much money toward the $1.2M deficit does laying off the ten employees contribute? She said they are taking the workers while we are top heavy with management who are being paid higher salaries than ever before. She said if they keep losing people, they won’t be able to do their job in financial aid.
Interim President Damato noted that before the conclusion of the fall semester, administration went to the unions and said if there were salary concessions in the new fiscal year there would be no layoffs. He said they will again go to the unions with regard to the next fiscal year, again looking for the salary concessions in the form of not accepting a 2.7% increase in lieu of no union staff reduction. He said he just wanted to document that the offer was on the table and he has not received any response.

Ms. Brine continued, saying that in her union, most individuals make less than $45,000 and give back 1.5% for benefits. She noted that the unions have not given a total “no” response.

Mrs. Bain noted that Senior Administration has said they will not accept raises.

Chairman Smith noted that next month there is an ACCT Congress that usually a number of Trustees and the president attend, but no one is attending this time in effort to cut costs everywhere.

Interim President Damato added that attempts to cut expenses and make the institution economically viable are comprehensive. Many of the things mentioned, astutely, by guests tonight, although with the presumption that it’s not happening, are indeed happening. We all need the institution to prosper. There is no intent to deprive people of jobs. It is painful and everyone has expressed this. He said if we chose to not act we chose to fail. He cannot assure everyone that the right decisions will always be made but he can assure all that decisions are being made with integrity and with the belief that everything being done is for the welfare of the college.

9. **Other Business**

**Discussion / Reports / Announcements:**

9.1 President’s Report

- The Foundation awarded 100 scholarships at a ceremony in December.
- Compliments to the SGA. Through service projects during the holiday season, they helped the needy with food and toys.
- The annual campus holiday party was a success. Instead of spending money on the party, it was a covered dish celebration.
- The campus received news of Dr. Mazur’s appointment with great enthusiasm.
- We completed a very successful Winterim semester last week with 366 students and 1,000 credit hours, which is up 5% from prior year.
- Spring semester has begun with enthusiasm but he sadly reports that enrollment is down. We do not know the final numbers right now but it is trending in the 5% category. He said it seems to be a statewide trend. Brookdale is down 1.9%, Burlington is up 5%, Gloucester is down 4.6%, Mercer is down 1%, Middlesex is down 4.7%, Morris is down 3.3%, Ocean is down 3.9%, Passaic is down 3.1%, Warren is down 7%. The trend seems to be full-time students taking fewer credits and moving into the part-time category. He said we will continue to monitor and understand it.
• Last week we had the nurse pinning ceremony and 17 new nurses were pinned.
• Priscilla Orr was honored with the NISOD Award.
• Tom Chapin will be performing at the PAC this weekend.

Interim President Damato noted that this is the last meeting at which he will address the Board and college community in capacity as President. He said the last nine months have been the most professionally challenging in his life – and not always the happiest. He believes all problems have been pursued with integrity, transparency and in the best interest of the well-being of the college. While the last nine months have had many challenges, he hopes that Dr. Mazur’s first nine months represent only accomplishments and not challenges. He thanked the administrative team, noting they have partnered through this most difficult time, they are unsung heroes and the College and Board owe them their appreciation. He thanked the faculty and staff for accepting him in this role. He said despite the troubles we’ve been through, there has been nothing but cooperation. This is a great staff and faculty. This is a great college and we have not lost our way. It will get better. He apologized to displaced through realignment staff and said he regrets that he could not do more for them, noting that he will always view this as a blemish on his career. He thanked the Board for their support and asked that they give even more support to Dr. Mazur. He ends as he started – with an uncompromising belief in this college, with a passionate belief in the value of public education, of access and opportunity. He looks forward to returning to his role as Vice President where he will support the college and Dr. Mazur with equal passion.

Chairman Smith said that in the nine plus years he has been on the Board of Trustees, this has been the most difficult meeting he has ever attended. He said we all know there are problems. We are moving forward. This is a good school. We will cure the ills that we have today by working together – staff, faculty, administration and the Board. The problems are not unsurmountable but it is going to take all of us working hard and making sacrifices to move forward. He thanked Interim President Damato for the job he’s done over the last nine months and acknowledged that he’s been in some very difficult situations. He thanked the staff and administration for the job they’ve done. He told those who won’t be with us much longer that he wishes them well and encouraged them to apply for any positions that open up for which they are qualified.

Mr. Vetrano asked if we can supply references for the employees who have been displaced. Interim President Damato said absolutely and that Human Resources has arranged for unemployment to facilitate these employees and the process. He said each of these employees are eligible for references and he would do them personally.

Mr. Vetrano asked if NJCCC can come and review the roles of the Board and how they work with Presidents. Mr. Smith replied that there are meetings and seminars throughout the year for Trustees to attend and that the Board even has a requirement that Trustees attend a set number of these meetings on both the state and national levels. It was noted that ACCT will come out to do this, but they charge for the service.
Mrs. Bain said it might be a good idea to contact Larry Nespoli to see how the NJCCC can help, so that everything goes off well with a new President.

Judge Parker noted she agrees with Mr. Vetrano and if there is a way to receive training, at no charge, it would benefit everyone.

Mr. Perry indicated that the state association (New Jersey Council of County Colleges) would likely take a request to hold such a seminar. If they agreed, they would hold a seminar for all of the 19 county colleges in the state. Our Trustee Ambassadors would be the ones to bring the request to the state association. He believes they would be receptive to the idea.

Judge Parker asked for a copy of the current bylaws, which is usually provided at New Trustee Orientation, however the meeting was canceled due to snow. New Trustees will be provided with copies of the current bylaws as well as a draft of the in-progress bylaws revision.

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

11. **Adjournment**

At 7:03 p.m., Mrs. Bain moved to adjourn the meeting. Mr. Vetrano seconded the motion. Motion carried unanimously.

Approved:

Ann G. Bain, Secretary