1. **General Institutional Functions**

1.1 Chairman Smith called the meeting to order at 5:00 p.m.

1.2 Secretary Vetrano 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 in attendance: Chairman Smith, Secretary/Treasurer Vetrano, Dr. Andrews, Mr. Aramini, Mrs. Bain, Mr. Long (via telephone), Judge Parker, Mr. Scanlan, Mr. Senker (arrived at 5:40 p.m.) and Ex-Officio Member Dr. Mazur. Vice Chairman Gavan and Dr. Lamonte did not attend the meeting.

   Also in attendance were Sr. Vice President of Academic and Student Affairs Harry Damato, Vice President of Finance and Operations Frank Nocella and Assistant to the President and Board of Trustees/Recording Secretary Wendy Fullem.

1.4 Approval/Acceptance of Minutes and Board Action Resolutions:

1.4.1 Acceptance of November 2011 Committee Minutes: Audit Committee, Finance and Facilities Committee, Personnel and Curriculum Committee.

   Dr. Andrews moved to accept minutes from November 2011 Committee Meetings. Mrs. Bain seconded the motion. Motion carried unanimously.

1.4.2 Approval of November 22, 2011 Board Reorganization Meeting Minutes.

   Judge Parker moved to approve minutes from the November 22, 2011 Board Reorganization Meeting. Mr. Vetrano seconded the motion. Motion carried unanimously.

1.4.3 Approval of November 22, 2011 Regular Board Meeting Minutes.

   Mr. Vetrano moved to approve minutes from the November 22, 2011 Regular Board Meeting. Mrs. Bain seconded the motion. Motion carried unanimously.
1.4.4 Approval of November 30, 2011 Special Board Meeting Minutes.

Mr. Vetrano moved to approve minutes from the November 30, 2011 Special Meeting. Judge Parker seconded the motion. Dr. Andrews and Mrs. Bain abstained from the vote. Motion carried.

1.4.5 Acceptance of January 2012 Committee Minutes: Finance and Facilities Committee and Personnel and Curriculum Committee.

Dr. Andrews moved to accept minutes from January 2012 Committee meetings. Mr. Vetrano seconded the motion. Judge Parker abstained from the vote for the Finance and Facilities meeting. Motion carried.

1.4.6 Approval of November 2011 Board Action Resolutions.

Mr. Aramini moved to approve November 2011 Board Action Resolutions. Dr. Andrews seconded the motion. Motion carried unanimously.

1.5 Courtesy of the Floor (Public Session)

- Hank Pomerantz addressed the Board about the Relay for Life, which the College hosts. The College-hosted race raised $110k last year. He thanked everyone involved with the event in the past and thanked everyone in advance for their support and efforts this year. The event is taking place May 19th and 20th.

1.6 Acknowledgement of Receipt and Review of December 31, 2011 Financial Statement.

Vice President Nocella presented the financials, including: Dashboard, Dec. YTD 2011 Income Statement, Enrollment, Dec YTD 2011 Income Statement-3 Year Trend, FY11/12 Projection – Full Year Results.

Dr. Andrews moved to acknowledge receipt and review of December 31, 2011 Financial statement. Mr. Smith seconded the motion.

Roll call vote: Dr. Andrews, Mr. Aramini, Mrs. Bain, Mr. Long, Judge Parker, Mr. Scanlan, Mr. Vetrano and Mr. Smith voted yes. Mr. Senker had not yet arrived at the meeting. Motion carried unanimously.

1.7 Correspondence File - None

2. Personnel

2.1 Report of the Personnel and Curriculum Chair.

Judge Parker, Chair of the Personnel and Curriculum Committee reported that the committee:

- Welcomed Jerry Scanlan as the newest member of the committee.
- Reviewed a number of items that are on today's agenda recommended for action.

2.2 Recommendation: Approval of Monthly Personnel Action Items as per Attached List.
Judge Parker moved to approve the Monthly Personnel Action Items. Mrs. Bain seconded the motion.

Roll call vote: Dr. Andrews, Mr. Aramini, Mrs. Bain, Mr. Long, Judge Parker, Mr. Scanlan, Mr. Vetrano and Mr. Smith voted yes. Mr. Senker had not yet arrived at the meeting. Motion carried unanimously.

2.3 Recommendation: Approval of Tenure for Sherry Fitzgerald, Assistant Professor of Graphic Design/New Media Communications.

Judge Parker moved to approve Tenure for Sherry Fitzgerald. Mrs. Bain seconded the motion.

Roll call vote: Dr. Andrews, Mr. Aramini, Mrs. Bain, Mr. Long, Judge Parker, Mr. Scanlan, Mr. Vetrano and Mr. Smith voted yes. Mr. Senker had not yet arrived at the meeting. Motion carried unanimously.

2.4 Recommendation: Approval of Tenure for Dr. Michael Love, Assistant Professor of Chemistry.

Judge Parker moved to approve tenure for Dr. Michael Love. Mr. Scanlan seconded the motion.

Roll call vote: Dr. Andrews, Mr. Aramini, Mrs. Bain, Mr. Long, Judge Parker, Mr. Scanlan, Mr. Vetrano and Mr. Smith voted yes. Mr. Senker had not yet arrived at the meeting. Motion carried unanimously.

2.5 Recommendation: Approval of 2012-2013 Administrative Calendar.

Judge Parker moved to approve the 2012-2013 Administrative Calendar. Mr. Scanlan seconded the motion.

Roll call vote: Dr. Andrews, Mr. Aramini, Mrs. Bain, Mr. Long, Judge Parker, Mr. Scanlan, Mr. Vetrano and Mr. Smith voted yes. Mr. Senker had not yet arrived at the meeting. Motion carried unanimously.

3. Curriculum and Instruction - None

4. Student Services Report

Lauren Alger-SGA President, Chelsea Sullivan-SGA Vice President and Jeff Blecker-SGA Treasurer presented an update regarding SGA and student club activities.

5. Community Information and Service Report - None

6. College Facilities

6.1 Report from the Finance and Facilities Committee Chair.

Dr. Andrews, Chairman of the Finance and Facilities Committee reported that they:

- Reviewed financials. On behalf of the committee and all Trustees he thanked the entire college community for everyone's efforts in helping to move us in the right financial direction.

- Discussed budget development and making certain we are meeting timelines that the Freeholders have for us. The budget will be
submitted for Board approval and then go to the Board of School Estimate.

- Reviewed next year’s Chapter 12 funding request in the amount of $1.5M. Projects for key areas of campus include: Master Plan, Capital Assessment update, electrical services upgrade, student I.T. equipment and PSTA upgrades.
- Received an update on the classroom fire and insurance claim. The classroom will not be available for use during Spring Semester.
- Welcomed Pat Aramini to the committee and also thanked him for agreeing to look for Homeland Security Grants that might help us with campus security. This has always been a high priority for the college and for the Board of Trustees and all input is appreciated.
- Discussed going to bid in February for cabling and fiber infrastructure.
- Learned of furniture donation by Merck. Administration is exploring the use of generators that may also be available for acquisition.
- Received an update regarding the Fixed Asset Inventory.
- Received an update regarding analysis for solar panel project, which will begin in the spring.
- Received an update regarding interviews for Facilities Director.

6.2 Recommendation: Approval to Go Out to Bid for Electrical and Cabling.
Dr. Andrews moved to go out to bid for electrical and cabling. Mr. Aramini seconded the motion. Motion carried unanimously.

Mrs. Bain noted that the Facilities Master Plan should be reviewed before new cabling is installed to ensure that cabling is not installed where future expansion is planned.

7. Business and Finance

7.1 Report from the Audit Committee Chair.
Dr. Andrews reported on behalf of Glenn Gavan, Chairman of the Audit Committee. He reported that due to the extended work that had to be done by Wiss & Co., in order to complete the audit, there is an additional bill for $13,000. He noted that they originally wanted an additional $20k, but it was negotiated down to $13k. Mr. Gavan, as Chairman of the committee, is recommending that the Board approve payment of the additional fee.

7.1.1 Recommendation: Approval to Pay Wiss & Co. $13k for Additional Work Done for Yearly Audit.
Dr. Andrews moved to approve additional payment of $13k to Wiss & Co. Judge Parker seconded the motion.
Roll call vote: Dr. Andrews, Mr. Aramini, Mrs. Bain, Judge Parker, Mr. Scanlan, Mr. Vetrano and Mr. Smith voted yes. Mr. Long abstained from
the vote. Mr. Senker had not yet arrived at the meeting. Motion carried.

7.2 Recommendation: Approval of Chapter 12 Capital Funding Request for FY 2013.

Dr. Andrews moved to approve the Chapter 12 Capital Funding Request for FY2013 in the amount of $1.5M. Mrs. Bain seconded the motion.

Roll call vote: Dr. Andrews, Mr. Aramini, Mrs. Bain, Judge Parker, Mr. Scanlan, Mr. Vetrano and Mr. Smith voted yes. Mr. Long abstained from the vote. Mr. Senker had not yet arrived at the meeting. Motion carried.

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

Lisa Moorman, Counselor, congratulated Sherry Fitzgerald and Michael Love on their tenure. She then addressed the Board with concerns about how staff are feeling and overall morale. She brought up rumors of cuts and layoffs, asked about paying an HR firm to facilitate with the HR file rebuild, hiring new fulltime staff members at $15, non-collection of $25 application fee and billing students who owe money.

Dr. Mazur noted that prior to last year the college did not have true collection efforts and we have now tightened up collection procedures, but it takes several semesters to smooth it out as new issues are discovered in the process. He indicated that we are looking at every aspect of the college in order to make adjustments and noted that the college is in a better financial situation than we were last year.

Dr. Mazur indicated that he is not familiar with the $9 vs. $15 situation that Ms. Moorman mentioned but will look into it. He added that we are researching the development of pay scales.

Mr. Vetrano asked for an Organizational Chart in order to better understand departments and staffing.

Members of the Board responded to Ms. Moorman’s statement that she believes staff do not address the Board for fear of being targeted afterwards. They said staff members have addressed the Board regarding various issues and that the Board and Administration have been responsive to and at times taken action regarding such inquiries and they hope this belief would be disbursed based on past proactive actions.

VP Nocella explained why Brown Benefits was retained. He indicated that benefit administration for all employees was manual and we needed to get into a computerized environment in order to effectively administer our benefits. The Audit Report noted deviations and exceptions and they’re being addressed. We require the system to identify criteria for eligibility of pension and eligibility of benefits. Those guidelines were not administered in a uniform manner. Brown and Brown is helping us to structure the benefit administration in compliance with State statute. We needed an outside firm due to the complexity in law changes that occurred this past June on medical and pension reform as well as to provide up to date criteria as to how the law is written today.

Jean Brine addressed concerns regarding inequities in hiring, pay per hour and possible instances of nepotism.

Dr. Mazur said that many of these issues could be addressed by speaking with him and reiterated that staff should feel free to come and address their concerns with him. He repeated that as pay structures are researched, equities will be created over time and it
will be done on a more systematic basis.

Dr. Mazur also noted that issues such as tuition collection and other items brought up today are all being addressed and tightened up, although not all at once.

Discussion ensued about collections – past practice and new policy.

Hank Pomerantz addressed the Board regarding the Audit Report and noted his concerns regarding how many areas they were unable to audit as well as the management plan and lack of resources to get the work done. He also commented on positive changes in Trustee Bylaws.

Mr. Vetrano asked for a timeline for the Brown and Brown work, noting that although Wiss did an outstanding job on the audit, he does not wish to find ourselves in a situation again where the work and fees go beyond the scope of the signed contract. He asked that the Board receive updates regarding work being done.

VP Nocella indicated that the Board will receive an update next month regarding status of management’s response to audit recommendations and management report.

Discussion ensued regarding Brown and Brown’s experience with our sector and VP Nocella explained why we need to use their services vs. having someone from the state come in to help.

Professor Naomi Miller addressed the Board. She congratulated Sherry Fitzgerald and Michael Love on their tenure. She also noted her concerns regarding pay issues, level of staff stress and campus morale/demoralization.

A student addressed the Board regarding class cancelation due to low enrollment in the class. SVP Damato replied that he does understand the sensitivity to this issue, stating that the class he was going to teach was canceled. He said the Deans do an excellent job in the evaluation of which classes will run and pay attention to the needs of students and classes needed for degree completion. He said ultimately it is about not increasing tuition.

9. **Other Business**

**Discussion / Reports / Announcements:**

9.1 **Trustee Activity Update**

- Mrs. Bain provided an update regarding attendance at events – both SCCC and statewide. She shared information from the Trustee Ambassador Conference Call, including new legislative priorities at the federal level regarding possible requirements for a different kind of health insurance for students at a higher cost than they pay now ($50 vs. approximately $1500). Another issue discussed was lack of readiness of students entering community college in NJ, quoting that 1 in 6 students enrolled receive no college credit. She also noted that the call included information regarding the Governor’s speech and testing in high schools in the junior year, as well as not cutting higher education in the state budget.

9.2 **President's Report: Dr. Mazur reported:**
Feedback from his speech was positive. He reiterated some of his ideas and the changing landscape of higher education, which was also reinforced at the Middle States conference which he attended along with Sr. Dean Waite. He thanked everyone who participated in his Inauguration.

- We have to keep within specs for projects and look ahead as well so that we don’t have to redo them in twenty years.
- We now have a virtual orientation online. Doing so has doubled spring semester orientation participation. Fall orientation will combine the two, with virtual orientation supplementing the campus program.
- We have just launched an exciting new feature on our website - dynamic curriculum pages. They are check sheets with degree requirements and provide students and advisors much more information than was available in the past. We’ll be launching program specific web pages in the coming weeks building campaigns where we connect degree/certificates to career opportunities. We also added fresh images and copy to the home page.
- Merck has offered to contribute office furniture to the college. Last week he and others visited Merck. Staff is accessing needs and we have submitted the appropriate paperwork to acquire the furniture and other items. We are researching if their generators are compatible with our campus and if so how we can go about acquiring them.
- The Strategic Planning committee is finishing up the draft of our new plan. We will begin a process next month where we bring the draft to focus groups on and off campus as well as to the Board Committees, in order to generate input from the college and community constituencies.
- The marketing department received word this week they will be the recipients of a national award presented by the National Council for Marketing and Public Relations Executives. The award is for the 2011 SCCC Presents publication. Congratulations to Kathy Peterson, the graphic designer on this piece.
- Last week we announced the recipient of our annual NISOD Award for teaching excellence. The awardee is chosen by the academic administration. Congratulations to Professor Naomi Miller, this year’s honoree.
- We recently released the Dean’s List from the Fall semester. A total of 612 students (461 FT/151 PT) earned this recognition for outstanding academic achievement. Congratulations to our students and our faculty for this achievement.
- Our annual Nursing Pinning Ceremony was held last week in PAC. Congratulations to the 15 students who completed this very competitive program, earned their pins and took the nurse’s pledge.
- Kerry Mulligan, SCCC student Athlete was chosen as our Women of the Year and recognized by the National Association of Girls and Women in Sport. Kerry was chosen for her leadership, academic and athletic performance. She has participated on our women’s soccer
team the last 2 years and was selected this past season as a National Junior College Athletic Association All Region XIX second team player. Kerry, her parents and our women's soccer coach Oscar Ortiz were recognized this past weekend at Seton Hall University.

- Twenty Three student Athletes were recognized by the Garden State Athletic conference and Region XIX of the NJCAA for achieving at least a 3.0 GPA during the fall 2011 semester while participating in on one of our sports teams. Each athlete received certificates of achievement.
- Our SGA and many of our clubs participated in various holiday drives in November and December. From coats, to toys to gifts for seniors, the SCCC community really stepped up to help our neighbors in need during the holidays.

9.3 Chairman's Comments and Board Goals
Chairman Smith noted his appreciation of comments made during the public session of the meeting, noting that communication is key. He reiterated that Dr. Mazur has an open door policy and issues can be addressed before coming to the Board.

9.3.1 Recommendation: Approval of Proclamations.
Chairman Smith presented proclamations to the Board for former Trustees Kirk Perry and Tammy Case.
Mr. Scanlan moved to approve the proclamations for Kirk Perry and Tammy Case. Mr. Senker seconded the motion. Motion carried unanimously.

9.4 The Next Meeting of the Board of Trustees Will Take Place on Tuesday February 28, 2012.

10. Adjournment
At 6:25 p.m. Dr. Andrews moved to adjourn from the Regular Meeting. Mrs. Bain seconded the motion. Motion carried unanimously.

APPROVED: Glen Vetrano, Secretary