General Institutional Functions

1.1 Chairman Smith called the meeting to order at 5:05 p.m.

1.2 Mrs. 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
In attendance: Mr. Smith-Chairman, Mr. Gavan-Vice Chairman, Mrs. Bain-Secretary, Ms. Case-Treasurer, Dr. Andrews, Mr. Long, Judge Parker, Mr. Perry, Mr. Senker and Dr. Mazur-Ex-Officio Member. Dr. Lamonte and Mr. Vetrano did not attend the meeting.
Also in attendance were: Senior Vice President Academic and Student Affairs Harold Damato, Vice President Finance and Operations Frank Nocella, Executive Director Human Resources and Legal Affairs Claudia Olivo, Executive Director Marketing and Public Information Kathleen Scoot and Assistant to the President and Board of Trustees/Recording Secretary Wendy Fullem.

1.4 Approval/Acceptance of Minutes:

1.4.1 Approval of Minutes from the April 26, 2011 Board Meeting.
Mrs. Bain moved to approve minutes from the April 26, 2011 Board Meeting. Dr. Andrews seconded the motion. Mr. Gavan abstained from the vote. Motion carried.

1.4.2 Approval of Minutes from the April 26, 2011 Executive Session.
Mrs. Bain moved to approve minutes of the April 26, 2011 Executive Session. Ms. Case seconded the motion. Mr. Gavan abstained from the vote. Motion carried.

1.4.3 Acceptance of Minutes from the May 16, 2011 Finance and Facilities Meeting.
Dr. Andrews moved to accept minutes from the May 16, 2011 Finance and Facilities meeting. Mr. Perry seconded the motion. Judge Parker abstained from the vote. Motion carried.
1.4.4 Acceptance of Minutes from the May 17, 2011 Personnel and Curriculum Meeting.

Mrs. Bain moved to accept minutes from the May 17, 2011 Personnel and Curriculum Meeting. Judge Parker seconded the motion. Motion carried unanimously.

1.4.5 Approval of Minutes from the May 24, 2011 Board Meeting.

Mrs. Bain moved to approve minutes from the May 24, 2010 Board Meeting. Mr. Gavan seconded the motion. Motion carried unanimously.

1.5 Courtesy of the Floor (Public Session)

- Hank Pomerantz asked about collection of funds. Vice President Nocella explained the process, that there is progress and we are bringing in some of the money.

- Discussion ensued with Hank and Jean Brine regarding: Groundskeeping, Costs of benefits, Shuttle bus service and ADA, Elevator and parking in Library/Science building and scheduling of classes to accommodate handicapped.

- Dr. Colleen Kroll addressed the Board regarding personal issues she has with an adjunct in the Criminal Justice Department. She explained her issues with him teaching in the program and why she felt it necessary to address the Board. She was told that the employee has the right to be present for any future conversation regarding his employment at the College.


Mr. Perry moved to acknowledge receipt and review of the May 31, 2011 unaudited financial statements. Mr. Gavan seconded the motion.


He also noted that collection efforts will be reported at next month’s committee meetings. Discussion ensued regarding the new payment policy.

Roll call vote: Dr. Andrews, Mrs. Bain, Ms. Case, Mr. Gavan, Mr. Long, Judge Parker, Mr. Perry, Mr. Senker 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. (Items 2.1 & 2.2)
Mrs. Bain moved to approve the legally mandated agenda items 2.1 and 2.2. Mr. Senker seconded the motion.

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

2. Personnel

(*) 2.1 Approval of the Attached List of Part-Time Instructors Employed for the Summer I 2011 Semester to Teach Those Courses that Achieve a Supporting Enrollment. All Were Appointed in Accordance with the Policies, Procedures, and Salary Guidelines Established by the Board of Trustees.

Approved in item 1.8.

(*) 2.2 Recommendation: Appointment of the Attached List of Part-Time Support/Non-Faculty Staff.

Approved in item 1.8.

2.3 Report of the Personnel and Curriculum Chair.

Mrs. Bain, Chair of the Personnel and Curriculum Committee, reported:

- There were no talks of additional layoffs at this time.
- Received correspondence to which the committee has asked the Board Chair to respond. She noted if anyone wishes to address the Board or committees, letters should be addressed to the President or Board Chair, as it is the Board Chair who will respond.
- Discussed Board Goals.

2.4 Recommendation: Approval of the Following Personnel Items, As Per the Attached “Personnel Action Form”:

2.4.1 New Hires
2.4.2 Promotions
2.4.3 Salary Adjustments
2.4.4 Position Creation

Mrs. Bain moved to approve personnel items. Mr. Gavan seconded the motion.

Discussion ensued regarding various personnel items, including promotions without salary increase.

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

2.5 Recommendation: Reappointments of Faculty and Staff in a Bargaining Unit, with Corresponding Increases, as Designated in Union Contracts.

Mr. Gavan moved to reappoint faculty and staff in a bargaining unit with corresponding increases as designated in union contracts. Dr. Andrews seconded the motion.
Roll call vote: Dr. Andrews, Mrs. Bain, Ms. Case, Mr. Gavan, Mr. Long, Judge Parker, Mr. Perry, Mr. Senker and Mr. Smith voted yes. Motion carried unanimously.

2.6 Recommendation: Reappointments of Non-Union Employees, with Corresponding Increases for Those Designated as Eligible for the Increase.

Mrs. Bain moved to reappoint non-union employees, with corresponding increases for those designated as eligible for the increase. Mr. Gavan seconded the motion.

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

3. Curriculum and Instruction
3.1 Academic Affairs Highlights – Maureen Murphy-Smolka and Priscilla Orr, Associate Professors of English, presented some results of their Reading/Writing Learning Community project which enables underprepared students to achieve college success.

4. Student Services Report – None

5. Community Information and Service Report
5.1 Monthly report of Community Services provided by the College was reviewed.

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

Mr. Perry, Chairman of the Finance and Facilities Committee reported:

- New auditors are starting the new audit and the committee will be part of the process. The new bylaws will address and the reflect the processes and responsibilities of each committee.
- PSTA is discussed at every meeting. Talked about funding and funding partners.
- Committee discussed the Tri-State Actors Agreement.
- Received update regarding Jenzabar conversion, general ledger, chart of accounts.
- Discussed funding that has been approved for fiscal year carrying over to next fiscal year and re-prioritization of projects.
- Discussed IT support and partnership with the county. It is an ongoing discussion involving research into needs and costs.
- Discussion ensued regarding PAC cabling. Committee is awaiting replies from administration.
• Suggested that administration look at additional ways to reduce expenses, i.e.- which lights need to be on at night.

• Received update regarding bid specs and going out for bid for sewage link with Newton.

6.2 Recommendation: Approval of College Student Dining Agreement.
Mr. Gavan moved to approve the College Student Dining Agreement. Dr. Andrews seconded the motion.
Senior Vice President Damato noted that Recreational Concepts provides great food service, they are a mom and pop organization and he commended Terry Leonardo for her on-site service and commitment to the staff, faculty and students.
Roll call vote: Dr. Andrews, Mrs. Bain, Ms. Case, Mr. Gavan, Mr. Long, Judge Parker, Mr. Perry, Mr. Senker and Mr. Smith voted yes. Motion carried unanimously.

6.3 Recommendation: Approval of SAIF Insurance Agreement.
Mr. Gavan moved to approve the SAIF Insurance Agreement. Mr. Perry seconded the motion.
Roll call vote: Dr. Andrews, Mrs. Bain, Ms. Case, Mr. Gavan, Mr. Long, Judge Parker, Mr. Perry, Mr. Senker and Mr. Smith voted yes. Motion carried unanimously.

7. Business and Finance

7.1 Report from the Audit Committee Chair.
Mr. Gavan, Chairman of the Audit Committee indicated that they were supposed to meet last month but did not. He said he will contact members and will try to get together within the next ten days.

7.2 Recommendation: Approval to Re-Apply for the Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant Programs in the Amount of $99,500, Beginning on July 1, 2011 and Ending on June 30, 2012.
Dr. Andrews moved to approve re-applying for the Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Grant Programs 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 and Mr. Smith voted yes. Motion carried unanimously.

8. Courtesy of the Floor (Public Session)

• Jean Brine asked for a copy of the non-bargained employees with salary increase information. She commented about those being promoted without salary increases and the inequity of direct reports making higher salaries than their supervisor. She also noted that the Union was not made aware, in advance, that Solweig Diminio was going to have a title change or a salary increase and asked if the new salary put her above or at the starting range for an Associate Director.
9. **Other Business**

**Discussion / Reports / Announcements:**

9.1 **President’s Report**

- Dr. Mazur thanked everyone for their part in helping and dealing with the difficult transitions the college is going through.

- Administration is working to minimize the enrollment decline. Dr. Mazur reported it is currently at -6%.

- Students graduating from the nursing program are securing good jobs at Newton Medical Center.

- Summer II enrollment is up. We are working on Summer III and there is a big push for Fall. We are looking at new ways to expand enrollment.

- Middle States Review is coming up in 2013. We are getting started on it now, with Harry Damato taking the lead.

- Strategic planning meeting tomorrow. Would like to involve the Trustees.

- Looking at salary ranges for non-bargained for personnel. Will be focused on scope of responsibility, focus of position as well as other factors.

- Will be providing training to employees for the ADP and Jenzabar changes.

- The State of New Jersey is looking to pass legislation that future employees must live in the state. There will be a provision for those who need to be grandfathered in. There doesn’t seem to be a way to monitor it based on the reporting requirements. It may be pulled. Will check into it.

- Debbie McFadden and Michael Corsco secured a $5,000 scholarship from Wells Fargo.

- Thursdays on the Green kicks off Thursday with the US Army Field Band and Chorus.

- Skylanders Golf Tournament is Thursday. We have more golfers and sponsors this year.

- Dr. Mazur had the opportunity to be a resource for a Doctoral-level class that Bill Waite is in at Rowan College. He and the President of Union attended. Of the nine or ten people in the class, only one was interested in becoming a President. It was nice to be in a classroom again and was a good experience, especially for two newer Presidents to talk to the class about leadership.
• Need to discuss undocumented aliens policy at the retreat.

9.2 Trustee Activity Update, Chairman’s Comments and Board Goals

• Chairman Smith commented on Pell Grants, their availability and importance.

• He, Dr. Mazur and Trustees attended NJCCC seminar. He provided an update regarding the speaker and topics.

• Discussion ensued regarding Board Goals. Copy attached of goals that were distributed. Goals will be edited and updated for next meeting.

• Dr. Mazur provided a partial list of items that will be on the Retreat Agenda.

• Tom Long’s term ends 6/30/2011. He will continue until the Governor either reappoints him or appoints a new trustee. Chairman Smith and the Board thanked him for his time, advice and participation on the Board. Mr. Long said he is honored to have been on this Board for eight years. He spoke of his time on the Board, the quality of the education here and thanked everyone.

9.3 The Next Regular Meeting of the Board of Trustees Will Be a Board Retreat to Take Place on Tuesday, July 26, 2011 at 4:00 p.m., Unless Scheduled Otherwise.

10. Adjournment

At 7:08 p.m. the Board adjourned from the meeting upon a motion made by Mr. Long and seconded by Judge Parker.

Approved:

Ann G. Bain, Secretary