1. **General Institutional Functions**

1.1 Chairman Smith called the meeting to order at 5:02 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

   The following people attended the meeting:  Mr. Smith – Chairman, Mr. Gavan – Vice Chairman, Mrs. Bain – Secretary, Dr. Andrews, Mr. Long – via telephone, Judge Parker, Mr. Perry, Mr. Senker, Mr. Vetrano and Dr. Mazur – Ex Officio Member.  Ms. Case - Treasurer and Dr. Lamonte did not attend.

   Also in attendance were:  Harold Damato – Sr. VP Student Services, Frank Nocella – VP Finance and Operations, Claudia Olivo – Exec. Director H/R & Legal Affairs, Kathleen Scott – Exec. Director Marketing and Public Information, Wendy Fullem – Assistant to the President and Board of Trustees and Gary Werner – General Counsel.

1.4 Approval/Acceptance of Minutes:

1.4.1 Approval of Minutes from the January 25, 2011 Board Meeting.

   Dr. Andrews moved to approve minutes from the January 25, 2011 Board Meeting.  Mr. Vetrano seconded the motion.  Motion carried unanimously.

1.4.2 Acceptance of Minutes from the February 14, 2011 Finance and Facilities Committee Meeting.

   Mr. Perry moved to accept minutes from the February 14, 2011 Finance and Facilities Committee Meeting.  Dr. Andrews seconded the motion.  Judge Parker abstained from the vote.  Motion carried.

1.4.3 Acceptance of Minutes from the February 15, 2011 Personnel
and Curriculum Committee Meeting.

Mrs. Bain moved to accept minutes from the February 15, 2011 Personnel and Curriculum Committee Meeting. Mr. Vetrano seconded the motion. Motion carried.

1.4.4 Acceptance of Minutes from the February 16, 2011 Special Finance and Facilities Committee Meeting.

Dr. Andrews moved to accept minutes from the February 16, 2011 Finance and Facilities Committee Meeting. Mr. Perry seconded the motion. Judge Parker abstained from the vote. Motion carried.

1.5 Courtesy of the Floor (Public Session)

- Hank Pomerantz addressed the Board regarding the American Cancer Society’s Relay for Life. He asked the Board to Sponsor the event. (At the end of the meeting, Trustees gave contributions to Wendy Fullem who provided them to Mr. Pomerantz.)


Mr. Gavan moved to acknowledge receipt and review of the February 28, 2010 unaudited financial statements. Mrs. Bain seconded the motion.

Presentation of the financials was moved to after the Personnel and Curriculum Chair’s report.

Vice President Nocella presented the financial statements, which were reviewed in entirety during the committee meetings. His presentation included: Dashboard, February 2011 YTD Results – FY11 Commentary, Income Statement – By Month, Income Statement YTD, Financials – Income Statement Annualized, Department Exp. – Actual YTD vs. Revised Budget, Balance Sheet and Cash Flow YTD.

Roll call vote: Dr. Andrews, Mrs. Bain, Mr. Gavan, 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. (Items 2.1 & 2.2)

Mrs. Bain moved to approve the legally mandated agenda items 2.1 and 2.2. Mr. Gavan seconded the motion.

Roll call vote: Dr. Andrews, Mrs. Bain, 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 Part-Time Faculty Employed to Continuing Education Courses. Said Appointments are Made in Accordance with the Policies, Procedures, and Salary Guidelines Established by the Board of Trustees.

Approved as item 1.8.

(*) 2.2 Recommendation: Appointment of the Attached List of Part-Time Support/Non-Faculty Staff Employed for FY ’10/11. Said Appointment is in Accordance with the Policies, Procedures, and Salary Guidelines Established by the Board of Trustees.

Approved as item 1.8.

2.3 Report of the Personnel and Curriculum Chair.

As Chair of the Personnel and Curriculum Committee, Mrs. Bain reported that in addition to items on today’s agenda they:

- Discussed Board and College Goals, including the difference between them.
- Decided to keep a running “to do” list and calendar in order to follow up on items and ideas.
- Discussed current format of employee headcount, which is now more comprehensive than previous reports.
- Spent a considerable amount of time discussing the upcoming vacancy of the Vice President of Academic Affairs position and how it could be handled.
- Asked the President and Human Resources Executive to prepare a procedure for exit interviews for senior officers.
- Discussed proposed Academic Affairs reorganization.

2.4 Recommendation: Approval of and Payment for the Attached List of Full-Time Faculty Teaching and/or Administrative Work Overload Assignments for the Spring 2011 Semester.

Mr. Gavan moved to approve payment for faculty teaching and/or administrative work overload assignments for the Spring 2011 semester. Dr. Andrews seconded the motion.

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

2.5 Recommendation: Effective April 1, 2011, the Appointment of Kathleen Nelson to the Position of Assistant Dean of the Division of Community Education and Workforce Development at an Annual Salary of $72,764.

This item was deferred to next month by Dr. Mazur.
2.6 Recommendation: Effective April 1, 2011, the Appointment of Dr. Kathleen Okay to the Position of Associate Dean of the Division of Learning Resources at an Annual Salary of $78,000.

Mrs. Bain moved to approve the appointment of Dr. Kathleen Okay to the position of Associate Dean of the Division of Learning Resources as noted above. Mr. Perry seconded the motion.

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

2.7 Recommendation: Effective April 1, 2011, Elimination of Two Part-Time Custodial Positions in the Facilities Department and the Conversion of Two Full-Time Custodial Positions to Part-Time Custodial Positions.

Mr. Vetrano moved to approve the elimination of two part-time custodial positions in the Facilities Department and the conversion of two full-time custodial positions to part-time custodial positions. Mr. Perry seconded the motion.

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

2.8 Recommendation: Effective April 1, 2011, a Change in Title for Jacqueline Teune from Administrative Manager of Continuing Education and Workforce Development to Administrative Manager of Continuing Education and Workforce Development and the Public Safety Training Academy and an Annual stipend of $3,600 Added to Base Salary for this Increase in Responsibility.

Mrs. Bain moved to approve a change in title and to add the annual stipend to base salary for Jacqueline Teune as noted above. Mr. Senker seconded the motion.

Roll call vote: Dr. Andrews, Mrs. Bain, 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 Academic Affairs Highlights – Communication/Broadcasting Option.

Professor Anthony Selimo and students (both current and alumni) presented a video that demonstrated some of the work that Communication/Broadcasting students do. Students and Professor Selimo answered questions posed by the Board.

4. **Student Services Report**
Discussion ensued regarding the Student Alumni Trustee. Vice President Damato is looking into the possibility of having an alternate for the position and Glenn Gavan is going to bring it up during the next Ambassador conference call.

5. **Community Information and Service Report**

5.1 Monthly Report of Community Services provided by the College. - None

6. **College Facilities**

6.1 Report from the Finance and Facilities Committee Chair.

Mr. Perry, as Chairman of the Finance and Facilities Committee thanked members of the committee for the additional hours they have contributed to the committee’s work. He also thanked administration. He noted that the committee:

- Discussed the budget submission to the Board of School Estimate.
- Grant funded positions including how many are critical positions and how many would go away should the grants not continue to fund the positions.
- Looked at the Alternate Paths for Teachers program so that they understand the impact on CE and that as an entity it is not covering its own expenses as of right now, concluding that further investigation into CE programming is necessary.
- Talked about the PAC. There was a disconnect between Trustees understanding and former administration’s belief that there was a commitment that the college would subsidize below break even $100k. Trustees were unaware of this commitment. After further investigation, discussion will come before the full Board of Trustees.
- Followed up on discussion for the Foundation to be picking up 50%, and ultimately more, of the Foundation Director’s position.
- Discussed County funding to the Public Safety Training Academy in terms of overhead requirements, capital funding and operating budget submission to the Board of School Estimate. Also noted that the environmental issues need to be understood. Vice President Nocella is working with our insurance carriers for an assessment.
- Discussed tuition. There was no support to raise tuition and fees more than $18.
- Discussed that the 3% FTE reduction is probably going to be higher than 3% but we do not have a way to quantify what it will be. Concern is that if it is higher, it will come out of revenue, making the gap to be covered even larger.
- Received update regarding rejected security bid. Bids rejected because they did not meet the attorney’s review.

7. **Business and Finance**

7.1 Report from the Audit Committee Chair. - None

7.2 Recommendation: Authorization for President to prepare the final bound FY budget document for public advertisement and for submission to the
Mr. Perry moved to authorize the President to prepare the final bound FY budget document for public advertisement and for submission to the Sussex County Community College Board of School Estimate.

The Board had approved an earlier version of the budget but because additional information became available from the state and county, the budget was revised. Vice President Nocella presented the revised budget and discussion ensued. A copy of the budget is available as part of the official minutes of the meeting.

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

7.3 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 advertisement of the Board of School Estimate meeting. Mr. Gavan seconded the motion.

Possible dates for the meeting were discussed.

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

7.4 Recommendation: Approval of First Hope Checking Transfer to Valley National CD.

Mr. Perry moved to approve transfer from First Hope Checking to Valley National CD. Mr. Gavan seconded the motion.

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

7.5 Recommendation: Approval to Add SAIF as Another Insurance Broker of Record, in Addition to The Morville Agency.

Dr. Andrews moved to approve adding SAIF as additional insurance broker of record. Mr. Gavan seconded the motion.

Vice President Nocella noted that future appointment approvals must include the agent and insurance carrier.

Roll call vote: Dr. Andrews, Mrs. Bain, 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)**

- Debbie McFadden, Director of Counseling and Advising provided an update regarding events happening on campus, including Road Trip Nation being on campus. She explained that Road Trip Nation is a PBS show/national organization about finding your passion and career. Around five years ago we became the first Community College to participate in the Road Trip Nation. She said they came during Spring Break, still to a packed house of students. They will be back again next Fall.

Debbie McFadden also reported that last month we had one of our most successful Transfer Fairs ever. It was the most well attended. She indicated that evaluations from the schools that attended were outstanding. She said as an outgrowth of that we continued our Instant Decision Day, and explained that Montclair, William Paterson, Centenary and East Stroudsburg come on campus, conduct face to face interviews and select students at that time. It was so popular that we have added dates for Montclair and William Paterson and have a waiting list for them as well.

- Jean Brine spoke as President of the Professional Staff Union. She noted that the bargaining unit was given a “take it or leave it” offer and that there are no negotiations going on.

She thanked the Board for the open discussion and asked:

- Who uses the firing range at the Public Safety Training Academy and why we are maintaining it?
- How many people in PERS vs. TIA/CREF? Vice President Nocella said it is about half and half. He also clarified that our premium for PERS this fiscal year was $424K – a 144% increase. Next year it is going up only 2%.
- If the $300k budget line/$300k reduction represents the entire campus or just the bargaining units. It was clarified that it represents the entire campus.
- About the $1.4M uncollected funds for tuition and fees and how we are actively billing and trying to collect these funds.
- About $700k in legal fees, extra pension contributions for certain employees and why staff has been hired at higher salaries than those they were hired to replace.

Discussion ensued about some of these topics, resulting in the following replies:

- The PSTA/Firing Range was adequate at the time it was built, before the use of assault weapons. The range is still adequate for small arms. We are finding out exactly how many of the municipalities are utilizing the facility and why others are not using it.
- Vice President Nocella explained that the $1.4M in uncollected tuition represents accounts that have been sent to collection agencies and the cumulative effect of several years. We are meeting in April with the collection agencies for updates. We are working to streamline the process of accounts going through the collection process of two agencies and then turned over to the state. Vice President Damato explained how a student who experiences reduced financial aid can end up in collections. It was noted that we need to better understand how much of the uncollected monies are not going to be recovered and need to be written off.
- Noted that raising scholarship funds is now a priority.
9. **Other Business**

**Discussion / Reports / Announcements:**

9.1 President’s Report – Dr. Mazur Reported:

- During the last month he has been getting to know the college and its constituencies. He began meeting individually with Trustees to get to know one another as well as with individual Freeholders and the County Administrator to begin understanding the dynamics of the county to start developing relationships.

- We began early advisement this week which is the first step for Priority Registration. We are encouraging students to enroll for summer and fall semesters.

- Relaunched College Hill News this week. College Hill News is our award-winning online news site. We have a new faculty advisor overseeing production, which is in conjunction with our Website and includes features like blogging, in order to create more student interaction.

- Todd Poltersdorf has had his 300th collegiate baseball coaching win. He congratulated him.

- Last week the Road Trippers from PBS were here. Over 200 students attended, which is significant because it was Spring Break week.

- We just launched a partnership with the NJ Herald in which our students are sending video clips to the NJ Herald Website. It will be a regular feature on their Website.

- We have the Ladies Retreat coming upon April 2nd. It is a fund raiser for the Foundation and we are expecting a good turnout.

- We are hosting a Healthcare Symposium with a great line up on Thursday. It will address students’ interest in healthcare.

- The Teen Arts program was on campus last week. It was a great event. He walked around and saw all of the excellent student art, noting there were a number of Russian reproductions that attracted his attention.

- Our Facebook Fan Page has its 2,000th fan. We will continue to use social media to communicate with current and prospective students.

Dr. Andrews commended Stella Trikouros and staff for the job they did with Teen Arts, noting that the festival is an excellent example of tying in links to the high schools.

9.2 Chairman's Comments – Chairman Smith noted that a lot was covered at tonight’s meeting. He said there were some very good discussions, comments and points made by Trustees, staff and administration – all of which are appreciated. There are valid concerns and we will be re-evaluating the entire college in order to plan for the future.

9.3 The Next Regular Meeting of the Board of Trustees Will Take Place on Tuesday, April 26, 2011 p.m., Unless Scheduled Otherwise.
Executive Session - Collective Bargaining Agreements, Pending or Anticipated Litigation/Attorney-Client Privilege.

At 7:28 p.m. Mrs. Bain moved to enter into an Executive Session as noted above. Mr. Perry seconded the motion. Motion carried unanimously.

At 8:28 Mrs. Bain moved to adjourn from Executive Session. Mr. Gavan seconded the motion. Motion carried unanimously.

10. **Adjournment**

At 8:30 p.m. Mrs. Bain moved to adjourn from the public meeting. Mr. Vetrano seconded the motion. Motion carried unanimously.

Approved:

[Signature]

Ann G. Bain, Secretary