1. General Institutional Functions

1.1 Chairman Smith called the meeting to order at 5:08 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

Roll Call: Mr. Smith-Chairman, Mr. Gavan-Vice Chairman, Ms. Bain-Secretary, Ms. Case-Treasurer, Dr. Andrews, Mrs. Bain, Dr. Lamonte, Mr. Long, Judge Parker, Mr. Perry, Mr. Senker, Mr. Vetrano and Dr. Mazur-President and Ex-Officio Member, Jo-Ann Harby-Acting Recording secretary were present.

1.4 Approval/Acceptance of Minutes:

1.4.1 Acceptance of Minutes from the April 18, 2011 Finance and Facilities Committee Meeting.
Mr. Gavan moved to accept minutes from the April 18, 2011 Finance and Facilities Meeting. Ms. Case seconded the motion. Judge Parker abstained from the vote. Motion carried.

1.4.2 Acceptance of Minutes from the April 19, 2011 Personnel and Curriculum Committee Meeting.
Mrs. Bain moved to accept minutes from the April 19, 2011 Personnel and Curriculum Committee Meeting. Judge Parker seconded the motion. Mr. Senker abstained from the vote. Motion carried.

1.5 Courtesy of the Floor (Public Session)

- Hank Pomerantz, President of the Adjunct Faculty Federation thanked everyone for their part in the success of the American Cancer Society’s Relay for Life. He noted his personal thanks to Bryan Zellmer, Judy Brock and Tony Selimo for their assistance. He indicated that participants raised over $120k so far and money is still
coming in. August will reflect the efforts of the 72 teams with more than 700 members. He presented a plaque to Mr. Senker for Newton Memorial Hospital, thanked Glenn Gavan and his company as well as The Board of Trustees for their sponsorship.

1.6 Acknowledgement of Receipt and Review of April 30, 2011 Unaudited Financial Statements.


Q & A regarding borrowing in case of emergency followed Mr. Nocella’s presentation.

Mr. Vetrano moved to acknowledge receipt and review of April 30, 2011 unaudited Financial Statements. Mr. Perry seconded the motion.

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

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

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

2. Personnel

(*) 2.1 Recommendation: Approval of the attached list of part-time faculty employed to 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.

ACTION/RC 2.3 Recommendation: Appointment of Christine Forgie to the new Full-Time Position of Collections Specialist effective June 1, 2011; at an annual salary of $26,400.
Mrs. Bain moved to approve the appointment of Christine Forgie as noted above. Dr. Lamonte seconded the motion.

It was asked if the position is part of the budget. Vice President Nocella indicated that it is part of a reorganization of the department, with a reduction of three part-time positions and the creation of one full-time position, with a net equaling an expense reduction.

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

2.4 Recommendation for promotion of the following full-time faculty

2.4.1 Mary Ellen Donner from Instructor to Assistant Professor
2.4.2 Michael Hughes from Instructor to Assistant Professor
2.4.3 Jean LeBlanc from Instructor to Assistant Professor

All promotions to be effective August 2011.

Mrs. Bain moved to approve promotions as noted above. Mr. Gavan seconded the motion.

Dr. Mazur noted that these promotions are in accordance with the Faculty Federation contract. Discussion ensued regarding terms of the new contract and tenure. These faculty members had been grandfathered in for the automatic promotions.

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

2.5 Report of the Personnel and Curriculum Chair.

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

- Reviewed personnel cut backs, noting that this is very difficult because we have so many excellent staff members.
- Spoke with Dr. Douglas and expressed their disappointment with the fact that she is leaving but also their congratulations on her future.
- Discussed a “To Do List.”
- Discussed issues concerning the Public Safety Training Academy and asked Dr. Mazur to provide a report relating to the issues.
- Discussed Board Goals.
- Reviewed some of the items on the Finance and Facilities Committee agenda.

3. Curriculum and Instruction

3.1 Academic Affairs Highlights – Senior Division Dean William Waite, Associate Professor Sherry Fitzgerald and Graphic Design students shared student portfolio work.

3.2 Approval of Degree Option Retirement:
A.A. S. Business Management – E Commerce, Information
Specialist & Marketing.

Mrs. Bain moved to approve degree option retirement of A.A. S. Business Management E Commerce, Information Specialist and Marketing. Judge Parker seconded the motion.

Mrs. Bain noted that the Personnel and Curriculum Committee discussed the impact on the Business Program of retiring these options. The committee was assured that there are still many options available for students in Business Management.

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

3.3 Approval of Memorandum of Understanding between Specialty Surgical Center and SCCC, Dept. of Health Sciences, Medical Coding & Billing Program.

Mrs. Bain moved to approve the MOU between Specialty Surgical Center and SCCC Department of Health Sciences, Medical Coding and Billing Program. Mr. Gavan seconded the motion. Mr. Senker abstained from the vote. Motion carried.

4. Student Services Report
Vice President Damato reported on Student Government Association election results for the 2011/12 Academic Year:

Lauren Alger, President
Chelsea Sullivan, Vice President
Jeff Blecker, Treasurer
Christina Medina, Secretary
Ann Marie Lanzalotti, Alumni Rep to the Board of Trustees. There is a backup in the event she cannot fulfill the responsibilities.

5. Community Information and Service Report

5.1 Monthly Report of Community Services Provided by the College – Next Month.

6. College Facilities

6.1 Report from the Finance and Facilities Committee Chair.

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

- Discussed Board of School Estimate and Chapter 12 funding. He noted that the Board of School Estimate approved $3.4M to move forward. This turns what was a reservation for funding of $8.5M into a Board of School Estimate Resolution for $3.4M. We have been assured by the County that it will be funded in the first half of their Fiscal Year 2012. He complimented administration for identifying what needed to go before the Freeholders as critical needs. He also noted that discussions with the county were friendly and included conversation about shared services in the IT area. Discussion ensued regarding shared services.

Discussion ensued regarding the Public Safety Training Academy. Dr. Mazur shared some information, including: All of the Townships are
using the fire training facilities and most but not all are using it for police training. There is sporadic usage for other training needs, such as for police dog training. The facility does not accommodate rifle training.

It was noted that the lead issues have been rectified and the facility has received a “clean bill of health.” Additionally, DEP documentation has been produced that indicates that at the time of closing when we purchased the PSTA, no environmental or safety issues were reported. There are additional questions being asked and issues to resolve.

It was noted that during the summer Trustees be provided with an opportunity to physically view some of the issues – i.e.-boilers, PSTA, etc.


Mr. Perry moved to accept the security services bid from U.S. Security Associates as noted above. Dr. Andrews seconded the motion.

This is a three-year contract, on an annual basis a little over $220k per year, and has already been budgeted. They are not supplying their own vehicle. They will use ours.

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

7. **Business and Finance**

7.1 Report from the Audit Committee Chair

Mr. Gavan did not have a report, but asked that members of the committee stay after the meeting to pick a date to meet.

Chairman Smith thanked everyone who attended the Wiss & Co. workshop.

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

- Naomi Miller, Psychology Professor and Human Services Coordinator addressed the Board. She noted that she is worried about clouds in classrooms and not being able to call our internal I.T. Department when there is technical failure.

  She commented on program “closures,” noting that ‘higher educational institutions are essentially democratic.’ She said she understands the need to close programs but that the conversations should be brought before the Curriculum Committee.

  Mrs. Bain explained that recommendations come from administration and then the Board of Trustees discuss details to the recommendations. Discussion ensued regarding process and eliminated vs. retired.

- Hank Pomerantz noted that he had I.T. issues that could not be resolved due to there not being someone here. The class had to change rooms. Need to know who (cloud or IT) is available when. He also noted that he is very pleased with the Board and the kinds of questions being asked, especially about processes.

- Maureen Murphy-Smolka spoke about I.T. and accommodating college needs, noting that it is not just in the classrooms, but during meetings. She gave an example of a meeting where the technology did not work and I.T. staff was there within minutes to help.

- Jean Brine addressed the Board regarding program retirements and moving forward to add more up to date majors. She also commented on sharing I.T. services with
the county, noting “just because we can, doesn’t mean we have to.” She is most worried about confidentiality issues. Her final comments were about labor issues, rumors, anxiety about layoffs and workloads.

- Mrs. Bain brought attention to the newspaper article about Hal Wirths and business, noting that those who have not read it, should. It mentions Sussex County and is about coordination with local businesses.

Mr. Perry added that the article is about leadership – communication, ability to work with others – the skills the workforce environment needs to develop and this should permeate through all of our classes.

Mrs. Bain also noted that Dr. Mazur has met with Trustees and she knows that the computer situation is very important to him.

Discussion ensued regarding I.T. staff / help desk hours as well as the roles of administration and the Board of Trustees in terms of recommendations, decisions, what is discussed by Trustees at the committee level and during Board meetings.

- Dr. Andrews noted that the Board of Trustees is not here to solve rumor problems and should be directed to administration, deans and others who work here. He noted there is a process and strongly suggested that it be followed.

9. Other Business

Discussion / Reports / Announcements:

9.1 President’s Report – Dr. Mazur reported about some of his activities, noting that he has:

- Been meeting with college-related and community leaders in a ‘get to know you kind of fashion.’ He noted he has met privately with most of the Board members and hopes to have more of those conversations in order to get to know one another better as well as to build confidence in the work he and administration are doing.

- Met with Freeholders and other government leaders, representatives and the state Senator. The meetings have been very good and very productive.

- Met with leadership of the Foundation Board and had serious discussion about how we are going to move forward. There will be more meetings to talk about the role of the Foundation.

- Started meeting with past Board Chairs, trying to get more history of the college from another perspective.

- Met with a number of people on campus including a few meetings with union leadership. They have been good, frank discussions.

- Walked around a lot and catches staff, students and faculty at different times, which allows him to get an informal feel for what people are thinking and what is going on. He said this is the friendliest campus he’s been on and the students are not afraid to talk to him.

- Attended a number of NJCCC meetings and weighed in on state-wide issues. He’s met with most of the other presidents. He plans to reach out more to them for they have a host of expertise in dealing with New Jersey law and regulations. He noted it is a very different environment legally and politically than where he’s been.
Dr. Mazur also:

- Talked about the “Big Ideas” project, which is a group of ideas that will be worked together to help transform higher education in the state.

- Noted that we were approved at the Board of School Estimate for $3.4M, to be used for critical projects. He said he is grateful for this and we can move forward with a number of campus projects.

- Explained that we have been reorganizing the college in order to meet fiscal challenges as well as to create efficiencies in our operations to better serve our students and community.

- Indicated that we are working on getting our information technology up to speed. We need to make sure we have the right cabling and that it’s installed properly because it is the backbone of the technology we are using. It also preserves bandwidth. Have met with Jenzabar to identify what is needed to move forward and correct system issues. This will prevent breakdowns and slowness within the system. Hoping to see improvements in the fall.

- Noted that we have started looking forward to the Middle States review in 2013. It is not too early to get moving on some of the things we need to do in preparation for that.

- Explained that he is in the process of putting together an Administrative Directions/Strategic Planning Committee. It will be made up of seven to nine members of the community. Strategic Planning must be tied into our budgeting process, especially since Middle States looks for this. The Board will be involved as well.

- Indicated that he did not give a very big speech at graduation, but hopes that what he said resonates with a lot of people because what he tried to do was to start laying out the things he thinks about when thinking about a community college. Lifelong learning, how we learn and the importance of what we learn were the emphasis of his address. He specifically mentioned Liberal Arts and the skills learned through Liberal Arts. The majority of our students are working toward the AA degree, which provides training in things like critical thinking, writing and computation, whether they know it or not. He also noted that many businesses now require that their personnel have a global understanding and respect, as well as a respect for diversity.

- Explained that as part of strategic planning process we do include a review of the Mission Statement at both the Board level and internally. It is good to review and assess in terms of change.

Dr. Mazur also reported:

- Last Thursday 587 students graduated. It was our largest graduation in the college’s history. At the graduation breakfast, a large and impressive list of scholarships that students’ received was read.

- The Relay for Life was held on campus this weekend for the third year in a row. There were over 1,000 participants from three states. More than $120k has been raised to date.

- On May 5th the Foundation held the Annual Spring Scholarship Ceremony. $150k was award through 95 scholarships to 85 students.
June 30th kicks off the Thursdays on the Green summer concert series. The six concerts this year are funded by a grant from the Horizon Foundation. After three years of trying, our first concert will feature the U.S. Army Field Band and Chorus from Washington, D.C.

Last week we published the first edition of the Stillwater Review, which is a book of poetry funded by the Betty June Silconas Poetry Center. Books are available for $8. Associate Professor Priscilla Orr is the editor and the book was designed by Kathy Peterson from our Marketing Department.

Five of our students were inducted into the New Jersey Collegiate Business Administration Association and were honored at the State House in Trenton.

The annual golf tournament to support athletics is scheduled for June 30th. There is space available for golfers and sponsors.

9.2 Chairman’s Comments – Chairman Smith:

- Thanked everyone who attended the Board of School Estimate Meeting.
- Reminded Trustees that he sent out a list of Board Goals. He asked that Trustees review the list and get back with him with comments. Brief discussion ensued regarding Board Goals.
- Noted that most years the Board does a self evaluation and he believes they should do it this year.
- Noted he would like to have a Board Retreat in the very near future. He asked that after the meeting Trustees stick around to talk about dates.
- Said we have made some big changes within the last three months to take the institution in another direction and a lot more changes will have to happen. We are going to evolve and he is personally confident that the right person was hired to lead this evolution.

9.3 Special Meeting of the Board of Trustees Will Take Place on Tuesday, May 31, 2011 at 5:00 p.m., Unless Scheduled Otherwise.

9.4 The Next Regular Meeting of the Board of Trustees Will Take Place on Tuesday, June 28, 2011 at 5:00 p.m., Unless Scheduled Otherwise.

10. **Adjournment**

The meeting adjourned at 7:00 p.m. upon a motion made by Mr. Perry and seconded by Mr. Vetrano. Motion was carried unanimously.

Approved:

Ann G. Bain, Secretary