1. **General Institutional Functions**

   1.1 Chairman Smith called the meeting to order at 5:45 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 present: Mr. Smith-Chairman, Mr. Gavan-Vice Chairman, Mr. Vetrano-Secretary/Treasurer, Dr. Andrews, Mrs. Bain, Ms. Case, Dr. Lamonte, Mr. Long, Judge Parker (via telephone), Mr. Perry, Mr. Senker and Dr. Mazur-Ex-Officio Member.

   Also present: SVP Damato, VP Nocella, Attorney Gary Werner and Assistant to the President & Board of Trustees/Recording Secretary Wendy Fullem.

   **Student Services Report** was moved up on the agenda. Members of the SGA provided a report regarding student and club activities.

   Mr. Perry asked the SGA officers to try to stress during elections, the importance of the voice of the Student Alumni Trustee at the Board table.

   **Curriculum** was moved up on the agenda.

   Academic Affairs presented musical selections from the College Play “A Funny Thing Happened on the Way to the Forum.”

   1.4 Approval/Acceptance of Minutes and Board Action Resolutions:

   1.4.1 Approval of Minutes from the October 25, 2011 Regular Meeting.

   Mr. Long moved to approve minutes from the October 25, 2011 Regular Meeting. Mrs. Bain seconded the motion. Ms. Case, Dr. Andrews, Dr. Lamonte and Mr. Perry abstained from the vote. Motion carried.

   1.4.2 Approval of Minutes from the October 25, 2011 Executive Session.

   Mr. Long moved to approve minutes from the October 25, 2011 Executive Session. Mrs. Bain seconded the motion. Ms. Case, Dr.
Andrews, Dr. Lamonte and Mr. Perry abstained from the vote. Motion carried.

1.4.3 Acceptance of Minutes from the October 2011 Committee Meetings.
Dr. Andrews moved to accept minutes from the October 2011 Committee Meetings. Mr. Vetrano seconded the motion. Judge Parker abstained from the vote for the Finance and Facilities Committee Minutes. Motion carried.

1.4.4 Approval of Resolutions of October 2011 Board Actions
Mr. Perry moved to approve Resolutions of the October 2011 Board Actions. Mrs. Bain seconded the motion. Motion carried unanimously.

1.5 Courtesy of the Floor (Public Session)
- Jean Brine, Assistant Director of Financial Aid addressed the Board about using extra vacation days and having an exact count as to what that time is. She also noted that there are still issues with ADP. Chairman Smith said administration will look into these issues.

1.6 Acknowledgement of Receipt and Review of October 31, 2011 Financial Statement.
Mr. Vetrano moved to acknowledge receipt and review of the October 31, 2011 Financial Statement. Dr. Andrews 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, Mr. Smith voted yes. Motion carried unanimously.

1.7 Correspondence File – None

2. Personnel

2.1 Report of the Personnel and Curriculum Chair.
As Chair of the Personnel and Curriculum Committee, Mrs. Bain reported that they:
- Reviewed open positions, personnel actions, new hires – noting there were a number of part-time positions filled in two areas - Human Resources and ITS due to the fire.
- Discussed the audit, favorably.
- Discussed personnel issues, particularly in Human Resources.
- Received an update regarding ADP issues.
- Discussed Board Goals, particularly the K-12 goal.
- Approved October committee minutes for Board acceptance.
2.2 Approval of Monthly Personnel Action Items.
Mr. Gavan moved to approve monthly personnel action items. 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, Mr. Smith voted yes. Motion carried unanimously.

Mrs. Bain moved to approve the Brown & Brown contract as noted above. Mr. Long 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, Mr. Smith voted yes. Motion carried unanimously.


5. Community Information and Service Report
5.1 Monthly Report of Community Services Provided by the College.

6. College Facilities
6.1 Report from the Finance and Facilities Committee Chair.
Dr. Andrews reported on behalf of the committee. He noted that they:

- Reviewed the impact of the classroom fire in B316. The building structure contained the fire and we were very fortunate that it didn’t go beyond that. One of the advantages of having an older building like this is that there are concrete walls all around it. There could have been significant damage to the entire wing. There will be testing of air quality by an outside firm before faculty and students can go back into the classrooms. The classroom will likely not be available until spring semester.
- Reviewed, the installation of new power strips throughout campus, as a result of the fire. It will cost approximately of $20k to replace plastic with metal.
- Discussed the emergency purchase of 40+ computers lost from the storm. Additionally approximately 150 lap and desktops were damaged, likely from the power surge. These need to be replaced as well. There was significant damage across campus beyond just the classroom.
- Talked about minimal disruption to student body. Thanked ITS department for their diligent work, everyone’s support and cooperation and commended the excellent job done with rescheduling classrooms.
- Reviewed October 2011 Operating Statements. The Board is more confident in the accuracy of financials.
- Received update regarding increased unemployment payments.
- Received update regarding student payment policy implementation as well as collection of outstanding student debt.
• Discussed the development of an action plan regarding pension system changes. Pension rules and regulations keep changing. Part of the action the Board just took on Brown and Brown has to do with clearing up these issues.

• Discussed budgeting for FY2013. Meetings are being set up with administration and department heads to start the process.

• Discussed ITS outsource service agreement, which is an action item on today’s agenda.

• Reviewed development of cabling and electrical work specs. Part of Chapter 12 projects. Specs for I.T. server hardware also being developed.

• Reviewed additional action items on today’s agenda: Pricing Coop and Fixed Asset Inventory, which was an issue brought up in the audit.

• Reviewed significant wind damage to campus. Barlett Tree Service was here to clean up. There was also water damage to the PSTA. Working with insurance company to square that away. Talked about safety on campus after storms (i.e.-Debris on walkways cleared).

• Received update regarding sewer project. There is an action item today for additional money needed due to emergency repairs. The project is now complete.

• Discussed snow plowing, which is an action item on today’s agenda.

• Talked about placement for the monument donated by the Nicholsons.

• Received information regarding a solar energy project. Conversation ensued regarding partnering with the County for shared services such as using the tree division for clean up and possibly snow plowing.

6.2 Recommendation: Approval for American Appraisal/Industrial Appraisal to Conduct a Fixed Asset Inventory at a Cost of $15,000.

Mr. Gavan moved to approve a fixed asset inventory by American Appraisal/Industrial Appraisal as noted above. Dr. Andrews 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, Mr. Smith voted yes. Motion carried unanimously.

6.3 Recommendation: Approval of Snow Bid by J. Kramer Landscaping & Snow Plowing, Newton, NJ.

Dr. Andrews moved to approve the awarding of snow removal contract to J. Kramer Landscaping & Snow Plowing. Ms. Case 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, Mr. Smith voted yes. Motion carried unanimously.

6.4 Recommendation: Approval of $20,000 Emergency Expenditure to Complete Sewer Project – Due to Safety Hazard.

Dr. Andrews moved to approve the emergency expenditure as noted above. 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, 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 reported that they:

- Discussed an action plan with administration to address audit issues and recommendations. The action plan has been received.
- Requested an action plan be developed by administration to address Human Resources issues.
- Discussed the Bylaws.
- Discussed having quarterly meetings, or more often, at the request of the auditors.

7.2 Comments by Wiss & Co.

Auditors from Wiss & Co. provided an overview of the audit process and report, then focused on explanation of material weaknesses noted in the report. They indicated that three or four items needing to be addressed are already on tonight’s agenda for approval.

7.3 Recommendation: Approval of Audited Financial Statements 6/30/11.

Mr. Perry moved to approve the audited financial statements of June 30, 2011. Ms. Case 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, Mr. Smith voted yes. Motion carried unanimously.

7.4 Recommendation: Approval of Audited FTE Statement 6/30/11.

Mr. Gavan moved to approve the audited FTE Statement of June 30, 2011. Dr. Andrews 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, Mr. Smith voted yes. Motion carried unanimously.

7.5 Recommendation: Approval to Award I.T. Consulting Contract to AIO in the Amount of $25,000 per Month for a Two-Year Contract.

Dr. Andrews moved to approve I.T. Consulting Contract to AIO as noted above. Mr. Gavan 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, Mr. Smith voted yes. Motion carried unanimously.

7.6 Recommendation: Acknowledgement of Actions Taken Due to Electrical and Other Damage to Campus and Property from Storm.


b. 300+ Emergency Purchase of New Power Strips for All Workstations on Campus…$20,000.est.
c. Emergency Purchase of 40+ Desk Tops/Lap Tops ($30,000 initial order).

Dr. Andrews moved to acknowledge actions taken due to electrical and other damage to campus and property from storm as noted above in items a., b. and c. Mr. Gavan 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, Mr. Smith voted yes. Motion carried unanimously.

7.7 Recommendation: Approval of Morris County Coop Pricing Council Membership – $1,250.

Mr. Long moved to approve the Morris County Coop Pricing Council Members in the Amount of $1,250 for a one-year term. Dr. Andrews 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, Mr. Smith voted yes. Motion carried unanimously.

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

Jean Brine thanked Dr. Mazur and VP Nocella for their openness, noting that Dr. Mazur has begun a brown bag lunch to speak with staff and faculty about campus issues, directions and ideas.

9. **Other Business**

**Discussion / Reports / Announcements:**

9.1 Trustee Activity Update

- Mr. Vetrano stated that as Trustee Liaison to the Foundation he wanted to commend the Foundation volunteers and staff for the ball, noting there was a tremendous amount of work done under extreme conditions due to the fire and storm challenges. He thanked Mr. Polk for his large gift. He thanked the entire Foundation and all involved.

- VP Damato added that Student Ambassadors and SGA represented the college at the ball at its best.

- Dr. Andrews noted that he and Dr. Mazur attended a state conference for Trustees. He indicated it was the first time they used a web link. He noted that bonding referendum for all college is moving forward with the state. Dr. Mazur has put in a placeholder for funds should this pass.

- Mrs. Bain indicated that she went online for the conference and was the only person there.

9.2 President’s Report

Dr. Mazur reported:

- Wiss & Co. was a pleasure to work with. They provided us with a very comprehensive report that validated a lot of things we were already doing. The staff has worked hard to point out a lot of these things as well. We are on track with making improvements as we move forward.
The discussions during Board elections were very productive and helpful. He thanked those who ran for office.

We are still working on issues relating to the storm and its impact on campus. Still working on estimates for B316 rebuild and cleanup. He thanked the I.T. team, facilities, scheduling and staff.

Had a successful Transfer fair held last week. There were thirty five four-year institutions on campus to meet with our students. Excellent participation.

Had a wonderful Open House on campus last month. It was better attended than the fall open house. We hope this bodes well for next fall’s enrollment.

Eighty three students were inducted on Friday into PTK, the international honor society for two year colleges. To be eligible students must have completed 18 credits and have a GPA of at least 3.5.

Our Business Club has been nominated for a Sussex County Economic Development partnership award – this is a great thrill. Over the years the College has received many Chamber awards and nominations but this is the first time one of our clubs has been acknowledged on such a stage. Congratulations to Mary Ellen Donner (business faculty and club advisor) and our business students. Award ceremony is next week.

The ball was very successful. We expect to raise around $100k and $50k was contributed by Ira Polk from Capital Clearing Corporation for use in distance programs.

Kicked off Priority registration process last week. There is a two week window when returning students can register...registration opens for new students Monday 11/28.

Last week the marketing team has won a silver medallion award from the National Council of Marketing and Public Relations (NCMPR) Executives for the design of our student handbook. Congratulations to Kathy Peterson and the marketing staff.

Hope to see everyone at Inauguration at December 9th.

9.3 Chairman’s Comments and Board Goals

Chairman Smith thanked Tom Long, Tammy Case and Kirk Perry for their years of service on the Board, noting that between them, there are twenty eight years served.

9.4 The Next Meeting of the Board of Trustees Will Take Place on Tuesday January 24, 2012.

10. Adjournment

At 7:00 p.m. Mr. Vetrano moved to adjourn from the Regular Meeting of the Board of Trustees. Mr. Gavan seconded the motion. Motion carried unanimously.

Approved: _______________________________

Glen Vetrano, Secretary