1. **General Institutional Functions**

   1.1 Chairman Smith called the meeting to order at 5:01 p.m.

   1.2 Mrs. Bain read the Public Statement:

   Meeting was Publicly Advertised in Accordance with the "Open Public Meetings Law," Chapter 231, P. L. 1975, Notice Having Been Submitted and Posted November 18, 2010.

   1.3 Roll Call / Pledge of Allegiance / Welcome to Guests

   The following were in attendance: Dr. Andrews, Mrs. Bain, Ms. Case (via telephone, left at 6:00), Mr. Gavan, Dr. Lamonte, Mr. Long, Judge Parker (via telephone, left at 6:00), Mr. Perry, Mr. Vetrano and Mr. Smith. Mr. Senker did not attend the meeting.

   Also in attendance were: Interim President Harold Damato, Vice President of Academic Affairs Dr. Kate Douglas, Vice President of Finance and Facilities Frank Nocella, Executive Director of Marketing and Public Information Kathleen Scott, and Assistant to the President and Board of Trustees/Recording Secretary Wendy Fullem.

   Pledge of Allegiance to the Flag.

   Chairman Smith welcomed the guests.

   Mrs. Bain read the following closed session statement: “Be It Resolved that the Board will now go into closed session to discuss matters rendered confidential by federal law, state law or court rule: Pending or anticipated litigation, personnel employment matters affecting a specific prospective or current employee. The matters discussed will be made public if and when circumstances requiring confidentiality no longer exist, however it is not presently known if and when that may be.”

   At 5:04 p.m., Mr. Gavan moved to enter into an Executive Session to discuss personnel/contract issues. Mr. Perry seconded the motion. Motion carried unanimously.

   The Board adjourned from Executive Session at 6:00 p.m. upon a motion made by Mrs. Bain and seconded by Mr. Gavan.

   Chairman Smith noted that during Executive Session the Board discussed the candidate who has been identified for the Presidency of the College.
1.4 Approval/Acceptance of Minutes:

1.4.1 Approval: Minutes of the September 28, 2010 Regular Meeting.
Mrs. Bain moved to approve minutes of the September 28, 2010 Regular Meeting. Mr. Gavan seconded the motion. Motion carried unanimously.

1.4.2 Approval: Minutes of the September 28, 2010 Executive Session.
Dr. Andrews moved to approve minutes of the September 28, 2010 Executive Session. Mrs. Bain seconded the motion. Motion carried unanimously.

1.4.3 Acceptance: Minutes of the October 18, 2010 Finance & Facilities Committee Meeting.
Dr. Lamonte moved to accept minutes of the October 18, 2010 Finance and Facilities Committee Meeting. Mr. Perry seconded the motion. Motion carried unanimously.

1.4.4 Acceptance: Minutes of the October 19, 2010 Personnel & Curriculum Committee Meeting.
Mrs. Bain moved to accept minutes of the October 19, 2010 Personnel & Curriculum Committee Meeting. Mr. Long seconded the motion. Motion carried unanimously.

1.4.5 Approval: Minutes of the October 25, 2010 Special Meeting.
Mrs. Bain moved to approve minutes of the October 25, 2010 Special Meeting. Dr. Lamonte seconded the motion. Motion carried unanimously.

1.4.6 Approval: Minutes of the October 25, 2010 Executive Session.
Mr. Perry moved to approve minutes of the October 25, 2010 Executive Session. Dr. Andrews seconded the motion. Mr. Long abstained from the vote. Motion carried.

1.4.7 Approval: Minutes of the October 26, 2010 Regular Meeting.
Chairman Smith noted that revised minutes were distributed at the start of the meeting and the only change was to show that Dr. Lamonte abstained from approving Executive Session minutes for meetings that occurred before she was on the Board.

Dr. Andrews moved to approve minutes of the October 26, 2010 meeting as amended. Mr. Perry seconded the motion. Mr. Long abstained from the vote. Motion carried.

1.4.8 Approval: Minutes of the October 26, 2010 Executive Session #1.
Chairman Smith noted that these minutes were revised to reflect Mrs. Fountain and Mr. Long participation via telephone.
Mrs. Bain moved to approve minutes of the October 26, 2010 Executive Session #1 as amended. Mr. Perry seconded the motion. Motion carried unanimously.

1.4.9 Approval: Minutes of the October 26, 2010 Special Meeting.
Chairman Smith noted that the times were amended.
Dr. Andrews moved to approve minutes of the October 26, 2010 Special Meeting as amended. Mr. Gavan seconded the motion. Mr. Long abstained from the vote. Motion carried.

1.4.10 Approval: Minutes of the October 26, 2010 Executive Session #2.
Mr. Perry moved to approve minutes of the October 26, 2010 Executive Session #2. Mrs. Bain seconded the motion. Mr. Long abstained from the vote. Motion carried.

1.4.11 Approval: Minutes of the October 27, 2010 Special Meeting.
Dr. Andrews moved to approve minutes of the October 27, 2010 Special Meeting. Mr. Gavan seconded the motion. Mr. Long abstained from the vote. Motion carried.

1.4.12 Approval: Minutes of the October 27, 2010 Executive Session.
Mr. Perry moved to approve minutes of the October 27, 2010 Executive Session. Mrs. Bain seconded the motion. Mr. Long abstained from the vote. Motion carried.

1.4.13 Approval: Minutes of the November 1, 2010 Special Meeting.
Mrs. Bain moved to approve minutes of the November 1, 2010 Special Meeting. Mr. Perry seconded the motion. Mr. Long abstained from the vote. Motion carried.

1.4.14 Approval: Minutes of the November 1, 2010 Executive Session.
Dr. Andrews moved to approve minutes of the November 1, 2010 Executive Session. Mr. Gavan seconded the motion. Mr. Long abstained from the vote. Motion carried unanimously.

1.5 Courtesy of the Floor (Public Session)

Barbara Wortmann noted that the Foundation Ball made $75k this year, stating also that next year’s event will take place on November 5th.

She indicated that we were presented with another check from Clearing Corp., in the amount of $20k, for an Endowment Scholarship in their name.

She said we have received a $10k grant from Horizon for Thursdays on the Green.

Mrs. Wortmann also noted that December 9th is the scholarship ceremony in the PAC from 5:00 p.m. – 7:00 p.m. She said we are giving out 86 scholarships totaling over $40k.
Lydia Clark addressed the Board on behalf of ITS. She asked that input from all sources be considered before making a decision regarding outsourcing.

1.6 Acknowledgement of Receipt and Review of October 2010 Unaudited Financial Statements

Mr. Gavan moved to acknowledge receipt and review of October 2010 unaudited financial statements. Dr. Andrews seconded the motion.

Vice President Nocella presented the financials, including Dashboard, October 2010 Results YTD – FY11, Income Statement Four Mos., YTD vs. Prior Year, Department Expenses vs. Revised Budget, October 31, 2010 Balance Sheet, FY11 Cash Flow October 31, 2010 – Projected Q2.

Mrs. Bain asked why revenue was down while enrollment is up/flat? Vice President Nocella said there are a number of factors that contribute to the variance but we will have a better determination at the 6-month midpoint of the year. He indicated that we are watching it carefully. Interim President Damato added that we have had relatively flat enrollment, up a percent in credit hours with a tuition increase. We should be seeing a reflection of higher revenue. Along with things we have discussed in the past, we believe that some of the baseline numbers in the budget may not reflect the reality of the situation. An assessment is planned for January and we will make adjustments in spring as needed. He noted that Mrs. Bain’s question is important and must be answered.

Mr. Perry noted that in the Finance and Facilities Committee meeting, it was discussed that the Board is receiving much more reliable financial information this year and the reliability of information from other years is questionable.

Roll Call Vote: Dr. Andrews, Mrs. Bain, Mr. Gavan, Dr. Lamonte, Mr. Long, Mr. Perry, Mr. Vetrano and Mr. Smith voted yes. Judge Parker and Ms. Case at this time were no longer in attendance via telephone. 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. (Item 2.1)

Mrs. Bain moved to approve the legally mandated agenda item 2.1. Mr. Long seconded the motion.

Roll Call Vote: Dr. Andrews, Mrs. Bain, Mr. Gavan, Dr. Lamonte, Mr. Long, Mr. Perry, Mr. Vetrano and Mr. Smith voted yes. Motion carried unanimously.

2. Personnel

(*) 2.1 Recommendation: Approval of the Appointment of the Attached List of Part-Time Support/Non-Faculty Staff Employed for FY ’10/11.
Approved at item 1.8.

2.2 Report of the Personnel and Curriculum Chair.

Mrs. Bain, reported in Mrs. Fountain’s absence and as new Chair of the Personnel and Curriculum Committee reported on items not on today’s agenda. She noted that they:

- Reviewed College open positions, and discussed the Foundation Secretary Position.
- Discussed Rice notice procedures and time frame in which they need to be issued.
- Reviewed the Academic Affairs Reorganization, particularly how it related to Continuing Education.
- Received Union update from Interim President Damato.
- Discussed the future of the Nursing Program.

2.3 Recommendation: Approval to Reappoint Active Tutors, GED Test Examiners and Proctors and Instructors Employed by the Learning Center as of November 2010.

Mr. Long moved to approve the reappointment of active tutors, GED test examiners and proctors and instructors as noted above. Dr. Andrews seconded the motion.

Roll Call Vote: Dr. Andrews, Mrs. Bain, Mr. Gavan, Dr. Lamonte, Mr. Long, Mr. Perry, Mr. Vetrano and Mr. Smith voted yes. Motion carried unanimously.

2.4 Recommendation: Approval of Academic Affairs Reorganization Plan.

Dr. Lamonte moved to approve the Academic Affairs Reorganization Plan. Mr. Vetrano seconded the motion.

Interim President Damato stressed that this plan calls for a net savings in excess of $100k a year for the next five years. He indicated that the plan results in the elimination of one administrative position and one support position.

Vice President Douglas noted that the plan brings CE into the Academic Affairs Division. She said that as she looks at the role of the college in teaching and learning, there is a good deal of teaching and learning that goes on in Continuing Education and therefore having it in Academic Affairs makes sense. She explained that in looking at how best to structure the division they were able to reduce the overall administrative force with the reorganization plan and also save over $100k minimum, annually for the next five years. She said the plan really allows for improved organizational functions of a larger academic division.

Roll Call Vote: Dr. Andrews, Mrs. Bain, Mr. Gavan, Dr. Lamonte, Mr. Long, Mr. Perry, Mr. Vetrano and Mr. Smith voted yes. Motion carried unanimously.
2.5 Recommendation: Approval to Appoint Catherine Winterfield to the Full-Time Position of Director of Bursar, Effective December 1, 2010, at an Annual Salary of $55,000 (Prorated for Period Worked).

Mr. Gavan moved to approve the appointment of Catherine Winterfield as noted above. Mr. Long seconded the motion.

Interim President Damato noted that Ms. Winterfield brings excellent skills to the position and he is looking forward to her arrival.

Roll Call Vote: Dr. Andrews, Mrs. Bain, Mr. Gavan, Dr. Lamonte, Mr. Long, Mr. Perry, Mr. Vetrano and Mr. Smith voted yes. Motion carried unanimously.

2.6 Recommendation: Approval to Move Annual Stipend of $3,000 to Wendy Fullem’s Base Salary.

Mr. Long moved to approve moving the $3,000 annual stipend to Wendy Fullem’s base salary. Mr. Vetrano seconded the motion.

Interim President Damato explained that this does not represent any more money than Ms. Fullem is currently receiving.

Roll Call Vote: Dr. Andrews, Mrs. Bain, Mr. Gavan, Dr. Lamonte, Mr. Long, Mr. Perry, Mr. Vetrano and Mr. Smith voted yes. Motion carried unanimously.

2.7 Recommendation: Approval of Proclamations for Linda Fountain and Richard Sullivan.

Mr. Perry moved to approve Resolutions for Linda Fountain and Richard Sullivan. Mr. Gavan seconded the motion.

Item added to agenda.

Mrs. Bain read the Proclamations aloud:

WHEREAS, Mrs. Linda Fountain, served as a Trustee of Sussex County Community College from November 2002 through October 2010 and;

WHEREAS, Mrs. Fountain during her term has demonstrated outstanding leadership in, governance and contract negotiations; and has served with distinction as Secretary to the Board; as a member of the Executive Committee of the Board of Trustees; Chair of the Board’s Personnel and Curriculum Committee; liaison to the Sussex County Community College Foundation and as a Member of the Middle States Self Study Team; and

WHEREAS, Mrs. Fountain has distinguished herself as a highly respected member of the Sussex County Community College Board leadership team and is considered to be a supporter and philanthropist; a colleague, and a true friend to the College; and

NOW, THEREFORE, BE IT RESOLVED, that the Sussex County Community College Board of Trustees and Interim President Harold H.
Damato do hereby extend their appreciation, best wishes and life-long friendship to Linda Fountain and further wish her well in all of her future endeavors.

And

WHEREAS, Mr. Richard Sullivan, served as a Trustee of Sussex County Community College from January 2005 through October 2010 and;

WHEREAS, Mr. Sullivan during his term has demonstrated outstanding leadership in governance and contract negotiations; and has served with distinction as Chairman of the Board’s Finance and Facilities Committee and as a member of the Audit Committee, and

WHEREAS, Mr. Sullivan has distinguished himself as a highly respected member of the Sussex County Community College Board leadership team and is considered to be a supporter, a colleague, and a true friend to the College; and

NOW, THEREFORE, BE IT RESOLVED, that the Sussex County Community College Board of Trustees and Interim President Harold H. Damato do hereby extend their appreciation, best wishes and life-long friendship to Richard Sullivan and further wish him well in all of his future endeavors.

Proclamations were signed by Interim President Damato and Trustees.

Roll Call Vote: Dr. Andrews, Mrs. Bain, Mr. Gavan, Dr. Lamonte, Mr. Long, Mr. Perry, Mr. Vetrano and Mr. Smith voted yes. Motion carried unanimously.

3. **Curriculum and Instruction**

3.1 Report: Academic Affairs Highlights – The Wedding Singer

Dean Marion Eberly and Assistant Professor Stella Trikouros introduced cast members and Musical Director Phillip Lid of SCCC’s production of “The Wedding Singer.” Two song selections were performed.

4. **Student Services Report** – An SGA report was distributed.

5. **Community Information and Service Report** – Next month

6. **College Facilities**

6.1 Report from the Finance and Facilities Committee Chair.

Mr. Perry noted that he Chaired the Finance and Facilities Committee meeting and reported on items reviewed that are not on today’s agenda. He noted that they:

- Discussed $6.2M Chapter 12 funding available from the state for the 19 colleges. The committee asked administration to build it into the overall financial strategy and bring back to the Board.
• Asked Vice Presidents Nocella and Douglas to work together regarding the Dashboard and reporting about adjuncts, noting that the Board understands that the number of adjuncts has been diminished, but that it is not just about headcount but also about the number of sections reduced.

• Reviewed budget planning for next fiscal year.

• Reviewed with Interim President Damato his offer to the unions to freeze the salaries next year and to extend the existing contracts by one year, calling for the 2.7% increase to roll into the extended year.

• The committee offered a lot of feedback to administration regarding review of the check registers. Asked that the Board Treasurer receive the full report for all checks linked to capital projects and bid contracts, noting that these are the ones the Board has to approve. He also noted that the committee would review all checks over $5,000. The committee asked administration to develop a policy and bring it back to them and then to the full Board.

• Discussed the capital requirements, which are unmet, and environmental issues at the Public Safety Training Facility.

• Discussed that in addition to potential cuts in funding we needed to watch additional expenses that grow from changes in our revenue sources, such as the fact that the county will no longer plow College Hill Road.

He noted that there are a lot of items just emerging that will be coming to the full Board at future meetings.

Interim President Damato noted that administration will be meeting with the county after the break to discuss potential Chapter 12, capital items relating to the Public Safety Training Academy as well as other capital items relating to the college. At that time plowing as well as other funding issues will be revisited.

6.2 Removed from Agenda.

7.  Business and Finance

7.1 Report from the Audit Committee Chair.

As Chairman of the Audit Committee, Mr. Gavan indicated last month that he wanted to meet before tonight to present the new Bylaws and meet as a group but that he and the Board have been side-tracked with special meetings. He said he now wants to meet with the new Audit Committee first to review the draft as it stands and then get the entire Board together to finalize them. He believes this will happen in January.

Mr. Vetrano added that the Board is not pushing this off but there are currently other pressing issues needing to be addressed.
7.2 Recommendation: Approval, Pending Final Legal Review, to Enter Into a Contract with Jenzabar, Not to Exceed $106,833 Subject to Further Board Ratification.

Mr. Perry moved to approve, pending final legal review, entering into a contract with Jenzabar, not to exceed $106,833, subject to further Board ratification. Mr. Vetrano seconded the motion.

Mr. Vetrano asked if this is for additional services to the system. Interim President Damato explained that it is for a reconstruction of the system in the finance area. He said, as discussed during the last six months, there have been fundamental flaws, many of them institutional with how we use the software. We need to bring clarity to it. We need Jenzabar's expertise in reconstruction. This includes replenishing parts of the software and will move us forward on the sound basis we need to operate the institution. He explained that this is a budgeted, planned for item and not a request for additional funds.

Dr. Andrews noted that this is also tied into training. The committee wants to make sure that as this progresses we receive the most for our money, noting this is why the limit is set at the lower end – to ensure that we receive the services they say they are providing and that we are satisfied with those services.

Mr. Gavan noted that in the course of tonight's events, people have addressed the Board regarding loss of jobs in ITS, yet the Board is approving this expenditure. He said we are in a tough financial position and part of it is because we didn't do this correctly over past years. While it seems disjointed to have this kind of vote and administrative recommendation in light of some of the other discussions that have gone on today, he feels it is important to point out that had this been done appropriately in the past, we wouldn't have to do it today. He indicated that the discussion has taken place with the Audit Committee, with the Freeholders, the Chairman of the Board of Trustees and sub-committees, etc. and if we don't fix the system we will never be financially sound with the data and information received.

Interim President Damato added that our serious and fundamental problems do not reflect the failure of the IT staff in the area dealing with Jenzabar.

Mrs. Bain indicated that her earlier question regarding the revenue drop is a perfect example of not being able to retrieve accurate information with the system as it operates today.

Roll Call Vote: Dr. Andrews, Mrs. Bain, Mr. Gavan, Dr. Lamonte, Mr. Long, Mr. Perry, Mr. Vetrano and Mr. Smith voted yes. Motion carried unanimously.

7.3 Recommendation: Approval to Designate Frank Nocella as Public Agency Compliance Officer (PACO).

Dr. Andrews moved to approve the designation of Frank Nocella as
Public Agency Compliance Officer. Mrs. Bain seconded the motion.

Roll Call Vote: Dr. Andrews, Mrs. Bain, Mr. Gavan, Dr. Lamonte, Mr. Long, Mr. Perry, Mr. Vetrano and Mr. Smith voted yes. Motion carried unanimously.

8. **Courtesy of the Floor (Public Session)** – No one spoke.

9. **Other Business**

Discussion / Reports / Announcements:

9.1 President’s Report: Interim President Damato reported:

- On November fifth 112 students were inducted as new members into the Phi Theta Kappa Honor Society.
- The AIDS quilt will be on campus next week. It will be displayed in the lobby of the library as well as in the Student Center.
- Holiday decorations in the PAC as well as a campus Christmas tree have been donated by Aspen Décor, thanks to the Foundation Board member Ron Muller. We did not spend any money for these decorations.
- Priority Registration kicked off last week and we are watching it carefully.
- Last week Second City, the improv group was here and Dr. Andrews was called from the audience to participate.
- The college production of “The Wedding Singer” begins December third.
- Our students, as community service projects, have been collecting clothing, toys and food to distribute to the needy for the holidays. This is a wonderful college tradition.
- We have decided, in consideration of the budget, to suspend the campus Christmas party this year in lieu of a holiday pot luck celebration. We put this to a vote to all college via email and the staff voted for the pot luck holiday luncheon.
- In the interest of cost-savings, the Cabinet has volunteered to forego any salary increase as we go into the next fiscal year.
- 100 students and staff participated this month in a multi-cultural dinner in celebration of Diversity Month on campus.
- We had our first ever Community Service Day on November first. Dozens of local non-profit and community based organizations came to campus.
- We are now streaming live basketball games. The production is the work of our Broadcasting students.
- We received a grant from State Farm to expand the concurrent program with Kittatiny.
• As Barbara Wortmann reported, we received a $10k grant from Horizon specifically for Thursdays on the Green, which was in jeopardy due to budget considerations but now we know it will have some sustenance.

• We were honored by the Chamber Economic Development Partnership last week. We won the Workforce Development Award for our continuing work in Continuing Education and Workforce Development. He extended his thanks and appreciation to Anbar, the former Dean of Continuing Education as well as the staff in that area.

• Wished everyone a Happy Thanksgiving.

9.2 Chairman’s Comments:

• Asked that a note of thanks be sent to Mr. Muller for the holiday decorations.

• Asked that a reminder note be sent to all Trustees regarding the NJCCC event on December 16th at Bergen and asked for those wishing to attend to let Wendy Fullem know.

• Thanked the Cabinet for volunteering to forego salary increases for the next fiscal year.

• Wished everyone a Happy Thanksgiving.

• Thanked the Trustees for electing himself and the other officers and for their confidence in them.

Dr. Lamonte moved to call a Special Meeting of the Board of Trustees for December 16, 2010 at 6:00 p.m. Dr. Andrews seconded the motion. Motion carried unanimously.

9.3 The Next Regular Meeting of the Board of Trustees Will Take Place on Tuesday, January 25, 2011 p.m., Unless Scheduled Otherwise.

Dr. Andrews took a moment to commend Barbara Wortmann for the excellent job on the Foundation Ball.

Mr. Perry noted that we should all be proud of our student athletes and that one of our soccer players has won Defensive Player of the Year.

10. Adjournment

At 6:50 p.m., the Board of Trustees adjourned from the Regular Meeting upon a motion made by Mrs. Bain and seconded by Mr. Vetrano. Motion carried unanimously.

Approved:

______________________
Ann G. Bain, Secretary