1. **General Institutional Functions**

1.1 The meeting was called to order at 5:10 p.m. by Chairman Smith.

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

   The following were in attendance: Dr. Andrews, Mrs. Bain-Secretary, Ms. Case-Treasurer, Mr. Gavan-Vice Chairman, Mr. Long, Judge Parker, Mr. Perry via telephone at 5:40 p.m. and later arrived at the meeting at 6:25 p.m., Mr. Vetrano-left the meeting at 6:00 p.m., Mr. Smith-Chairman and Dr. Mazur-Ex-Officio Member. Dr. Lamonte and Mr. Senker did not attend the meeting.

   Also in attendance were: Harry Damato-Sr. Vice President Academic Affairs and Student Services, Frank Nocella-Vice President Finance and Operations, and Wendy Fullem-Assistant to the President and Board of Trustees/Recording Secretary.

1.4 Approval/Acceptance of Minutes:

   1.4.1 Approval of Minutes from the June 1, 2011 Special Meeting.

      Dr. Andrews moved to approve minutes from the June 1, 2011 Special Meeting. Mrs. Bain seconded the motion. Mr. Long abstained from the vote. Motion carried.

   1.4.2 Approval of Minutes from the June 1, 2011 Executive Session.

      Mrs. Bain moved to approve minutes from the June 1, 2011 Executive Session. Mr. Gavan seconded the motion. Mr. Long abstained from the vote. Motion carried.

   1.4.3 Acceptance of Minutes from the June 2011 Curriculum and Personnel and Finance and Facilities Meetings.
Dr. Andrews moved to accept minutes from the June 2011 curriculum and Personnel and Finance and Facilities Meetings. Mrs. Bain seconded the motion. Motion carried unanimously.

1.4.4 Approval of Minutes from the June 28, 2011 Regular Meeting.

Mrs. Bain moved to approve minutes from the June 28, 2011 Regular Meeting. Mr. Gavan seconded the motion. Mr. Vetrano abstained from the vote. Motion carried.

1.4.5 Approval of Minutes from the July 26, 2011 Regular Meeting and Board Retreat.

Dr. Andrews moved to approve minutes from the July 26, 2011 Regular Meeting and Board Retreat. Mr. Long seconded the motion. Judge Parker abstained from the vote. Motion carried.

1.5 Courtesy of the Floor (Public Session)

- Judge Parker acknowledged all of those who worked so hard on the 9/11 Ceremony, including Glen Vetrano, Michael Richards, Barbara Wortmann and the entire committee and staff.
- Jean Brine addressed the Board noting that bargaining units are ready to begin negotiations and that dialogue has been open and positive. She also noted that staff and faculty are awaiting resolution to ADP issues.

1.6 Acknowledgement of Receipt and Review of June and July Operating Statement.

Vice President Nocella presented the June and July Operating Statement, including July/August YTD 2011 Income Statement, July/August YTD 2011 Income Statement vs. PY & FY09/10 and July/August YTD 2011 Department Expenses vs. Budget.

Dr. Andrews moved to acknowledge receipt and review of the June and July Operating Statement. Mr. Vetrano seconded the motion.

Roll call vote: Dr. Andrews, Mrs. Bain, Ms. Case, Mr. Gavan, Mr. Long, Judge Parker, Mr. Vetrano and Mr. Smith voted yes. Motion carried unanimously based on who was at the meeting at this time.

1.7 The Correspondence File was received, reviewed and filed.

2. Personnel

2.1 Report of the Personnel and Curriculum Chair.

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

- Reviewed personnel items, which are now on one page and not being approved individually.
- Reviewed job description for the Human Resources position and received an update regarding hiring of a temp to help with human resources issues.
- Received an update regarding declining fall enrollment.
- Reviewed Resolution to appoint Wendy Fullem as Custodian of Records.
• Discussed Ethics Code and Trustee bylaws.
• Received a report by Kathleen Nelson regarding the PSTA.

2.2 Recommendation: Approval of the Legally Mandated and Monthly Personnel Items, As Per the Attached “Personnel Action Form.”

Mrs. Bain moved to approve the legally mandated and monthly personnel items. Mr. Vetrano seconded the motion.

Roll call vote: Dr. Andrews, Mrs. Bain, Ms. Case, Mr. Gavan, Mr. Long, Judge Parker, Mr. Vetrano and Mr. Smith voted yes. Motion carried unanimously based on who was at the meeting at this time.

2.3 Recommendation: Approval of Resolution to Appoint Custodian of Records.

Mrs. Bain moved to approve the Resolution to Appoint Custodian of Records – Wendy Fullem. Mr. Gavan seconded the motion.

Roll call vote: Dr. Andrews, Mrs. Bain, Ms. Case, Mr. Gavan, Mr. Long, Judge Parker, Mr. Vetrano and Mr. Smith voted yes. Motion carried unanimously based on who was at the meeting at this time.

3. **Curriculum and Instruction**

3.1 Academic Affairs Highlights – Dean Eberly introduced Debra Lanza and Kathi Gallichio who gave a presentation about Road Trip Nation, including an explanation of what it is as well as information about SCCC’s participation. We are the only Community College included in Road Trip Nation.

3.2 Recommendation: Approval of Memorandum of Understanding Between Hematology-Oncology Associates of Northern NJ, PA, and Sussex County Community College Department of Health Sciences for the Medical Coding and Billing Practicum Program.

Mrs. Bain moved to approve the MOU as noted above. Mr. Long seconded the motion. Motion carried unanimously.

4. **Student Services Report**

SGA officers presented a report of SGA and club events and activities.

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.

- Dr. Andrews and Chairman Smith reported that the Finance and Facilities Committee:
- Reviewed: Operating Statements and information in preparation for audit, Perkins Resolution to Apply for Grant, upgrading IT and allocation of additionals funds/emergency funds, Board of School Estimate information.
- Received updates regarding IT cabling specs for bid development, hurricane damage, sewer project and dealy, positive conversations with union presidents.
• Received report by Kathleen Nelson regarding PSTA.

6.2 Recommendation: Approval to Go Out for Bids for PSTA Fire Pump.

Dr. Andrews moved to approve going out for bid for PSTA Fire Pump project. Mr. Vetrano seconded the motion.

Roll call vote: Dr. Andrews, Mrs. Bain, Ms. Case, Mr. Gavan, Mr. Long, Judge Parker, Mr. Perry, Mr. Vetrano 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 and Bylaws Committee reported that they thoroughly discussed the bylaws and incorporating edits. He indicated that the committee also discussed policies and that President Mazur is doing an audit/edit of policies because they are antiquated.

7.2 Recommendation: Approval of Resolution to Apply for the FY2012 Grant Award for the Carl D. Perkins Vocational and Technical Education Grant in the Amount of $114,668, Effective July 1, 2011 through June 30, 2012.

Dr. Andrews moved to approve the Resolution to Apply for the Perkins Grant as noted above. Ms. Case seconded the motion.

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

7.3 Recommendation: Approval of Emergency Spending of Approximately $15,000 for IT Server Required for Student/Faculty Access.

Dr. Andrews moved to approve emergency spending 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. Vetrano and Mr. Smith voted yes. Motion carried unanimously.

7.4 Recommendation: Approval to Establish a New “LakeLand Bank Imprest Payroll Account.”

Dr. Andrews moved to approve establishing a new account as noted above. Mr. Gavan seconded the motion.

An imprest account was explained. It is an account that always has the same balance; an exact amount of cash in deposited into the account for a known specific future purpose (such as an upcoming payroll), and the same amount leaves the account when the funds for that purpose are expended.

Roll call vote: Dr. Andrews, Mrs. Bain, Mr. Gavan, Mr. Long, Judge Parker, Mr. Perry, Mr. Vetrano and Mr. Smith voted yes. Ms. Case abstained from the vote. Motion carried.
8. **Courtesy of the Floor (Public Session)**

- Hank Pomerantz addressed the Board regarding input for Bylaws. After a brief discussion Vice Chairman Gavan, who is also Chairman of the Audit and Bylaws committee, told Mr. Pomerantz that he would be happy to look at his comments but may not take them into account. Judge Parker added that the bylaws are about how the Board governs itself.

9. **Other Business**

**Discussion / Reports / Announcements:**

9.1 **Trustee Activity Update**

- Board received an update regarding meeting with the Foundation and working together to raise additional funds. Also received an update about the last NJCCC meeting.

9.2 **President’s Report – Dr. Mazur Reported:**

- More than 600 new students attended new student orientation week before classes began. A parent orientation was also held with approx. 200 parents in attendance.
- On enrollment including head count and credit hours.
- Our Return Learn and Earn program (a grant supported program aimed at helping returning adults complete degrees) is in its second year. This fall we have 55 students enrolled in the program (compared with 20 last fall).
- We are undertaking a number of initiatives designed to bolster enrollment in both the near term and long term future. We are benchmarking and implementing best-practices in enrollment planning and enhancing our outreach to underdeveloped market niches. We have an aggressive recruitment campaign planned for high schools this fall which includes plans to visit each area high school for college fairs and school onsites. We will also bring a team to each area high school to meet with faculty and staff to give an update on the college and strengthen relations. Open House planned for October 15.
- Associate Professor Priscilla Orr won an honorable mention in the Tiferet Poetry Contest. She was selected out of 75 entries—congratulations to Priscilla.
- September 11th Remembrance Ceremony held on campus earlier this month. Estimated 2000 guests in attendance. Congratulations to Glen Vetrano, Mike Richards, Kathleen, Barbara Wortmann, Tony Selimi, Tony Valenti and everyone who worked so hard on the event. Pictures and video are posted on our website and on Youtube.
- President’s picnic and meet the clubs planned for Thursday of this week. Great participation noted in student activities this fall.
- 4th annual Skylander 5 & 10 K Challenge taking place this Sunday. Proceeds support student scholarships. We are still looking for runners/walkers and volunteers.
- First major performance of the season planned for October 8th –
Joffrey Ballet School, the world’s premier ballet academy. Tickets still available and selling fast.

- Celebration of Faculty Development Day planned for October 14th. Foundation will host lunch and present the annual Academic Citizenship Award.

- Men’s soccer team off to a great start this season – 6 and 2 so far. Come support them – we will be playing Brookdale CC on campus this Thursday at 3:30.

- He is in the process of meeting with other college presidents to discuss areas of cooperation and collaboration.

- Strategic Planning and Middle States Periodic Report Planning are under way. Would like to involve Board members in the Middle States Periodic Report Committee and the Strategic Planning Committee. Looking for volunteers.

- Explained situation with skylanders.com and how we were approached to sell the site. Noted that we were originally offered $7500 for the name/site and the final offer we have accepted is $35k. We are looking for opportunities with Activision.

9.3 Bylaws Discussion

- Bylaws discussion ensued. Wendy Fullem will work with Glenn Gavan to incorporate edits.

- Also discussed updating the SCCC Website to include short bios for all Trustees.

- Bylaws will be adopted at the November 2011 Reorganization meeting.

9.4 Chairman’s Comments and Board Goals

- There was a brief discussion regarding Board Goals. Mr. Long thanked Chairman Smith and the Board for continuing with the important goal of K-12 outreach.

  Dr. Andrews moved to adopt the Board Goals. Mr. Gavan seconded the motion.

- Appointment of the Nominating Committee by Chairman - Nominations to be Presented at the October Board Meeting – Chairman Smith noted that he asked Dr. Lamonte to Chair the Nominating Committee but she is going to be out of the country. Mr. Perry will Chair the committee and the members will be Mr. Senker and Ms. Case.

- Chairman Smith asked if the Board would like to take an ad in the Foundation’s program for the Foundation Ball on November 5th, funded by individual Trustees. He said last year’s ad was $525.

  Mr. Long moved to take an ad in the program as noted above. Mr. Gavan seconded the motion. Motion carried.

- There was a brief discussion regarding the new G.I. Bill and Veteran’s Outreach.
9.5 The Next Regular Meeting of the Board of Trustees Will Take Place on Tuesday October 25, 2011 at 5:00, Unless Scheduled and Noticed Otherwise.

At 6:20 p.m. Mrs. Bain moved to enter into an Executive Session in order to discuss items that fall under N.J.S.A. 10.4.12, pending or anticipated litigation. Mr. Gavan seconded the motion. Motion carried unanimously.

10. **Executive Session**

10.1 Pending or Anticipated Litigation

At 7:20 p.m., Mrs. Bain moved to adjourn from Executive Session. Dr. Andrews seconded the motion. Motion carried unanimously.

11. **Legal Issues**

11.1 Recommendation: Accept the Agreement Between Dr. Constance Mierendorf and Sussex County Community College As Presented.

Mrs. Bain moved to accept the Agreement Between Dr. Constance Mierendorf and Sussex County Community College as presented.

Dr. Andrews asked if any of the money being used for settlement coming from college funds. Adam Weiss, the attorney handling the case, specified that all of the entire amount of the settlement will be coming from the college’s insurance liability carrier.

Mr. Perry asked if the agreement admits any wrong doing by any named defendant individually or as the Board. Mr. Weiss noted that it does not and that the settlement agreement provides that the college and the individuals continue to dispute the claims however at this time there is interest in making peace and moving forward. There is no admission of liability or wrong doing of any kind. The agreement provides that the claims remain disputed and inconclusive.

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

12. **Adjournment**

At 7:25 p.m., Mrs. Bain moved to adjourn the meeting. Dr. Andrews seconded the motion. Motion carried unanimously.

Approved:

[Signature]  
Ann G. Bain, Secretary