Board of Trustees Special Meeting
Wednesday, June 1, 2011 – 5:00 p.m.

MINUTES

1. General Institutional Functions

Meeting was moved to the cafeteria due to exceeding capacity in the Board Room.

1.1 Chairman Smith called the meeting to order at 5:05 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 were in attendance: Mr. Smith-Chairman, Mr. Gavan-Vice Chairman, Mrs. Bain-Secretary, Ms. Case-Treasurer (via telephone until 5:45 p.m.), Dr. Andrews, Dr. Lamonte, Mr. Perry, Mr. Senker (via telephone until call lost), Mr. Vetrano and Dr. Mazur-Ex Officio Member. Judge Parker attended and left the meeting at 5:53 p.m. Mr. Long did not attend the meeting.

Also in attendance were SVP Harold Damato, VP Frank Nocella, Exec. Dir. Human Resources and Legal Affairs Claudia Olivo, Exec. Dir. Marketing and Public Information Kathleen Scott, Board/College Counsel Gary Werner and Assistant to the President and Board of Trustees/Recording Secretary Wendy Fullem.

2. Courtesy of the Floor

- Kim Hawke, Secretary in the Athletics Department, distributed copies of her resume to the Board of Trustees. Her position is one of those proposed for elimination. She spoke about her experience and achievements.

- Jean Brine spoke about Ben Master and Todd Poltersdorf, whose positions of Assistant to the Athletics Director and Director of Admissions are proposed for elimination. She highlighted their experience and contributions to SCCC.

- Elaine Freda, President of the Sussex County School’s Counselor Association and Richard Jackson, a Counselor at Lenape Valley High School and past President of the Sussex County School Counselor’s Association spoke about of Todd Poltersdorf, his presence, accomplishments, relationships and success in the high schools.
Lisa Moorman, a Counselor here at Sussex County Community College, expressed her deep concern regarding the elimination of the full-time Admissions position.

Todd Poltersdorf, Director of Admissions, spoke about his long-term employment at SCCC, including his accomplishments and achievements.

Stephanie Cooper, Director of the College Library, addressed the Board regarding Angela Camack, explaining what she does in the library and how the elimination of her position will impact Academic Affairs.

Angela Camack, Academic Librarian, explained what she does in her position of Assistant Professor/Librarian and the role of research.

Dr. Stacie Golin, Assistant Professor and Faculty Co-President explained the role of the full-time librarian in assessment, Middle States and academics.

JoAnna Reid, Assistant Professor of Humanities spoke about Angela Camack and the impact elimination of her position will have.

Alice Williamson, Associate Professor and Faculty Co-President read a letter from Adjunct Professor Cliff Schmidt, in support for Angela Camack and the Assistant Professor/Librarian position.

Hank Pomerantz, President of the Adjunct Faculty Union addressed the Board regarding potential layoffs, noting “what this will do to the College.”

Maureen Murphy Smolka, Associate Professor, addressed the Board asking that they always keep in mind how actions will affect the students and noted that many of the people under consideration for layoff have been part of the foundation of the college. She asked that academics always be considered first when making decisions.

Nick Genaro, head women’s softball coach, spoke about Kim Hawke, Ben Master and Todd Poltersdorf, who has also been the men’s baseball coach. He talked about Ben’s academic achievements and his impact on the students/athletes.

Nancy Keller, a part-time shuttle driver, addressed the Board regarding elimination of shuttle service. She voiced her concern for the disabled, seniors and special needs users not having their needs respected. She said students now “pay more and get less.”

Dr. Dina Conde, Associate Professor, addressed the Board regarding the importance of the full-time Librarian to academic excellence.

Jan Jones, Counselor and former student, addressed the Board regarding workload and plans for the workloads of the people being laid off. She asked about money brought in from enrollment increases from the last few years.

Stella Trikouros, Assistant Professor noted that many of the people in the positions being eliminated, have made a difference to the students who come here and to the students who plan to come here. She talked about Judy Brock and Angela Camack.

Dr. Frank Ancona, Professor, addressed the Board about the business approach being taken not being the right approach for Sussex County Community College. He noted that the college is not just a monetary value, but much of the college’s success is due to the people who have been here as the college was built. The college was built on values and has been student centered but he believes that vision has been lost.

Ben Master thanked everyone for supporting him and for speaking about the elimination of his and other positions.
• Jean Brine addressed the Board again regarding sports teams, especially baseball and basketball. She reiterated all that the athletes have achieved academically, what they have done for the college and community and how Ben Master has helped to guide them. She also commented on the condition of the college property and maintenance. Ms. Brine asked the Board to “vote their conscious” today regarding issues/layoffs.

3. **Executive Session**

At 6:20 p.m. Mrs. Bain motioned to move into Executive Session in order to discuss items that fall under N.J.S.A. 10.4.12, personnel matters/reduction in force. Mr. Perry seconded the motion. Motion carried unanimously.

4. **Adjournment from Executive Session**

At 7:29 p.m., upon a motion made by Glen Vetrano and seconded by Mr. Perry, the Board of Trustees adjourned from Executive Session and entered back into public session.

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

6. **Personnel**

6.1 Recommendation: Approval of Resolution for Reduction in Force.

Mrs. Bain read the Resolution aloud:

**Board Resolution Reaffirming the Need for a Reduction In Force and Accepting the President’s Recommendation for the Elimination of Certain Positions**

*WHEREAS*, Sussex County Community College is experiencing a reduction in state and county funding and a diminution in enrollment; and

*WHEREAS*, the College’s fiscal circumstances require that the President respond with a fiscally responsible FY 12 budget which recognizes the challenging economic conditions while maintaining mission critical funding commitments and instruction objectives of core academic programs; and

*WHEREAS*, AT THE Board of Trustees’ meeting on March 22, 2011, the Administration presented a proposed budget that required expense reductions, including the reduction of personnel, in order to react to the changing economic conditions; and

*WHEREAS*, SUBSEQUENT TO THE March 22, 2011 meeting at which a declared need for a reduction in force was discussed by the Board, the President of the College has actively worked on a plan and recommendations to present to the Board to implement the required reduction in force; and

*WHEREAS*, in the development of the plan for a reduction in force, the President has consulted with the College community, including the faculty, the various union representatives at the College, the AFT representative for the State of New Jersey, the President of the College Foundation and certain students; and

*WHEREAS*, the President’s plan has been developed in consultation with the college community, as well as the Finance and Facilities Committee and Personnel and Curriculum Committee of the Board of Trustees; and

*WHEREAS*, the President has determined that a reduction in force of the
number of persons employed in teaching and non-teaching capacities is a necessary component of the response to the College’s current fiscal circumstances.

**NOW THEREFORE, BE IT RESOLVED** that the facts and recitations contained in the preamble to this Resolution are hereby found and declared to be true and correct; and

**BE IT FURTHER RESOLVED** that the Board of Trustees of Sussex County Community College hereby declares a need for changes in personnel which will eliminate one or more positions and constitutes a reduction in force which may result in the non-renewal of one or more employees; and

**BE IT FURTHER RESOLVED** that the Board of Trustees of Sussex County Community College, in accordance with the applicable New Jersey Administrative Code provisions, has accepted the plan and recommendations of the President of Sussex County Community College to implement a reduction in force; and

**BE IT FINALLY RESOLVED** that in light of the foregoing findings, the Board of Trustees of Sussex County Community College hereby accepts the recommendation of the President of the College for the non-renewal of the contracts and/or the elimination of the following full-time and part-time positions:

**ACTION/RC 6.1** Recommendation: Effective July 1, 2011, Elimination of the Following Full-Time Positions:

6.1.1 One Full-Time Assistant Director of Facilities
6.1.2 One Full-Time Director of Admissions
6.1.3 One Full-Time Secretary, Athletics Dept.
6.1.4 One Full-Time Assistant to the Director of Athletics
6.1.5 One Full-Time Coordinator of Cultural Affairs
6.1.6 One Full-Time Assistant Professor/Librarian
6.1.7 One Full-Time Coordinator of Respiratory Therapy Program/Full-Time Assistant Professor
6.1.8 Two Part-Time Media Technicians
6.1.9 Six Part-Time Bus Drivers
6.1.10 One Part-Time Project Manager

Mrs. Bain moved the approve the Resolution. Mr. Perry seconded the motion.

Dr. Mazur noted how difficult decisions have been but also stressed the financial situation of the college right now. He explained circumstances, including a decline in enrollment. He also explained about various conversations, meetings, college addresses and other times when he spoke with faculty and staff, asked for recommendations and noted that one union leader did provide a list of recommendations for raising money.

President Mazur noted that this recommendation is not a reflection on any of the individual employees.

He said he was moved by the words of support spoken tonight and in light of what he has heard, amended the recommendation to remove the Full-Time Director of Admissions from the RIF Resolution.

Mr. Perry noted that President Mazur and former Interim President Damato tried to work with the bargaining units to forgo salary increases. He said that at the time union contracts were signed, the Board had been
told there was money to pay everyone, but there is not. He also asked that people attend and support the College at Board of School Estimate meetings.

Mr. Gavan noted that he attended meetings with the county where they told us of pending cuts and that next year will not be any better and our county funding will be cut again next year. He said he understands that these real world issues affect staff and faculty personally, but they also have to keep in mind that they do not know all of the conversations that take place behind the scenes that lead to these actions.

Dr. Lamonte noted her appreciation of the work that Dr. Mazur and administration has put into the budget this year. She indicated that she sees school districts dealing with layoffs, and no one wants to have to do this. She indicated her belief that Dr. Mazur is trying to save as many jobs as possible while dealing with a very difficult budget situation.

Mr. Vetrano noted that those who have attended Board Meetings, viewed the financials and listened should understand how dire our situation is right now. He believes it is imperative that it be talked about so that others understand how badly the college is hurting. It should also be noted that Dr. Mazur and administration are doing all they can to move the college forward and should be commended. He also noted that administration will do what they can to help those being laid off. He said all of the work everyone has put in has made a difference at Sussex County Community College.

Dr. Andrews noted how critical it is to continue to build enrollment and quality education is what it’s all about. If we gain additional funding we will look to restore positions. He indicated that it’s been a Board priority to recoup money owed to the college and said it’s been over a year that increasing revenues and capturing collectibles has been a priority. He strongly urged staff and faculty to carry on dialogue cooperatively to move ahead and allow the college to maintain its position in the community.

Chairman Smith noted that there will be “light at the end of the tunnel” but it will not happen overnight. He reiterated that he has been involved with discussions with the county and there will be more cuts next year, but we will move forward.

Mrs. Bain moved to amend the motion to withdraw 6.1.2 from the Resolution and Mr. Perry moved and seconded the amended motion.

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

7.  **Courtes of the Floor (Public Session)**

- Jean Brine addressed the Board regarding Mr. Perry’s comments, noting that many of the staff need the little bit of money that the salary increase provides for them, with some increases being no more than a little over $300 for the year. She indicated that staff and faculty at Sussex County Community College are among the most underpaid in the state.
• Hank Pomerantz noted that there was very little communication regarding Reduction in Force and that they were asked, “way back,” to give up salaries. He indicated that adjuncts have already lost salary in the loss of classes. He said no one makes a good salary here, there are people on full-time salary who get food stamps, and their salary increase equals $54. He explained, “we do not have $300,000 to give to you.” There was a great deal of malfeasance and non-feasance on part of administration, the auditors and the Board. He asked why there has not been action regarding the auditing firm. He continued, saying that the staff and faculty had nothing to do with the state of the college and asked that the solution not be to remove the heart and soul of the institution.

• Stacie Golin addressed the Board regarding their salary increases equaling $113k and costs. She said that the faculty union will work with the Board and administration and stand with them at the Board of School Estimate.

8. Adjournment
The meeting adjourned at 8:00 p.m. upon a motion made by Mr. Perry and seconded by Dr. Lamonte. Motion carried unanimously.

Approved:

[Signature]

Ann G. Bain, Secretary