1. **General Institutional Functions**

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

1.2 Secretary Fountain read the Public Statement:


1.3 Roll Call / Pledge of Allegiance

   The following were in attendance: Dr. Andrews, Mrs. Bain, Ms. Case-Treasurer, Mr. Doherty, Mrs. Fountain-Secretary, Mr. Gavan, Dr. Lamonte, Mr. Long (via telephone), Mr. Smith-Vice Chairman, Mr. Sullivan, Mr. Perry-Chairman and Dr. Mierendorf-Ex-Officio Member. Alumni Trustee Mr. Rosolen did not attend.

   Also in attendance were: Sr. HV Student Services Harry Damato, VP Academic Affairs Dr. Kate Douglas, VP Finance and Operations Frank Nocella, Executive Director HR and Legal Affairs Claudia Olivo, Executive Director ITS Tony Iaconetti, Dean of Continuing Education and Workforce Development Sivaraman Anbarasan, and Recording Secretary/Assistant to the President Wendy Fullem.

   New trustee Mr. Doherty was introduced and he said a few words about himself. Chairman Perry noted this is the first time in a long time that all of the seats on the Board of Trustees are filled.

1.4 Approval of Minutes

1.4.1 Minutes of the November 24, 2009 Meeting
1.4.2 Minutes of the November 24, 2009 Reorganization Meeting

   Mr. Sullivan moved to approve the minutes from November 2009 meetings as noted above. Dr. Andrews seconded the motion. Motion carried unanimously.

1.5 Chairman Perry welcomed the guests

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

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. (Items 2.1.)
Mrs. Bain moved to approve legally mandated item 2.1. Mr. Gavan seconded the motion.

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

2. Personnel

(1) 2.1 Recommendation: Appointment of the Attached List of Faculty Employed for the Winterim 2010 Semester to Teach Those Courses/Seminars That Achieve a Supporting Enrollment.

Approved as item 1.8.

2.2 Report of the Personnel and Curriculum Chair

Mrs. Fountain, Chairperson of the Personnel and Curriculum Committee said:

“I’d like to report on six or seven items here. The rest will be part of the action items and the President’s presentation.

• We reviewed open positions – There is an open position list and actually eliminated or put on hold two of the positions in order to maintain the Board approved headcount in view of the approvals we’re asking for action today.

• We began to review the college Succession Plan as presented by the President.

• We received an update on union negotiations.

• Constance informed us that G.E.D. pass rate was 92.4%, which I believe is the highest in NJ, so we should be very proud of those numbers.

• We received an update from the President and VP Douglas on the Middle States Assessment Plan and Report that’s due in April, and I’m sure that the committee members will agree with me that we are in very good hands and things will be well done and in on time.

• We discussed projected enrollment for the next five or six years and VP Damato gave us a full report on his projections.

• Charlie Canny reported that by February 14th, the long-awaited blue emergency phones will be functional, so that’s a very good thing to hear.

• We had a report from Trustee Tom Long. Dr. Lamonte and Dr. Andrews are working with Tom in conjunction with President Mierendorf and VP Douglas. They’re working on our K-12 initiative – how to reach out to the local schools and make them more aware of what we have to offer, etc. They’re going to be coming back to us in March, April at the latest, with a progress report as to what their plans might be and their recommendations.”

Chairman Perry asked the Board if they had any questions for the Personnel and Curriculum Committee Chairperson. There were no questions.
2.3 Recommendation: Ratification of the Appointment of Rachel Durinick to the Full-Time Position of Confidential Secretary at an Annual Salary of $25,628, Prorated for Period Worked, Effective January 4, 2010.

Mrs. Fountain moved to ratify the appointment of Rachel Durinick as noted above. Mrs. Bain seconded the motion.

Dr. Mierendorf explained that Ms. Durinick’s position is in the Executive Office. She said Ms. Durinick is an eager worker, enthusiastic and brings a whole new life to the office. She worked as a temp in the office, and that gave us an opportunity to get to know her. She is taking the position that Karen Skyinskus had and we are all delighted to have her.

Roll call vote: Dr. Andrews, Mrs. Bain, Ms. Case, Mr. Doherty, Mrs. Fountain, Mr. Gavan, Dr. Lamonte, Mr. Long, Mr. Smith, Mr. Sullivan and Mr. Perry voted yes. Motion carried unanimously.

2.4 Recommendation: Ratification of the Appointment of Patricia Shatsoff to the Full-time Position of Library Assistant, At an Annual Salary of $22,517.00, Prorated for Period Worked, Effective December 21, 2009.

Mrs. Bain moved to ratify the appointment of Patricia Shatsoff as noted above. Mr. Gavan seconded the motion.

Roll call vote: Dr. Andrews, Mrs. Bain, Ms. Case, Mr. Doherty, Mrs. Fountain, Mr. Gavan, Dr. Lamonte, Mr. Long, Mr. Smith, Mr. Sullivan and Mr. Perry voted yes. Motion carried unanimously.

Dr. Mierendorf noted that Ms. Shatsoff has been working for SCCC part-time and has ascended to the full-time position. Chairman Perry added, without an increase in headcount.

2.5 Recommendation: Ratification of the Appointment of Christopher DeMilia to the Full-Time Position of Computer/Network Technician at an Annual Salary of $32,000, Prorated for Period Worked, Effective December 16, 2009.

Mr. Smith moved to ratify the appointment of Christopher DeMilia as noted above. Ms. Case seconded the motion.

Tony Iaconetti said he appreciates the support from Dr. Mierendorf, Cabinet and the Board to approve this position in order to retain Mr. DeMilia. He is a graduate of SCC and has been with us for four years. He started with us as a work-study student, was the promoted to the part-time IT position. He is an excellent technician, very helpful, respected and reliable.

Mr. DeMilia thanked the Board for approving him for the position. He also thanked Dr. Mierendorf and Tony Iaconetti. He said he is very grateful and looks forward to continuing to work in ITS.

Roll call vote: Dr. Andrews, Mrs. Bain, Ms. Case, Mr. Doherty, Mrs. Fountain, Mr. Gavan, Dr. Lamonte, Mr. Long, Mr. Smith, Mr. Sullivan and Mr. Perry voted yes. Motion carried unanimously.

2.6 Recommendation: Approval to Grant Tenure to Assistant Professor William McGovern, Effective the First Day of the Fall 2010 Semester.
Mrs. Fountain moved to approve the granting of tenure to William McGovern. Mrs. Bain seconded the motion.

Dr. Douglas said she has brought this recommendation forward with the strongest endorsement. Bill McGovern brings to us a career of experience in law enforcement. Those experiences he delivers to our students with an enthusiasm and an expertise that has the enrollment in his classes and in the program growing every semester. His student evaluations as well as the evaluations of his supervisors are both outstanding. In addition to his classroom expertise, he also brings not only his career in public service, but he lives it both on campus and in our community. One example of that is his collaboration with our Continuing Education Department so that each summer he is able to have a Criminal Justice Academy on campus. It brings high school students from across Sussex County to our campus to work with professionals in law enforcement so that they get an understanding of what the field is and what this college can do for them, if that career is right for them.

Mr. McGovern said he is so proud to be here. He believes that the teaching and campus environment here at SCCC sends out a lot of love to our students. It’s a family and since day one he has felt this way. He talked about “Courtesy, Professionalism and Respect.” The goal as a program is to instill in the students these three words. It’s all about making a difference. He commended everyone involved in the program and said he believes we have the best Criminal Justice program in the state.

Chairman Perry told Mr. McGovern that he and his curriculum are making a difference for our students and he thanked him.

Roll call vote: Dr. Andrews, Mrs. Bain, Ms. Case, Mr. Doherty, Mrs. Fountain, Mr. Gavan, Dr. Lamonte, Mr. Long, Mr. Smith, Mr. Sullivan and Mr. Perry voted yes. Motion carried unanimously.

2.7 Recommendation: Approval of 2010-2011 Administrative Calendar.

Mrs. Bain moved to approve the 2010-2011 Administrative Calendar. Mr. Gavan seconded the motion. Motion carried unanimously.

3. Curriculum and Instruction

3.1 Recommendation: Approval of 2010-2011 Academic Calendar.

Dr. Andrews moved to approve the 2010-2011 Academic Calendar. Mr. Gavan seconded the motion. Motion carried unanimously.

3.2 Recommendation: Approval of $25 Technology Fee, Per Course, for Online Classes.

Item deferred to next month.

3.3 Recommendation: Approval of $1,000 Clinical Fee, Per Semester, for Nursing Clinicals.

Item deferred to next month.

Chairman Perry noted that items 3.2 and 3.3 will be held for next month to be discussed in the P/C Committee. He indicated that there are issues that cross lines of committees and we need to communicate across the
committees and insure all is discussed properly to the satisfaction of all Trustees.

Dr. Mierendorf noted that both of these items affect our budget for the next year, and if the Board chooses to not approve them, it needs to be discussed during the next budget meeting and the next P/C meeting.

4. **Student Services Report**

SR. VP Damato reported that we had a great opening day. He said we are still registering and as of this morning, we were up close to 8% in credit hours as compared to the prior spring semester and this number will continue to climb. Discussion ensued regarding enrollment growth and scheduling.

Discussed meeting with the Alumni Student Trustee to talk about expectations and his role on the Board.

5. **Community Information and Service Report**

6. **College Facilities**

6.1 Report from the Finance and Facilities Committee Chair.

Mr. Sullivan reported as the Chairman of the Finance and Facilities Committee. He said:

“After a couple of years the very long items under the finance and facilities have been scaled back since we are not spending money on new construction or renovation right now. We maintain the status quo that we are not starting new projects, we are finishing what we have. In this budget climate we will not be starting any new projects unless they’re emergency related. We did hold off on some of the budget issues until we get the tenth day reporting and we will have another meeting of the committee, I think I told everybody, on the 11th at 8:15 to review budget scenarios as we look for another cut from the state and lower support all over and ways to creatively do that without impacting the students.

- Anbar is working hard looking for grants. His new grant person is working or looking for an EPA grant and they’re putting together a grant for turbine from BPU, similar to what we do with photovoltaics.”

- Dr. Mierendorf reported on H1N1 and everything went very well with the program of inoculation and nasal administration of live virus. We received a letter from the county thanking us. Chairman Perry indicated we were also thanked on this subject by the Freeholders. This is further noted in the President’s report later on the agenda.

- Mr. Sullivan asked Kathleen Scott to report on Facebook. She noted that she had briefed both committees, but updated the Board with current numbers. She said we are well over 1,000 fans at this point.

The Board commended VP Nocella on the work he’s done so far.

7. **Business and Finance**

7.1 Recommendation: Approval of 12/31/09 Financial Statements.

Mr. Sullivan moved to approve the 12/31/09 financial statements. Dr. Andrews seconded the motion.
Roll call vote: Dr. Andrews, Mrs. Bain, Ms. Case, Mrs. Fountain, Mr. Gavan, Dr. Lamonte, Mr. Long, Mr. Smith, Mr. Sullivan and Mr. Perry voted yes. Mr. Doherty abstained from the vote. Motion carried.

7.2 Recommendation: Change Commissioner to the School Alliance Insurance Fund for SCCC from Ken Knieser to Frank C. Nocella.

Mr. Sullivan moved to change commissioner to the School Alliance Insurance Fund for SCCC as noted above. Mr. Smith seconded the motion.

Mr. Sullivan noted that there may be other areas that need to be changed. Claudia Olivo indicated that former VP Knieser was the signatory for pension enrollment forms and this has been changed by submitting the change to the Division of Pensions. VP Nocella indicated that they’re working through the bank account changes, i.e.-updating signature cards. Changes are being made as necessary to all accounts and other areas/items as discovered.

Roll call vote: Dr. Andrews, Mrs. Bain, Ms. Case, Mr. Doherty, Mrs. Fountain, Mr. Gavan, Dr. Lamonte, Mr. Long, Mr. Smith, Mr. Sullivan and Mr. Perry voted yes. Motion carried unanimously.

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

9. **Other Business**

Discussion / Reports / Announcements:

9.1 Trustee Activity Update

- Chairman Perry updated the Board regarding bills passed and discussed during the Lame Duck session.
- Spoke briefly about Hal Wirth’s new role in state government.
- There are two Trustee Essential seminars coming up on Monday February 22nd and Monday April 26th. Chairman Perry encouraged each Trustee to try to attend, in order to get out and interact with Trustees in their environment at their community colleges, talking to their staffs and faculty, and seeing how they govern.

9.2 Board Goals Update

Chairman Perry noted that the Board has to complete the development of goals for this year and the reporting of last year’s goals. He asked that between now and the next committee meetings, send to him one or two ideas for additional Board Goals, he will bring the summary to next month’s meeting.

9.3 President’s Report

Dr. Mierendorf reported:

- The college was honored at the Board of Chosen Freeholders meeting for our participation in the H1N1 efforts. We received a lovely plaque from Herb Yardley and Jeffrey Parrott. They were sincerely appreciative. He had spoken with other county public health officers and when he told them that he had come to the community colleges, and they asked how he was able to accomplish it. She indicated that they both sit on a committee together, and that’s how it happened. It was a nice honor.
• This past weekend we moved to Microsoft Outlook Exchange email. It is a better system and will save us close to $30k per year because we have a site license from Microsoft.

• Last Saturday we had the Scholar Athlete Nominees that United Way awards, here for a reception. Among them was Katie Roffe who is a concurrent student at the technical school. She is not only a Scholar Athlete, but when she graduates in June she will have earned 34 or 35 credits. Kathleen Scott is going to do a story about her, and she’ll be on our web page.

• Anbar and Bill Waite are to be congratulated for partnering with the Sussex County Economic Development Partnership to share in a grant. The entire grant was $85k, and our portion is $35k. It can go toward our Business Learning Center. It is to be used to help new businesses get started. Anbar added that our piece is to provide technical assistance to small businesses that come to the Economic Development Partnership for assistance in terms of business planning, finance, financing their operation, general operational questions, marketing plans, etc. We will provide the technical assistance with the $35k through the Business Learning Center.

• Heidi Gregg and two of her colleagues, one from Raritan and one from CCM, have a paper accepted at the Best Practices conference about the collaborative leadership training project that they have for students every year.

• Last week she attended, with Jack Smith and Rosalie Lamonte, celebration of our new food and beverage program at Sussex Tech.

• Congratulations to Bernice Staudinger who teaches in our Allied Health program, on the publication of her article in a news magazine for health information professionals. This is our non-credit side, so it was very nice to see this effort from her.

• Guy Franklin, one of our technology directors, lost 5 family members in Haiti. Our thoughts and prayers are with him.

9.5 The Next Meeting of the Board of Trustees Will Take Place on Tuesday, February 23, 2010 at 5:00 p.m. Unless Scheduled Otherwise.

At this time, Chairman Perry appointed Mr. Doherty to the Finance and Facilities Committee. Mr. Smith moved to approve the appointment. Mr. Sullivan seconded the motion. Motion carried unanimously.

10. Adjournment

At 5:58 p.m., the Board entered into an Executive Session to discuss personnel items and/or contracts that relate to the operation of the College in accordance with the “Open Public Meetings Law.” Mr. Long seconded the motion. The Board adjourned from Executive Session and from the Board Meeting upon unanimous vote.

Approved:

Wendy Fullem, Recording Secretary

Linda E. Fountain, Secretary