Board of Trustees Regular Meeting  
Tuesday, January 27, 2009  
MINUTES

1. **General Institutional Functions**

1.1 Chairman Perry called the meeting to order at 5:12 p.m.

1.2 Secretary Fountain 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 January 22, 2009.

1.3 Roll Call

The following people were in attendance: Mr. Perry-Chairman, Mr. Smith-Vice Chairman, Mrs. Fountain-Secretary, Ms. Case-Treasurer, Dr. Andrews, Mr. Dragotta, Mr. Gavan, Mr. Sullivan, Mr. Yahm, Dr. Mierendorf-President and Ex-Officio Member, and Mrs. Galeos-Student Alumni Member. Mr. Long participated via telephone.

Also present were: Senior Vice President of Student Services Harry Damato, Vice President of Academic Affairs Kate Douglas, Vice President of Administration and Finance Ken Knieser, Executive Director of Human Resources and Legal Affairs Claudia Olivo, and Assistant to the President/Recording Secretary Wendy Fullem

Pledge to the flag.

Chairman Perry asked Mare Galeos to introduce herself. She provided a brief history of her activities and involvement in community and education.

1.4 Approval of Minutes

1.4.1 Minutes of the November 25, 2008 Meeting.

1.4.3 Minutes of the November 25, 2008 Reorganization Meeting.

Mr. Sullivan moved to approve the minutes from both November 25, 2008 meetings. Mr. Smith seconded the motion. Motion carried unanimously.

1.5 Welcome to Guests

1.6 Courtesy of the Floor (Public Session) – No one spoke.
1.6a Chairman’s Appointments to Committees

This item was moved from 9.2. Chairman Perry appointed Trustees to committees as follows:

Personnel and Curriculum: Tammy Case-Chair, Glenn Gavan, Tom Long, Frank Dragotta, and Wayne Yahm.


Bylaws Committee to be decided.

Audit and Governance Committee: Jack Smith-Chair, Glen Gaven, Tammy Case, Linda Fountain and Bernie Andrews.

Linda Fountain is the appointment to the SCCC Foundation Board. This appointment will also have to be approved by the Foundation Board.

Mr. Sullivan moved to accept the committees as assigned. Mr. Dragotta seconded the motion. Motion carried unanimously.

1.7 Recommendation: Approval of the 12/31/08 Unaudited Financial Statements.

Mr. Sullivan moved to approve the 12/31/08 unaudited financial statements. Mr. Smith seconded the motion.

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

1.8 The Correspondence File was received, reviewed and filed.

1.9 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 & 2.2)

Mr. Yahm moved to approve the legally mandated agenda items 2.1 & 2.2. Dr. Andrews seconded the motion.

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

2. Personnel

(*) 2.1 Recommendation: The Appointment of the Attached List of Part-Time Faculty Employed for the Winterim 2009 Semester to Teach those Courses/Seminars Which Achieve a Supporting Enrollment. All Were Appointed in Accordance with the Policies, Procedures, and Salary Guidelines Established by the Board of Trustees.

Approved as item 1.9.
2.2 Recommendation: Appointment of the Attached List of Part-Time Faculty Employed to Teach Noncredit/CCE Courses/Seminars Which Achieved a Supporting Enrollment During November/December 2008. Said Appointments are Made in Accordance with the Policies, Procedures, and Salary Guidelines Established by the Board of Trustees.

Approved as item 1.9.

2.3 Report from the Personnel and Curriculum Committee Chair.

Mr. Long reported for the Curriculum and Personnel committee. He indicated that the committee:

- Reviewed and received input from the President regarding the recommendations for all of the personnel actions outlined on the agenda today. After review and consideration of the input, the committee recommends that the Board approve all of the personnel actions as outlined.

- Recommended the approval of the 2009-2010 Academic Calendar.

- Reviewed the Incident Report and noted that the college is doing an excellent job in monitoring incidents and that the report was comprehensive in nature.

- Discussed the report on the progress and security officer personnel reviews supplemented by good input by Charlie Canny, again proves that the college is moving in the right direction and our genuine concern regarding the safety for our students and staff.

- Reviewed ITS update including the camera project and wireless campus status.

- He also noted that he was impressed by the Strategic Plan and the collaboration involved. He commended Dr. Mierendorf and the staff and faculty of the college for the inclusiveness, depth and outline.

Chairman Perry reiterated the Board’s commitment to safety and security.

2.4 Recommendation: Approval to Grant Tenure to Dr. Joanne Taylor.

Ms. Case moved to approve the granting of Tenure to Dr. Joanne Taylor. Mr. Smith seconded the motion.

Roll call vote: Dr. Andrews, Ms. Case, Mr. Dragotta, Mrs. Fountain, Mr. Gavan, Mr. Long, Mr. Smith, Mr. Sullivan, Mr. Yahm and Mr. Perry voted yes. Motion carried unanimously.
Dr. Mierendorf noted that Dr. Taylor has been instrumental in the design of our new governance structure. She has been a leader in our education department, specializing in early childhood education as well as our new endeavor into international education. She also stepped up to the plate as acting Dean last summer at a very crucial time. We applaud and congratulate her.

Dr. Taylor thanked Dr. Mierendorf and the Board, and noted that she looks forward to working here for many more years.

2.5 Recommendation: Approval to Grant Tenure to Melanie Arpaio.

Mr. Yahm moved to approve the granting of tenure to Melanie Arpaio. Mrs. Fountain seconded the motion.

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

Dr. Mierendorf noted that Ms. Arpaio is a “super nova.” She has been involved with so many things including the Center for Diversity and Equality, has made major contributions to pedagogy and online learning and hybrid courses, service learning and more. She was the leader behind our first Relay for Life last spring, which raised over $90,000. We are very happy to have her onboard with us.

Ms. Arpaio thanked the Board, Dr. Mierendorf, Dr. Douglas and Priscilla Orr. She said she loves the college, has a history with community colleges, and always swore she would come back and give as much as she possibly could. She is honored to be here and honored to be staying here.

2.6 Recommendation: Approval to Grant Sabbatical Leave During AY 09-10 to Denise Farley.

Mr. Yahm moved to approve the granting of sabbatical leave as noted above, to Denise Farley. Mr. Smith seconded the motion.

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

Dr. Mierendorf noted that this sabbatical would be for one semester. Dr. Douglas noted that Ms. Farley will be taking her growing web-based skills internationally and work in South America with a private school. She indicated that this is exactly what a sabbatical is supposed to do, to both continue the learning of our faculty as well as have them bring that learning back. It will certainly advance Ms. Farley’s skills and her awareness and perspective of our global world in the 21st century.

Ms. Farley noted that the goal is to help them facilitate what they can do, not do for them. She thanked the Board and explained that she is very involved with life-long learning. She said she is absolutely thrilled and
looks forward to bringing back a different perspective and probably a lot of thankfulness.

2.7 Recommendation: Approval to Grant Sabbatical Leave During AY 09-10 to Dr. Anthony Balzano.

Dr. Andrews moved to approve granting sabbatical leave as noted above, to Dr. Anthony Balzano. Mr. Dragotta seconded the motion.

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

Dr. Mierendorf noted that this sabbatical is also for one semester.

Dr. Douglas noted that in her opinion, Dr. Balzano epitomizes the lifelong learner. This sabbatical would allow him to complete a longitudinal study that began several decades ago. As an anthropologist, one has to gain the perspective of those with whom you are studying. In order to complete the study, he will return, for the third time, to Haiti, allowing him to have two decades worth of longitudinal perspective on this population. The study will be shared with our students, his colleagues and the college community.

Dr. Balzano thanked the Board and everyone in Academic Affairs, including Dean Orr, past interim VPAA Bill Waite, Vice President Douglas and Dr. Mierendorf for encouraging sabbaticals among faculty.

2.8 Recommendation: Ratification of Appointment of Fred Biamonte to the Full-Time Position of Custodian, Effective December 17, 2008, at an Annual Salary of $21,744, Prorated for Period Worked.

Mr. Yahm moved to ratify the appointment of Fred Biamonte as noted above. Mr. Gavan seconded the motion.

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

2.9 Recommendation: Ratification of the Appointment of Leila Harclerode to the Full-Time Position of Counselor, Effective January 15, 2009, at an Annual Salary of $41,412, Prorated for Period Worked.

Mr. Gavan moved to ratify the appointment of Leila Harclerode as noted above. Dr. Andrews seconded the motion.

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

VP Damato noted that Ms. Harclerode comes to us with wonderful qualifications. She has worked for a counselor at Hudson County
Community College for the past eight years, and for eight years before that, she worked as a therapist. She comes to our staff with sixteen years of experience and is a wonderful addition to our counseling staff.

At 5:40 p.m., by unanimous vote, 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.” Mrs. Bain seconded the motion. Motion carried unanimously.

The Board recessed from Executive Session at 5:48 p.m. The Regular meeting reconvened immediately after recess from Executive Session.

2.10 Recommendation: Approval of the President’s Recommendation to Recognize William Waite’s Outstanding Contributions to the College During the Transition to the New Vice President of Academic Affairs. He Will Receive a $1,000 Stipend in January 2009 and a $1,000 Stipend in July 2009 for Additional Responsibilities.

Mr. Smith moved to approve the recognition of William Waites contributions to SCCC as noted above. Ms. Case seconded the motion.

Dr. Mierendorf thanked Mr. Waite, and explained that he stepped up to the plate at a very crucial time for the college, as we were transitioning through our Middle States process. We had many issues on the table regarding relationships with the public schools and concurrent enrollment. She noted that it is a pleasure to work with him and that he is kind, gentle, thoughtful, has a great mind and is a team player. This is the second time he has taken on the interim Vice Presidency.

Mr. Waite thanked Dr. Mierendorf and the Cabinet for their support, advice and encouragement. He said thank you to Dr. Taylor and Ms. Orr for being wonderful deans during his time as interim VP, as well as to all of the Academic Affairs staff for making everything run smoothly.

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

2.11 Recommendation: Approval of the President’s Recommendation to Accept Jim Farrell’s Resignation and its Terms.

Mr. Yahm moved to approve to accept Jim Farrell’s resignation and its terms. Ms. Case seconded the motion.

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

3. **Curriculum and Instruction**

3.1 Recommendation: Approval of 2009-2010 Academic Calendar.
Ms. Case moved to approve the 2009-2010 Academic Calendar. Mrs. Fountain seconded the motion. Motion carried unanimously.

4. **Student Services Report**
There was no report this month.

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.

Vice Chairman Mr. Smith gave the report due to Mr. Sullivan being absent from the meeting. He reported that the committee:

- Recommended accepting the Perkins Grant money in the amount of $93,579 this year.
- Spent the balance of the meeting discussing the budget.

7. **Business and Finance**


Mr. Sullivan moved to certify the amount of local appropriation necessary for the operating expenses and capital outlay expense of the college for FY2010. Mr. Dragotta seconded the motion.

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

7.2 Recommendation: Authorization for the President to Prepare the Final Bound FY2010 Budget Document for Public Advertisement and for Submission to the Sussex County Community College Board of School Estimate.

Mr. Sullivan moved to authorize the President to prepare the final bound FY2010 budget document for public advertisement and for submission to the Sussex County Community College Board of School Estimate. Dr. Andrews seconded the motion.

Roll call vote: Dr. Andrews, Ms. Case, Mr. Dragotta, Mrs. Fountain, Mr. Gavan, Mr. Long, Mr. Smith, Mr. Sullivan, Mr. Yahm and Mr. Perry voted yes. Motion carried unanimously.
7.3 Recommendation: Approval to Schedule Board of School Estimate Meeting and Board Secretary Authorization to Advertise Said Meeting Along with a Summarized Statement of Both the Estimated Revenues and Anticipated Operating Expenditures.

Mr. Sullivan moved to approve the scheduling of the Board of School Estimate meeting as noted above. Mr. Smith seconded the motion.

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

Chairman Perry noted that while the Board has approved the budget, it will be going to the Board of School Estimate for “our partner’s” approval. It doesn’t mean that the Board won’t continue to investigate ways to reduce expenses at the college, especially with what’s going on in our nation, state and county at this time. He indicated that the Board will be diligent and it is their fiduciary responsibility to ask a lot of questions, and that they are responsible for the college’s finances without actually managing them. The Board wants to ultimately minimize the financial impact on our students.


Mr. Sullivan moved to accept the Perkins Post Secondary final approved grant award, as noted above. Mr. Dragotta seconded the motion.

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

7.5 Recommendation: Approval to Donate or Lend Horse and Cow Skeletons as per Terms of Grant Agreement.

One unanimous vote was cast to approve the lending of the horse and cow skeletons as per terms of the grant agreement.

Dr. Mierendorf noted that they are being donated to the Heritage and Agricultural Association, a 501 (c3) non-profit organization, not the 4H, however, they will be housed at the 4H building at the fair grounds while preparing a location for them at Lusscroft Farms.

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

9. **Other Business**

   **Discussion / Reports / Announcements:**
9.1 Trustee Activity Update

Chairman Perry discussed the Trustee Retreat that was held this week and commended Administration and staff for developing a planning tool. It was shared with the Trustees at the Retreat. He noted that they now have a planning tool for our future budgets that allows real-time, ‘what-if’ planning ultimately making the Board much more efficient when it comes to being responsible for the financials of the college.

Chairman Perry reported on state-level activities, including new bills and addressing safety issues.

He reminded everyone about the reception for Bob Vandenbergh where he will be recognized for his leadership on the Board of Trustees, and for which proceeds will benefit scholarships through the SCCC Foundation.

He indicated that the Board is in the process of setting and reporting success in achieving such goals, as they believe it is important to do so. This year’s goals and last year’s success will be reported at next month’s meeting.

9.2 Chairman of the Board of Trustees’ Appointments to Curriculum and Personnel Committee and Finance and Facility Committee. Item Deferred from November 25, 2008 Reorganization Meeting.
This item was moved to number 1.6A

9.3 Board Goals Update
This item was deferred to the February meeting.

9.4 President’s Report – Dr. Mierendorf noted that:

- Michael D’Amore, Instructor of History and Political Science successfully defended his dissertation in December of 2008 and received his Doctorate in Political Science from the University of Massachusetts at Amherst. He also attended the presidential inauguration.

- Bernie Bomba, Assistant Professor of English, has had his short-story “Bop for Stanley Willents” accepted for publication by the Oregon Literary Review.

- Melanie Arpaio, Assistant Professor of Psychology, will present preliminary results from her research on the inclusion of autistic individuals into the college classroom, at the Oxford Roundtables, in April of 2009.

- We received, for the fifth year in a row, the Safety Award from the School Alliance Insurance Fund. This is not only an award for the safety efforts that the Board is so committed to, but it also brings us a financial award of $6,000. VP Knieser explained that to earn this award, all of the facilities employees have to attend a number of training sessions regarding safety and risk management. He indicated that the plaque is only given after achieving the award for five-years, consecutively.

- Dr. Joanne Taylor, Maureen Murphy Smolka and Solweig Dimino will be presenting a module regarding our shared governance model at the best practices conference in April.
9.5 The Next Meeting of the Board of Trustees Will Take Place on Tuesday, February 24, 2009 at 5:00 p.m.

At 6:15 p.m., Mrs. Fountain moved to re-enter into Executive Session. The motion was seconded by Mr. Smith. Session ended at 6:48 p.m. upon unanimous vote.

10. **Adjournment**

The meeting adjourned at 6:48 p.m., upon unanimous vote.

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Wendy Fullem, Recording Secretary

Approved:

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Linda E. Fountain, Secretary