1. **General Institutional Functions**

1.1 Chairman Perry called the meeting to order at 5:05 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 February 17, 2010.

1.3 Roll Call / Pledge of Allegiance

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

   Also in attendance were: Sivaraman Anbarasan-Dean CE, Harry Damato-Sr. VP Student Services, Claudia Olivo-Ex. Dir. Human Resources and Legal Affairs, Frank Nocella-VP Finance and Operations, Dr. Kate Douglas-VP Academic Affairs, Tony Iaconetti-Exec. Dir. ITS and Wendy Fullem-Assistant to the President/Recording Secretary.

1.4 Approval of Minutes

1.4.1 Minutes of the January 26, 2010 Meeting

   Mrs. Bain moved to approve the minutes from the January 26, 2010 meeting. Mr. Gavan seconded the motion. Motion carried unanimously.

1.5 Welcome to Guests

   Chairman Perry thanked everyone for being there on a snowy evening. He noted that the Board would be approving the budget.

   Dr. Mierendorf explained the process of the budget hearings and discussed that there was major input from all departments relative to the budget presented. It was also noted that once approved, there will be opportunities for additional input, and she encourages everyone to attend the budget hearings as well as Board meetings.

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 & 2.2)

Mrs. Bain moved to approve the legally mandated agenda items 2.1 and 2.2 as noted below. Mr. Smith seconded the motion.

Roll Call Vote: Dr. Andrews, Mrs. Bain, Ms. Case, Mrs. Fountain, Mr. Gavan, Mr. Long, Mr. Smith, Mr. Sullivan and Mr. Perry voted yes. Motion carried unanimously.

2. Personnel

(♦) 2.1 Recommendation: Approval of the Attached List of Part-Time Faculty Employed to Teach Credit, Noncredit or Independent Study (IS) Courses/Seminars Which Achieved a Supporting Enrollment During Spring 2010 Semester.

Approved in item 1.8

(♦) 2.2 Recommendation: Appointment of the Attached List of Part-Time Support/Non-Faculty Staff Employed for FY ’09/10. Said Appointment is in Accordance with the Policies, Procedures, and Salary Guidelines Established by the Board of Trustees.

Approved in item 1.8

2.3 Report of the Personnel and Curriculum Chair.

Mrs. Fountain, as Chairperson of the Personnel and Curriculum Committee reported that the committee:

• Reviewed open positions, reaffirming the full-time employee head count of 112.
• Received an update regarding union negotiations.
• Reviewed President’s goals.
• Discussed fees for the RN program which she believes had been discussed previously at Finance and Facilities. The committee discussed the impact these fees might have on the programs.
• Received 10-day overview from Harry Damato, which was good news again; a 12% increase in spring enrollment.

Mrs. Fountain indicated that the rest of items discussed at the committee meeting are on today’s agenda for Board approval.

2.4 Recommendation: Approval to Grant Sabbatical Leave to Dr. Eleanor Carducci for AY 10-11.

Mrs. Bain moved to approve sabbatical leave for Dr. Eleanor Carducci as noted above. Mr. Gavan seconded the motion.

One full-year and one half-year sabbatical was brought forth by P&C to the Board in April of 2009. There were no candidates for the full-year but there were candidates for the half-year. The actual cost is $13k and by not having a second sabbatical, we also save $13k that was already budgeted. In April there will be discussion of next year’s sabbaticals and the Board may chose to decline the granting of sabbaticals for academic year 2011.

Dr. Douglas provided an update regarding Dr. Balzano’s sabbatical status for his trip to Haiti.
Chairman Perry explained that when the Board approves sabbatical leave in advance of knowing for whom, if there are worthy applicants, it binds the college to provide those sabbaticals. He indicated that it wasn’t what he had understood from previous approvals. He noted that it could change if there was a significant or severe economic distress to the institution. He also noted that the faculty contract needs to be followed, as it was executed in good faith. He said he believes this is an important reward for good work and has nothing to do with the individual – it is about the institution, and viability of the institution to provide the sabbatical for rejuvenation and renewal is an important part of teaching for a professor in order to continue honing their skills and reeducating themselves so that they can bring more to the table for our students. At the same time we have to recognize what the environment is. He said he believes these discussions will be important in moving forward in the future.

Mrs. Bain noted that discussions in the Finance and Facilities meetings were that we are not obligated to give sabbaticals, however we have created an expectation that if one does good work, they will receive it, as we have already set it aside, but we don’t have to approve if we don’t have the funds.

Roll Call Vote: Dr. Andrews, Mrs. Bain, Ms. Case, Mrs. Fountain, Mr. Gavan, Mr. Long, Mr. Smith, Mr. Sullivan and Mr. Perry voted yes. Motion carried unanimously.

2.5 Recommendation: Approval to Accept the Resignation of Paul J.L. Hughes from the Full-Time Position of Professor of History, Effective May 31, 2010.

Mrs. Bain moved to accept the resignation of Paul J.L. Hughes as noted. Dr. Andrews seconded the motion. Motion carried unanimously.

Dr. Douglas noted that Dr. Hughes has been a great asset to SCCC as a professor and as a historian and we wish him the best.

Harry Damato indicated that Dr. Hughes is retiring due to personal issues. He said he was on the search committee that recommended his hire, he is a fine historian and has added great academic credibility in this area to our institution and that quality will surely be missed.

2.6 Recommendation: Approval of the Appointment of Michael Corso to the Full-Time Position of Director of Financial Aid, at a Salary of $74,500, Prorated for the Year. Start Date will be No Later than April 1, 2010.

Mr. Sullivan moved to approve the appointment of Mr. Corso as noted above. Mr. Smith seconded the motion.

Dr. Mierendorf said we are delighted to welcome Mr. Corso and his reputation precedes him. He has many years of good service in the financial aid area and we are looking forward to working together.

Harry Damato, who chaired the search committee, provided background information on Mr. Corso’s education as well as years of experience as a financial aid director.

VP Damato also commended Jean Brine, the Assistant Director who has been acting as Director and added that she is currently in the hospital.

Mr. Corso thanked the Board for his appointment. He indicated that he lives in Stillwater, his son’s friends attend SCCC and speak wonderful
things of our institution. He said he plans to enhance customer service, review and evaluate current business practices, improve cash flow and use technology to help streamline some processes and to ensure that we are up and running within all state and federal regulations, as well as making sure that we process paperwork in a timely fashion. He said he looks to having many good years here.

Roll Call Vote: Dr. Andrews, Mrs. Bain, Ms. Case, Mrs. Fountain, Mr. Gavan, Mr. Long, Mr. Smith, Mr. Sullivan and Mr. Perry voted yes. Motion carried unanimously.

3. **Curriculum and Instruction**

4. **Student Services Report**

Harry Damato reported that the Student Clubs had a wonderful Club Day. The Student Center Theater was packed with current clubs and future clubs, as well as students interested in those clubs. It is a wonderful testament to the job this semester’s students are doing.

Chairman Perry noted that at the NJCCC event, there was a video shown of Ocean County’s STARS Club. He said he took notice of how the students talked about the club and gave them a camaraderie.

5. **Community Information and Service Report**

6. **College Facilities**

6.1 Report from the Finance and Facilities Committee Chair.

Mr. Sullivan, as Chairman of the Finance and Facilities Committee, reported that the committee:

- Spent almost the entire time reviewing the budget.
- Discussed purchase of a new security vehicle. The committee decided to put off the purchase.
- Reviewed Capital Project Summary and noted that everything is still on hold unless it’s an emergency. Chairman Perry asked if Chapter 12 has been bonded yet. Dr. Mierendorf and Frank Nocella said no. They will follow up to see if bonding is going to be allowed, due to recent developments on the state level. Chairman Perry indicated that some of the programs community colleges are involved with have been halted.
- Talked about performance contracts and state regulations.
- The rest of the items discussed are on today’s agenda for approval.

Chairman Perry thanked all of the Trustees for the extra time they’ve invested on bringing about the budget. He said he appreciates it and knows that the administration appreciates it as well.

6.2 Recommendation: Authorization to Prepare and Advertise for Public Bids for the Following Services:

a) Security Services
b) Janitorial Services
c) Masonry Services
d) Food Service
Mr. Sullivan moved to authorize preparation and advertising for public bids for services as noted above. Dr. Andrews seconded the motion.

Roll Call Vote: Dr. Andrews, Mrs. Bain, Ms. Case, Mrs. Fountain, Mr. Gavan, Mr. Long, Mr. Smith, Mr. Sullivan and Mr. Perry voted yes. Motion carried unanimously.


Mr. Sullivan noted that this has to precede performance contract as per NJ law.

Mr. Sullivan moved to approve issuing an RFQ for an Energy Audit as noted above. Mr. Smith seconded the motion. Motion carried unanimously.


Will be located on E-Building, within Newton border.

Question was asked if the RF from the transmission poses any danger to students and employees in the building. This question was not addressed during committee conversations. The motion was amended for approval pending review of safety implications.

Dr. Andrews moved to approve the radio repeater and antenna agreement between SCCC and the Town of Newton pending review of safety implications. Mr. Sullivan seconded the motion. Motion carried unanimously.

7. Business and Finance

7.1 Approval of 1/31/10 Financial Statements

Mr. Sullivan moved to approve the 1/31/10 unaudited financial statements subject to the on-going review by our Vice President of Finance & Operations Frank Nocella. Dr. Andrews seconded the motion.

Should financial statements be amended, they will be brought before the Board of Trustees for re-approval.

Roll Call Vote: Dr. Andrews, Mrs. Bain, Ms. Case, Mrs. Fountain, Mr. Gavan, Mr. Long, Mr. Smith, Mr. Sullivan and Mr. Perry voted yes. Motion carried unanimously.

7.2 Recommendation: Certification of the Amount of Local Appropriation Necessary for the Operating Expenses and Capital Outlay Expense of the College for FY2011.

Mr. Smith moved to certify the amount of local appropriation necessary for the operating expenses and capital outlay expense of the college for FY2011. Mr. Sullivan seconded the motion.

Vice Chairman Smith noted that many hours were spent on the budget and once approved, would like that any student revenues above what is in the budget, be placed into a reserve account. His suggestion was added to the agenda as item 7.2A.

Chairman Perry noted that there is great uncertainty right now regarding
state and county budgets, as well as student population growth and these issues were topics of discussion at NJCCC meeting. He also said that this budget has been presented to and recommended by both Board Committees.

Roll Call Vote: Dr. Andrews, Mrs. Bain, Ms. Case, Mrs. Fountain, Mr. Gavan, Mr. Long, Mr. Smith, Mr. Sullivan and Mr. Perry voted yes. Motion carried unanimously.

7.2A Recommendation: In the Event that Student Revenues Increase Beyond What is Reflected in the Budget, Those Excess Revenues Be Deposited into the Reserves.

Motion made by Mr. Smith and seconded by Mrs. Fountain.

There was discussion regarding key assumptions, flat student growth and rebuilding the reserve levels.

Chairman Perry indicated that we recognize where we are with our Board-directed reserve levels, where we want to be with what the statute allows us to maintain in terms of minor capital reserves and as Frank Nocella suggested, should we provide student revenues net of additional expenses for those student revenues, he would recommend that they initially go toward rebuilding our reserves.

Motion amended to read “net of expenses associated with growth.” Amended motion was moved by Mr. Smith, seconded by Mrs. Fountain.

Discussion continued regarding exactly what reserves are, as well as unknown future regarding economy and maintenance issues and restricting use of these funds. Finance and Facilities had discussed that under state law, we can keep a capital reserve of up to 3% of our replacement value for our facilities. We can name multiple reserves, but one needs to be capital reserves. It is important to have what we are permitted to have in the account.

Chairman Perry indicated that under Title 18A the only reserve we are empowered to create under the title is the capital reserve. It doesn’t prohibit other reserves. These are Board-directed reserves that we can adjust

Motion amended to read as “capital reserve.”

**Final motion:** In the event that revenues associated with student growth increase beyond what is reflected in the budget, those excess revenues, net of expenses associated with growth, will be deposited into the Board-Directed Reserve Fund.

Motion moved by Mr. Smith and seconded by Mrs. Fountain.

Roll Call Vote: Dr. Andrews, Mrs. Bain, Ms. Case, Mrs. Fountain, Mr. Gavan, Mr. Long, Mr. Smith, Mr. Sullivan and Mr. Perry voted yes. Motion carried unanimously.

7.3 Recommendation: Authorization for the President to Prepare the Final Bound FY2011 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 FY2011 budget document for public advertisement and for submission to the Sussex County Community College Board of School Estimate. Mr. Gavan seconded the motion.
Chairman Perry indicated that the meeting shouldn’t be held prior to the March 23rd Board meeting, because we want to see what information Governor Christie releases in his address on March 16th, regarding the NJ state budget.

Roll Call Vote: Dr. Andrews, Mrs. Bain, Ms. Case, Mrs. Fountain, Mr. Gavan, Mr. Long, Mr. Smith, Mr. Sullivan and Mr. Perry voted yes. Motion carried unanimously.

7.4 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 and Capital Expenditures.

Dr. Andrews moved to approve the scheduling of the Board of School Estimate Meeting and for the Board Secretary to advertise said meeting, along with a summarized statement of both the estimated revenues and anticipated operating and capital expenditures. Mrs. Bain seconded the motion.

Roll Call Vote: Dr. Andrews, Mrs. Bain, Ms. Case, Mrs. Fountain, Mr. Gavan, Mr. Long, Mr. Smith, Mr. Sullivan and Mr. Perry voted yes. Motion carried unanimously.

8. **Courtesy of the Floor (Public Session)**

Stella Trikouros addressed the Board and distributed information about the Teen Arts Festival. Dr. Mierendorf commended her for her work on Teen Arts as well as her success and work with the theater.

9. **Other Business**

**Discussion / Reports / Announcements:**

9.1 Trustee Activity Update

Ms. Case and Mrs. Bain noted that having tickets to distribute for PAC events has been wonderful and has provided for excellent opportunities to get new people onto campus, create awareness and offer the opportunity to those who may not have had a chance to attend an event. Mrs. Bain suggested that tickets be provided for Foundation Directors to distribute rather than the Trustees, in order to reach a different audience.

Chairman Perry asked Barbara Wortmann if a similar plan could be instituted with the Foundation Directors. She indicated that tickets are provided when they wish to bring guests to a show.

Barbara Wortmann reported that the NJ State Opera concert on February 13th brought in close to 300 people.

Chairman Perry noted that he, along with Mrs. Fountain and Mr. Smith, attended last night’s New Jersey Council of County Colleges meeting. He indicated that some of the topics discussed included attorney for NJCCC, Arnold Chait’s review of the tenants of senate bills S2, 3 and 4, which were unanimously passed yesterday and the expectation is that Assembly will move with similar versions of the bills.
Chairman Perry provided an overview of the bills as well as an overview of possible implications we might see from their passing. He welcomed discussion.

He also indicated there was a Roundtable discussion regarding tuition and student growth increases.

Also discussed at the NJCCC meeting was funding of surplus, the chance that higher education institutions might be asked to use their reserves and the fact that some counties are not supporting their community colleges at all.

Chairman Perry brought forth to NJCCC for future discussion, Mrs. Bain’s question regarding guidance for reserves, i.e.-what kind of reserves and amounts, since Title 18A only speaks to Capital Reserves.

He indicated that importance was placed on tuition, uncertainty of funding partners, (noting that we have more support from our county than what other colleges are experiencing, and commended the Freeholder Board for having these types of dialogues with us not only at the Board of School Estimate meetings). He also said that many of the colleges projected flat student growth due to unknowns.

Chairman Perry encouraged Trustees to attend these meetings at least once a year.

9.2 Board Goals Update

Chairman Perry presented the 2010 Board Goals as follows:

**GOAL-1**: Improve SCCC Safety and Security

**MEASURES**: Board regularly considers critical Safety and Security initiatives and funds critical activities. The Board also establishes the cycle for internal and external reviews and endorses Safety and Security goals based on benchmarks.

**OWNER**: Linda Fountain

**GOAL-2**: Support and fund the development of an “Outreach” program targeted at K thru 12 Sussex County school districts and their families, in support of overall student success.

**MEASURE**: Ten percent improvement in Sussex County high school graduate combined remediation rates within three years.

**OWNER**: Tom Long

**GOAL-3**: Support Trustee Professional Development

**MEASURES**: Board continues to budget for and encourage each Trustee to attend at least one NJCCC event annually, and at least one ACCT/ACC sponsored event every four years. Board members to attend at least two student centered SCCC campus events annually. Such activities are forwarded to the Board recording secretary and reported quarterly to the full Board.

**OWNER**: Ann Bain

**GOAL-4**: Update the SCCC Board of Trustees By-laws
MEASURES: Benchmark our “By-laws”, use best practices from both within and outside the Community College sector. Revise the Board’s by-laws and present to the full Board, with adoption by the end of May, 2010.

OWNER: Glenn Gavan

Mr. Sullivan moved to approve the 2010 Board Goals. Mrs. Bain seconded the motion.

Roll Call Vote: Dr. Andrews, Mrs. Bain, Ms. Case, Mrs. Fountain, Mr. Gavan, Mr. Long, Mr. Smith, Mr. Sullivan and Mr. Perry voted yes. Motion carried unanimously.

At this time, Chairman Perry said, “Just to amend the agenda a little bit, and right before our President’s report I’m going to close the loop on what we did at committee this month and what we shared with Constance and she shared with us.

Our leadership on goals has been for at least four or five years now and our president has had specific goals for each year of her term. We recognize and respect her input on this process that we need to be more vigilant in providing her a process that matches the performance management criteria that’s expressed to all of the employees and staff at this college, so the performance year really is until June 30th. We also had input from committee members with regard to the number of goals, and I’m always one to say focus, focus, focus and the time frame. And with that, the Executive Committee yesterday discussed the goals.

What I’d like to pass out to you is the revision to what you saw at the committees. When I say revision, it’s a revision because it’s a reduction in the number of goals and I’ll point that out. There’s only six goals on this list and I want to point out that this is confidential in terms of the actual paperwork, so if I can get the copies back at the end of this discussion.

There’s six goals that are presented here, five of them were presented from Constance - one through three and five and six. I might have changed a word or two but those goals were presented and put forward by our President. The fourth goal not only mirrors language/similar language in the employment contract but it’s what I believe, and the Executive Committee, and discussions at our committees represent to be one of the major requirements of roles of the senior executive in any institution and that’s to understand and be accountable for the financials of the institution.

I can tell you that I had significant discussions with presidents, the council and the state. Jerry Ryan at Bergen is actually doing a survey of performance management for presidents and will share that with our Board and our president of course. As he told me, it is very common throughout the state in the Community College sector for presidents to have written goals and the Board to agree on that set of goals. Goals and performance management does not necessarily mean compensation, so disconnect yourself from this is how we drive compensation. This is what is typically viewed as focus.

I can also tell you that in the ACCT handbook for performance management for presidents expresses the need to have clear goals, to have measurable goals, but most importantly to have the dialogue that we have had with our president about what’s important, what is it that we
need to accomplish together, and I think that having goals in place allows our president to also turn to her administration and say the Board expects these to be accomplished and this is how I need your support to help accomplish this.

So Tom, there is nothing new on this page, they've been reduced by 33 1/3%. I understand some of the concerns that you brought up and that's why I want to make sure that you understood that I've spoken across the sector and also to the ACCT handbook.“

Tom Long said, “I appreciate the review.”

Chairman Perry continued, “If I could then ask for a motion to adopt our president's goals.”

Mrs. Fountain moved to adopt the president’s goals. Mr. Smith seconded the motion.

Chairman Perry said, “I'd like to offer in this discussion our president, do you have anything to say?”

Dr. Mierendorf said, “No comment.”

Roll Call Vote: Dr. Andrews, Mrs. Bain, Ms. Case, Mrs. Fountain, Mr. Gavan, Mr. Long, Mr. Smith, Mr. Sullivan and Mr. Perry voted yes. Motion carried unanimously.

9.3 President’s Report

Dr. Mierendorf reported:

- Saturday we had a benefit for Dr. Bonnet’s Healing Haiti fund. Three of our campus clubs participated.

- January 30th there was a celebration for the Sussex County Chamber of Commerce’s 30th Anniversary. As part of the celebration, past presidents were honored, including Tammy Case and Jack Smith.

- Tenth day numbers: +12% head count this semester over last spring, a 12.7% increase in student credit hours, with only a 3% increase in the number of sections. Fill rate increased 3.5% over fall and average class size remains 19.7. We have seen a 2% increase in retention from fall to spring. She thanked Dr. Kate Douglas and Harry Damato and their teams for their efforts and success.

- Our IPEDs data, which stands for Integrated Post Secondary Education Data System, surveying 6700 institutions throughout the country, with 21 medium sized, suburban community colleges in the northeast, our graduation rate is 13% higher than our sister institutions of comparable size.

- The Green Team and Recycle Mania “Get Caught Being Green” initiative has been taking place on campus and explained what it is.

- Kathleen Scott and the marketing department we will be revealing a concept for a new logo within the next three weeks.

- Our Facebook currently has over 1300 fans.

- Clubs sponsored a record-breaking bake sale, blood drive and bone marrow drive and registry for the needs of Maya Gordon, an employee’s relative.
At this time, Chairman Perry made a statement and noted he was not going to take any questions or have any dialogue. He said:

“Unfortunately on Saturday, at my business in Branchville, union members entered my store and hung flyers in my store which included, among other things, statements about my unwarranted positions on bargaining, my home address and home phone number, my picture, my business information and questioned how I was spending tax-payer’s money. Subsequent to that signs were placed on my business signs as well as placards that were placed, several feet in diameter, on AFT letterhead, talking about my union-busting positions - specifically as your Chairman. Subsequent to that during the day I received phone calls at home, messages left, with identification blocked. I don’t need to go into what they said but I can tell you that one of them represented themselves to be a member of the press representing a local newspaper, which I firmly believe is not true. I have received additional phone calls since then, some at night, some right before this meeting. I have filed a police report, and will take whatever appropriate action they’re able to take. I have spoken with our labor attorney and our Board attorney and I will expect them to protect me and my family to the full extent of the law. I can tell you that I am quite concerned and disappointed that whomever is responsible for this in particular, not the demonstration, but the publication and the distribution of my home address where I have a school-aged child residing, I think is just uncalled for. That is the end of my statement. Thank you very much.”

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

10. **Adjournment**

The meeting adjourned, via unanimous vote, at 6:25 p.m. upon a motion made by Mrs. Bain and seconded by Mr. Sullivan.

Wendy Fullem, Recording Secretary

Approved:

Linda E. Fountain, Secretary