1. **General Institutional Functions**

1.1 & 1.2 Chairman Perry Called the meeting to order at 5:00 p.m., and read the public statement (1.2): Meeting was Publicly Advertised in Accordance with the "Open Public Meetings Law," Chapter 231, P. L. 1975, Notice Having Been Submitted and Posted February 19, 2009.

1.3 **Roll Call / Pledge of Allegiance**

The following people were in attendance: Chairman Mr. Perry, Vice-Chairman Mr. Smith, Treasurer Ms. Case, Dr. Andrews, Mrs. Bain, Mr. Dragotta, Mr. Gavan, Mr. Yahm, and Dr. Mierendorf, Ex-Officio member. Secretary Mrs. Fountain, Mr. Long and Mr. Sullivan participated via conference call. Student Alumni Trustee Mare Galeos did not attend.

Also in attendance were:

Sr. Vice President of Student Services Harry Damato, Vice President of Administration and Finance Ken Knieser, Vice President of Academic Affairs Kate Douglas, Executive Director of Human Resources and Legal Affairs Claudia Olivo, Executive Director of Information Technology Services Tony Iaconetti and Assistant to the President/Recording Secretary Wendy Fullem

1.4 **Approval of Minutes – Approval of 1/27/09 Meeting Minutes Deferred to March Meeting.**

1.5 Chair Perry welcomed the guests

1.6 **Courtesy of the Floor (Public Session)**

Naomi Miller, acting as President of the Faculty Federation, read a statement to the Board regarding union negotiations with the new bargaining units.

1.7 **Recommendation: Approval of the 1/31/09 Unaudited Financial Statements.**

Ms. Bain moved to approve the 1/31/09 unaudited financial statements. Mr. Smith seconded the motion.

Roll call vote: Dr. Andrews, Mrs. Bain, 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 & 2.3)

Mr. Yahm moved to approve legally mandated agenda items 2.1, 2.2 and 2.3. Mrs. Bain seconded the motion.

Roll call vote: Dr. Andrews, Mrs. Bain, 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: Approval of the Attached Employed to Teach Credit, Noncredit or Independent Study (IS) Courses/Seminars Which Achieved a Supporting enrollment During Spring 2009 Semester. Said Appointments are Made in Accordance with the Policies, Procedures, and Salary Guidelines Established by the Board of Trustees.

Approved under item 1.9.

(*) 2.2 Recommendation: Appointment of the Attached List of Part-Time Support/Non-Faculty Staff Employed for FY ’08/09. Said Appointment is in Accordance with the Policies, Procedures, and Salary Guidelines Established by the Board of Trustees.

Approved under item 1.9.

(*) 2.3 Recommendation: Appointment of the Attached List of Part-Time Faculty Employed to Teach Noncredit/CCE Courses/Seminars Which Achieved a Supporting Enrollment During January 2009. Said Appointments are Made in Accordance with the Policies, Procedures, and Salary Guidelines Established by the Board of Trustees.

Approved under item 1.9.

2.4 Report from the Personnel and Curriculum Committee Chair.

Ms. Case reported that the committee:

- Discussed standardizing our policies and procedures and the process currently taking place.
- Reviewed open positions.
- Discussed and recommended approval of the Memorandum of Understanding on today’s agenda.
- Reviewed spring enrollment, which showed an increase of 6% and 11% over last spring.
• Reviewed a report on the new cert program that is going to be offered here at the college, in conjunction with the Sheriff’s Department and the Office of Homeland Security.

• Reviewed the NJ STARS communication plan.

• Reviewed the Incident Report as well as the Security Operations Report that has been created by Keith Armstrong.

3. **Curriculum and Instruction**

   3.1 Recommendation: Approval of 2009-2010 Administrative Calendar.

   Mr. Dragotta moved to approve the 2009-2010 Administrative Calendar. Mr. Yahm seconded the motion. Motion carried unanimously.

   3.2 Recommendation: Approval of Memorandum of Understanding Between Dr. Lisa Pathak and Sussex County Community College Department of Allied Health

   Mr. Yahm moved to approve the M.O.U. as noted above. Ms. Case seconded the motion. Motion carried unanimously.

4. **Student Services Report**

Maria Marino, President of the SGA provided an update regarding SGA and club activities.

5. **Community Information and Service Report**

   5.1 Monthly Report of Community Services Provided by the College.

   Chair Perry tied community service in with the activities of the SGA and clubs, commending them for their participation. He thanked everyone who participates in community service.

6. **College Facilities**

   6.1 Report from the Finance and Facilities Committee Chair.

   Mr. Smith reported that the committee:

   Reviewed the financials that have been approved at this meeting.

   • Reviewed the Department Expenses Summary for year-to-date, and compared them to last year’s summary.

   • Updated the Capital Budget Summary and established some Chapter 12 priorities. Mr. Sullivan added that they talked about the ability to leverage our Chapter 12 money for energy improvement projects, and ways to lower our carbon footprint and lower our energy demand for the college. It was added that there is no money available for “shovel ready” projects.
• Looked at different cost control and revenue enhancements.

• Reviewed the budget for the upcoming Board of School Estimate meeting.

• Reviewed the insurance that’s available for the college’s cash accounts.

• Received an update regarding LEEDS certification. We hope to receive certification within the next 30 days.

• Looked at items to be put out for public bid.

• Reviewed the Keith Armstrong report.

• Reviewed internal projects.

• Discussed camera and wireless projects.

• Dr. Mierendorf noted that the Governor’s budget is expected to be released on March 10th.

7. **Business and Finance**

   No items to report this month.

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

   No one spoke.

9. **Other Business**

   **Discussion / Reports / Announcements:**

   9.1 Trustee Activity Update

   Mr. Smith reported on the ACCT Legislative Congress in Washington. He indicated that they met with Scott Garrett as well as personnel from the offices of two senators and two congressmen, just minutes before the stimulus vote. They spoke about the importance of the Pell Grant and having money for higher education approved. He said that the staff members from the senator’s offices were well versed and quite sharp. He noted that overall, it was a good conference and important that each year Trustees attend.

   Chair Perry noted that the event was particularly electrifying this year, as community colleges are looked at as the primary vehicle to retrain the country.

   9.2 Board Goals Update

   The following goals were presented for 2009:

   1. **Goal:** Complete the SCCC Master Facilities Plan
      **Measure:** Board adopts the SCCC Master Facilities Plan no later than 12-31-09.
2. **Goal:** Support Trustee Professional Development  
   **Measure-1:** 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 three years.  
   **Measure-2:** New Board member(s) to complete Trustee orientation within six months of appointment.

3. **Goal:** Improve SCCC Safety and Security  
   **Measure-1:** Board will endorse and fund baseline surveys of student, faculty and administration perceptions of SCCC safety and security.  
   **Measure-2:** Board will regularly consider new safety and security initiatives and authorize funding for the implementation of critical safety and security projects and processes.

4. **Goal:** Improve the partnership between the SCCC Board of Trustees and the SCCC Foundation Board of Directors.  
   **Measure-1:** Each SCCC Trustee to attend at least two joint programs with the SCCC Foundation Directors during 2009.  
   **Measure-2:** Board will encourage and support the planning and development of an SCCC Foundation sponsored capital campaign.

5. **Goal:** 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.

   The measures for this goal will be further discussed with the Curriculum and Personnel Committee.

Upon a motion made by Mrs. Bain and seconded by Mr. Gavan, the Board approved the adoption of the 2009 Board Goals as presented.

9.3 **President’s Report**

Dr. Mierendorf reported:

- Bill Waite has been accepted into the Rowan University Doctoral Program in Community College Leadership.

- One of our Rotaract Club students, Melissa Winfield, has been invited to attend the leadership conference in England in June. She is currently raising money and the local Rotaries will sponsor her trip. Rotaract is the college-level Rotary Club.

- For the second year in a row we have the second highest GED pass rate in the state.

9.4 **The Next Meeting of the Board of Trustees Will Take Place on Tuesday, March 24, 2009 at 5:00 p.m.**

At 5:53 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.
10. **Adjournment**

The Board recessed from Executive Session at 6:37 p.m. by unanimous vote, and the Regular Meeting adjourned immediately thereafter.

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Wendy Fullem, Recording Secretary

Approved:

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Linda E. Fountain, Secretary