1. General Institutional Functions

1.1 Chairman Perry called the meeting to order at 5:00 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 March 19, 2009.

1.3 Roll Call / Pledge of Allegiance

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

Also in attendance: Harry Damato-Sr. VP Student Services, Ken Knieser-VP Admin. & Finance, 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 27, 2009 Meeting

Dr. Andrews moved to approve the minutes of the January 27, 2009 meeting. Mrs. Fountain seconded the motion. Mr. Sullivan and Mrs. Bain abstained from the vote. Motion carried.

1.4.2 Minutes of the February 24, 2009 Meeting

Mr. Smith moved to approve the minutes of the February 23, 2009 meeting. Mr. Yahm seconded the motion. Motion carried unanimously.

1.5 Chairman Perry welcomed the guests

1.6 Courtesy of the Floor (Public Session)

Jan Jones read a letter to the Board regarding union negotiations.

1.7 Recommendation: Approval of the February 2009 Unaudited Financial Statements.
Mrs. Fountain moved to approve the February 2009 Unaudited Financial
Statements. Dr. Andrews 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 Correspondence File – None

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. Sullivan moved to approve the legally mandated agenda
items. Ms. Case 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 and Payment for Full-Time Faculty
Teaching and/or Administrative Work Overload Assignments for the
Spring 2009 Semester

Approved as item 1.9

(*) 2.2 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 as item 1.9

(*) 2.3 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 as item 1.9

2.4 Report from the Personnel and Curriculum Committee Chair.

Tammy Case, Chair of the Personnel and Curriculum Committee reported
that the committee reviewed:

- Employee appointment ratifications, open positions and the college’s
  sabbatical policy.
- Enrollment analysis for the spring semester in comparison to past
  years.
• Update regarding S.T.A.R.S. program and remediation regarding financial aide.
• Safety and security report.
• Red Flag requirements regarding identity theft.

2.5 Recommendation: Ratification of the Appointment of Carolyn Smith to the Full-Time Position of Surgical Technology Coordinator, Effective February 23, 2009, at an Annual Salary of $32,143.

Ms. Case moved to ratify the appointment of Carolyn Smith as noted above. Mr. Yahm 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.

2.6 Recommendation: Approval of the Appointment of Stephanie Cooper to the Position of Director of the College Library, Effective March 25, 2009, at an Annual Salary of $52,272.

Ms. Case moved to approve the appointment of Stephanie Cooper as noted above. Mr. Smith seconded the motion.

Dr. Douglas noted that she is pleased to make this recommendation to the Board. She said that Ms. Cooper impressed not only the internal search committee, but also members of administration and has gone through a thorough interview process that included an external search as well. Dr. Mierendorf also expressed her pleasure in making this recommendation. Ms. Cooper thanked the Board and administration.

Chairman Perry noted how the library was a big part of the discussion during the recent Board Retreat.

Mrs. Bain indicated that at some time in the future she would like to reopen discussion about public access to the library.

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.

3. Curriculum and Instruction

4. Student Services Report

Maria Marino, President of the SGA provided an update of club and SGA activities. As a N.J. S.T.A.R.S. student, she also provided feedback regarding the Trustee Ambassador Day in Trenton.

Chairman Perry noted that over 40 legislators as well as Jane Oates participated at the Trustee Ambassador Day.
Ms. Case added that the program had the potential of being eliminated and talked about the changes that have been enacted instead.

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.

Mr. Sullivan, Chairman of the Finance and Facilities Committee reported that the committee discussed or reviewed:

- **LEEDs status** - We are approximately 50% through the process, 15 of 26 points have been approved and 11 needed clarification. There have not been any disapproves. We remain on track for the certification.

- **Bids** - Bids are due next month for E-building windows and for the emergency communications system. In April and May, a call for bids will go out for exterior lighting for better safety on campus and for control systems for the boilers which will lead a lower energy profile.

- **Performance contracts** - Charlie Canny and Ken Knieser are looking to go out for performance contracts in order to maximize available capital dollars.

- **Wireless Internet** - The entire inside of the campus is wireless, with some of the outside wireless as well.

- **Business Center** - Conceptual designs for business center were reviewed and Mr. Polk is working on receiving donations for office furniture.

- **Softball field** - will be opened Friday at 4:00 p.m.

- **Natural gas purchasing consortium** - The consortium will begin in September and will save us approximately 20%.

- **Health insurance costs** - Working on bringing down the costs of health insurance.

6.2 Recommendation: Approval to Participate in the Natural Gas Purchasing Consortium.

Mr. Sullivan moved to approve participation in the Natural Gas Purchasing Consortium. 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.
7. **Business and Finance**

7.1 **Recommendation: Approval to Add Hudson City Savings Bank to the College’s List of Bank Depositories.**

Mr. Yahm moved to approve adding Hudson City Savings Bank to the college’s list of bank depositories. Mrs. Fountain seconded the motion.

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

7.2 **Recommendation: Authorization to Utilize Edward Jones for Investment Purposes.**

Mr. Smith moved to authorize use of Edward Jones for investment purposes. Mr. Sullivan seconded the motion.

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

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

No one spoke

9. **Other Business**

**Discussion / Reports / Announcements:**

9.1 **Trustee Activity Update**

Trustee Ambassador Day was discussed earlier in the meeting.

Discussed Board of School Estimate Meeting. Chairman Perry noted that it was collegial. He said it is understood that we are partners and that the long-term planning view that is in place is what allows the county to understand what is coming from our perspective and allows us to plan our future with them. They were excited about our past and even more so about our future in terms of growth. They are aware that we will be requesting another meeting to discuss a small Chapter 12 request.

Eight Trustees participated in a Board Retreat. It was an intensive visioning process and Kathleen Scott facilitated the meeting.

9.2 **Board Goals Update**

Chairman Perry asked that the owners of each of last year’s goals provide a final report regarding the Board’s accomplishments at next month’s meeting.

Dr. Mierendorf indicated that special events are being planned by the Foundation Board. They are planning new activities and new directions, and noted that they had a wonderful strategic planning session. More collaboration between the
Foundation Board and Board of Trustees is in the works, with Linda Fountain acting as liaison between the two.

9.3 President’s Report

Dr. Mierendorf noted the following:

• Jamie LoSpinosa, one of our photography students, is a finalist in the 29th Annual Student Photography Competition, which has over 4,000 students competing from all over the world. The event is sponsored by Nikon. He already has a bachelor’s degree in economics, but has come back to earn an AFA degree in photography with the hope of getting a graduate degree in business and working somehow with photography.

• We had 1400 students here for Teen Arts. She thanked Stella Trikourus for her organization.

• For the second year in a row, 100% of our nursing students passed the NCLEX exam. The state average is around 89%.

• Alberta Jaeger, our Assistant Dean who joined us in September, has also been accepted into the Rowan Doctoral Program along with Dean William Waite.

• We won the Sussex County Chamber’s Chairman’s Award, which is the biggest award and the most prestigious of the event. A number of Board members attended the event. The award was specifically for the Performing Arts Center.

• We have been notified that we are receiving an NJBIA Good Neighbor Award, also for the Performing Arts Center, and that award event will occur in June.

• Kathleen Scoot and Kathy Peterson attended the National Marketing and Public Relations Conference where we won a silver medal for our performing arts schedule of events and a bronze medal for our annual report.

• Joanne Taylor, Maureen Murphy Smolka and Solwieg Dimino will be presenting “Empowerment and Shared Governance in a Community College” at the Best Practices conference. They will be speaking about our new shared governance structure.

• New softball field ribbon cutting is at 3:30 p.m. on Friday. Parking is in the lower lot near soccer field.

• Ira Polk was here on March 6th. He worked for Clearing Corporation in Manhattan, and donated $100,000 to develop a space for a business center. He looked at plans and went on a tour of the college. He is also looking for furniture donations. He became familiar with our campus due to the 911 memorial services.
• She thanked the Board for their participation in the Retreat, and feels that they came away with some good ideas and clear direction.

9.4 The Next Meeting of the Board of Trustees Will Take Place on Tuesday, April 28, 2009 at 5:00 p.m.

10. **Adjournment**

The meeting adjourned at 5:51 p.m. upon a motion made by Mr. Sullivan and seconded by Mrs. Bain.

_________________________________
Wendy Fullem, Recording Secretary

Approved:

_________________________________
Linda E. Fountain, Secretary