1. General Institutional Functions

   1.1 Chairman Perry called the meeting to order at 3:32 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 April 22, 2009.

   1.3 Roll Call / Pledge of Allegiance
       The following were in attendance: Mr. Perry-Chairman, Mr. Smith-Vice
       Chairman (participated via telephone), Mrs. Fountain-Secretary,
       Ms.Case-Treasurer, Dr. Andrews, Mrs. Bain, Mr. Dragotta, Mr. Gavan,
       Mr. Long (via telephone), Mr. Sullivan, Mrs. Galeos-Student Alumni
       Representative to the Board and Dr. Mierendorf-Ex Officio member.
       Mr. Yahm did not participate.
       Also in attendance were: Harry Damato-Sr. VP Student Services,
       Ken Knieser-VP Admin. & Finance, Dr. Kate Douglas-VP Academic
       Affairs, Claudia Olivo-Exec. Dir. Human Resources and Legal Affairs,
       Tony Iaconetti-Exec. Dir. ITS, Sivaraman Anbarasan-Dean of Corporate
       & Community Education, and Wendy Fullem-Assistant to the President
       and Recording Secretary.

   1.4 Approval of Minutes
       1.4.1 Minutes of the March 24, 2009 Meeting

       Dr. Andrews moved to approve the minutes of the March
       24, 2009 meeting. Mr. Sullivan seconded the motion.
       Motion carried unanimously.

   1.5 Chairman Perry welcomed the guests

   1.6 Courtesy of the Floor (Public Session)
       (Introduction of the Tuition Increase)
       Chairman Perry opened the floor to guests for a public session.
       He also introduced the tuition increase, for which action was taken
       later in the meeting. No one from the public spoke during the
       general public session or regarding the tuition increase.
At 3:35 upon a motion made by Mrs. Bain and seconded by Mr. Sullivan, the Board of Trustees 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.”

Upon a motion made by Mrs. Bain and seconded by Mr. Sullivan, the Board adjourned from Executive Session at 5:12 p.m.

Chairman Perry offered the public another opportunity to address the Board regarding the tuition increase as well as for a general public session. Dr. Balzano and Mr. Pomerantz addressed the Board on behalf of the unions currently negotiating contracts. A copy of Dr. Balzano’s statement was distributed and is attached.

Chairman Perry noted the Board uses filters on all of its major decisions, with the most important filter being safety and security of the faculty, staff, students and everyone who comes onto the campus. It is the Board’s desire to address what is fair. He said fair is a word that gets bandied around in negotiations quite often from both sides, but it is in the Board’s heart to be fair. Unfortunately, we are at impasse, and now we have to wait and see what the next step is in the process. He said that there has never been a desire or a vendetta for this Board to be anything but fair.

1.7 Recommendation: Approval of the March 2009 Unaudited Financial Statements.

Mrs. Bain moved to approve the March 2009 unaudited financial statements. Mr. Sullivan seconded the motion.

Roll call vote: Dr. Andrews, Mrs. Bain, Ms. Case, Mr. Dragotta, Mrs. Fountain, Mr. Gavan, Mr. Long, Mr. Smith, Mr. Sullivan 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)

Dr. Andrews moved to approve the legally mandated agenda items. Mr. Gavan seconded the motion.

Roll call vote: Dr. Andrews, Mrs. Bain, Ms. Case, Mr. Dragotta, 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 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.
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.

2.3 Report from the Personnel and Curriculum Committee Chair.

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

- Open positions.
- 2010/2011 sabbatical proposal.
- Dean replacement.
- Princeton Fellowship update regarding Dr. DeHart.
- Promotion recommendations.
- Memorandum of Understanding for the Allied Health Department.
- Safety and Security Report, which is updated monthly.
- Grant proposals.

At 5:20 p.m. Mr. Long was excused from the meeting.

2.4 Recommendation: Approval of Proposal for 2010-2011 Sabbaticals.

Ms. Case moved to approve the 2010-2011 sabbatical recommendation of one full year sabbatical and one half year sabbatical. Mr. Gavan seconded the motion.

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

2.5 Recommendation: Approval to Promote Dr. Mary Thompson from Assistant Professor to Associate Professor, Effective August 2009.

Ms. Case moved to approve the promotion of Dr. Thompson as noted above. Mr. Gavan seconded the motion.

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

2.6 Recommendation: Approval to Promote Wendy Cooney from Instructor to Assistant Professor, Effective August 2009.

There was one vote for agenda items 2.6 through 2.9, which are per the faculty contract.

Mr. Gavan moved to approve the appointments as noted in agenda items 2.6-2.9. Dr. Andrews seconded the motion. Motion carried unanimously.

2.7 Recommendation: Approval to Promote Jesus Garcia Martin from Instructor to Assistant Professor, Effective August 2009.
2.8 Recommendation: Approval to Promote Lisa Krauss-Utter from Instructor to Assistant Professor, Effective August 2009.

See above.

2.9 Recommendation: Approval to Promote Dr. Robert Larrson from Instructor to Assistant Professor, Effective August 2009.

See above.

2.10 Recommendation: Approval of the Reappointment of the Attached List of Full-Time (Non-Union) Employees with a 3% Salary Increase, Effective July 1, 2009, Exclusive of the Following Positions: Dean, Vice President of Academic Affairs, Vice President of Finance, Sr. Vice President of Student Services, Executive Director of ITS and Executive Director of HR.

Mrs. Fountain moved to approve salary increases as noted above. Mr. Gavan seconded the motion.

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

2.11 Recommendation: Approval of the Reappointment of the Attached List of Part-Time (Non-Union) Employees with a 3% Salary Increase, Effective July 1, 2009.

Mr. Gavan moved to reappoint the non-union part-time employees as noted above. Dr. Andrews seconded the motion.

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

2.12 Recommendation: Approval as of July 1, 2009, the Contribution of 1.5% of Base Salary Toward Medical Benefits by All Full-Time Non-Union employees.

Mrs. Fountain moved to approve employee contribution toward medical benefits as noted above. Mr. Sullivan seconded the motion.

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

2.13 Recommendation: Approval of the Reappointment of the Attached Lists of Full-Time Union Employees with Required Longevity Adjustments.
Mr. Gavan moved to reappoint full-time union employees with required longevity adjustments as per the attached list. Dr. Andrews seconded the motion.

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

2.14 Recommendation: Approval of the Appointment of Craig Mackey to the Full-Time Position of Director of Management Information Systems at an Annual Salary of $52,272, Prorated for Period Worked.

Ms. Case moved to approve the appointment of Craig Mackey as noted above. Mr. Gavan seconded the motion.

Mr. Mackey will begin May fourth. He is replacing Jim Farrell in the position.

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

3. Curriculum and Instruction

3.1. Recommendation: Approve Memorandum of Understanding Between Sussex County Community College Department of Health Sciences and Womencare Obstetrics & Gynecology.

Ms. Case moved to approve the Memorandum of Understanding between SCCC’s Department of Health Sciences and Womencare Obstetrics & Gynecology. Dr. Andrews seconded the motion. Motion carried unanimously.

3.2 Recommendation: Approve Memorandum of Understanding Between Sussex County Community College Department of Health Sciences and Michael Venanzi, MD.

Mr. Sullivan moved to approve the Memorandum of Understanding between SCCC’s Department of Health Sciences and Michael Venazi, MD. Mrs. Bain seconded the motion. Motion carried unanimously.

3.3 Recommendation: Approve Respiratory Therapy Fees.

Ms. Case moved to approve the Respiratory Therapy fees. Mr. Gavan seconded the motion.

These fees will bring us in alignment with the fees charged by our program partners.

Roll call vote: Dr. Andrews, Mrs. Bain, Ms. Case, Mr. Dragotta, Mrs. Fountain, Mr. Gavan, Mr. Smith, Mr. Sullivan and Mr. Perry voted yes. Motion carried unanimously.
4. **Student Services Report**

Joshua Sisco and Natalie Morrello provided the Board with an update regarding SGA and club activities. They also thanked the Board and Dr. Mierendorf for their new office.

5. **Community Information and Service Report**

5.1 Monthly Report of Community Services Provided by the College.

Chairman Perry noted that this report contains an extensive list of activities and that he and the Board are proud of how students, faculty and staff represent the College.

6. **College Facilities**

6.1 Report from the Finance and Facilities Committee Chair.

Mr. Sullivan reported as Chair of the Finance and Facilities Committee that they reviewed:

- LEEDS certification status.
- Bids for windows which came in 7 ½% under budget.
- Emergency Communications project bids which are still scheduled for next week.
- Lighting design which is expected to be completely by fall.
- Performance-based contracts.

6.2 Recommendation: Approval to Public Bid for Landscaping Services.

Mr. Sullivan moved to approve public bidding for landscaping services. Mrs. Bain seconded the motion. Motion carried unanimously.

Dr. Mierendorf noted that trying to get reasonable bids for services rather than doing them freelance is another attempt at cost containment.

6.3 Recommendation: Approval to Accept the Lowest Bid Based on the Lowest Base Bid from Panoramic Windows, Subject to Legal Review.

This item was added to the agenda during the meeting.

Mr. Sullivan moved to approve the acceptance of the window bids from Panoramic Windows. Dr. Andrews seconded the motion.

Roll call vote: Dr. Andrews, Mrs. Bain, Ms. Case, Mr. Dragotta, Mrs. Fountain, Mr. Gavan, Mr. Smith, Mr. Sullivan and Mr. Perry voted yes. Motion carried unanimously.
7. **Business and Finance**

7.1 Recommendation: Approval of a $7 Per Credit Hour Increase in Student Tuition, and $1.50 fee increase, Effective July 1, 2009. If Approved, the College’s Tuition, Per Credit Hour, Will Increase From $94 to $101.

Mr. Sullivan moved to approve the tuition and fee increase as noted above. Mrs. Bain seconded the motion.

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

7.2 Recommendation: Authorization to Forward to the Board of School Estimate a Request for Chapter 12 Funding Not to Exceed $2.5M for the Period of July 1, 2009 to June 30, 2010.

Mr. Sullivan moed to approve the Board of School Estimate request for Chapter 12 funding as noted above. Mrs. Bain seconded the motion.

Dr. Mierendorf noted that 18 of the 19 NJ Community Colleges have made similar request and were moved forward in each of their requests.

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

7.3 Recommendation: Approval to Schedule Board of School Estimate Meeting for Chapter 12 Funding and Board Secretary Authorization to Advertise Said Meeting.

Mr. Smith moved to approve scheduling the Board of School Estimate meeting for Chapter 12 Funding and advertisement of the meeting. Dr. Andrews seconded the motion.

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

7.4 Recommendation: Authorization to Spend up to $75,000 to Settle the PERS Assessment for Prior Years Unpaid PERS Pension Contributions for both the Employees’ and the College’s Liabilities.

Mr. Sullivan moved to authorize spending up to $75,000 to settle the PERS assessment for prior years unpaid PERS pension contributions for both the employees’ and the college’s liabilities. Mr. Gavan seconded the motion.

Chairman Perry noted that the Board believes this amount will cover 100% of the employees’ exposure as well as the College’s by this authorization.

Roll call vote: Dr. Andrews, Mrs. Bain, Ms. Case, Mr. Dragotta, Mrs. Fountain, Mr. Gavan, 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

- Discussed upcoming events and who will be attending which events.
- Asked if Charlie Canny can submit a proposal for the Best Practices conference regarding construction of a “green” building.
- Chairman Perry indicated that the NJCCC and Legislative Committee met last night, with 16 of the 19 Community College Presidents represented at the meeting. Cost containment was a major part of the discussion, including program development and reorganization of strategic thinking regarding uncertainty of the near-term. He indicated that sabbaticals are being deferred and promotions are being limited. He said there is a renewed emphasis on shared services along with country governments, energy savings, lay offs, increase in co-pays and deductibles, contributions to healthcare benefits, hard hiring freezes, travel cuts, scheduling changes, online learning increases, forcing sections in online development that will free up capacity, and elimination of low enrollment programs. (Distributed article regarding skittish Boards during a recession.)
- Chairman Perry noted that there will be changes to stimulus money that was previously allocated. New Jersey has been informed on the Federal level that some of the uses identified for the money will not be allowed. He explained ways that the money is not allowed to be used.
- Discussed the SRA’s and HESPA’s, working with the high schools to support their efforts and to help with remediation before students enter college, as well as avoiding educating the same student twice.

9.2 Board Goals Update

The Board reported on their 2008 goals and measurements as follows:

- Goal #1 – Support SCCC Strategic Planning – On November 25, 2008 the Board adopted a five-year Strategic Plan into which the Board gave strategic direction.
  - Dr. Mierendorf noted that Administration provided a report in January of 2009 regarding the progress on actions in the Strategic Plan and that there will be another report in July.

- Goal #2 – Support Trustee Professional Development – The Board budgeted for and wished to achieve the goal of each trustee attending a minimum of 1 NJCCC event annually (achieved 100%) and 1 ACCT or AACT event within 3 years (7 of 9 Trustees have already done so this year). Trustees would then share key learnings with the Board. It was agreed that knowledge from the events needs to be shared better.

- Goal #3 – Complete SCCC Master Facilities Plan – This goal has not been achieved because it keeps being added to, with more reports and information
in order to complete a comprehensive plan. We are now ready to retain a Master Plan architect and should have the plan done by the end of the year.

- Goal #4 – Improve SCCC Safety and Security – This goal was added to the Personnel and Curriculum Committee’s meeting as a permanent agenda item. Safety and security are the Board’s #1 concern regarding the college. This focus resulted from review of the Threat and Vulnerability report, and in seeing that all recommendations were seen through to conclusion. The Board has used tools such as a safety consultant (Keith Armstrong), monthly review of Incident Report, monitoring of college-wide messaging system, Safety and security is the top filter for chapter 12 projects.
  ➢ Chairman Perry thanked the Freeholders for their support of the college and for approving Chapter 12 funding. He also congratulated the Board for their participation and efforts in achieving this year’s goals.

9.3 President’s Report – Dr. Mierendorf reported:

- Women’s Weekend hosted a record number of participants and donated $1800 of proceeds to the Sussex Chapter of the Red Cross in support of their Heroes campaign.

- Jean LeBlanc edited and published a new book entitled “Voices from Here,” in conjunction with the Paulenskill Poetry Project.

- SCCC hosted the first annual Superintendent’s Partnership Luncheon on April 22 2009. The YMCA, Newton Memorial Hospital, Chamber of Commerce and SCCC sat down and said education and the Superintendents are so important to all of us. We need to honor and thank them, as well as share some information about what we are doing. Talked about concurrent enrollment and grant opportunities. We hope it will be the first of many. During the event, Barry Worman was honored as Superintendent of the Year.

- Melanie Arpaio, one of our psychology faculty members was an invited presenter at an Oxford Roundtable Week at Lincoln College in Oxford in April. She spoke about children in harm’s way. She is grateful for the college’s and Board’s commitment to and support of faculty development.

- Today we had our first result from our new shared governance system, after a year of organization and development. The Academic Standards Committee presented today a policy regarding auditing courses. The Cabinet approved it with one slight change. It shows shared-governance at work and they have been very diligent, with many people contributing.

- Damian Mazza of Sussex was named to the All-Star Academic PTK Team.

- 45 Criminal Justice students graduated with their Community Emergency Response Team certificates. These are students in our Criminal Justice program, and she believes they are the first community college class to be granted this CERT training certificate that incorporated 15 weeks of hard work. They are now prepared to assist as part of an Emergency Response Team.
• May 7th will be the Scholarship Awards Ceremony from 5:00 – 7:00 p.m. in the Performing Arts Center. 119 scholarships totaling over $56k will be awarded.

• Last Friday we celebrated the induction of six paralegal students into the LEX Honor Society.

• The College Play “Man of La Mancha” sold 1,728 tickets.

• Rotaract pinning ceremony taking place Saturday at 9:00 p.m. in the PAC Atrium Gallery.

• Commencement is taking place on May 21st. Pre-Commencement Dinner will be at 4:00 p.m. in the Board Room.

Chairman Perry announced that Jane Oates is returning to Washington after serving as Assistant Education Secretary. She has been a supporter of Community Colleges in both budgeting and policy making. He asked for a motion for the Board to develop a Resolution to honor Jane for her contributions in the sector in New Jersey. Mrs. Fountain seconded the motion. Motion carried unanimously.

Chairman Perry announced the resignation of Wayne Yahm from the Board of Trustees. He was elected to the Franklin School Board and as an elected official can no longer be on our Board of Trustees.

9.4 The Next Meeting of the Board of Trustees Will Take Place on Tuesday, May 26, 2009 at 5:00 p.m.

10. Adjournment

The meeting was adjourned at 6:29 p.m. upon a motion made by Mrs. Bain and seconded by Mr. Sullivan.

Wendy Fullem, Recording Secretary

Approved:

Linda E. Fountain, Secretary