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 May 21, 2009.

1.3 Roll Call / Pledge of Allegiance

   The following were in attendance: Chairman Mr. Perry, Vice Chairman Mr. Smith, Secretary Mrs. Fountain, Treasurer Ms. Case, Dr. Andrews, Mrs. Bain, Mr. Gavan, Mr. Long, Mr. Sullivan (arrived at 5:04, missing the original roll call and first action item roll call vote) and Ex-Officio Member Dr. Mierendorf. Student Alumni member Mrs. Galeos did not attend.

   Also in attendance were: Sr. Vice President Harry Damato, Executive Director of Human Resources and Legal Affairs Claudia Olivo, Executive Director ITS Tony Iaconetti, Dean of CCE Sivaraman Anbarasan, and Assistant to the President and Recording Secretary Wendy Fullem

1.4 Chairman Perry welcomed the guests.

1.5 Courtesy of the Floor (Public Session)

   Maureen Murphy Smolka spoke on behalf of the Faculty Federation in thanks and recognition of the College’s support staff.

   Chairman Perry thanked them also on behalf of the Board of Trustees.

1.6 Recommendation: Approval of the April 2009 Unaudited Financial Statements.

   Mrs. Bain moved to approve the April 2009 unaudited financial statements. Mr. Long seconded the motion.

   Roll call vote: Dr. Andrews, Mrs. Bain, Ms. Case, Mrs. Fountain, Mr. Gavan, Mr. Long, Mr. Smith and Mr. Perry voted yes. Motion carried unanimously (Mr. Sullivan had not yet arrived).
1.7 Correspondence File
Chairman Perry read Wayne Yahm’s resignation letter thanking the Board of Trustees for all they do for the college and the county. He also noted that the Governor’s office has been notified of Mr. Yahm’s resignation from the Board.

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)

Mr. Smith moved to approve legally mandated agenda items 2.1 and 2.2. Mr. Long seconded the vote.

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 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 in item 1.8.

(*) 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 in item 1.8.

2.3 Report from the Personnel and Curriculum Committee Chair.

Ms. Case, Chair of the Personnel and Curriculum Committee reported that in addition to action items on today’s agenda the committee:

- Discussed Senior Day and the possibilities of more activities for seniors, including holding the event more than once a year.*
- Discussed the Science Adventure Camp.
- Reviewed, as they do each month, safety and security issues including the incident report.
- Reviewed and discussed the purchase of scheduling software.

*Senior Day has limited enrollment due to space restrictions of the Student Center theater.
2.4 Recommendation: Approval of the Reappointment of the Attached List of Full-Time Faculty at the Salaries Indicated, Effective August 31, 2009.

Mrs. Fountain moved to approve the reappointment of the listed full-time faculty as noted above. Mr. Gavan 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.

2.5 Recommendation: The Approval of the Attached Revision to “Appendix A” of the College’s Existing Section 125 Plan.

The attachment was amended as follows:
“New Jersey School Employees Health Benefits Program” was amended to read “New Jersey School Employees Health Benefits Program or comparable benefits program,” and “all full-time non-union employees will pay 1.5% of base salary” was amended to read “all full-time non-union employees will contribute 1.5% of base salary”.

Mr. Smith moved to approve the amended revision to 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.

2.6 Approval of the President’s Recommendation to Accept Darla Silverman’s Resignation and its Terms.

Ms. Case moved to accept Darla Silverman’s resignation and its terms. Mr. Long 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.

3. Curriculum and Instruction

3.1 Recommendation: Approval of Memorandum of Understanding Between Sussex County Community College Department of Allied Health and Skyview Orthopedic Associates.

Dr. Andrews moved to approve the Memorandum of Understanding as noted above, subject to the physician’s authorization for the office manager to sign the memorandum, or subject to the contract reflecting the physician’s signature. Mr. Gavan seconded the motion. Motion carried unanimously.
4. **Student Services Report**

- Senior Vice President Damato reported that we have a newly elected Alumni Representative to the Board of Trustees. Having the Alumni Representative take their place on the Board before the November reorganization meeting was discussed. Chairman Perry noted that the ACCT book for Alumni Trustees be sent in advance to the new representative.

- SVP Damato also reported that the SGA’s Starlit Ball was a big success with over 140 students in attendance at this non-alcoholic celebration.

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 in addition to any action items on today’s agenda, the committee:

   - Received an update regarding LEED status. More points were submitted for review.

   - Discussed bid activity for various campus projects. When bids are received, they will go the committee for review and then to the full Board for approval. Current projects include windows, on-call excavating, emergency communications, lighting upgrades and building control systems.

   - Mr. Sullivan noted that the lighting upgrades will probably be split into two parts – ordering equipment and installation, which won’t increase the costs, and should save time and possibly money. He said the only downside of splitting the project is that the contractor would not own the equipment, we would.

   - Reviewed the RFP for the Facilities Master Plan Consultant.

   - Discussed performance contracts. Charlie Canny will have a report for the June meeting.

   - Mr. Sullivan noted that the Facilities Department is under budget on all in-house projects for the year.

   - Discussed how to deal with overload parking for the first three weeks of the fall semester. A plan is being developed regarding temporary parking.
• Mr. Long asked if there is going to be padding for the softball field fence. Mr. Sullivan is going to check into this.

• There was discussion regarding a suggestion of a proposal to be submitted by Charlie Canny to the NJCCC Best Practices Conference. Chairman Perry believes a presentation about LEEDs building would be good, and Mr. Sullivan believes that the best idea would be to propose a presentation about performance contracting.

• Dr. Mierendorf noted that there was a Best Practices Conference in April where we gave a presentation about our shared governance structure. Maureen Murphy Smolka explained the components of the presentation which included details about how the structure began as a grassroots discussion, through developing an all-college committee, creating and piloting the structure as well as assessing implementation for the fall.

• Chairman Perry noted that the NJCCC announced the amount of Chapter 12 funding. Our Board of School Estimate approved up to $2.5M, and the amount that has been recommended to the State Treasurer is fixed at a minimum of $2,353,000, subject to slightly change depending on the submission of request for funding from one more college.

7. Business and Finance

ACTION

7.1 Recommendation: Approval to Apply for the Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Discretionary Grant Program in the Amount of $190,000, Beginning on July 1, 2009 and Ending on June 30, 2010.

Mr. Gavan moved to approve applying for the Consolidated Adult Basic Skills and Integrated English Literacy and Civics Education Discretionary Grant Program as noted above. 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.

8. Courtesy of the Floor (Public Session)

No one spoke.

9. Other Business

Discussion / Reports / Announcements:

9.1 Trustee Activity Update

• Chairman Perry noted how wonderful commencement was and thanked everyone involved in putting together the annual event, saying it is always the best day on campus.
Chairman Perry noted that the NJCCC Best Practices event is taking place June 15th, encouraged all Trustees to attend, and indicated that they should let Wendy Fullem know if they plan to attend.

9.2 Board Goals Update – None

9.3 President’s Report

Dr. Mierendorf reported:

- This year’s commencement was the largest graduation in SCCC’s history with 488 students earning their degrees or certificates and 220 marching in the ceremony.

- The Starlit Ball was lovely and seeing the students dress up and dancing was wonderful.

- Rotaract club inducted 12 students on May 2nd. She explained that Rotaract is the college equivalent of a Rotary club. She said we are the first to have established at Rotaract in Northern New Jersey, ahead of the four-year institutions and all of the New Jersey Community Colleges. She noted that the two students selected to attend the national conference in England have raised almost all of the money they need for the trip.

- On May 14th softball and baseball players were honored at the Student Athlete Awards.

- June 9th there is a joint meeting of the Foundation and Board of Trustees regarding planned giving.

- Dr. Eleanor Carducci was honored as Teacher of the Year by the Knights of Columbus, and was presented with her award by Steve Marino.

- Student Damian Mazza was honored at the PTK All-Stars ceremony.

- Thursdays on the Green begins on June 25th.

- Our new shared governance structure has successfully completed its pilot year, with the establishment of bylaws for each of the governing bodies and a really fine job by faculty and staff in focusing and creating a system that really works to create policies for the college. She explained the system, how it works and provided examples of the process for policy development and revision. This will be another pilot year for the structure.

- Summer enrollment is up for the first summer session.

- The proclamation from the Board of Trustees for Jane Oates has been written and signed. A copy is attached.
9.4 The Next Meeting of the Board of Trustees Will Take Place on Tuesday, June 23, 2009 at 5:00 p.m.

The Executive Committee was asked to stay for a few minutes to discuss a time and date for a near-future meeting.

10. **Adjournment**

The meeting adjourned at 5:40 p.m., upon a motion made by Mrs. Bain and seconded by Mr. Gavan.

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Wendy Fullem, Recording Secretary

Approved:

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Linda E. Fountain, Secretary