Board of Trustees Regular Meeting  
Tuesday, July 27, 2010 – 4:30 p.m. – Board Room

MINUTES

1. General Institutional Functions

1.1 Acting Chairman Smith called the meeting to order at 4:34 p.m.

1.2 Secretary Fountain read the Public Statement:

1.3 Roll Call / Pledge of Allegiance

The following were in attendance: Acting Chairman Mr. Smith, Treasurer Ms. Case, Secretary Mrs. Fountain, Dr. Andrews, Mrs. Bain, Mr. Doherty, Mr. Gavan, Dr. Lamonte, Mr. Long, Mr. Perry, Mr. Sullivan and Ex-Officio Member Interim President Harold Damato.

Also in attendance were: Vice President Academic affairs Dr. Kate Douglas, Vice President Finance and Facilities Frank Nocella, Executive Director Human Resources and Legal Affairs Claudia Olivo, Dean of Continuing Education and Workforce Development Sivaraman Anbarasan and Recording Secretary/Assistant to the President Wendy Fullem.

At 4:35 p.m., upon a motion made by Dr. Lamonte and seconded by Mr. Gavan, 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.”

The Board adjourned from Executive Session and reconvened the regular meeting at 5:40 p.m. upon a motion made by Mrs. Bain and seconded by Dr. Andrews.

1.4 Approval of Minutes

1.4.1 Minutes of the April 27, 2010 Meeting

Mrs. Fountain moved to approve minutes from the April 27, 2010 Board Meeting. Mr. Doherty seconded the motion. Motion carried unanimously.

1.4.2 Minutes of the May 25, 2010 Meeting

Dr. Andrews moved to approve minutes from the May 25, 2010 meeting. Mr. Gavan seconded the motion. Motion carried unanimously.
1.4.3 Minutes of the May 25, 2010 Executive Session
Mrs. Fountain moved to approve Minutes from the May 25, 2010 Executive Session. Dr. Andrews seconded the motion. Motion carried unanimously.

1.4.4 Minutes of the June 14, 2010 Finance and Facilities Meeting
Mr. Sullivan moved to approve minutes from the June 14, 2010 Finance and Facilities Committee meeting. Dr. Andrews seconded the motion. Mrs. Bain, Dr. Lamonte and Mr. Perry abstained from the vote. Motion carried.

1.4.5 Minutes of the June 15, 2010 Personnel and Curriculum Meeting
Mrs. Bain moved to approve minutes from the June 15, 2010 Personnel and Curriculum Committee meeting. Mr. Long seconded the motion. Mr. Sullivan, Dr. Andrews and Dr. Lamonte abstained from the vote. Motion carried.

1.5 Acting Chairman Smith welcomed the guests and thanked Freeholder Zellman for attending.

1.6 Courtesy of the Floor (Public Session)
- Adjunct Faculty member Henry Pomerantz thanked Mr. Smith for his recent communication to the college community. He asked about:
  - Approval of payment for Mercadien’s service, including questioning if the contract is legal due to the original approval in January happening at a Board Retreat. Mr. Smith confirmed that the meeting was noticed and open to the public.
  - The college’s logo policy and use of the college’s logo by private citizens, due to its use in a private ad placed in the NJ Herald by members of the Board of Trustees. Mr. Smith said he will find out about the college logo usage policy. Interim President noted that the college logo is proprietary and Acting Chairman Smith is going to take this under advisement with counsel.
  - Attorney bills from May and June - why they have not been received by the college and why the college isn’t being billed on a monthly basis like in the past. He asked if this was so that the public cannot see the bills. Acting Chairman Smith said to he does not know why we have not received the bills, and to his knowledge, it was not to keep them from public view. Interim President Damato noted that counsel has not been prompt in the dispatch of the bills.
  - Emails with Mercadien Group being kept from the public. He noted that not all Trustees were included in the emails regarding this subject and asked Trustees if they were aware that all correspondence was being directed through attorneys. He read the email aloud.

- Jean Brine read Naomi Miller’s letter to Jack Smith. Copy of her letter was included to all Trustees in their Board packages.
• Sally Gibson addressed the Board about a number of things, including Dr. Mierendorf’s termination, mediation, Mercadien report, use of outside marketing firm, fees for reports, use of logo, having a second lawyer look at OPRA requests at more legal costs and lack of communication. Suggested that the Board form an ad hoc committee or task force to look at mediation and everything else, separately and report back to the Board. Have it include members of the Board and general community, with someone from the Board willing to Chair. Ask for input. Hold focus groups. Make a partnership and alliance with the college community. Mr. Smith indicated that they cannot speak about certain things because of litigation. He asked that since they cannot speak about many of these issues, the Board be judged on actions moving forward and that they move forward together as one unit to fix the problems of the college because the common cause is making SCCC the best it can be.

• Debbie McFadden asked for a better way to alert the college community to Board Meeting time changes. This will be addressed moving forward.

1.7 Approval of June, 2010 Unaudited Financial Statements

Vice President Nocella presented the June 2010 financial statements, including the Dashboard Report, Balance Sheet, P & L, explained one-time adjustments and cash flow projection estimates. He indicated that our current liabilities are more than our current assets. He answered all questions posed by the Board as well as guests.

Mr. Sullivan moved to approve June 2010 unaudited financial statements. Mr. Gavan seconded the motion.

Roll call vote: Dr. Andrews, Mrs. Bain, Ms. Case, Mr. Doherty, Mrs. Fountain, Mr. Gavan, Dr. Lamonte, Mr. Long, Mr. Perry, Mr. Sullivan and Mr. Smith 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)

Mrs. Bain moved to approve legally mandated agenda items 2.1 & 2.2. Mr. Long seconded the motion.

Roll call vote: Dr. Andrews, Mrs. Bain, Ms. Case, Mr. Doherty, Mrs. Fountain, Mr. Gavan, Dr. Lamonte, Mr. Long, Mr. Perry, Mr. Sullivan and Mr. Smith 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 Summer II & III 2010 Semesters.

Approved at item 1.9.
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 as item 1.9.

2.3 Report of the Personnel and Curriculum Chair.

Chair of the personnel and Curriculum Committee Linda Fountain noted that on today’s agenda there are ten or eleven action items considered and recommended by the P & C committee to the full Board, so she will not cover them in this report. She reported that the committee:

- Discussed creative/cost-cutting options such as e-catalogs. They were told that the current full-course catalog could be the last one produced in paper. In the future, it will be housed online. Continuing Ed. mailings to county residents will continue at this point.
- Received an explanation of CashNET system and automatic integration with Jenzabar accounting.
- Reviewed employee head count, which remains at 112, which includes the two frozen positions.
- Received Presidential Search update from Dr. Rosalie Lamonte and Wendy Fullem. Dr. Lamonte provided a report later in the meeting.
- Mr. Smith explained probable makeup of the full presidential search committee.
- VPAA provided an update regarding Service Learning (a joint venture between SCCC and United Way) and noted that the Board will be provided with a presentation in the fall.
- Received report from Interim President Damato regarding Middle States progress report and that we have received affirmation of our reaccreditation. Next review is scheduled for 2013.
- Vice President Douglas provided an update regarding Sussex County superintendent initiatives. Reported that information has been well received and superintendents have been receptive and concerned.
- Received from Dr.’s Douglas and Lamonte, explanation of difference of Accuplacer exam which addresses college placement and HSPA which addresses high school graduation requirements.
- Discussed in private Interim President’s contract.

Mr. Long noted that Dr. Douglas’s efforts with the K-12 sector have been outstanding and the report they received was excellent.

Mr. Perry noted that he doesn’t find it to be fair that an individual who may have been hired the previous July first at the base salary and an individual hired two weeks prior to this July first at the same base salary will receive the same 3% increase. He has confirmed that this is the policy and that someone who has worked here for two weeks would receive the same increase as someone who has worked 50 weeks and received a satisfactory performance evaluation.
He asked the P & C Committee to address a policy that identifies the appropriateness of new employees being included in an overall increase for all employees, especially when they have yet to receive a performance evaluation, and to recommend a policy to the Board. He indicated his understanding that it wouldn’t apply to bargained for employees.

Acting Chairman Smith concurred and asked that the committee work with H/R to develop a policy that addresses new hires.

Interim President Damato clarified that administration will bring a policy to P & C for review and discussion.

Mr. Long asked if increases being subject to satisfactory performance evaluation is covered by the union contracts, or if they’re silent on the issue. He said if not, it should be part of the next negotiation, although it mainly affects part time employees.

Claudia Olivo clarified that the two union contracts for non-faculty do specify that the awarding of negotiated increases are subject to satisfactory performance evaluations.

Mr. Long noted that once a policy addressing equity of increases regarding new employees is developed, it should be negotiated into the next union contracts.

2.4 Recommendation: Approval of Resolution for Dr. William Apetz.

A moment of silence was observed for Dr. Apetz. Proclamation was read aloud as follows, and then signed by each Trustee as well as Interim President Damato.

WHEREAS, Dr. William L. Apetz, President Emeritus, beginning in 1980 worked toward the development of a community college in Sussex County, first serving as a consultant and then as Sussex County Community College Commission’s first President and Chief Executive Officer for the period of October 1981 – August 1984; and

WHEREAS, through his expertise, vision and leadership a quality community college in Sussex County became a reality; and

WHEREAS, the members of the Sussex County Community College Board of Trustees, at a meeting held on July 27, 2010, recognize the service and achievement of Dr. William L. Apetz, and consider him to have been a respected member of the Sussex County Community College family, and a true friend to the college; and

NOW THEREFORE, BE IT RESOLVED THAT Dr. William L. Apetz shall be the first name engraved on a plaque, maintained by the college, dedicated to the service given by the SussexCounty Community College Presidents.
Dr. Andrews noted that he worked with Dr. Apetz when he was on the Board of Trustees during his tenure as County Superintendent.

Interim President Damato indicated that many had the opportunity to meet Dr. Apetz around five years ago when he was invited to be our commencement speaker. He said he was a positively delightful man. You felt his warmth and generosity and he cared very much about the college. He was a wonderful man and we were very lucky to have him, as was Gloucester Community College where he was also the founding President.

Dr. Andrews moved to approve the Resolution for Dr. William Apetz. Mr. Long seconded the motion. Motion carried unanimously.

2.5 Recommendation: Approval of 3% Increase for Four New Employees Listed on the Attached Spreadsheet, Hired After the Original Spreadsheets Were Sent to the Board, but Prior to July 1, 2010.

Mrs. Fountain moved to approve a 3% increase for the four employees listed, as noted above. Dr. Andrews seconded the motion.

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

2.6 Recommendation: Approval of the Appointment of Kristine Perry to the Full-Time Position of Executive Director of Finance, Effective July 28, 2010.

Mr. Long moved to approve the appointment of Kristine Perry as noted above. Mrs. Bain seconded the motion.

Interim President Damato explained that part of the healthy introspection of the institution is leading to a complete reorganization of the finance end of the college. This is part of the reorganization that VP Nocella has determined to be necessary. Ms. Perry has been here for three years and has impressed everyone with her diligence. There was an internal search for this position and she was the only candidate.

VP Nocella noted that in addressing the financial issues of the college, the structure of the department has to be addressed. He said she is a key individual who has assumed significant additional responsibilities and shown great leadership as far as moving things forward in a positive way.

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

2.7 Recommendation: Approval of the Appointment of Patricia Noblin to the Position of Director of Accounting, Effective July 28, 2010.

Mr. Long moved to approve the appointment of Patricia Noblin as noted above. Mrs. Bain seconded the motion.

Interim President Damato noted that there was a public search and screen conducted for this position, which is part of the Reorganization of the finance department.
Vice President Nocella indicated that the search and screen committee undertook an extensive review. Ms. Noblin was an internal candidate and we are pleased that she was selected.

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

2.8 Recommendation: Approval of the Appointment of Frank Hablawi to the Full-Time Position of Web Developer, Effective July 12, 2010.

Mr. Long moved to approve the appointment of Frank Hablawi as noted above. Mr. Doherty seconded the motion.

Interim President Damato noted that everyone is pleased to have Mr. Hablawi join the staff. He indicated that in addition to his skills with Web development, he is also an attorney with legal specialization in media, has hit the ground running and should prove to be an asset to our institution.

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

2.9 Recommendation: Approval to Create the Position of Director of Bursar (formerly Revenue Manager).

Mr. Long moved to approve the creation of the position of Director of Bursar as noted above. Mr. Doherty seconded the motion.

Interim President Damato noted that this is an upgraded position and is vital to the reorganization and professionalism of the finance department. The motion was amended by Mr. Long and seconded by Mr. Doherty to include a salary range of $53,056 - $65,000.

Upon discussion, it was determined that the P & C Committee’s recommendation was $70,000 at the top of the range.

Amended motion was withdrawn and original motion stands.

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

2.10 Recommendation: Approval of the Appointment of Temporary Bursar Director – Edward Petranto.

Mr. Gavan moved to approve Edward Petranto in the position of Temporary Bursar Director. Dr. Andrews seconded the motion.

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

2.11 Recommendation: Approval of Change to College’s Current Vacation Accrual Policy.

Mrs. Bain moved to approve the change to the college’s current vacation accrual policy. Mr. Gavan seconded the motion.
Interim President Damato explained the modification, noting that through the contract negotiations Professional and Professional Support Staff picked up two more vacation days. He said this change is proposed in order to bring all staff to the same level of vacation.

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

2.12 Recommendation: Approval of the Attached List of Full-Time Faculty, with the Negotiated Increase for FY’11 (3% plus $1,000 to base).

Mr. Long moved to approve the attached list of full-time faculty with the negotiated increase as noted above. Mr. Doherty seconded the motion.

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

2.13 Recommendation: Approval of Retroactive Payments to Joanne Harby and Jan Tensen.

Mr. Long moved to approve retroactive payments to Joanne Harby and Jan Tensen. Mr. Perry seconded the motion.

Interim President Damato explained that this recommendation came about due to a group of people who started out presumably in the union later being retracted from the union group to their disadvantage by a very small amount of money. This adjustment rectifies the former action.

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


Mrs. Bain moved to approve the 2010-2011 and 2011-2012 Administrative Calendars. Mr. Sullivan seconded the motion. Motion carried unanimously.

2.15 Recommendation: Approval of Agreement for Interim President.

Mr. Gavan motioned to authorize the drafting of an extension to the Interim President’s current contract as well as the drafting of an agreement to cover his term as interim. Mr. Sullivan seconded the motion.

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

3. Curriculum and Instruction

3.1 Recommendation: Approval of New Options
a) Communications-Film Studies option under the A.A. in Liberal Arts.
b) Political Science option under the A.A. in Liberal Arts.
c) Geology option under the A.S. in Science/Math.

Mr. Gavan moved to approve items 3.1a, b and c. Mrs. Bain seconded the motion. Motion carried unanimously.
Dr. Douglas noted that these are options to Liberal Arts degrees and were brought forward by faculty members and have been reviewed and recommended by Department Heads, the Curriculum Committee as well as Dr. Douglas.

4. **Student Services Report** – None

5. **Community Information and Service Report** – None

6. **College Facilities**

   6.1 Report from the Finance and Facilities Committee Chair.

   Rich Sullivan, Chairman of the Finance and Facilities Committee reported:

   - Committee spent a lot of time looking at the overall financial picture including year to dates, Dashboard and one-time adjustments.
   - The audit has begun and was discussed.
   - Discussed the need to move $500,000 from Board-restricted funds. Future meetings will address what funds should be Board-restricted.
   - Talked about Jenzabar and making the most of the systems we have.
   - Discussed $1.5M overrun and how to trim costs. Administration is working diligently to come up with a plan.
   - Asking for approval to accept the Carl Perkins grant. This year it is a larger award than last year.
   - Asking for approval to enter into an agreement with Steven Winters and Associates. They are an energy study firm that will be looking at our energy usage and make recommendations about ways we can lower our energy footprint and reduce costs. If all goes well, the report should be ready for approval in October. Mr. Sullivan noted that we got a lower price from the firm because Charlie Canny has done an excellent job in managing information, and we already have some of the information they would have to uncover for the report.
   - We had a Demand Response Emergency, which we do with Internoc. We were able to save over 200kw on July 7th through the hard work of staff and faculty looking for ways to cut energy when we have a potential power outage. It was actually put into the Star Ledger because they were so impressed with the amount we saved, which was well above what was expected from us.


   Mr. Sullivan moved to accept the Energy Audit Proposal from Steven Winter Associates, Inc., pending NJBPU approval of the proposal. Dr. Andrews seconded the motion.

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

7.1 Recommendation: Approval of Resolution to Apply for the FY2011 Grant Award for the Carl D. Perkins Vocational and Technical Education Grant in the Amount of $121,073, Effective July 1, 2010 through June 30, 2011.

Dr. Andrews moved to approve the Resolution to Apply for the FY2011 Carl D. Perkins Vocational and Technical Education Grant as noted above. Mr. Sullivan seconded the motion.

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

7.2 Recommendation: Approval to Transfer $500,000 from Board-Restricted Reserves to Cover Operating Expenses on or About July 15, 2010.

Mr. Sullivan moved to approve the transfer of $500,000 from Board-restricted reserves as noted above. Mr. Doherty seconded the motion.

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

7.3 Recommendation: Approval to Pay Mercadien Group Balance of Invoice, Expenses and for Additional Hours of Work, in the Amount of $16,000.

Mr. Gavan noted that this item was tabled at the last Board meeting and has to be taken off the table and put before the Board.

Mr. Gavan moved to take the motion off the table. Mrs. Fountain seconded the motion. Motion carried.

Mr. Long noted that the public has the right to know the total amount of the bill that we are paying Mercadien. He said the increase is $16,000.

Acting Chairman Smith indicated that the original amount was $36,000, plus out of pocket expenses of approximately $3,700 plus this $16,000, with the total amount being $55,700.

Mr. Gavan moved approve payment to Mercadien Group as noted above. Mrs. Fountain seconded the motion.

Roll call vote: Mrs. Bain, Ms. Case, Mr. Doherty, Mrs. Fountain, Mr. Gavan, Dr. Lamonte, Mr. Perry, Mr. Sullivan and Mr. Smith voted yes. Dr. Andrews and Mr. Long voted no. Motion carried.

8. Courtesy of the Floor (Public Session)

Sally Gibson addressed the Board, asking how much the energy audit is going to cost. Acting Chairman Smith indicated it would cost $41,000 and Interim President Damato clarified that we will be reimbursed for this audit through a grant. She also asked when minutes from the April and May meetings will be available and was told they are available tomorrow and previous OPRA requests remain valid.

9. Other Business

Discussion / Reports / Announcements:

9.1 Report of the Nominating Committee
As Chairman of the Nominating Committee, Mr. Gavan reported that through discussion with Trustees, the committee recommends that Mr. Smith be put forth as the candidate for Chairman until the November Reorganization Meeting. Action will be taken at the September meeting.

9.2 Report of the Audit Committee

Mr. Gavan reported about the updating of Board of Trustee Bylaws. He indicated that there will be a draft of the update provided to the Audit Committee and then the Board before the Reorganization Meeting. He indicated that it will address internal governance of the Board, including roles and responsibilities of the Executive Committee as well as making the Audit Committee on the standing committees, for everyone to consider. He noted he wants to work with administration to insure that all parties and their duties and responsibilities under statute/administrative code are listed and everyone is comfortable.

There was discussion regarding the size of committees, Trustees serving on multiple committees, and how often the new Audit and Governance Committee would meet.

Mr. Gavan also reported that the Audit Committee has had an initial meeting with our auditing firm. The Audit Committee will be involved, along with administration, through certain stages prior to the audit and will hopefully produce a better product to present to the Board than may have been received in the past.

Mr. Smith added this is the first time since he has been on the Board that a Committee met with the auditors before the audit took place. He noted it was a very good meeting that included a lot of back and forth dialogue.

Mr. Gavan also noted that all of the people being brought in by the auditors are different from who worked on our audits in the past, except for the Credit Hour Audit, although they were willing to change.

9.3 Report of the Presidential Search Committee (added and agenda renumbered)

Dr. Lamonte reported on behalf of the Presidential Search Committee. She reported that there are three members on the Presidential Search Committee – herself, Barry Worman and Jack Smith. She indicated that they have met twice so far as well as spoken via phone and email to clarify items. She said the search process is underway and noted that they have been working with ACCT, who the Board selected to assist with the search process. She indicated that so far criteria has been developed and reviewed by both the Search Committee and ACCT. There has been an announcement drawn up concerning the president search, which actually should be out now and posted on the website and made available for the public. She said the advertisement for the position has been finalized and we have a list of publications where the advertisement will be posted, including: the Chronicle of Higher Education, the Hispanic Outlook on Higher Education, the Star Ledger and Community College Times. She noted there is also going to be some advertising via websites including: Academiccareers.com, Higheredjobs.com and Insidehighered.com. The committee has discussed extensively the Advisory Committee, which would assist in the president search process. It has been decided that it will be more efficient to have one committee of combined community and college community members. She indicated
that the time line is fairly aggressive and explained the timeline, noting that there should be semi-finalists chosen by October with the search committee moving forward 3-4 unranked final candidates to the entire Board for further consideration during October and November. This time would also include campus visits by candidates that will likely include public forums, meetings with key local stakeholders, campus tour, meetings with senior executive leadership of the college. She distributed to the Board copies of all of the documents produced thus far. She also indicated that they committee decided it would behoove them to visit the institution where finalist candidates’ are currently serving. They are hoping that by the end of November or December they will be ready to appoint the next president with the term beginning 90 - 120 days later, unless they are an internal candidate, then there would not be a notice requirement, although there would be a transition period.

9.4 Trustee Activity Update

Mr. Long noted that there was in article in the newspaper today about four of our students on the baseball team receiving full scholarships to prospective schools. He said it was great to see that they are both athletic and academic scholarships, which is evidence of our great educational programs and staff, but also the coach of the team deserves a lot of credit. Scholarships don't just happen.

Mr. Gavan indicated that there was an article about one of our basketball players who received a full academic scholarship to continue his education in Maryland.

Mr. Smith pointed out the letter in this month’s Correspondence File from the President of Montclair University informing us that of the 709 community college transfer students earning their baccalaureate degrees there in 2009, 29 of them were from Sussex County Community College, and four attended under the NJ STARS program.

Mr. Perry noted that he spent the previous week in Washington DC representing the Board of Trustees and in his role as Vice Chairman of the New Jersey Council of County Colleges, paid for by the Bill and Linda Gates Foundation and Lumina Foundation. He indicated that they worked on a national review of student success and identification of the different ways to measure Community College success - graduation rate is not the “end all be all” measurement.

9.5 President’s Report

Interim President Damato reported:

While graduation rate is not the only measurement of success, of the last cohort of record, we had the number one graduation rate in New Jersey and were ranked number two in transfer rate.

Our Middle States Progress Report has been accepted. He noted there is more to it than that. We had a tough visit from Middle States and they had highlighted in their report some difficult areas that needed to be addressed. Dr. Douglas and her team has addressed those issues to the satisfaction of Middle States. He congratulated Dr. Douglas and everyone who worked to achieve this goal.

Thanked Charlie Canny for his efforts regarding the energy conservation and saving of 200kw.
Our summer camp programs have begun. There were 50 participants in the criminal justice program. It gives us wonderful exposure.

We are up 7.2% overall for summer enrollment over last summer.

Have received a Return, Earn and Learn grant. It is a $75,000 grant for disengaged adults returning to college. The program period will cover July 15, 2010 – June 30, 2011.

Thursdays on the Green has outstanding participation this year, with an average audience size 600, while last year it was 400. $1300 was raised through 50/50 sales for scholarships. There is one more in the series for this year – a Big Band concert.

We are gearing up for our smoke free/tobacco free campus. There is a count down on the website. We expect it to be difficult but worthwhile.

We are hosting a Community Regional Poverty and Economic Sustainability Symposium with NORWESCAP on August 8th.

Three of our students were added to the list of Academic All Americans. Four of our baseball players have received academic and athletic scholarships to play at four-year colleges.

Dr. Douglas recognized everyone for their work on middle states and assessment. She acknowledged Denise Farley and Alice Williamson for their work on assessment.

Acting Chairman Smith thanked everyone for coming.

9.6 The Next Meeting of the Board of Trustees Will Take Place on Tuesday, September 28, 2010 at 5:00 p.m., Unless Scheduled Otherwise.

10.  **Adjournment**

Upon a motion made by Mrs. Bain and seconded by Mr. Gavan, the meeting adjourned after a unanimous vote, at 7:20 p.m.

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Wendy Fullem, Recording Secretary

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Linda E. Fountain, Secretary