MINUTES

1. General Institutional Functions

1.1 Chairman Perry called the meeting to order at 4:07 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 July 22, 2009.

1.3 Roll Call / Pledge of Allegiance

The following were in attendance: Chairman Perry, Vice Chairman Smith, Secretary Fountain, Treasurer Case, Dr. Andrews, Mrs. Bain, Mr. Gavan, Dr. Lamonte, Ex-Officio member Dr. Mierendorf and Mr. Long participated via telephone. Mr. Sullivan did not attend the meeting.

Also in attendance were Sr. VP Harry Damato, Ex. Dir. H/R and Legal Affairs Claudia Olivo, VP Admin. and Finance Ken Knieser, VP Ac. Affairs Dr. Kate Douglas, and Assistant to the President / Recording Secretary Wendy Fullem.

1.4 Approval of Minutes

1.4.1 Minutes of the April 28, 2009 Meeting

Dr. Andrews moved to approve the minutes from the April 28, 2009 meeting. Mrs. Bain seconded the motion. Dr. Lamonte abstained from the vote. Motion carried.

1.4.2 Minutes of the June 23, 2009 Meeting

Mrs. Fountain moved to approve the minutes from the June 23, 2009 meeting. Mr. Smith seconded the motion. Motion carried unanimously.

1.5 Welcome to Guests

1.6 Courtesy of the Floor (Public Session)

At 4:10 p.m., upon a motion made by Ms. Case and seconded by Mrs. Bain, 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. Motion carried unanimously.
The Board recessed from Executive Session at 5:20 p.m. The Regular meeting reconvened immediately after recess from Executive Session.

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

Mr. Smith moved to approve the June 2009 Unaudited Financial Statements. Dr. Andrews seconded the motion.

Roll call vote: Dr. Andrews, Mrs. Bain, Ms. Case, Mrs. Fountain, Mr. Gavan, Dr. Lamonte, Mr. Smith and Mr. Perry voted yes. Mr. Long did not vote as the phone connection was lost. Motion carried.

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. Fountain moved to approve the legally mandated agenda items 2.1 and 2.2. Dr. Andrews seconded the motion.

Roll call vote: Dr. Andrews, Mrs. Bain, Ms. Case, Mrs. Fountain, Mr. Gavan, Dr. Lamonte, Mr. Long, Mr. Smith 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 for Summer II & III 2009 Semesters.

Approved as item 1.9.

(* ) 2.2 Recommendation: Appointment of the Attached List of Part-Time Support/Non-Faculty Staff Employed for FY ’08/09.

Approved as item 1.9.

2.3 Report from the Personnel and Curriculum Committee Chair.

Tammy Case report as Chair of the Personnel and Curriculum Committee. She reported that the committee reviewed and discussed:

- Enrollment - At the time of the meeting, P/T was +25%, F/T +14%, CH +15.5% and evening was up 20%.
- The Academic Master Plan - It focuses on learning, is evidence based and there’s a lot of collaboration.
- The AHIMA Accreditation Program for certification in Medical Coding classes - We are the only school accredited in the state of New Jersey.
• The Strategic Plan.
• Governance Committee actions and new processes.

She noted that all other items discussed were personnel issues for which action will be taken during today’s meeting.

**ACTION (RC)**

2.4 Recommendation: Approval of the Appointment of Dr. Marian Eberly to the Full-Time Position of Dean of Liberal Arts, Social Sciences and Education, Effective August 17, 2009, at an Annual Salary of $88,305, Pro-Rated for Period Worked.

Ms. Case moved to approve the appointment of Dr. Marian Eberly as noted above. Dr. Andrews seconded the motion.

Dr. Mierendorf noted that Dr. Eberly couldn’t join us tonight but will attend the September meeting. She thanked Dr. Douglas and her team for a very thorough and professional search.

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

2.5 Recommendation: Approval of Grant Writer Position.

Mrs. Bain moved to approve the position of a Grant Writer. Mrs. Fountain seconded the motion.

Chairman Perry noted that the details of the recommendation have not been released because the position and details were discussed during Executive Session. He said that he believes they can adequately define the recommendation to be able to take action. He explained that the recommendation is for Administration to look at the possibility of adding a Grant Writer on as either a full-time staff member or on a contract basis as a consultant, depending on what best fits the needs of the institution going forward. He indicated that the Board doesn’t want to delay the search process and said that Administration will come back to first the Personnel and Curriculum Committee to discuss their recommendations and then the recommendation will go before the full Board for any hiring approval or contract approval.

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

2.6 Recommendation: Approval of the Appointment of Tabetha Mowrey to the One-Year Temporary (Non-Tenure Track) Position of Instructor of Sociology, Effective August 27, 2009, at an Annual Salary of $37,352.

Ms. Case moved to approve the appointment of Tabetha Mowrey as noted above. Mr. Gavan Seconded the motion.

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

2.7 Recommendation: Acceptance of the Retirement of Ken Knieser from the Position of Vice President of Administration and Finance, Effective December 31, 2009.

Mr. Gavan moved to accept Ken Knieser’s retirement as noted above. Mr. Smith seconded the motion. Motion carried.

VP Knieser noted that during his seven years at SCCC he has seen so much progress and thanked the College and the Trustees.

Mr. Smith thanked Mr. Knieser for his seven years with the colleges, for his leadership in the construction for two new buildings and all of the challenges he helped to resolve. On behalf of the Board of Trustees, he wished him well.

Dr. Mierendorf noted that Mr. Knieser has been a tremendous help and full of wisdom and guidance.

Chairman Perry indicated that during Mr. Knieser’s time as VP a lot of physical progress has been made on campus. He noted that Mr. Knieser was always professional in their dealings. He thanked him for his service and wished him well.


Dr. Andrews moved to accept the retirement of James Pegg as noted above. Mr. Gavan seconded the motion. Motion carried.

SVP Damato noted that in 1989 Mr. Pegg came to SCCC as a “one-man show.” He indicated that Mr. Pegg has a long and successful track record in Financial Aid. He applauded his efforts, noting that we have never had an audit, a fine or a violation and that we have a very low default rate on student loans. He said that Mr. Pegg is a very well respected professional.

2.9 Recommendation: Approval of a 3% Salary Adjustment to the Salaries of the Allied Health Staff members on the Attached List, Effective July 1, 2009.

Ms. Case moved to approve a 3% salary adjustment to the salaries of the Allied Health staff members as noted above. Mrs. Fountain seconded the motion.

Chairman Perry noted that the Allied Health workers were not on the previous list even though our motion at the time was for all non-union employees, it did reference a list.

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

2.10 Recommendation: Approval to Promote William Waite to Senior Division Dean.
Ms. Case moved to approve the promotion of William Waite to Senior Division Dean. Mrs. Fountain seconded the motion.

Dr. Mierendorf explained that Mr. Waite has spent 22 years with SCCC and noted that he is a “true professional.” She reiterated that he has taken on the responsibility of Interim VP of Academic Affairs twice, and that she believes he is very deserving of this promotion.

SVP Damato added that Mr. Waite was the College’s first or second faculty member and one of our first academic administrators.

Chairman Perry noted that much of the conversation at P&C resulted in only accolades and good things said about Bill Waite as a friend of the institution, someone who has stepped up to the leadership positions, and who understands how to communicate.

VP Douglas stated that Mr. Waite has continued to make decisions based on the best interest of our students and the College and she is pleased for him to become our first Senior Division Dean.

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

3. **Curriculum and Instruction**

4. **Student Services Report**

5. **Community Information and Service Report**

5.1 Monthly Report of Community Services Provided by the College – Every Other Month. Next Due September 2009.

6. **College Facilities**

Agenda was re-numbered to include a discussion and review of the bids.

6.1 Report from the Finance and Facilities Committee Chair.

Mr. Smith reported on behalf of the Finance and Facilities Committee. He noted that the committee:

- Discussed new parking areas to accommodate additional students.
- Received presentation by EEK Architects regarding the Campus Facilities Master Plan. It was an in-depth presentation and afterwards they went on a campus tour. They’re scheduled to have the plan completed by mid-November. The Board will meet with EEK again in September. There will also be a meeting in August with EEK that will be open to any Trustees who wish to attend.
• Reviewed lighting upgrades
• Reviewed bids
• Reviewed current in-house project status
• Had several discussions regarding college reserves, increase in medical benefits premiums, cost containments and revenue enhancements that have occurred.
• Discussed a decrease in working capital from last year to this year and VP Knieser provided an accounting regarding where the differences occurred.
• Received reply to question regarding establishment of account with Chase.

6.2 Discussion and Review of Bids

VP Knieser explained the bids and results. He said all bids were within our planned budget.

6.3 Recommendation: Approval to Award Contracts Based on Bids for:

6.3a Exterior Lighting – Awarded to Power with Prestige, Inc. in the amount of $199,293 upon a motion made by Dr. Andrews and seconded by Mrs. Bain.

VP Knieser explained that the low bidder had a deficiency in their bid package and that legal counsel advised that we award the bid to Power with Prestige.

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

6.3b Site Work Services – Awarded to Earth-Tech Associates, Inc. in the amount of $2,423.47 upon a motion made by Mrs. Fountain and seconded by Mr. Gavan.

Legal counsel advised that although Earth-Tech Associates’ bid did not indicate that they pay prevailing wage, they have to and that it is our responsibility to monitor and recommended awarding the contract.

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

6.3c Electrical Services – Awarded to Abco Electric LLC in the amount of $2,298.93 upon a motion made by Mr. Smith and seconded by Dr. Andrews.

Roll call vote: Dr. Andrews, Mrs. Bain, Ms. Case, Mrs. Fountain, Mr. Gavan, Dr. Lamonte, Mr. Long, Mr. Smith and Mr. Perry voted yes. Motion carried unanimously.
6.3d Emergency Communications – Awarded to Integrated Systems & Services, Inc. in the amount of $131,981.31 subject to recalculation of an error and to attorney recommendation.

Dr. Andrews made the motion to approve as noted. Mr. Smith seconded the motion.

This contract will allow Integrated Systems & Services, Inc. to replace the red phones with 2-way communication devices and blue phones on campus. They were the lowest bidder and their bid is within the original estimated budget for the Emergency Communications System.

Chairman Perry thanked the administration for moving quickly to get these bids awarded and work done before the semester begins.

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

7. **Business and Finance**

7.1 Recommendation: Approval of Resolution to Apply for the FY2010 Grant Award for the Carl D. Perkins Vocational and Technical Education Grant Project #7180-07, in the Amount of $106,776.00, Effective July 1, 2009 Through June 30, 2010.

Mrs. Bain moved to approve the Resolution to Apply for the FY2010 Carl D. Perkins Vocational And Technical Education Grant Award as noted above. Mr. Smith seconded the motion.

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

7.2 Recommendation: Approval of the Use of Services of RefPay LLC (RefPay.com).

VP Knieser explained the services provided by RefPay, as follows: We make a deposit into an account maintained by RefPay. When a referee needs to be paid, we make a request and RefPay then makes the payment from our account. They complete and distribute 1099’s and financial reports. They are FDIC Insured and invest the balances. They are paid by the investment income and we pay the processing fees.

Chairman Perry called for a motion, with two conditions: 1-that the firm is bonded against fraud and whatever else may need to be bonded (and provide the appropriate insurance), and 2-the maximum amount to be deposited into the RefPay account not to exceed $10k.
Mr. Smith moved to approve the use of RefPay LLC's services under the conditions noted above. Mr. Gavan seconded the motion.

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

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

VP Douglas noted that this is Priscilla Orr's last meeting as a Dean. She thanked her for stepping in and providing her skills and noted how invaluable she has been in the interim capacity.

9. **Other Business**

Discussion / Reports / Announcements:

A tentative Retreat date of September 10th was discussed. It will take place from 4:00-9:00 p.m. All in attendance said that the date worked for them. Chairman Perry indicated that he would speak with Mr. Sullivan regarding his availability. The Retreat's main topic will be the Campus Facilities Master Plan, although there will be other items on the agenda.

VP Knieser will be speaking with EEK regarding dates for a meeting to include the Board of Trustees.

9.1 **Trustee Activity Update**

Chairman Perry noted that he has been receiving many emails daily regarding the possibility of federal legislation to increase funding to 1200 community colleges, perhaps as much as $5 billion for capital improvements. He indicated that there are significant increases proposed that passed the House today and they will now go before the Senate. He said that the current government administration believes that Community Colleges are going to re-educate the work force and they’re putting the money behind it. New Jersey’s community colleges have the NJCCC to advocate for and to allocate funds. We participate in the Workforce Consortium, which will probably be a primary vehicle for these funds.

Dr. Mierendorf explained that “it’s not over until it’s over” but that we are big players in this funding.

9.2 **Board Goals Update**

Chairman Perry indicated that Mr. Sullivan will speak at the September meeting regarding the Campus Facilities Master Plan goal and progress.

9.3 **President’s Report**

Dr. Mierendorf reported:
• The golf outing had a good turnout and raised approximately $4,000 for our scholar athletes to support travel, equipment and more.

• Clearing Corp. Business Center is moving ahead. Furniture on the way and three dates for a Master Lecture Series associated with the Clearing Corp. Business Center are in the works. Both Mr. Polk and his colleague have agreed to speak at the first event. The theme is “Ethics in Modern Society.” The series will be open to the college and the public and will also include some master classes.

• 5K/10K Run/Walk is September 12th.

• Foundation Ball is November 7th.

• Foundation Strategic Plan will be discussed at the September 8th meeting.

• Enrollment continues to be strong. Looking at a total HC increase of almost 19% as of Monday.

Chairman Perry noted that Thursdays on the Green appeared to be a great success. Dr. Mierendorf indicated that there were around 700 people here for the Somer’s Dream Orchestra and about 500 for the Celtic music, even with the threatening weather. She said the new fall schedule of events will be available soon.

9.4 The Next Meeting of the Board of Trustees Will Take Place on Tuesday, September 22, 2009 at 5:00 p.m. unless scheduled otherwise.

10. Adjournment

The meeting adjourned at 6:23 p.m. upon a motion made by Dr. Andrews and seconded by Mrs. Bain.

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Wendy Fullem, Recording Secretary

Approved:

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Linda E. Fountain, Secretary