1. **General Institutional Functions**

1.1 Chairman Perry called the meeting to order at 4:35 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 September 17, 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, Mr. Long (arrived at 4:40 p.m.), Ex-Officio member Dr. Mierendorf and Student Alumni member Alan Rosolen.

Also in attendance were: Dean of Corporate and Community Education Sivaraman Anbarasan, Sr. VP Student Services Harry Damato, Executive Director of Human Resources and Legal Affairs Claudia Olivo, VP Administration and Finance Ken Knieser, VP Academic Affairs Kate Douglas and Assistant to the President / Recording Secretary Wendy Fullem. Dr. LaMonte and Mr. Sullivan were excused from the meeting.

At 4:37 p.m., upon a motion made by Mr. Smith 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.”

The Board adjourned from Executive Session at 5:01 p.m. upon a motion made by Mr. Long and seconded by Mrs. Bain.

Chairman Perry asked new Alumni Trustee Alan Rosolen to introduce himself. Mr. Rosolen provided a brief overview of his background as a student and member of the community.

1.4 Approval of Minutes

1.4.1 Minutes of the July 28, 2009 Meeting

Mr. Long moved to approve the minutes of the July 28, 2009 meeting. Dr. Andrews seconded the motion. Motion carried unanimously.

1.5 Chairman Perry welcomed the guests and thanked them for coming.
1.6 Courtesy of the Floor (Public Session) – No one spoke

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

Mr. Smith moved to approve the August 2009 Unaudited Financial Statements. Mr. Gavan 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.

1.8 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 the legally mandated agenda items 2.1 and 2.2. 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.

2. Personnel

(*) 2.1 Recommendation: Approval of the Attached List of Personnel Employed Part-Time to Teach Credit, Noncredit or Independent Study (IS) Courses/Seminars Which Achieved a Supporting Enrollment for the Fall 2009 Semester.

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.

Ms. Case reported as the Chair of the Personnel and Curriculum Committee Chair. She indicated that the committee:

- Was happy with the first day numbers, with HC +14% and SCH +10-11%.
- Discussed lecture series that started last night. Said it was excellent.
- Reviewed the MOU for the medial coding program.
- Reviewed CCSSE report.
- Received the monthly Safety and Security report.
- Discussed the MOU regarding a shared position with United Way.
- Received information regarding communication system training.
- Dr. Mierendorf and Chairman Perry spoke about the Academic Strategic Plan and links to student engagement and retention. This will be discussed in greater detail in the future.

2.4 Recommendation: Approval of Base Hiring Ranges.
Mrs. Fountain moved to approve the base hiring ranges. Mr. Gavan 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.

2.5 Recommendation: Ratification of the Appointment of Dr. Dominic Carbone to the Full-Time Position of Psychology Instructor, Effective September 1, 2009.

Ms. Case moved to approve the ratification of the Appointment of Dr. Carbone as noted above. Dr. Andrews seconded the motion.

Dr. Mierendorf noted that we are very pleased to have Dr. Carbone with us. She indicated that he has extensive experience at a number of institutions and has also taught for us before. He’s been a great asset to the college already.

Dr. Douglas added that we are very fortunate to have an instructor with the caliber of Dr. Carbone to be able to join our full-time faculty. He brings not only outstanding academic credentials but clinical experience that enriches his classroom opportunities with the students.

Dr. Carbone thanked everyone. He said he started teaching at SCCC three years ago as an adjunct and fell in love with the college, students and co-workers. He noted that he has taught at a range of schools and the technology here is so nicely supported by personnel and students. He said we are well ahead of the curve.

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.

2.6 Recommendation: Approval of Contract Extension of President’s Contract for Two Years, as per Terms of the Agreement.

Mr. Long moved to approve the President’s contract extension as indicated above and per the terms of the agreement. Mrs. Bain seconded the motion.

Item added to agenda.

Dr. Mierendorf thanked the Board.

2.7 This item was added to the agenda. Chairman Perry appointed Mr. Sullivan as the Chairman of the Nominating Committee, with the members being Mr. Gavan, Dr. LaMonte and Mrs. Bain. He asked that anyone wishing to be considered as a member of the Executive Committee of the Board of Trustees forward their name to Mr. Sullivan. He also asked that any Trustee who has not forwarded their check to the Foundation for the Board of Trustees Scholarship to please do so.

3. Curriculum and Instruction

3.1 Recommendation: Approval of Memorandum of Understanding between Castlerock Management Corporation and Sussex County...
Community College for the Medical Coding and Billing Practicum Program.

Ms. Case moved to approve the MOU between Castlerock Management Corporation and SCCC as noted above. Mr. Long seconded the motion. Motion carried unanimously.

4. **Student Services Report** – None

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. Smith reported on behalf of the Finance and Facilities Committee. He reported that the committee:
   
   - Followed up with discussion about the retreat.
   - Discussed an energy grant.
   - Reviewed Chapter 12 project status, including parking area lighting.
   - Noted that directional signs are up and helpful.
   - Reviewed recycling contract.
   - Discussed increased enrollment increase.
   - Discussed budget and follow-up.
   - Noted that the SSCCE and SEIM reports were enlightening.
   
   Chairman Perry noted that the audited FTE was in the Board package and numbers have been confirmed.

   6.2 Recommendation: Approval of Resolution Authorizing a Shared Services Agreement Between the Sussex County Municipal Utilities Authority and Sussex County Community College for the Collection of Recyclables.
   
   Dr. Andrews moved to approve the Resolution Authorizing a Shared Services Agreement Between the Sussex County Municipal Utilities Authority and Sussex County Community College for the Collection of Recyclables. Mr. Gavan 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.
7. **Business and Finance**

7.1 Recommendation: Approval of Audited Financial Statements 6/30/09  
Deferred to next month.

7.2 Recommendation: Approval of Audited FTE Statement 6/30/09  
Deferred to next month.

Dr. Marion Eberly, Dean of Liberal Arts, Social Science and Education was introduced at this time. Chairman Perry made special note of the letter regarding her certification in developmental education studies.

Dr. Eberly said she is delighted to be here as it is truly a great institution. She noted that developmental education is a huge part of the community college mission because it allows students who otherwise might not be successful in college to try it out. The better we serve them, the more successful they are.

Dr. Mierendorf indicated that of the letter Chairman Perry spoke about is in the Board package. It’s from the Kellogg Institute, which is the most prestigious institute of its kind in the country. Dr. Eberly is already our representative to a state-wide collation to look at developmental education and what we as a sector can do about it. We are glad to have her on board.

8. **Courtesy of the Floor (Public Session)** – No one spoke

9. **Other Business**

Discussion / Reports / Announcements:

9.1 Presentation: Strategic Plan Report  
Matthew Miller presented an update on the status and accomplishments of the Strategic Plan. Discussion followed. A copy of the presentation is attached.

9.2 Trustee Activity Update  
Mrs. Fountain commended Barbara Wortmann for the 5k/10k Run. She also noted that the Foundation Ball is taking place November 7th and any Trustee who is able to bring guests should.

Chairman Perry noted that there was 100% Trustee attendance at the Retreat. He thanked the Trustees and the staff for all of the work involved with the Master Facilities Plan.

Chairman Perry updated Trustees regarding information received at the NJCCC meeting. This information included goals for the Council for 2009-2010 as well as upcoming bills regarding our sector.

9.3 Board Goals Update  
Goal owners to report at October 2009 meeting.
9.4 President’s Report

Dr. Mierendorf reported:
- HC +11% and SCH +10.2%.
- Smooth orientation. Have over 700 new students on campus.
- First lecture of the Master Lecture Series took place last night to a full house. The next lecture will take place on October 19th.
- Business Education Center dedication will be on October 19th at 10:00 a.m.
- The 5k/10k run made $14k ($100 last year) and 260 people participated. The Sparta Running Club is going to help out with the course next year.
- 175 people attended the Paul Taylor Dancers
- We have sold approximately 50 series passes for the Performing Arts Center.
- Marketing and Public Relations department has received 5 awards
- October 6th is the next session with EEK 3:00-5:00 p.m.

9.5 The Next Meeting of the Board of Trustees Will Take Place on Tuesday, October 27, 2009 at 5:00 p.m. unless scheduled otherwise.

10. **Adjournment**

The meeting adjourned at 6:10 p.m. upon a motion made by Mrs. Bain and seconded by Mr. Long.

Wendy Fullem, Recording Secretary

Approved:

Linda E. Fountain, Secretary