Board of Trustees Regular Meeting  
Tuesday, October 27, 2009

MINUTES

1. General Institutional Functions

1.1 Chair 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 October 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 (arrived at 5:08 p.m.), Mr. Long (participated via telephone), Mr. Sullivan, Ex-Officio Member Dr. Mierendorf and Student Alumni Member Mr. Rosolen. Dr. Lamonte did not attend the meeting.

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

1.4 Approval of Minutes

1.4.1 Minutes of the September 22, 2009 Meeting

Dr. Andrews moved to approve the minutes of the September 22, 2009 meeting. Mrs. Fountain seconded the motion. Motion carried unanimously (Mr. Gavan had not yet arrived.)

1.5 Chairman Perry welcomed the guests

1.6 Courtesy of the Floor (Public Session) – No one spoke

2. Personnel

2.1 Recommendation: Approval of the Appointment of Jumana Hablawi to the Full-Time Position of Biology Instructor, Effective January 14, 2009, at an Annual Salary of $37,352, Prorated for Period Worked.

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

Dr. Mierendorf noted that our biology instructor passed away last year and the position was searched during the summer, but Jumana wasn’t available to join us immediately due to prior teaching commitments. We are delighted to have her join us in January.
Roll call vote: Dr. Andrews, Mrs. Bain, Ms. Case, Mrs. Fountain, Mr. Long, Mr. Smith Mr. Sullivan and Mr. Perry voted yes. Mr. Gavan had not yet arrived. Motion carried.

2.2 Recommendation: Approval of the Attached 2009-2012 Collective Bargaining Agreement Between SCCC and the Adjunct Faculty Federation.

Dr. Andrews moved to approve the 2009-2012 Collective Bargaining Agreement between SCCC and the Adjunct Faculty Federation. Mrs. Bain seconded the motion.

Chairman Perry noted that the administration, through the bargaining team and leadership of the president, demonstrated fairness of which the Board provided direction and they implemented. The vision of success for SCCC has included the engagement of our adjunct faculty in a way that they feel valued and would then share that value with our students, who are our most important asset. He is pleased that the Adjunct Faculty has stepped up and agreed about the fairness of the contract and that they have already voted and ratified the agreement through their members.

Dr. Mierendorf added her appreciation to Hank Pomerantz, his team and all of the adjunct faculty for their major contribution to the institution. She said they teach a large number of classes, are dedicated to us, spend many years with us as adjunct faculty and bring a wealth of knowledge and practical experience that even full-time faculty sometimes can’t provide. The adjuncts work in fields like business, law, psychology, etc., and bring this experience to the classroom. Alberta Jaeger is our adjunct liaison. There will be additional faculty development for them as well as more caring for them with things like finding more office space.

Mr. Pomerantz thanked the administration’s negotiating team. He said the negotiations were cordial and handled very well. He mirrored Dr. Mierendorf’s sentiments about the adjunct faculty and the college. He noted that they are receiving more information and sharing it as well. He expressed his hopes that the other bargaining units’ agreements be settled soon.

Roll call vote: Dr. Andrews, Mrs. Bain, Ms. Case, Mrs. Fountain, Mr. Long, Mr. Smith Mr. Sullivan and Mr. Perry voted yes. Motion carried unanimously. (Mr. Gavan arrived at this time.)

2.3 Recommendation: Ratification of Payment for the Attached List of Faculty Teaching and/or Administrative Overload Work Assignments for the Fall 2009 Semester.

Mr. Long moved to ratify payment for Administrative Overload Work Assignments as noted above and on the list attached to the meeting agenda. Ms. Case 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.

2.4 Report of the Nominating Committee

Mr. Sullivan, as Chairman of the Nominating Committee, reported that the following slate has been put forth and all have accepted the nominations:
3. **Curriculum and Instruction**

3.1 Recommendation: Approval of MOU Between SCCC Department of Health Sciences and Facility Development & Management for the Medical Coding and Billing Practicum Program.

Mr. Long moved to approve the MOU as noted above. Mr. Sullivan seconded the motion. Motion carried unanimously.

3.2 Recommendation: Approval of MOU Between SCCC and Hillcrest M.S.O. for the Medical Coding and Billing Practicum Program.

Mr. Smith moved to approve the MOU as noted above. Mrs. Fountain seconded the motion. Motion carried unanimously.

3.3 Recommendation: Approval of MOU Between SCCC and Dr. Liebov for the Medical Coding and Billing Practicum Program.

Dr. Andrews moved to approve the MOU as noted above. Mr. Gavan seconded the motion. Motion carried unanimously.

3.4 Recommendation: Approval of MOU between SCCC and United Way.

Mr. Long moved to approve the MOU between SCCC and United Way. Ms. Case seconded the motion.

Dr. Mierendorf noted that this is a pilot we’re hoping will be wonderfully successful in expanding our service learning program. She and Dr. Douglas attended a state-wide service learning compact meeting on Friday with other colleges that are involved with service learning. She said they believe this is a great move forward for our students.

Chairman Perry indicated that there was significant discussion regarding this MOU and what really made him support it as a Trustee is the linking of the path and solution to needs identified in the Academic Master Plan.

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

4. **Student Services Report**

Kim Rutledge, Secretary of the SGA reported on SGA events as well as club activities.

Chairman Perry asked that the SGA/clubs look into doing something for the county food pantry.

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

At 5:20 p.m. Mr. Sullivan moved for the Board to take break in order to sign the Adjunct Faculty Agreement. Mrs. Bain seconded the motion. The Board reconvened the meeting at 5:24 p.m. upon a motion made by Mrs. Fountain and seconded by Mrs. Bain.

6. **College Facilities**

6.1 Report from the Finance and Facilities Committee Chair.
Mr. Sullivan reported that the committee:

- Discussed the use of debit cards in the café.
- Discussed performance contracting and leveraging Chapter 12 funding for more energy and other projects. Should have a request for proposals within a few weeks.
- Received updates regarding Chapter 12 and the lighting and window projects. Lighting is 98% complete and all windows but one are complete. Projects remain on budget.
- Learned that the fitness trail is in progress. The trail has been charted but no work has begun. It will begin on Saturday.
- Reviewed administration’s work on budget assumptions, including best case and worse case scenarios.
- Discussed the 300+ new parking spaces for temporary/semi permanent parking, with certain lots closed during particular hours based on time of day/classes/planning.

Mr. Sullivan also asked that any comments for feedback regarding today’s meeting with EEK be sent to him by the end of the day Friday.

7. **Business and Finance**

   7.1 Recommendation: Approval of Audited Financial Statements 6/30/09.

   Mr. Sullivan moved to approve the 6/30/09 audited financial statements. Mrs. Bain 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.

   7.2 Recommendation: Approval of Audited FTE Statement 6/30/09.

   Mr. Sullivan moved to approve the 6/30/09 audited FTE statement. Mrs. Bain 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 Presentation: Retention

   Debbie McFadden did a presentation regarding retention. Q & A followed. A copy of the presentation is attached.

   At this time Tammy Case reported for the Curriculum and Personnel committee. She noted that the committee:

   - Discussed Faculty Development Day which was well attended. During the day, Academic Citizen Awards were presented to Melanie Arpaio and Sherry Fitzgerald.
   - Received an update regarding open positions and search committees.
   - Received a report regarding solar energy / green job training courses.
• Reviewed the Safety & Security report.
• Applauded SCCC for receiving the SAIF award for the sixty year.
• Received a report regarding a tabletop drill regarding emergency operations. Charles Canny attended the drill, conducted by the county. They used SCCC as the example for the drill.
• Discussed the kick off for the new Healthy Campus Healthy You initiative.
• Viewed the new website.
• Reviewed information regarding the county-wide flu clinic being held on campus during November.

Chair Perry noted that the Board and administration need to have an open discussion about the future of the hiring freeze regarding workload/staff vs. growth.

9.2 Trustee Activity Update

Chairman Perry and Secretary Fountain met yesterday with Dr. Mierendorf, Barbara Wortmann and the Chairman and Vice Chairman of the Foundation Board A. Roy Knutsen and Chuck Roberts. The meeting was to discuss new focuses for the Foundation, in addition to scholarships. They discussed the Facilities Master Plan and the Foundation funding some of the projects. The Board will provide a list of projects and priorities and the Foundation will review it to see how they can help. The Foundation is also looking into consulting firms regarding launching a capital campaign. It was a very positive meeting.

Chairman Perry noted that the ACCT conference was very informative that there was a focus on measuring results because future funding will be based on measurable results.

Dr. Mierendorf noted that some of the ideas coming out of it include how to become a smoke-free campus and having a Board Retreat for Board-related activities and functions rather than administrative functions.

Dr. Mierendorf thanked the Board for supporting the use of tools such as CCSSE and the energy/building audits.

9.3 Board Goals Update

1. Goal: Complete the SCCC Master Facilities Plan
  Measure: Board adopts the SCCC Master Facilities Plan no later than 12-31-09.

Mr. Sullivan reported that the goal to adopt the Facilities Master Plan by 12/31/09 is on track.

2. Goal: Support Trustee Professional Development
  Measure-1: Board continues to budget for and encourage each Trustee to attend at least one NJCCC event annually and at least one ACCT/ACC sponsored event every three years.

  Measure-2: New Board member(s) to complete Trustee orientation within six months of appointment.

The Trustee Professional Development goal was reached 100% last year. If we have the money this year, it will be reached again. All trustees but
one attended the ACCT event in NYC last year. It was noted that there is a NJCCC President and Trustee Retreat at Hudson CC on November 12th.

3. **Goal**: Improve SCCC Safety and Security  
**Measure-1**: Board will endorse and fund baseline surveys of student, faculty and administration perceptions of SCCC safety and security.

**Measure-2**: Board will regularly consider new safety and security initiatives and authorize funding for the implementation of critical safety and security projects and processes.

The Safety and Security Goal was very active this year. Ms. Case noted all of the things done in order to really work on this goal, including the report by Keith Armstrong, lighting upgrades, emergency communications systems, SAIF Award and it being part of an insurance review that is done on an annual basis where the insurance company reviews the campus, and more. We now have base-line data through the CCSSE report and will be able to measure if our safety and security efforts are making improvements over time.

4. **Goal**: Improve the partnership between the SCCC Board of Trustees and the SCCC Foundation Board of Directors.  
**Measure-1**: Each SCCC Trustee to attend at least two joint programs with the SCCC Foundation Directors during 2009.  
**Measure-2**: Board will encourage and support the planning and development of an SCCC Foundation sponsored capital campaign.

Barbara Wortmann noted that she believes “we’re on our way.” There were two joint meetings (Hudson Farms and planned giving) and together the boards are addressing the work that needs to be done. She said that early in the new year there will be another joint meeting.

5. **Goal**: Support and fund the development of an “Outreach” program targeted at K thru 12 Sussex County school districts and their families, in support of overall student success.

**Measure**: Ten percent improvement in Sussex County high school graduate combined remediation rates within three years.

Mrs. Fountain believes that this goal should be moved to number one for the new years. Dr. Mierendorf indicated that there should be further discussion on this goal, to include Dr. Douglas, Mr. Damato, the testing center and county superintendent.

Chairman Perry noted that Dr. Lamonte had cautioned us regarding the upcoming Gubernatorial election and the impact results will have on community colleges. He noted that all candidates are supportive of the community college sector, however they treat four-year institution funding differently. This will have a tremendous leveraging impact on the community college sector. He explained the differing proposals.

Chairman Perry noted that he believes Mr. Long has been very passionate about reaching into the K-12 sector and he is probably the right owner for this goal.

Mr. Long explained his belief that it is very critical to the entire future of the college that we start to / modify our attempts to be supportive of the K-12 districts that could be feeders into our continuing enrollment development. He will share
ideas with the Board and administration next month. He will reach out to Dr. Lamonte in the meantime.

Mr. Sullivan left the meeting at 6:26 p.m.

9.4 President’s Report

Dr. Mierendorf discussed breaking down Silos and the meeting today between Student Services and Academic Affairs.

October 19th was the grand opening of the Clearing Corp. Business Learning Center. Freeholders and city officials attended. It was well attended.

The second lecture in the Master Lecture Series about sustainable finance is tonight.

Read letter from Scott Garrett regarding the Clearing Corp. Business Learning Center Opening, SCCC’s place in the community and all we’ve done.

Last Saturday’s Open House had a record number of attendees.

Open budget hearings were successful. Spent 13 hours during 2 days and believe many have a better understanding of the budgeting process.

Foundation Ball is on the 7th of November. Have already exceeded last year’s ad revenue. Currently working on the silent auction which will feature practical items. Attendance is going well. Tammie Horsfield will be honored at the event.

Chairman Perry gave out packages to each Trustee. The packages contained 4 tickets to every PAC event for them to give to people, or to use to take people to an event in order to introduce the PAC and bring people onto campus.

Vice Chairman Smith thanked the Board for the flowers sent due to his father in law’s passing.

9.5 The Next Meeting of the Board of Trustees Will Take Place on Tuesday, November 24, 2009 at 5:00 p.m. Unless Scheduled Otherwise.

9.6 The Yearly Reorganization Meeting of the Board of Trustees Will Take Place on Tuesday, November 24, 2009, at 4:30 p.m.

10. Adjournment

The meeting was adjourned at 6:35 upon a motion made by Mrs. Bain and seconded by Mrs. Fountain.

Wendy Fullem, Recording Secretary

Approved:

Linda E. Fountain, Secretary