1. **General Institutional Functions**

1.1 Chairman Perry called the meeting to order at 5:05 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 November 18, 2009.

1.3 Roll Call / Pledge of Allegiance

The following Trustees attended the meeting: Dr. Andrews, Mrs. Bain, Ms. Case (Treasurer), Mrs. Fountain (Secretary), Mr. Gavan, Dr. Lamonte, Mr. Long, Mr. Smith (Vice Chairman, attended via telephone), Mr. Sullivan (left at 5:50 p.m.), Mr. Perry (Chairman) and ex-officio member Dr. Mierendorf (President).

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

1.4 Approval of Minutes

1.4.1 Minutes of the October 27, 2009 Meeting

Dr. Andrews moved to approve minutes from the October 27, 2009 meeting. Dr. Lamonte seconded the motion. Motion carried unanimously.

At 5:07 p.m., upon a motion made by Mr. Perry and seconded by Mr. Sullivan, 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 5:40 p.m. upon a motion made by Mr. Long and seconded by Mr. Gavan.

1.5 Chairman Perry welcomed the guests.

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

1.7a Recommendation: Approval of September 2009 Unaudited Financial Statements.

1.7b Recommendation: Approval of October 2009 Unaudited Financial Statements
Items 1.7a and 1.7b were voted together. Mr. Sullivan moved to approve September and October 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, Mr. Sullivan and Mr. Perry voted yes. Mr. Long abstained from the vote. Motion carried.

1.8 The Correspondence File was received, reviewed and filed.

2. **Personnel**

2.1 Recommendation: Approval of the Reappointment of Active Tutors, GED Test Examiners and Proctors and Instructors Employed by the Learning Center as of November 2009.

Mr. Long moved to approve the reappointment of Active Tutors, GED Test Examiners and Proctors and Instructors 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, Mr. Sullivan and Mr. Perry voted yes. Motion carried unanimously.

2.2 Recommendation: Approval of the Appointment of Frank Nocella to the Full-Time Position of Vice President of Finance and Operations Effective Monday, December 14, 2009, at an Annual Salary of $130,000, Prorated for Period Worked.

Mr. Sullivan moved to approve the appointment of Frank Nocella as noted above. Ms. Case seconded the motion.

Dr. Mierendorf thanked Harry Damato who chaired the search committee, as well as the members of the committee: Charlie Canny, Bill Waite, Mary Ellen Donner and Barbara Long. She thanked Mr. Perry, Mr. Smith and Mrs. Fountain for meeting with the two final candidates.

Chairman Perry noted that the three Executive Committee members who met with the candidates were very impressed with both of the candidates. He thanked the search committee for doing an excellent job.

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

2.3 Recommendation: Approval of the Appointment of Fred Brand to the Full Time Position of Executive Director of Grants, Effective November 30, 2009, at an Annual Salary of $70,892.

Mr. Sullivan moved to approve the appointment of Fred Brand as noted above. Ms. Case seconded the motion.

Dr. Mierendorf thanked the search committee, headed by Dr. Marianne Eberly, with participants Barbara Wortmann, Kathleen Scott, Jaci Teune, Matt Miller and Dr. Robert Larsson. She indicated that there were 39 applicants. She noted that Mr. Brand has excellent experience and that it is part of his contract that he be reviewed for his performance and continuation in the position will be contingent upon performance.
Chairman Perry indicated that it was clearly explained to the Board how a grant writer is expected to earn their salary and benefits package back in terms of value. He explained that each piece of a grant has an overhead factor of approximately 8% on average, and it can be utilized toward the cost of applying for those grants. He said this is the piece that would accumulate over the grants that are being requested, and applied toward measuring success of the individual in retiring their salary and benefits costs. He also noted that this has been a well thought-out process. The position is an addition to the college's overall employee head count and previously approved salary budget. This is the only addition beyond student growth that exceeded the amount forecast.

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


Mrs. Fountain moved to accept the resignation of Robin Castania as noted above. Mr. Long seconded the motion.

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

2.5 NEW 2.5 ADDED HERE: Recommendation: Approval of Market Adjustment to Salary of Dean of Continuing Education and Workforce Development.

Chairman Perry noted that this is a new position and an adjustment is being implemented in order to achieve parity not only across SCCC’s deans, but in the sector. He indicated that the adjustment is being made with great hope to see dynamic growth in this area of our college, for it is a growing area of our sector, the state and the country.

Dr. Mierendorf agreed that this is where community colleges are seeing growth, in workforce development. She indicated that Mr. Anbarasan would be working very closely with our new grant writer and will be helping to expand Health Sciences programs.

Mr. Sullivan moved to approve the market adjustment to salary of Dean of Continuing Education and Workforce Development. Mr. Gavan seconded the motion.

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

Mr. Anbarasan thanked the Board and Dr. Mierendorf.
2.6 Report of the Curriculum and Personnel Committee Chair
ITEM CHANGED FROM #2.5

Ms. Case, As Chairperson of the Curriculum and Personnel Committee reported about items not on today’s agenda. She indicated that the committee:

- Reviewed the short open position report.
- Received a report from the very successful search committees, who gave recommendations that were voted on today.
- Received a report from M.I.S.T., which is a committee that will be reviewing all of the IT systems and making recommendations to the Cabinet regarding needed changes and upgrades to our systems.
- Received a report regarding county flu vaccinations given on campus. It was a great success and we have been getting a lot of accolades from the county regarding the organization and running of the clinics.
- Discussed windmill grant that has been secured.

Mr. Sullivan left the meeting at this time.

3. Curriculum and Instruction – None

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.

Chairman of the committee, Rich Sullivan had already left the meeting at this time. Ann Bain gave the report. She reported about items not on today’s agenda, indicating that the committee:

- Concentrated on financial statements and the financial health of the college. They discussed various changes that could be made to the financial statements and asked for administration to consider different ways to organize the reports.
- Discussed the new fitness and nature trail. Mr. Long indicated that he received a survey regarding having a YMCA in Sparta, and asked if it would diminish their interest in having a facility on campus. Dr. Mierendorf said her understanding is that the YMCA would like to continue speaking about it with us.
- Chairman Perry added that the committee also had a discussion regarding the college’s reserve levels and that administration will be creating a plan to help achieve a comfortable reserve level. The goal is to reach the yet to be determined level by the end of this fiscal year.

7. Business and Finance – None

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

**Discussion / Reports / Announcements:**

9.1 **Trustee Activity Update**

Ms. Case noted that last night’s NJCCC meeting was a brainstorming session that included four different topics that included students, curriculum, maximizing capacity and K-12 remediation. She said that these meetings really provide great in-depth information and help her to best understand the timely issues with which the college is dealing.

Chairman Perry added that K-12 remediation discussions fall right in line with the forming of our new ad hoc committee and the idea of a summer bridge program. Discussion included the program being free, remedial/developmental studies offered at the county college or within the high school, working with the Executive County Superintendents, to make it happen, before students are transitioned to a college environment.

Dr. Mierendorf noted that Dr. Marianne Eberly is serving on a state-wide task force regarding this exact issue.

Vice President Damato indicated that the Enrollment Management Team is conducting a project where we will be bringing in students to test here. We will then be doing a bridge program. We’ve talked about discounted tuition for those who chose to participate in the testing program. He said the program will include working with math and English faculty at high schools, to help them understand the process and the goals, in order to form a partnership.

Additional conversation included discussion regarding differences between HESPA and Accuplacer tests, as well as statistics that indicate those who complete developmental studies do better in higher education than those without remediation.

Dr. Mierendorf and Chairman Perry attended a joint President/Trustee Retreat, which served as the precursor to some of the work shared at last night’s Trustee seminar.

9.2 **Board Goals Update**

Chairman Perry indicated that last year’s and this year’s goals will be discussed at the upcoming retreat. Discussed dates for a January Retreat.

9.3 **President’s Report**

Dr. Mierendorf noted:

- This is Ken Knieser’s last Board meeting and that the campus is a more beautiful place since he came here 7 ½ years ago. She indicated that the Board-hosted retiree Reception will take place on January 26th at 4:00, before the Board Meeting. Three people have retired: Ken Knieser, Pilar Torres and Jim Pegg.

- The Foundation Ball was a huge success with 243 tickets sold. Mr. Polk attended and donated another $25k.
• SCCC hosted County Superintendents meeting. They wanted to receive their own scores on Accuplacers. Researching and discussing how to report for each school is different and needs a tailored approach.

• 53 fire academy graduates were honored at a ceremony on November 14th. Freeholder Zellman was the guest speaker.

• She and Dr. Kate Douglas attended a statewide compact meeting.

• She and Barbara Wortmann attended a CDC event in Washington about fundraising strategies.

• She attended pizza with the club presidents.

• 12/9/09 is the scholarship ceremony from 7:00-9:00 p.m. There are 96 scholarships being awarded.

9.5 The Next Meeting of the Board of Trustees Will Take Place on Tuesday, January 26, 2010 at 5:00 p.m. Unless Scheduled Otherwise.

9.6 There Will Be a Facilities Master Plan Meeting with EEK on December 8, 2009 from 3:00 p.m. – 5:00 p.m.

10. Adjournment

The meeting adjourned at 6:25 p.m. upon a motion made by Mr. Long and seconded by Mr. Gavan.

Wendy Fullem, Recording Secretary

Approved:

Linda E. Fountain, Secretary