MINUTES

1. **General Institutional Functions**

   1.1 Acting Chairman Smith called the meeting to order at 5:04 p.m.

   1.2 Mrs. 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 24, 2010.

   1.3 Swearing In of New Trustee – Glen Vetrano
   
   Swearing in of Glen Vetrano was moved on the agenda and completed before the roll call/pledge/welcome. Mr. Vetrano was sworn in by Secretary Fountain and Acting Chairman Smith.

   1.4 Roll Call / Pledge of Allegiance / Welcome to Guests
   
   The following were in attendance: Acting Chairman Mr. Smith, Secretary Mrs. Fountain, Treasurer Ms. Case, Dr. Andrews, Mrs. Bain, Mr. Gavan, Dr. Lamonte (at 5:08 p.m.), Mr. Long, Mr. Perry, Mr. Sullivan, Mr. Vetrano and Ex-Officio Member Interim President Harry Damato.

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

   Acting Chairman Smith welcomed the guests.

   1.5 Election of Chairperson

   Mr. Gavan reiterated that at the last meeting Mr. Smith was nominated to serve as the Chairman of the Board until the Reorganization meeting. He asked if there were any other nominations from the floor. There being none, Mr. Gavan moved to elect Acting Chairman Mr. Smith as the Chairman of the Board of Trustees until the Reorganization Meeting in November. Mr. Long seconded the motion. Motion carried unanimously.

   Chairman Smith noted that so long as he is in the position of Chairman he will do his best to have the Board work together for the common good of the college. He thanked everyone for their confidence in him.

   At 5:08 p.m. Mrs. Fountain moved that the Board enter 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.” Mr. Gavan seconded the motion. Motion carried unanimously.

Executive Session adjourned at 5:30 p.m. upon a motion made by Mr. Perry and seconded by Mrs. Bain. Motion carried unanimously.

1.5 Approval/Acceptance of Minutes

1.6.1 Approval of Minutes of the June 22, 2010 Meeting

Dr. Andrews moved to approve the minutes of the June 22, 2010 meeting. Mr. Sullivan, Dr. Lamonte, Mrs. Bain and Mr. Vetrano abstained from the vote. Motion carried.

1.6.2 Approval of Minutes of the July 27, 2010 Meeting

Mrs. Bain moved to approve the minutes of the July 27, 2010 meeting. Secretary Fountain seconded the motion. Mr. Vetrano abstained from the vote. Motion carried.

1.6.3 Approval of Minutes of the January 26, 2010 Executive Session

Secretary Fountain moved to approve the minutes of the January 26, 2010 Executive Session. Mrs. Bain seconded the motion. Mr. Long, Dr. Lamonte and Mr. Vetrano abstained from the vote. Motion carried.

1.6.4 Approval of Minutes of the March 23, 2010 Executive Session

Mr. Sullivan moved to approve the minutes of the March 23, 2010 Executive Session. Mrs. Bain seconded the motion. Mr. Long and Mr. Vetrano abstained from the vote. Motion carried.

1.6.5 Approval of Minutes of the April 27, 2010 Executive Session #1

Mr. Sullivan moved to approve minutes of the April 27, 2010 Executive Session #1. Dr. Andrews seconded the motion. Mr. Long and Mr. Vetrano abstained from the vote. Motion carried.

1.6.6 Approval of Minutes of the April 27, 2010 Executive Session #2

Mr. Sullivan moved to approve the minutes of the April 27, 2010 Executive Session #2. Mr. Gavan seconded the motion. Mr. Long and Mr. Vetrano abstained from the vote. Motion carried.

1.6.7 Approval of Minutes of the July 27, 2010 Executive Session

Mrs. Bain moved to approve the minutes from the July 27, 2010 Executive Session. Mr. Gavan seconded the motion. Mr. Vetrano abstained from the vote. Motion carried.

1.6.8 Acceptance of Minutes of the July 19, 2010 Finance and Facilities Committee Meeting
Mr. Sullivan moved to accept the minutes of the July 19, 2010 Finance and Facilities Committee Meeting. Dr. Andrews seconded the motion. Members present at the Finance and Facilities meeting voted to accept the minutes of the July 19, 2010 meeting. Members present: Mr. Sullivan-Chair, Dr. Andrews, Ms. Case, Mr. Doherty (no longer on the Board when this vote took place), and Mr. Smith.

1.6.9 Acceptance of Minutes of the July 20, 2010 Personnel and Curriculum Committee Meeting

Mrs. Fountain moved to accept the minutes of the July 20, 2010 Personnel and Curriculum Committee Meeting. Mrs. Bain seconded the motion. A majority of the members present at the Personnel and Curriculum Committee Meeting voted to accept the minutes of the July 20, 2010 meeting. Members present: Mrs. Fountain-Chair, Mrs. Bain, Dr. Lamonte and Mr. Long. Mr. Gavan did not attend the meeting.

1.7 Courtesy of the Floor (Public Session)

- Barbara Wortmann updated the Board regarding fundraising activities and events. She indicated that Sunday is the 3rd annual 5k/10k and sponsorship exceeds last year. November 6th is the 10th annual Foundation Ball. This year it will feature Dance with the Stars. She noted that the price of the event has not affected ticket sales and she is looking for the event to raise $75k in sponsorship ($65k was raised last year). Saturday kicked-off of the PAC season with close to 200 people attending the event.

- Henry Pomerantz congratulated Glen Vetrano on being appointed to the Board by the Governor and commended him for his county and college involvement. He also said, regarding former allegations regarding OPMA, County Prosecutor’s reply is still pending. Additionally he noted that he had a conversation with a Trustee in Shoprite about all working together. He said they also discussed a number of issues that he brought up and was asked to not pursue legal actions because the Board does not wish to spend money on attorney fees. He noted how budget cut backs have affected adjunct faculty as well as his hopes that OPRA issues will be corrected. He indicated that he is not pursuing legal actions regarding perceived OPRA violations. He said he is looking forward to better relations between the Board and college community.

- Sally Gibson thanked the Board for putting approved minutes on the Website. She said she sees this as a positive step and is hopeful for future relations and transparency.

1.8 Approval of July & August 2010 Unaudited Financial Statements

Vice President Nocella presented the July & August unaudited financial Statements. He noted that summer revenues do not represent revenues received during regular semesters. He indicated that expenses are down, administration is working to further improve and that expenses will be tracked in the future on a line by line basis. He said that September will show a complete P & L against budget and prior year and we’re waiting for final approval of the Audit Report.
Chairman Smith indicated that later in the meeting financial reporting will be discussed, including issues being faced at this time and that reports are as accurate as they can be.

It was asked if VP Nocella was comfortable with the integrity of the data. He said he is comfortable with the data but not the operating system, chart of accounts and general ledger that support it and that it all needs to be reworked and reinstalled. He explained that they are pulling together all of the reports, including Jenzabar, Audit, etc. and working on key strategies to rectify support system issues and discrepancies. He indicated the system is broken, we need to fix it and it will take time to do so, possibly more than five months.

Chairman Smith noted that the financial statements are as accurate as they can be at this time and there will be adjustments as time goes on.

Mr. Long complimented VP Nocella on the outstanding job he has done for the institution, noting he deserves to have the Board’s accolades. The Board concurred.

Mr. Sullivan moved to approve the July & August 2010 Unaudited Financial Statements. Mr. Gavan seconded the motion.

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

1.9 The Correspondence File was received, reviewed and filed.

1.10 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. (Item 2.1)

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

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

2. Personnel

(*) 2.1 Recommendation: Appointment of the Attached List of Part-Time Faculty Employed for the Fall 2010 Semester to Teach Those Courses/Seminars That Achieve Supporting Enrollment. All Were Appointed in Accordance with the Policies, Procedures, and Salary Guidelines Established by the Board of Trustees.

Approved as item 1.10.
2.3 Report of the Personnel and Curriculum Chair.

As Chair of the Personnel and Curriculum Committee, Mrs. Fountain reported that the committee met on September 21st. She indicated that she will not report on items on today’s agenda and that the committee:

- Reviewed open positions.
- Received report regarding search and screen for various positions.
- Discussed fulltime to adjunct ratio, enrollment, number of sections, average class size in response to a report given by VP Douglas detailing measures being taken to help the institution run more efficiently. She thanked Dr. Douglas for the excellent report.
- Discussed the situation regarding those hired prior to July 1st raises but not yet employed a year. They receive the benefit of the same raise as those employed for the full year. She indicated that administration was asked to draft a policy addressing this issue, which they did. She said she will be discussing it with Mr. Sullivan, Chair of the Finance and Facility Committee, asking for the committee’s input. The policy will be discussed more next month.
- Received update regarding enrollment, which had been projected as flat, which we are, although up 1% in credit hours. We are -.6% in head count, -10% in part-time students and +3% in full-time students. S.T.A.R.S. students are about 50% reduced and concurrent is around 60 students less. She noted that credit hours being up is positive.
- Reviewed cost containment efforts. She noted that administration and department heads have worked very hard.

2.4 Recommendation: Approval of Interim President’s Contract.

Mr. Gavan moved to approve the Interim President’s contract as modified. Dr. Andrews seconded the motion.

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

2.5 Recommendation: Ratification of the Appointment of Michael Zvalaren to the Full-Time Non-Tenure Track Temporary (one academic year) Position of Instructor of History, Effective August 26, 2010, at an Annual Salary of $38,472.

Mr. Long moved to approve the recommendation to ratify the appointment of Michael Zavalaren as noted above. Mrs. Bain seconded the motion.

Dr. Douglas noted that Mr. Zvalaren has been adjuncting for us and looks forward to his working with us fulltime.

Roll call vote: Dr. Andrews, Mrs. Bain, Ms. Case, Mrs. Fountain, Mr. Gavan, Dr. Lamonte, Mr. Long, Mr. Perry, Mr. Sullivan, Mr. Vetrano and
2.6 Recommendation: Approval to Apply the Revised Vacation Policy to Payroll Specialist Gay Van Etten, (Retroactively, Effective 7/1/10) So That her Vacation Accrual Rates Are Consistent with the Accrual Rates for all Other Professional Support Staff.

Mrs. Bain moved to apply the revised Vacation Policy to Payroll Specialist Gay Van Etten 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. Perry, Mr. Sullivan, Mr. Vetrano and Mr. Smith voted yes. Motion carried unanimously.

2.7 Recommendation: Approval to Accept Resignation of Charles Canny from the Position of Executive Director of Facilities.

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

Mr. Vetrano voted yes with regrets. He noted that he has worked with Mr. Canny and called him a fine man and a gentleman.

Interim President Damato said that Mr. Canny has been an incredible employee since he first started at the college. He came to us with a lot of experience working with colleges and hit the ground running from day one. He has been exceptional at all times in his job as well as being a wonderful human being. He cares about the college passionately, and cares about the students. He has set the standard very high and it is going to be difficult to replace this position. We wish him well in his new extraordinary opportunity and we thank him profusely.

Dr. Andrews motioned that a letter of commendation be presented on behalf of the Board to Mr. Canny. Mr. Long seconded the motion. Motion carried.

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

2.8 Recommendation: Approval to Ratify the Resignation of Danny Thomas from the Position of Mechanic Specialist.

Mr. Long moved to ratify the resignation of Danny Thomas as noted above. Mrs. Bain seconded the motion.

Interim President Damato indicated that Mr. Thomas was with us for approximately three years and in his position, he “fixed everything – if it was broken, he fixed it.” He explained that Mr. Thomas had an issue with his former (and now current) employer (a union layoff issue) and we were lucky to get him. He is extremely talented and has a great work ethic.

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

2.9 Recommendation: Approval of Employee No-Smoking Policy.

Mr. Gavan moved to approve the Employee No-Smoking Policy. Mr. Long seconded the motion.

Interim President Damato noted that we have already approved a No-Smoking Policy, which calls for fines for violators, but we are not imposing fines for staff because it is not consistent with the union contracts. This policy states the obvious – that staff must comply with the college policy and affirms the fact that we will go through the appropriate channels to pursue resolution of noncompliance. Most employees do not have a problem with the policy and so far it has been well received and is working well.

Mr. Perry noted that at the NJCCC meeting there was conversation regarding non-smoking policies and some colleges have gone even further and are enforcing no smoking in cars as well. He indicated that the policies have been well received section-wide.

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

3. Curriculum and Instruction

Dr. Douglas noted that for the last seventeen years faculty has selected a college novel. We are continuing the tradition this year with *The Namesake* by Jhumpa Lahiri. Faculty are doing an excellent job integrating the novel into their coursework. Due to budget cuts we have not given out as many copies of the book as we have in the past, but with the cooperation of the marketing department, we have given out bookmarks. She gave everyone a bookmark.

Dr. Douglas also distributed a copy of the agenda for Faculty Day – A Celebration of Faculty Development. She noted that Faculty Day was in collaboration and with the support of the Foundation. She explained about the day and read comments from the evaluations returned at the end of the day. She said she is very proud of our faculty and all that they do.

Interim President Damato added that historically faculty did not look forward to orientation, but largely due to Dr. Douglas’s efforts in turning it into a meaningful experience for faculty, it has moved in the completely opposite direction and faculty enjoy, look forward to and participate in these development opportunities.

The agenda distributed indicated that the day took place in the PSE&G Student Center Theater. Discussion ensued about the naming opportunity. Barbara Wortmann explained that approximately 10 months ago PSE&G did a naming opportunity for the theater, which is $18k for 2 ½ years.

Mr. Long thanked Dr. Douglas, noting that we continue to have an institution of academic excellence, due to the leadership, outstanding faculty and faculty. He said this campus is still a place to go and receive an excellent education, which is what we should be talking and thinking about.
4. **Student Services Report** – None

5. **Community Information and Service Report**
   
   5.1.1 Report of Community Services Provided by the College was included with Board packages.

6. **College Facilities**
   
   6.1 Report from the Finance and Facilities Committee Chair.

   Mr. Sullivan, as chairman of the Finance and Facilities Committee noted that in addition to items on the agenda for approval, the committee:

   - Was unhappy to discuss Charles Canny’s departure. They discussed the possibility of having someone fill the position on an interim basis.

   - Reviewed student enrollment changes, noting that one of the positive aspects, although it does hurt our adjuncts, is that 1/3 of classes are now being taught by fulltime faculty, noting that we still want to be at 40% but are constrained by the budget.

   - Interim President Damato noted that we have increased the ratio of fulltime faculty to students in a very positive way. Dr. Douglas indicated that last fall 70% of sections were taught by adjuncts/30% by fulltime faculty and this fall 66% are being taught by adjuncts (noting that they do a fabulous job), and 33% by fulltime faculty.

   - Received draft Purchasing Policy. Vice President Nocella is working to clean and streamline the process. It should lead to less legal costs through following thresholds and policies that are clearly defined.

   - Reviewed sale/leaseback for computer hardware which will allow us to leverage our finances better and have more up to date software and hardware for our staff and students – which is becoming more and more important throughout the sector.

   - Received information that we are now able to use credit, debit and pay down cards in the cafeteria at no additional costs. We are working to be able to use pay down cards for pay to print.

   - Noted that the Energy Audit is well underway and we should see some interim reports next week.

   - Discussed issues with IT fiber cabling to the PAC. Looking to see if it is a construction issue. He explained the history of this cabling, noting that the contractor used cabling that we didn’t believe met the spec but they certified that it did. The college is making sure this is not the issue, before we spend money on the fix, otherwise we will be pursuing the contractor to replace the cabling.

7. **Business and Finance**
   
    7.1 Report from the Audit Committee Chair.
Mr. Gavan, Chairman of the Audit Committee reported that Trustees have been provided with a draft copy of revised Bylaws. He asked that everyone take the time to review, send comments to him via email and the committee will review and get back with the rest of the Board. He said he will get a version in Word to each Trustee. The process will likely be to review, send comments to Mr. Gavan, full Board discussion in October and vote in November at Reorganization meeting. Current bylaws state that there is to be a 30-day review period.

Mrs. Bain commended the committee on the revised bylaws. She said she has questions, but overall, thinks the job was done well, specifically regarding various duties.

He also noted that the committee is beginning the process of interviewing auditing firms. They feel it is good business sense to review relationships and speak with other firms to decide if a change should be made. He indicated that it is important that both parties understand and agree with what is expected. Vice President Nocella is setting up the interviews and has invited the committee to be involved and administration will provide a recommendation.

7.2 Comments by Nisivoccia & Company.

Chairman Smith introduced David Evans and Valerie Dolan from Nisivoccia & Co. who presented findings and highlights of the audit and answered questions.

Ms. Dolan noted that monthly financials provided to the Board do not capture what is actually happening and that it is the financial records/systems that are the problem. For example, financial aid doesn’t appear on the statements at all – in or out.

Mr. Evans indicated that the financial systems are “broken,” not working as intended and not producing reliable financial data from which to make intelligent financial decisions on how to spend money and control finances. He said this is why they believe the college is now in deficit.

Mrs. Bain asked why we weren’t told this a year ago. She indicated that it is a really well done report, but they have been auditing the college for a long time and these issues were never even alluded to before.

Mr. Evans explained that things began to come undone mostly in ’09/10. He said he spoke with his engagement partner from last year, who said there were a number of conversations with the former Vice President of Finance regarding the accounting systems. There were assurances that ‘things’ would be rectified during ’09/10 and a judgment call was made to rely on those assurances rather than put it in the report.

Mrs. Bain asked if he believes the Board should have been made aware of this. He replied, “In hindsight, yes.” He also indicated that a lot of work was done outside of the accounting systems in order to get the information to the point where it was auditable.
Mr. Long noted that this is his seventh year on the Board and this is the first time he has actually seen a professional audit report with professional recommendations. He said up to this point, they were concurring with the mishandling of accounting/monies and it was never cited, ever. He said he does not understand it, although he understands what has been said. He indicated if issues were called to our attention sooner, we wouldn't be in the dilemma situation we are in now.

Conversation ensued regarding quality of information provided to the auditors and quality of audit from the information provided.

Mr. Long noted that the former president was taken to task for not being on top of financial information but she didn't have the financial information with which to deal. He reiterated that although this is an excellent report, that the ball was dropped in the past regarding the kind of information they should have been receiving.

Percentage of document samples was discussed and more documents were sampled this year than in the past.

Mr. Evans noted that he is not making excuses for what was done in the past and in hindsight when looked at, the judgment was wrong because it didn’t get better. He indicated that sample sizes were increased, every balance sheet item was looked at, confirmations were sent out to students, received written confirmation from the county, etc.

Reviewed prior audit recommendations of fixed assets, which remains in recommendations this year, as well as general ledger issues that were not reported in the past but discussed informally with the then Vice President.

Mr. Sullivan noted that Nisivoccia was asked in the past to identify each year special areas needing to be looked at. He also noted that when the last president was hired she was told that they were concerned about the finances and the people leading the finance department. He also noted that it got addressed too late.

Mr. Perry indicated that a former recommendation specifically talked about reserve balances, saying the balance should be reviewed and most likely increased, however the following year when the reserves were around half of prior years, yet there was no comment from the firm saying they had told us in the past to increase the balance. Because of this, the Board formed the Audit Committee.

Mr. Smith noted that most of the problems are due to the Jenzabar system never being installed properly.

Mr. Sullivan noted that last year there was a significant amount of inappropriate, unauthorized spending.

Reviewed “Auditor’s Management Report” section of audit. Discussed findings of Compliance with Local Bid law, including sample contracts, where of 50 contracts randomly sampled (approximately 60% of all contracts, although a typical sample is around 10), Auditors found two instances of non-compliance where we were over the $32k threshold. The Board Audit
Committee is reviewing these instances, specifically for exposure to the college for not bidding, from other companies who may have bid. They will report back to the Board. The contracts discussed are for gravel contracted “not to exceed” $3500 but the vendor was paid more than $70k and the other “not to exceed” $31k and the vendor was paid $34k. The second was for Waste Management’s services for recycling and “regular” garbage vs. construction trash, which should have been on separate contracts. Prior year’s audits did not include this recommendation.

The Board reviewed the Summary of Recommendations.

Auditors noted that our financial systems are not capturing information how it should, for instance, financial aid is not recognized. It is not on the Jenzabar system and revenues and expenses are not reflected on the P&L Statement.

Ms. Dolan noted that we need to start over with the Chart of Accounts because we have modified the Jenzabar software to our changed record keeping and we are likely ineligible for upgrades because they will no longer work on our system.

She indicated that the biggest issue is that “the system is not working” and it needs to be fixed so that the Board can make sound management decisions.

Auditors indicated that their findings are completely independent from findings in the Mercadien Report, although they do concur with many of their findings.

The Auditors were asked why in the past they hadn’t checked the system against actual documents to confirm that they had been input correctly. Auditors noted that there were various forms of testing done on individual transactions and balance sheet items. What was done in the past is that there was a bridge prepared by the former Vice President of Finance to take his records to a P&L statement to a balance sheet. The information was then auditable. It is the bridge that got the general ledger to an auditable profit and loss statement and to an auditable balance sheet.

Discussed State Law regarding 48 hour deposits, noting that there is no reason we cannot deposit within 24 hours. No items tested in 2009 were beyond the 48 hours.

Auditors noted that we are restricted in terms of mutual funds but we can invest in government money market funds.

Discussed the terms “uninsured and unregistered,” noting that the NJ Cash Management Fund is classified as uninsured and unregistered. It was noted that funds were moved into CD’s.

Discussed possibility of having auditing firm come back mid-year to make sure we are moving in the right direction. It was said that they should return in order to insure that the general ledger is structured and mapped correctly and that it will produce the kind of information needed to make decisions as well as review all of the recommendations, progress being made and what
else needs to be done during December, January, February interim period prior to year end.

Auditors explained processes needed to be implemented in the rebuilding of the system, noting that we would then repost from July 1, 2010 to current date.

It was noted that the Audit Committee will also have to discuss this all with the management team because we don’t want to double audit. The entity to get these recommendations implemented and the system fixed are our people, who have to be held accountable for doing so. Management should provide status updates regarding meeting criteria and if they have questions, need help, or we are not getting the answers we seek, then have the auditing firm come in to assist.

Discussed net assets decrease, with largest increases being salaries, depreciation and settling of retros.

Auditors noted that there are issues with the Foundation’s records as well and reviewed some of the issues, including the need for a full detailed review of donor accounts. Indicated that they need to be brought into the Jenzabar System.

The only action the Foundation will need to take is to approve the audit.

Interim President Damato noted that Mr. Evans and Ms. Dolan did not do our prior audits and thanked them.

7.3 Recommendation: Approval of Audited Financial Statements 6/30/10.

Mr. Sullivan moved to approve audited financial statements 6/30/10. Dr. Andrews seconded motion.

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

7.4 Recommendation: Approval of Audited FTE Statement 6/30/10.

Dr. Andrews moved to approve the audited FTE statement 6/30/10. Mr. Sullivan seconded the motion.

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

7.5 Recommendation: Approval of Nisivoccia partial payment of $32,500.

Mr. Sullivan moved to approve partial payment of $32,500 to Nisivoccia. Dr. Andrews seconded the motion.

Total contract is $43k for the college and $5200 for the Foundation. This is interim billing with the balance of the bill expected next month.
Auditing firm will be appointed or re-appointed at the November 2010 Reorganization Meeting.

Administration has invited the Audit Committee to participate in the interviewing of auditing firms. As the Chairman of the committee Mr. Gavan instructed that the schedule of interviews be prepared regardless of the availability of Audit Committee members and those available will participate.

Discussed paid legal ad regarding contract that was awarded for auditing services.

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

7.6 Recommendation: Approval of Cashnet Upgrade.

Mr. Sullivan moved to approve Cashnet upgrade. Mrs. Fountain seconded the motion.

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

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

- Henry Pomerantz noted that this is the best meeting of this Board that he has observed in a long time. He thanked the Board.

9. **Other Business**

Discussion / Reports / Announcements:

9.1 Appointment of the Nominating Committee by Chair - Nominations to be Presented at the October Board Meeting.

Chairman Smith appointed the Nominating Committee as follows: Mr. Sullivan, Mr. Long and Ms. Case, with Ms. Case serving as the committee chair. The committee will report their recommendations at the October meeting for election at the November meeting.

Mr. Perry moved to accept the appointments to the Nominating Committee. Mr. Gavan seconded the motion. Motion carried unanimously.

9.2 Report from the Presidential Search Committee – Dr. Rosalie Lamonte

Dr. Lamonte reported that the three members of the Presidential Search Committee, herself, Mr. Smith and Mr. Worman, participated in an extensive conference call yesterday with Narcissa Polonio from ACCT. They reviewed over thirty applications that were submitted for the position of President. She said the quality of the candidate pool was excellent. They were able to cull them down to approximately ten applications that will be reviewed tomorrow afternoon with the help of the President Search Advisory Committee. She
indicated that the President Search Advisory Committee is comprised of eleven members who are representative of different constituencies, including members from the business community, faculty, non-profit as well as profit organizations. She distributed a list of the members and asked the Board for approval of the list. She noted that if they are all approved this evening that they will meet tomorrow with the Search Committee, assisted by ACCT, to review the applications that the Search Committee has deemed acceptable to move forward in the search. She explained that following the committees’ joint meeting tomorrow, they will hopefully have culled the applications down even further to a group that will then be interviewed by the entire Board.

Dr. Lamonte answered questions posed by the Board. She indicated that the Advisory Committee was chosen via consensus of the Search Committee and that they tried to include members of past Presidential Advisory Search Committees.

Dr. Lamonte noted that 2-3 finalist candidates will come to campus to give a presentation and meet with key stakeholders.

Interim President Damato suggested that the college community be given the opportunity to interview the finalist candidates in addition to the all-college presentation.

Mrs. Bain indicated that as former Chair of President Search Committees, good candidates were lost along the way and that more than two or three quality candidates should be identified.

9.2.1 Recommendation: Approval of Presidential Search Advisory Committee.

Mr. Sullivan moved to approve the President Search Advisory Committee. Mr. Long seconded the motion. Motion carried unanimously.

9.3 Resolution - Brian Doherty

Mr. Smith read the Resolution:

WHEREAS, Brian J. Doherty served as a trustee of Sussex County Community College from December 2009 to August 2010 and;

WHEREAS, Throughout his term distinguished himself among his fellow members and provided determined direction guiding this college, and;

WHEREAS, Because of his recognized abilities, character and dedication, Mr. Doherty is a respected member of the Sussex County Community family and is considered to be a supporter, a wonderful colleague, and a true friend to the College; and

NOW, THEREFORE, BE IT RESOLVED, that the Sussex County Community College Board of Trustees and Interim President Harold H. Damato do hereby extend their best wishes and life-long friendship to Brian J. Doherty and further wish him well in his future endeavors.

Mr. Long moved to approve the resolution for Brian Doherty. Dr. Andrews seconded the motion. Motion carried unanimously.
The Resolution was dated and signed by all members of the Board of Trustees as well as the Interim President.

9.4 Trustee Activity Update

Mrs. Fountain indicated that she and Chairman Smith recently attended Foundation meetings. She urged Board members that if they are available, to attend the 5k/10k on Sunday, even if only for an hour or two. She noted that the event begins at 7:00 a.m. and that the Foundation is in need of 40 volunteers for the event.

She also reminded the Board that the Foundation Ball will be different this year and they are looking to Trustees for support, attendance, auction items and for bottles of wine worth $35 or more.

Mr. Perry noted that last week at the NJCCC they discussed taking a very active stance on the Governor’s Toolkit and pension reform laws that will affect all county employees as well as community college employees. He indicated that the Legislative Committee will be reviewing bills and making decisions to support or not support as a sector and he will report back after the meeting. He indicated that sector-wide it is believed that the pension reform bills are the most important this year in terms of the impact on collective bargaining agreements and the financial viability of many institutions.

He noted that the NJCCC has been legally designated by the Governor as the training body in NJ for all Community College Trustees.

Chairman Smith asked Trustees to contribute $100 for the Board’s scholarship for students. He also asked if each Trustee could contribute $50 toward an ad in the Foundation Ball program.

Chairman Smith indicated that Mr. Perry was asked by Noah Brown, President and Chief Executive Officer of the Association of Community College Trustees to lead a training segment on accountability at the ACCT Congress.

9.5 President’s Report

Interim President Damato reported:

- Enrollment is up 1% in credit hours although flat enrollment was projected. When looking at core enrollment, which excludes concurrent enrollment, we are actually up 1.6% in credit hours. He also indicated that the average age of our student is 24.2 years old, our average fulltime student is 21 years old and 68% of our students are younger than 22 years old. He noted that fulltime enrollment is up 3.6% from last year at 2,550, which is the most fulltime students we’ve ever had enrolled for a semester. He also said that several community colleges in NJ posted negative numbers, which was not anticipated and those that posted better numbers than ours are much lower than they anticipated. It is believed this is in result of the economic impact.
• We received a Disengaged Adults Returning to College Grant. The grant is to assist students who have thirty credits but no degree who are recruited to return. Through the grant they will receive assistance with books but not tuition. Our target was seven students. We have sixteen.

• We have received notice from the National Council for Public Relations that we will receive four awards at the conference next month. We are being recognized for our work on the President’s Report, new logo design and online marketing and advertising.

• On August 18th we graduated eleven surgical technology students. All are employed. We continue to received kudos on our graduation rates, leading the state in the last cohort of record.

• In August we hosted a Poverty Symposium along with NORWESCAP. It was a successful program that included excellent speakers and great attendance.

• We have launched a new social media marketing campaign, lead by Kathleen Scott. This fall, Google and Facebook ads were seen in Sussex and Pike Counties 10 million times.

• Traditionally, as we near registration, we look at the students who are eligible for fulltime status and we call them. We have used faculty and staff to make the calls in the past. This year for the first time we mobilized a team of students. It has been reported anecdotally that it has been a huge success with very positive feedback.

• Had a great New Student Orientation and the largest ever Parent Orientation. Many of our sister institutions that are larger cannot get as many parents to participate in this process.

• We are participating with the Sussex County Health Department to bring HPV vaccinations to students. Nursing and medical coding students are participating.

• Had a stupendous September 11th ceremony. Brigadier General John Maddux and Ira Polk spoke.

• Smoke free campus is off to a wonderful start.

• We received a plug on the David Letterman Show. A performer who is appearing in the PAC was asked where he is appearing and he said Sussex County Community College.

• We lost an employee. Pauline Weigel Schumaker passed away on August 16th.

• Next week we are participating in National Depressing Screening.

• Irene Dufford, an 86 year old resident of Andover Nursing Home, earned her GED through us last month. She is probably the oldest
person in New Jersey to ever receive her GED and possibly one of the oldest in the nation to receive a GED. Compliments to the Learning Center and staff who worked with her. We have the highest GED pass-rate in New Jersey. The Board asked that a letter or Resolution be given to her on behalf of the Sussex County Community College Board of Trustees.

9.6 Chairman’s Comments

Chairman Smith noted that we have some very challenging times. This has been a long, informative meeting not only for the Trustees but the public as well. He said everyone, from Trustees to staff and faculty to administration – everyone wants the college to move forward and survive, which we will. He indicated that we will get the systems in place and gave special thanks to Harry Damato, Dr. Kate Douglas and Frank Nocella for their leadership and hard work on the budget. He also thanked everyone for their cooperation.

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

10. Adjournment

At 7:45 p.m. Mrs. Bain moved to adjourn the meeting. Mr. Sullivan seconded the motion. Motion carried unanimously.

Approved:

Ann G. Bain, Secretary