1. **General Institutional Functions**

1.1 Chairman Smith called the meeting to order at 5:08 p.m.

1.2 Mrs. Bain 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 21, 2010.

1.3 Roll Call / Pledge of Allegiance / Welcome to Guests

The following were in attendance: Dr. Andrews, Mrs. Bain, Ms. Case, Mr. Gavan, Dr. Lamonte, Mr. Perry, Mr. Sullivan, Mr. Vetrano, Mr. Smith and Ex-Officio Member Interim President Mr. Damato. Mrs. Fountain and Mr. Long participated via telephone.

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

1.4 Approval/Acceptance of Minutes

1.4.1 Approval of Minutes of the January 27, 2009 Executive Session.

Dr. Andrews moved to approve minutes of the January 27, 2009 Executive Session. Mr. Gavan seconded the motion. Mr. Long, Mr. Sullivan, Dr. Lamonte and Mr. Vetrano abstained from the vote. Motion carried.

1.4.2 Approval of Minutes of the February 24, 2009 Executive Session.

Mr. Perry moved to approve minutes of the February 24, 2009 Executive Session. Mrs. Bain seconded the motion. Mr. Long, Mr. Sullivan, Dr. Lamonte and Mr. Vetrano abstained from the vote. Motion carried.

1.4.3 Approval of Minutes of the April 28, 2009 Executive Session.

Mrs. Bain moved to approve minutes of the April 28, 2009 Executive Session. Mr. Gavan seconded the motion. Mr. Long, Dr. Lamonte and Mr. Vetrano abstained from the vote. Motion carried.
1.4.4 Approval of Minutes of the June 23, 2009 Executive Session.

Dr. Andrews moved to approve minutes of the June 23, 2009 Executive Session. Mr. Sullivan seconded the motion. Mr. Long, Mr. Vetrano and Mr. Perry abstained from the vote. Motion carried.

1.4.5 Approval of Minutes of the July 28, 2009 Executive Session.

Mr. Gavan moved to approve minutes of the July 28, 2009 Executive Session. Mrs. Bain seconded the motion. Mr. Vetrano, Mr. Sullivan and Mr. Vetrano abstained from the vote. Motion carried.

1.4.6 Approval of Minutes of the September 22, 2009 Executive Session.

Dr. Andrews moved to approve minutes of the September 22, 2009 Executive Session. Mrs. Bain seconded the motion. Mr. Vetrano, Mr. Perry, Dr. Lamonte and Mr. Sullivan abstained from the vote. Motion carried.

1.4.7 Approval of Minutes of the November 24, 2009 Executive Session.

Mr. Gavan moved to approve minutes of the November 24, 2009 Executive Session. Mrs. Bain seconded the motion. Mr. Vetrano abstained from the vote. Motion carried.

1.4.8 Approval of Minutes of the June 22, 2010 Executive Session.

Dr. Andrews moved to approve minutes of the June 22, 2009 Executive Session. Mr. Gavan seconded the motion. Mr. Vetrano, Mr. Sullivan, Dr. Lamonte and Mrs. Bain abstained from the vote. Motion carried.

Executive Session minutes were discussed, including timeliness and content. It was noted that the Board has just this year started to approve Executive Session minutes, and the reason 2009 Executive Session minutes were being approved was to provide them for an OPRA request. In the future Executive Session minutes will list who was present during the session and will be approved by the Board as soon as confidentiality is no longer needed.

Discussion ensued regarding acceptance of committee minutes. It was decided that each committee will review the minutes for accuracy and then at the Board meeting, other Trustees would accept the minutes.

1.4.9 Acceptance of Minutes of the September 21, 2010 Personnel and Curriculum Committee Meeting.

Mr. Long moved to accept minutes of the September 21, 2010 Personnel and Curriculum Committee meeting. Mrs. Fountain seconded the motion. Mr. Vetrano abstained from the vote. Motion carried.
1.4.10 Acceptance of Minutes of the September 23, 2010 Finance and Facilities Committee Meeting.

Mr. Sullivan moved to accept minutes of the September 23, 2010 Finance and Facilities Committee meeting. Dr. Andrews seconded the motion. Mr. Long and Mr. Vetrano abstained from the vote. Motion carried.

1.4 Courtesy of the Floor (Public Session)

- Henry Pomerantz addressed the Board. He asked for more detail in Executive Session minutes.
- Mr. Pomerantz questioned the attorney bills, asking why names were redacted and why we are sending OPRA requests to them for review when we have a Custodian of Records.
- Mr. Pomerantz thanked the Board for the opportunity to meet the President candidates.

1.6 Acknowledgement of Receipt and Review of September 30, 2010 Unaudited Financial Statements

Mr. Gavan moved to acknowledge the receipt and review of the September 30, 2010 Unaudited Financial Statements. Mr. Sullivan seconded the motion.

Vice President Nocella answered questions regarding the financial statements as well as finances in general. He noted there was a discrepancy regarding full-time employee headcount and that it would be rectified for the next meeting.

Mr. Perry asked if we are where we need to be in order to realize the $1.5M reduction in the budget. Mr. Nocella indicated that we are only one month in so it is too soon to tell.

Mr. Sullivan noted that work continues with the Jenzabar system in order to have the ability to accurately know where we are without having to go back and analyze past years.

Interim President Damato indicated that as we look at expenses we will be able to gauge the relative degree of success. The expectation is that within six months there will be some assurances of progress and know if are or not on target and any additional actions that may need to be taken.

Vice President Nocella said there is room for improvement in all areas of our system. He said the financials at this time are credible based on what we are recording on the books as far as our operations. They exclude financial aid and grants at this time, however as far as what we are spending to operate the college they’re representative of the transactions that flow through. They’re directionally in order and as we view them on a month to month basis.
Mr. Gavan noted that the one thing we all need to keep in mind is that during the last six to twelve months we’ve come to realize we had no idea what was going on with the finances of the college. What was presented was not what was happening. He said that asking tough questions is excellent but we have to be cognizant of the fact that it takes the finance department ten days and two people just to prepare the reports presented to the Board. Until the systems are fixed, they have to be done by hand because it’s so messed up. The more we asked tough questions, the more time Vice President Nocella and his staff have to spend getting answers and the less time they have to get the fix done.

Chairman Smith reiterated that we are looking at the statements and acknowledging or accepting them because we really don’t have accurate numbers to approve.

Vice President Nocella noted that there is a lot of work to be done. He said, directionally, the statements are reasonably in line with the operations of the college. He said we will track each month and be able to measure, month by month and see the progress or lack thereof, report it accordingly and take the measures to close the gap.

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.

1.7 The Correspondence File was received, reviewed and filed.

1.8 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 and 2.2)

Mrs. Bain moved to approve the legally mandated agenda items 2.1 and 2.2. 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.

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 1.8.

(*) 2.2 Recommendation: Appointment of the Attached List of Part-Time Support/Non-Faculty Staff Employed for FY ’10/11. Said Appointment is in Accordance with the Policies, Procedures, and Salary Guidelines Established by the Board of Trustees.

Approved as item 1.8.
2.3 Report of the Personnel and Curriculum Chair.
Mrs. Bain reported on behalf of the Personnel and Curriculum Committee. She said the committee:

- Discussed open positions. The committee asked that full-time and part-time numbers be reconciled between the finance and human resources departments.
- Discussed all of the personnel matters to be acted on today.
- Discussed the possible restructuring of Continuing Education back into Academic Affairs, and the responsibilities within Continuing Education during the search for a replacement for Mr. Anbarasan.
- Approved the recommendation for a changed title for the Assistant to the President. The new title incorporates her role as assisting the Board of Trustees, a function she already assumes.
- Approved the recommending Frank Nocella as the Education Facility’s Fund Commissioner to represent the college in the School Alliance Insurance Fund.
- Discussed the process of committee minute approval, as to terminology regarding what will be approved, accepted and acknowledged.
- Suggested a monthly progress report from the Finance and Facilities Committee regarding ADP system implementation.
- Suggested adding monthly reports to committees regarding progress on the Mercadien recommendations.
- Discussed several facility changes which were further discussed at the Finance and Facilities meeting.

2.4 Recommendation: Acceptance of Gary Mielo’s Retirement from the Position of Associate Professor of English and Journalism, Effective at the End of the Spring 2011 Semester.

Mrs. Bain moved to accept Gary Mielo’s retirement as noted above. Mr. Gavan seconded the motion.

Interim President Damato noted that he knows Mr. Mielo since before he was a faculty member, indicating that he always does an extraordinary job, his students are engaged and excited about learning and that Mr. Mielo is happy and ready to retire. Dr. Douglas concurred regarding Mr. Mielo. She said he is the utmost professional in all he does, including acting as editor of the student newspaper, creating a transition plan. She gave him accolades for all of his achievements.

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.

Mrs. Bain moved to accept Sivaraman Anbarasan’s resignation as noted above. Mr. Gavan seconded the motion.

Interim President Damato noted that he has known Anbar since he came to SCCC and he has absolutely redeveloped, in all positive ways, our approach to Continuing Education, Workforce Development and our Health Science Programs. He wished him well and said we will miss his contributions.

Mr. Gavan noted that he serves on the Sussex County Economic Development Partnership and at the meeting after Anbar’s last, they spent a lot of time talking about what a loss this is to our community. He said that many people are not aware of the impact Anbar has had on economic development in Sussex County. He will be sorely missed and our loss is Camden’s gain.

Mr. Vetrano indicated that one of Anbar’s responsibilities was the Fire Academy. He said dealing with all of the volunteers is a big task and he knows there was a point in time when the academy was in complete disarray but through Anbar’s leadership it was pulled together and able to provide some stability to the fire service community here in the county. He said he knows they are truly grateful for the work he has done.

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.

2.6 Recommendation: Transfer of Thomas Taylor from the Position of Groundskeeper to the Position of Mechanic Specialist, with an Adjustment of $3,438 to his Annual Base Salary (Prorated for Period Worked). His New Salary, Effective October 27, 2010, Will Be $39,466

Mr. Perry moved to approve the transfer of Thomas Taylor 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. Perry, Mr. Sullivan, Mr. Vetrano and Mr. Smith voted yes. Motion carried unanimously.


Mr. Gavan moved to approve the appointment of Greg Rodriguez to the full-time position of custodian, as noted above. Mrs. Bain 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.
2.8 Recommendation: Ratification of Overload Payments to the Attached List of Faculty, for the Fall 2010 Semester

Mrs. Bain moved to ratify Overload Payments to faculty as noted above. Ms. Case 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.

2.9 Recommendation: Approval of Change of Title for Wendy Fullem, from Assistant to the President to Assistant to the President and Board of Trustees.

Mr. Perry asked if there needs to be something in the bylaws because now there is a position specifically in support of the Board of Trustees. Mr. Gavan, Chairman of the Audit Committee, which is working on the bylaws, said it will be taken into consideration.

Dr. Andrews moved to approve title change as noted above. Mrs. Bain seconded the motion. Motion carried unanimously.

3. Curriculum and Instruction

3.1 The Board was presented with a report on the Summer 2010 ANTH250 Archaeological Field School at Black Creek. Dean Marian Eberly introduced Professor Anthony Balzano and Field Instructor William Sandy.

Dr. Balzano and Mr. Sandy provided samples of findings and passed them around for all to see.

Mr. Perry asked that the Board be updated regarding employment of students who have gone through the program.

3.2 The Board was presented with a report by Kathleen Nelson, Service Learning/ Volunteer Coordinator on the Service Learning Initiative on Campus. Highlights included new initiatives such as: Circles Yearbook, Mentoring Plus, creation of Service Learning posters and logo, tutoring in the sciences and Teach the World Online (TWOL). A full copy of the report is attached.

Interim President Damato said he is pleased to have Academic Affairs provide these reports to the Board. He thanked the faculty, staff and Deans for their enthusiasm and creativity.

Chairman Smith noted that these reports provide Trustees with a wonderful opportunity to learn about academic programs and initiatives. He said the Board welcomes these reports.

4. Student Services Report

Michael Moeller, President of the SGA and Public Relations Club reported on activities of the students and clubs. He reported:
• New Student Orientation was a big success and received excellent reviews.

• Meet the Clubs and Picnic had a huge turnout. Club signup was extremely successful. Clubs are working to have more activities this year.

• Started doing Presidents’ Round Table Meetings for the club presidents and that each create an email address for the club.

• Hosted a Battle of the Bands on October 15\textsuperscript{th}. Seven bands participated as well as judges from local area businesses.

• Haunted Hayride will take place on October 29\textsuperscript{th}.

• The Public Relations Club is trying to become affiliated with the Public Relations Student Society of America (PRSSA). Although they can’t become an official chapter because we’re not a four-year school, they are trying to become part of an affiliate program which would allow the college to say that the club is affiliated with the PRSSA.

The Board thanked him for his report, noting he did an excellent job.

5. **Community Information and Service Report**
   5.1 Report of Community Services Provided by the College.

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

Mr. Sullivan, Chair of the Finance and Facilities Committee reported that they:

• Received good news and asking for approval today to move into the NJ County College Electric Consortium for Retail Electricity, which will save us $25k per year.

• Discussed the spending cap that the county is putting on the Public Safety Training Academy. He noted that we will be working very closely to see that this is controlled.

• Learned of bid violations relative to Affirmative Action portion of bid documents. He noted this is why we are working to clean up the front end of our bid documents. There were 35 violations. To our understanding none were substantive and were pro forma but they should not be happening. Vice President Nocella and staff are developing a policy to put into place ASAP.

• Talked about Jenzabar and work being done to get the system functioning correctly. Each department is working to make it happen.

• Noted that Vice President Nocella is working to have a Technology Master Plan developed. It will become the backbone of how the campus will move into the future.
• Noted that we will be going out to bid for security and janitorial services.

• Received update on the Energy Audit. We are still a few months off from a final report. He noted that we cannot do anything more with Chapter 12 funding until we see where we can save the most amount of money on energy. We have about $2.5M that we want to leverage to lower our energy footprint, but we cannot do that until the energy report is completed.

7. **Business and Finance**

7.1 Report from the Audit Committee Chair.

Mr. Gavan, Chair of the Audit Committee reported that their big project has been the bylaws. He noted that he submitted draft bylaws to Trustees last month and has since received ideas and suggestions, one of which was adding term limits.

Mr. Gavan indicated that the committee met earlier today and would like to recommend that the Board live under the current bylaws for a while longer. He explained that this endeavor ended up being much more than just a tweaking of the current bylaws. He said the committee would also like to recommend that the Board hold a Special Meeting between now and next month for everyone to sit down and go through the bylaws. This way there will be discussion in a public meeting rather than emails. It might become cumbersome to have everyone there but he believes it will yield the best result.

Mr. Gavan clarified that this would be a two-step process; first to discuss suggestions and ideas and incorporate those that receive consensus and after everyone has had an opportunity after the meeting to review the revised draft, to then vote on them at the next meeting.

Mr. Long noted he agrees with this process and believes it would provide an excellent opportunity for concerns to be addressed and to move forward in a positive manner.

Mr. Perry noted that the current bylaws require 30-day review of revisions.

Mr. Gavan said he will re-send the draft bylaws, as they sit today, to everyone in the morning in a Word document format.

Dr. Andrews moved that the Board of Trustees hold a Special Meeting for the purpose of reviewing the bylaws. Mr. Sullivan seconded the motion. Motion carried unanimously.

7.2 Recommendation: Approval of Resolution to Appoint Frank Nocella as the Education Facility’s Fund Commissioner and Also Appointed as the Safety Delegate to Represent the College in the School Alliance Insurance Fund Safety Program.

Mr. Sullivan moved to approve the Resolution to appoint Frank Nocella as the Education Facility’s Fund Commissioner and the Safety Delegate to...
represent the College in the School Alliance Insurance Fund Safety Program.

Dr. Andrews seconded the motion. Motion carried unanimously.

7.3 Recommendation: Payment to Nisivoccia & Company of $9,810 for Balance Due on Performance of the Annual Audit and Other Related Accounting Services for the Year Ended June 30, 2010.

Mr. Sullivan moved to pay Nisivoccia & Company $9,810 for balance due on performance of the annual audit and other related accounting services for the year ended June 30, 2010. Dr. Andrews seconded the motion.

Vice President Nocella explained that the Foundation Audit Committee will be meeting in November to review their audit and they will approve it at their December meeting. He indicated that this money does not include payment for the work done for the Foundation. They will pay their portion.

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

7.4 Recommendation: Approval of NJ County College Electric Consortium Bid/Contract for Retail Electricity.

Mr. Sullivan moved to approve the NJ County College Electric Consortium bid/contract for retail electricity. Ms. Case seconded the motion.

It was reiterated that this will save us $25k per year.

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 Report on Trustee Activity was added to the agenda.

Mr. Perry provided an update to the Board regarding the state-level budget request. He noted that the New Jersey Council of County Colleges is making a request to Governor Christie for a 2% increase in funding to the community college sector. Part of the request is that any funding increase in higher education be in parity with the four-year institutions, noting that the state makes a significant contribution to the four-year institutions’ labor costs, including pensions, which they do not provide funding for to the community colleges.

Mr. Perry reported on the ACCT conference. His role at the conference, as well as throughout the year, was in the voluntary role of accountability. He indicated that we have received the draft metrics for Community Colleges across the nation in response to President Obama’s challenge to double the number of students who receive degrees in this country.

He said that at the conference, there was not a single speaker who did not talk about student success, noting access to community colleges must be balanced with completion and that it is critical to the future of funding, while the student portion remain affordable.

Interim President Damato added that although the sector is requesting a 2%
increase in funding, New Jersey Community College Presidents are planning for a cut in state funding.

Chairman Smith noted that at the conference there was a session about Community Colleges voluntarily developing a framework of accountability and a proposal to develop standards that all of the colleges would accept, in order to agree on methods of measuring ourselves.

Chairman Smith also noted that another key issue to emerge was to measure the community and see what it needs in order to gear programs to the markets that support the community in making it self-sustainable.

Mr. Perry indicated that Institutional Research is going to be pivotal in gathering information to demonstrate success of programs and obtain funding.

Mr. Perry noted that there is a movement across the country in states where Trustees are appointed, to make them elected, explaining that many states have elected Trustee boards. He indicated that he has not heard of anyone in New Jersey supporting this movement.

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

Michael Moeller, President of the SGA addressed the Board. He indicated that he was appointed to the Student Advisory Committee in Trenton for the Higher Education Student Assistance Authority. He said they meet twice a semester and discuss issues of funding from the state. He indicated that he is the first student to be appointed from Sussex County Community College and he is excited about the opportunity to have our voice in heard. He offered to bring any comments or questions with him to the meetings.

9. **Other Business**

**Discussion / Reports / Announcements:**

9.1 **Report of the Nominating Committee**

Ms. Case, Chair of the Nominating Committee presented the slate of officers for the November election, noting that the nominations were unanimous. They are:

Jacob Smith – Chairman
Glenn Gavan – Vice Chairman
Ann Bain – Secretary
Linda Fountain - Treasurer

9.2 **President’s Report**

Interim President Damato reported:

- We had a very successful Open House and took in 35 students for Fall 2011.
- Early advisement for Spring begins next week.
- The Skylander Challenge raised more than $14k.
- The Foundation Ball is less than two weeks away.
• Men’s soccer made it into finals. They didn’t get through the finals. Women’s soccer are in the finals. He offered his congratulations to both teams.

• This weekend we have an agricultural workshop sponsored in conjunction with the New Jersey Higher Education Partnership on Sustainability.

• Great news for our Public Relations staff. They are currently at the National Council for Marketing Public Relations Conference and we have received 3 gold and 1 bronze awards. We received gold for the 2009 “SCCC Presents,” 2009 President’s Report and for the logo design. Compliments to Sherri Fitzgerald. We received the bronze for our Website. For a community college of our size, in a national competition, to walk away with three gold medals is extraordinary. He congratulated our entire marketing team.

Mr. Gavan noted that at the Junior College Basketball Jamboree an “expert” gave special accolades to two of our students.

9.3 Chairman’s Comments – None

9.4 The Next Regular Meeting of the Board of Trustees and the Annual Reorganization Meeting Will Take Place on Tuesday, November 23, 2010 at 4:30 p.m., Unless Scheduled Otherwise.

EXECUTIVE SESSION

At 6:45 p.m. Mr. Sullivan moved to 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.” Dr. Andrews seconded the motion. Motion carried unanimously. The Executive Session adjourned at 7:20 p.m.

10. **Adjournment**

Upon unanimous vote, the meeting adjourned at 7:20 p.m.

Approved:

[Signature]

Ann G. Bain, Secretary