Board of Trustees Regular Meeting
Tuesday, April 23, 2013 – 5:00 p.m. – Board Room

MINUTES

1. General Institutional Functions

1.1 Chairman Gavan called the meeting to order at 5:00 p.m.

1.2 Secretary Vetrano read the Public Statement:
Adequate notice of this meeting has been provided at least 48 hours in advance of its commencement by posting in at least one public place reserved for such or similar announcements and by mail, telephone, or hand delivery to all appropriate parties pursuant to the Open Public Meetings Act, N.J.S.A. 10:4.1.

1.3 Roll Call / Pledge of Allegiance / Welcome to Guests

The following were in attendance: Mr. Gavan-Chairman, Judge Parker-Vice Chair, Mr. Vetrano-Secretary, Mr. Scanlan-Treasurer, Dr. Andrews, Mr. Leppert, Mr. Senker, Mrs. Yaskovic, Dr. Mazur-Ex-Officio Member, Mr. Hernandez-Alumni Trustee. Dr. Lamonte and Mr. Smith did not attend the meeting.

Also present: Harry Damato-SVP Academic and Student Affairs, Frank Nocella-VP Finance and Operations, Wendy Fullem-Assistant to the President and Board of Trustees/Recording Secretary, John Ursin-Board Counsel.

1.4 Approval/Acceptance of Minutes and Board Action Resolutions:

1.4.1 Approval of March 26, 2013 Regular Board Meeting Minutes.

Judge Parker moved to approve minutes from the March 26, 2013 Regular Board Meeting. Mr. Vetrano seconded the motion. Mr. Scanlan abstained from the vote. Motion carried.

1.4.2 Acknowledgment of Receipt of Committee Minutes.

➢ Finance and Facilities: April 15, 2013
➢ Audit and Policy: April 15, 2013
➢ Personnel and Curriculum: April 15, 2013

Judge Parker moved to acknowledge receipt of Committee Minutes as noted above. Mr. Scanlan seconded the motion. Motion carried unanimously.

1.4.3 Approval of March, 2013 Board Action Resolutions.
Dr. Andrews moved to approve March, 2013 Board Action Resolutions. Mr. Vetrano seconded the motion. Mr. Scanlan abstained from the vote. Motion carried.

1.5 Courtesy of the Floor on Agenda Items Only (Public Session)

Dr. Andrews moved to open the floor to public comment for agenda items. Mr. Senker seconded the motion. Motion carried unanimously.

No one spoke

Judge Parker moved to close the floor. Mr. Vetrano seconded the motion. Motion carried unanimously.

1.6 Acknowledgment of Receipt and Review of March, 2013 Financial Statements.

Vice President Nocella presented the March, 2013 Financials, including March Dashboard FY12/13 YTD and the March FY12/13 YTD Summary Operating Statement.

Mr. Scanlan moved to acknowledge receipt and review of the March, 2013 Financial Statements. Mr. Leppert seconded the motion.

Roll call vote: Dr. Andrews, Mr. Leppert, Judge Parker, Mr. Scanlan, Mr. Senker, Mr. Vetrano, Mrs. Yaskovic and Mr. Gavan voted yes. Motion carried unanimously.

1.7 The Correspondence File was received, reviewed and filed.

2. Personnel

2.1 Report of the Personnel and Curriculum Chair.

Dr. Andrews, Chairman of the Personnel and Curriculum Committee reported that they:

- Discussed Barbara Wortmann’s retirement.

- Received an update regarding the Vice President of Academic Affairs search and were told it is in the final stages, with campus visits by candidates scheduled for April 29th & 30th and May 1st.

- Received an update regarding the Director of Health Sciences position and were told that second round interviews have begun.

- Reviewed recommendations for faculty promotions.

- Discussed sabbatical leaves and agreed with the recommendation coming forth tonight, which is similar to last year’s recommendation.

- Received information regarding New Certificates of Achievement, all approved by the College Curriculum Committee. They are Certificates of Achievement in: Digital Art and Illustration, Graphic and Digital Design, Interactive Design Skills, Social Media and Photography. He indicated that
they are all 18 or less credits and do not have to go through the state system.
We only have to notify The Presidents' Council.

2.2 Recommendation: Approval of Monthly Personnel Actions, as per the Attached Personnel Actions Form.

Dr. Andrews moved to approve the monthly personnel actions. Mrs. Yaskovic seconded the motion.

Roll call vote: Dr. Andrews, Mr. Leppert, Judge Parker, Mr. Scanlan, Mr. Senker, Mr. Vetrano, Mrs. Yaskovic and Mr. Gavan voted yes. Motion carried unanimously.

2.3 Recommendation: Promotion of Melanie Arpaio from Assistant Professor to Associate Professor, Effective August, 2013.

Judge Parker moved to approve the promotion of Melanie Arpaio as noted above. Mr. Ventranova seconded the motion.

Dr. Mazur noted that this promotion is well deserved. He said that Ms. Arpaio has been an innovator in online course instruction. He said she has integrated Quality Matters into her online courses, which is a national standards checklist for quality in online courses. She has served on the Distance Education Committee and has been a driving force for developing online courses. She also introduced the use of external wikis to connect her students across class sections and encourages use of the Learning Management System in all of her classes, which helps students obtain online skills. It is also possible to use the Learning Management System in classes as well. He indicated that Ms. Arpaio won the NISOD Award for Teaching Excellence in 2008. Outside the classroom she has been a long serving Chair of the Academic Standards Governance Committee and has been involved with the Relay for Life and Relentless Against Cancer events. She is set to assume the Presidency of the National Psychology Honor Society (Psi Beta Kappa). In 2009 she was selected for a roundtable at Oxford University.

Ms. Arpaio thanked Dr. Mazur. She said she is honored and thankful to be part of the faculty at Sussex County Community College.

Judge Parker noted that several Trustees attended the Psi Beta induction. She said Ms. Arpaio's enthusiasm is infectious, for it is seen in the students and in the energy she brings. It is clear that she makes a very positive contribution to the College.

Roll call vote: Dr. Andrews, Mr. Leppert, Judge Parker, Mr. Scanlan, Mr. Senker, Mr. Vetrano, Mrs. Yaskovic and Mr. Gavan voted yes. Motion carried unanimously.

2.4 Recommendation: Promotion of Sherry Fitzgerald from Assistant Professor to Associate Professor, Effective August, 2013.

Judge Parker moved to approve the promotion of Sherry Fitzgerald as noted above. Dr. Andrews seconded the motion.
Dr. Mazur noted that the promotion for Ms. Fitzgerald is also very well earned. He indicated that Ms. Fitzgerald was one of the first faculty members here that he had an opportunity to speak with after he started the job and he was very impressed with her desire to move things forward academically. He said she has combined her artistic talents with technology, fostering both the creative and practical in her graphic design program. She makes great use of technology in all of her classes and is an excellent motivator for her students. She is flexible and understands the flexibility that technology provides in today's learning, for example, she often uses online solutions to help students who cannot attend class for one reason or another. She also uses assessment in a meaningful manner to improve instruction, including the use of portfolios for career preparation. Outside the classroom she is a very successful graphic artist in her own right, has given life to many surrounding businesses and campus initiatives. She is a mentor to students and has initiated many projects, including the Spring Street Project, the Go Green Campaign, LACE Poster Logo Campaign, the Graphics Design Club and Design Squad. Her students provide paintings and artwork for the Foundation Ball each year, as well as create the tabletops and displays. She currently chairs the Curriculum Committee of the College and is Program Coordinator for the Graphics Arts Program.

Ms. Fitzgerald thanked the Board of Trustees and President Mazur for recognizing her efforts and achievements. She thanked Administration, faculty and the students. She said she looks forward to the time she spends here because it doesn’t feel like work. She said she loves Sussex County Community College.

Roll call vote: Dr. Andrews, Mr. Leppert, Judge Parker, Mr. Scanlan, Mr. Senker, Mr. Vetrano, Mrs. Yaskovic and Mr. Gavan voted yes. Motion carried unanimously.

The

2.5 Recommendation: Establish the Number of Sabbatical Leaves Available During

2014-15 Academic Year, in accordance with Article 23, G, "Sabbatical Leave," Contained in the Current Collective Bargaining Agreement Between the College and the Faculty Federation. Recommencement is one (1) one-year at half pay sabbatical.

Dr. Andrews moved to approve the number of sabbatical leaves for AY14/15 as recommended above. Mrs. Yaskovic seconded the motion.

Roll call vote: Dr. Andrews, Mr. Leppert, Judge Parker, Mr. Scanlan, Mr. Senker, Mr. Vetrano, Mrs. Yaskovic and Mr. Gavan voted yes. Motion carried unanimously.

3. Curriculum and Instruction

Academic Affairs Highlights: Stella Trikouros, Assistant Professor of Dramatic Arts, presented an overview of the Teen Arts Festival, which is held on the SCCC campus each Spring Semester.

Judge Parker thanked Ms. Trikouros for making the program so successful and for bringing so much energy to both the program and to the students.

4. Student Services Report
SGA President Chelsea Sullivan presented highlights from SGA, Club and student events from the semester. She noted that the Starlit Ball will take place from 7:00-11:00 p.m. on May 10th at the Lafayette House.

Heidi Gregg commended the SGA, Club Leaders, Ambassadors and students for all they do for the College.

Members of the Board thanked Ms. Sullivan for her and other SGA officers for their participation, inspiration and leadership.

5. **Community Information and Service Report**

5.1 Community Service Report – None this month.

5.2 Report from the Executive Director of the Foundation

   Barbara Wortmann reported:

   - The Ladies’ Saturday Retreat more than doubled in size from last year, in both attendance and revenue.
   - Scholarships will be awarded at a ceremony on Thursday May 2nd 5:00 p.m. – 7:00 p.m. There are 109 scholarships being given to 100 students, totaling approximately $60k.
   - Skylanders Golf Outing will be taking place on June 24th at the Lake Mohawk Golf Club. The Foundation is selling 50/50’s in advance.
   - There is a Retreat for the Board of Trustees and Foundation Board on May 21st. Trustees should arrive at 3:00. It is taking place at Tamarack Country Inn. Brenda Babitz will be a guest speaker.
   - Mrs. Wortmann thanked everyone for all of their support over time. Trustees and President Mazur congratulated her on her new position and wished her the best.

6. **Business, Finance and Facilities**

6.1 Report from the Finance and Facilities Committee Chair

   Mr. Scanlan, Chairman of the Finance and Facilities Committee reported that they:

   - Reviewed all items being presented for acknowledgement or approval tonight.
   - Discussed the Audit Planning Meeting and the May 28th Financial Workshop for the Board.
   - Talked about the solar project nearing completion.
   - Received an update from Ken Evans regarding security initiatives. He said Mr. Evans indicated that 24/7 security was moving forward.

6.2 Report from the Audit and Policy Committee Chair
Judge Parker, Chair of the Audit and Policy Committee reported that the committee:

- Reviewed three policies: Sexual Harrassment, Nepotism and Board Code of Ethics. She indicated that the policies, along with the procedures are being presented to the Board of Trustees for approval, noting that only the policies, not the procedures need approval. The policies were also reviewed by the college’s attorney, John Ursin.

6.3 Recommendation: Approval of Sexual Harassment Policy

Judge Parker moved to approve the Sexual Harassment Policy. Mr. Vetrano seconded the motion.

Roll call vote: Dr. Andrews, Mr. Leppert, Judge Parker, Mr. Scanlan, Mr. Senker, Mr. Vetrano, Mrs. Yaskovic and Mr. Gavan voted yes. Motion carried unanimously.

6.4 Recommendation: Approval of Nepotism Policy

Judge Parker moved to approve the Nepotism Policy. Mr. Vetrano seconded the motion.

Roll call vote: Dr. Andrews, Mr. Leppert, Judge Parker, Mr. Scanlan, Mr. Senker, Mr. Vetrano, Mrs. Yaskovic and Mr. Gavan voted yes. Motion carried unanimously.

6.5 Recommendation: Approval of Board Code of Ethics Policy

Judge Parker moved to approve the Board Code of Ethics Policy. Mr. Leppert seconded the motion.

Roll call vote: Dr. Andrews, Mr. Leppert, Judge Parker, Mr. Scanlan, Mr. Senker, Mr. Vetrano, Mrs. Yaskovic and Mr. Gavan voted yes. Motion carried unanimously.

7. Courtesy of the Floor on General Matters (Public Session)

Judge Parker moved to open the floor to the public on general matters. Dr. Andrews seconded the motion. Motion carried unanimously.

Hank Pomerantz provided an update regarding the Relay for Life. He also commended the Board, noting that in his experience, this is the “best” Board so far, due to transparency and engagement.

Stella Tritouros thanked Heidi Gregg, SGA, Student Ambassadcrs, Phi Theta Kappa and students who helped out in the classes, noting that Teens Arts could not run without the volunteers who offer a wonderful, positive presence.

Judge Parker moved to close the floor to the public. Mr. Scanlan seconded the motion. Motion carried unanimously.

8. Other Business
Discussion / Reports / Announcements:

8.1 Trustee Activity Update

- Dr. Andrews asked that Trustees let him know when they achieve Board Goal #3 [Board budgets and encourages each Trustee to attend at least one NJCCC sponsored event annually, or one ACCT/AACT sponsored (if funds available), and attend at least four SCCC events each academic year, exclusive of Foundation Ball and Graduation] to please let him know, as he does not plan on keeping a running count of who has attended what. He said at the end of the year, he will provide a report to the Board.

- Dr. Andrews addressed enrollment, noting that we may need to look at activities that will draw different segments of students from the high schools (and their parents) onto campus, even if for a short period of time. He believes that students being on campus, interacting and observing, would be beneficial to our enrollment.

- Judge Parker indicated that Ladies Retreat was well attended. She noted that the response to the sponsorship by the women attorneys was very positive and serves as a good example for future sponsorships, explaining that asking 20 people from an organization or group for $100 is an excellent alternate means for achieving sponsorship. She gave examples of other groups for potential sponsorship, such as the women physicians in the county. Chairman Gavan noted that he has put a call out to the male attorneys in the county for golf outing sponsorship.

- Mr. Senker noted that the upbeat and enthusiastic changes in the atmosphere during Board Meetings has had a positive effect on the College Community as well and that there is no better “billboard” than people out and about speaking positively about the College.

- Chairman Gavan agreed that there have been very positive changes in the Board’s enthusiasm, as well as in participation of meeting guests. He said there was a time when no one from the public or College Community attended the meetings and that the interaction now has had an excellent effect on perception, interaction, engagement, motivation and on the community. He said he is very proud to be part of this Board.

8.2 President’s Report – Dr. Mazur reported:

- Major kudos are in order for Tony Selimo. For the second consecutive year, EDTV20 just received an International Video Production Telly Award for our 2012 college commercial. SCCC’s EDTV20 College commercial was chosen out 12,000 entries worldwide and was produced and shot by Tony Selimo and edited and animated by Tim O’Connor. John Salinas also contributed footage to the award winning production. This is a tremendous honor against stiff competition for Sussex County Community College. Many thanks to Tony, Tim and John for their exceptional creativity on this project.

- For the first time we had a major career symposium and job fair on campus last Thursday. It was co-sponsored by the Department of Labor and Workforce Development, who had approached us about doing it.
employers were represented and brought a lot of people onto campus and to the fair.

- We hosted the Clothesline Project, which honors victims and survivors of sexual violence and child abuse in a visual protest that bears witness to the pain and courage of those who have suffered. Shirts decorated by survivors and those who care about them reflect each person's experience with interpersonal violence. On April 16th the Clothesline Project traveled up the hill to SCCC where it was on display all day. From 10:50am-12:05pm in the Student Center Theater, SCCC's Center for Diversity & Equality Anti-Violence Project hosted guest speakers from the community who shared their knowledge and expertise in sexual abuse prevention work.

- Our Commencement Ceremony is on Thursday, May 16th. He asked that if Trustees have not yet RSVP'd, to please let Ms. Fullem know if they plan to attend.

8.3 Chairman's Comments and Board Goals

Chairman Gavan noted that May is a very busy month for the Board, including Commencement, the joint Board Retreat, Committee Meetings, Board Meeting, Financial Workshop with Wiss and Strategic Plan discussion. He asked that Trustees add each to their calendars and try to attend as many events as they can.

8.4 The Next Regular Meeting of the Board of Trustees Will Take Place on Tuesday, May 28, 2013.

9. Adjournment

The meeting adjourned at 6:30 p.m., upon unanimous consent.

Approved:

Glen J. Vetrano, Secretary