MINUTES

1. General Institutional Functions

1.1 The meeting was called to order at 5:15 p.m. after resolving a technical issue.

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. Senker (left at 6:25 p.m.), Mr. Smith, Mrs. Yaskovic, Dr. Mazur-Ex Officio Member and Mr. Hernandez-Alumni Trustee.

Also in attendance were: 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, and John Ursin-Board Counsel.

Chairman Gavan welcomed Freeholder Mudrick and all of the guests.

Executive Session – Contracts / Collective Bargaining – The Executive Session was moved to the end of the meeting.

1.4 Approval/Acceptance of Minutes and Board Action Resolutions:

1.4.1 Approval of November 27, 2012 Reorganization Meeting Minutes.

Judge Parker moved to approve minutes from the November 27, 2012 Reorganization Meeting. Mr. Scanlan seconded the motion. Motion carried unanimously.

1.4.2 Approval of January 22, 2013 Executive Session Minutes.

Mr. Scanlan moved to approve minutes from the January 22, 2012 Executive Session. Dr. Andrews seconded the motion. Mr. Smith abstained from the vote. Motion carried.

1.4.3 Approval of January 22, 2013 Regular Meeting Minutes.
Dr. Andrews moved to approve minutes from the Regular Board Meeting of January 22, 2013. Mr. Scanlan seconded the motion. Mr. Smith abstained from the vote. Motion carried.

1.4.3 Acknowledgment of Receipt of February, 2013 Committee Minutes.

Judge Parker moved to acknowledge receipt of February, 2013 committee minutes. Mr. Scanlan seconded the motion. Motion carried unanimously.

1.4.4 Approval of January, 2013 Board Action Resolutions.

Judge Parker moved to approve January, 2013 Board Action Resolutions. Mr. Scanlan seconded the motion. Motion carried unanimously.

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

Judge Parker moved to open comments from the floor. Dr. Andrews seconded the motion. Motion carried unanimously.

No one spoke.

Dr. Andrews moved to close comments from the floor. Judge Parker seconded the motion. Motion carried unanimously.


Vice President Nocella presented the January, 2013 Financial Statements, including: January Dashboard FY12/13 YTD and January FY12/13 YTD Summary Operating Statement.

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

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

1.7 Correspondence File – Letter from Sparta Ecumenical Council Food Pantry regarding donation made by the SGA.

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:

- Reviewed personnel items, including those to be approved at this meeting.
- Reviewed the 2013-2014 Administrative Calendar.
- Reviewed grants that were being prepared for submission to the Department of Higher Education.
• Received an update regarding Collective Bargaining and reviewed the Professional Bargaining Unit Contract.
• Received the Dean’s List via email.
• Discussed Frank Hablawi’s demonstration of the Student Co-Curricular Transcript which will be presented later at this meeting.
• Learned that Stella Trikouros, Assistant Professor of Dramatic Arts has been awarded the 2013 NISOD Excellence Award saluting her commitment to high performance and extraordinary service to the SCCC students, college and community. Dr. Andrews commended her on her work with Teen Arts.
• Were informed that Peter Schoch, Associate Professor/Department Chair in Science has been appointed a peer reviewer for the Journal of College Science Teaching for the Two Year College section.
• Received information that Maureen Murphy Smolka has worked to collapse the developmental courses to one four credit course. This should help developmental students access regular classes more quickly, hopefully increasing our retention and completion rates. Information was included as an attachment in the committee packages.

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

Dr. Andrews moved to approve the monthly personnel actions. Mr. Senker seconded the motion.

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

2.3 Recommendation: Approval of 2013-2014 Administrative Calendar.

Dr. Andrews moved to approve the 2013-2014 Administrative Calendar. Mr. Smith seconded the motion.

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

2.4 Recommendation: Approval of Professional Bargaining Unit Contract.

This item was moved until after the Executive Session.

3. Curriculum and Instruction

3.1 Recommendation: Approval of AY 2012-2013 Academic Calendar.

Recommendation corrected to read, “Approval of AY 2013-2014 Academic Calendar.”

Dr. Andrews moved to approve the AY 2013-2014 Academic Calendar. Mr. Scanlan seconded the motion.

Roll call vote: Dr. Andrews, Judge Parker, Mr. Scanlan, Mr. Senker, Mr. Smith, Mr. Vetrano, Mrs. Yaskovic and Mr. Gavan voted yes. Motion carried unanimously.
3.2 Demonstration: Frank Hablawi demonstrated the Online Student Co-Curricular Transcript, a transcript plus additional information that includes student activities, leadership and participation.

4. **Student Services Report**

4.1 SGA Report

SGA Officers Chelsea Sullivan-President and Regan Dalby-Secretary presented a report on SGA and club activities. A discussion ensued regarding Student Ambassadors, their role and how much they're appreciated. The discussion was lead by Brona Gabysova and Jason Mercurio.

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

6. **Business, Finance and Facilities**

6.1 Report from the Finance and Facilities Committee Chair.

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

- Reviewed the financials in great depth.
- Continue to discuss the budget, which will likely come before the Board next month for approval.
- Along with administration, are looking at Capital Projects and Priorities.
- Had a brief discussion on safety and security. They are looking at 24/7 security and reaching out to the Sheriff regarding shared services.

6.2 Report from the Audit and Policy Committee Chair.

Judge Parker, Chair of the Audit and Policy Committee, reported:

- The Committee reviewed specific policies that Dr. Mazur recommended: Code of Ethics Policy for Board Members and the President, pursuant to an Executive Order that was issued some years ago. They reviewed the Sexual Harrassment Policy, the Code of Ethics Policy for Employees and the Nepotism Policy. She noted that the committee took a lot of time to discuss the two Code of Ethics Policies as they’re very concerned with ensuring that the Board, President and employees do not engage in activities that are in conflict with their employment responsibilities and that they not use college time or property to advance either employment or volunteer activities that are not part of campus life. She indicated that the committee expects to have the policies ready for presentation and consideration at the March meeting.

- The Committee discussed grant applications and learned that the March 25th deadline for the NJ Higher Education Bond was moved, so we have more time.

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

- Melanie Arpaio, Psychology Professor, President of the Faculty Federation and Advisor to Psi Beta, the honor society for psychology, noted that last year Psi Beta inducted 45 members. This year’s induction ceremony is taking place on March 29th in the PAC Atrium. A light dinner will be served. She invited Trustees to attend.
Jean Brine provided additional information regarding the roles of the SGA and Student Ambassadors, including giving campus tours and helping at PAC events. She said they are very visible and valued on campus.

Alumni Trustee Miguel Hernandez commented that when he attended SCCC he was President of the Business Club and Student Ambassadors were the right hand of club officers. He said they truly go over and above to represent the college and to help others.

County resident / Freeholder Dennis Mudrick said that our students are the reality and represent all that is good about education. He said he always tries to put the students in the center of a five-pointed star where administration, Trustees, faculty and staff, parents, etc. are the points. He told the students/SGA to never underestimate what they're doing. It makes a difference. He acknowledged Pat Aramini and his time on the Board, as well as thanked the Trustees for serving the community.

Paul Richartz, Executive Director of Marketing and Public Information, distributed the new parent newsletter.

Chealsea Sullivan, President of PTK and Reagan Dalby thanked the Board members who attended the PTK induction ceremony. She said it means a lot to them. She provided information regarding Rotaract’s Zumbathon. She also commended the Student Ambassadors, noting that they make a big difference on campus.

Michael Corso, Director of Financial Aid, noted that the SGA and Student Ambassadors made a big impact helping Hurricane Sandy victims. He said giving out the tokens from Shoprite is rewarding as he gets to see the expressions of gratitude and joy. He said people are amazed that their fellow students did this for them.

Dr. Andrews moved to close the floor for public session. Mr. Vetrano seconded the motion. Motion carried unanimously.

8. **Other Business**

**Discussion / Reports / Announcements:**

8.1 **Trustee Activity Update**

- Mr. Vetrano noted that he believes the Executive Committee of the Board should work on Board Goal #1, community outreach, before too much time passes and then report back to the rest of the Board.

- Mr. Vetrano also noted that the Board should thank Mr. Aramini for his short time serving as a Trustee and that the Board must try to implement and adhere to some of the ideas he brought forward, such as table top security exercises.

- Judge Parker noted that the PTK Ceremony was lovely and that she is so proud and impressed with the number of honorees. She made special mention of the second and third career students who were inducted in the honor society.

- Mr. Smith indicated that he attended Joe Guerriero’s presentation of his film, “Telón de Agua,” about the Cuban embargo. He said it was very interesting and that we have so much talent in the County. Mr. Guerriero is an adjunct faculty member here at the college.
- Dr. Andrews noted that he and Dr. Mazur attended the NJCCC meeting yesterday. Mr. Scanlan and Chairman Gavan both indicated that they watched the meeting online. Dr. Andrews said that the event included a presentation regarding student success, focusing on Board support of the President’s student success initiatives. He said there will be a follow up at Middlesex Community College.

- Chairman Gavan added how proud he is of his fellow Trustees for attending events and for seeing what is going on here on campus, showing support to the students and President and for backing up what is said at Board Meetings. He is truly appreciative.

8.2 President’s Report – Dr. Mazur reported:

- Around a year ago he started to focus on enrollment management. One piece of enrollment management is retention, as it is critical to try to keep students here in order to help them progress toward student success. We have a number of different initiatives but part of our retention efforts included letters, with his signature, sent to students with a minimum of 18 credits, encouraging them to complete their Associates Degrees before transferring to four-year institutions. The letters stress the NJ Transfer Agreement and the value we offer in terms of tuition. There is also a state law that if you finish your Associates Degree, the degree is wholly accepted by the public four-year institutions in the state.

- Felician College currently offers Bachelor Degree completion programs here in a couple of different areas, such as business and education. In light of this, he, along with Vice President Damato, Deans Okay and Waite and Assistant Dean Jaegar met with the new President of Felician College and their counterparts this past Friday to affirm our current collaboration and to explore new possibilities. It was an excellent meeting that generated a couple of new ideas that we’ll be exploring as we go forward. Felician is a private college but the financial arrangements that they’ve worked out for students, if you look at the entire cost of a four-year degree, is actually close to comparable if one finishes the Felician degree here. It is just slightly more than attending a state four-year institution for four years. Felician does it by accepting up to 84 of our credits in some of the programs, thus reducing the number of credits students need to take from Felician. Felician also discounts tuition for courses taken here.

- Newton Medical Center donated operating room lights and an anesthesia machine, (non-functioning), for student use in our surgical tech lab. They were delivered to the college on February 19th. These pieces of equipment are essential to the lab not just because accreditation mandates them but also because the students can develop an appreciation of how important it is to have the light aimed at just the right field when the doctor needs it. It also helps students to learn the boundaries for sterility and to make sure the surgical field is properly lit for the doctor. He thanked Tom Senker for his help in obtaining this equipment that is much needed by the program.

- We applied for and received a $5,000 donation from The Selective Insurance Foundation, for the purchase of a forceable entry simulator for the PSTA. An FES is a training tool that simulates the forceable entry of a structure. The one we have is very outdated.
• On Thursday, February 28th, from 10 a.m to 1 p.m. we will be hosting a Transfer Fair, the largest in our history with 40+ colleges attending. Five of these institutions will return for “Instant Decision” days at the end of March. This might be an excellent event for Board members to observe.

• This coming April we will be hosting and co-sponsoring a county-wide job fair. The job fair will be held April 18th in the gym from 12:30 p.m. – 3:00 p.m. It will be preceded by the Business Career Symposium from 10:50 a.m. to 12 Noon, in the Student Center Theater. Working to put on this undertaking is Andrew Manganiello, Business Representative from the New Jersey Department of Employment Services, Richard Serrano, Acting Manager of the Sussex County One-Stop Career Center, Lee Harclerode, the Career Counselor from our counseling staff and Marilyn Jablonski our Employment Counselor and Job Developer for our Continuing Education and Workforce Development Department. It is the first time we’re doing this on campus and it will be an exciting event. As many as 500 people may attend the event.

• On January 29th we announced that 532 students were named to the Dean’s List for the Fall 2012 semester.

• Currently, seven Sussex County Community College students will be participating in the Alternate Spring Break in March where they will be working with inner-city children at the Boys and Girls Club of Newark. After Ivan Gonzalez’s Alternate Spring Break experience last year, the SCCC student established the first student United Way in New Jersey. He began recruiting more students to participate in this year’s volunteer trip.

8.3 Chairman’s Comments and Board Goals

• Board Goals were distributed. Chairman Gavan noted that there were many more goals but in order to achieve them, they’ve been scaled down to just these three. As goals are accomplished, new goals will be added. He assigned the first goal, community outreach, to the Executive Committee to monitor. He assigned goal 2, Strategic Plan Review to the Finance and Facilities Committee to monitor and he assigned goal 3, Trustee Development, to the Personnel and Curriculum Committee to monitor.

Mr. Smith moved to adopt the Board Goals. Dr. Andrews seconded the motion. Motion carried unanimously.

• Chairman Gavan asked that a certificate of appreciation be prepared for Mr. Aramini.

Executive Session was moved here. At 6:43 p.m. The Board entered into an Executive Session to discuss Collective Bargaining. The Executive Session adourned at 6:52 p.m.

Item 2.4 was moved here. Recommendation: Approval of Professional Bargaining Unit Contract.

Mr. Scanlan moved to approve the Professional Bargaining Unit Contract. Dr. Andrews seconded the motion.
Judge Parker commended and congratulated everyone involved with the negotiation of the contract, noting that the process went very smoothly.

Dr. Mazur thanked our partners in negotiation, explaining that before it all started, he was approached about doing interspace bargaining. He was happy to say that it did not break down when it came to talking about money. VP Nocella thanked the negotiation team from both union leadership as well as the administration team. Contracts were signed after the adjournment of the Board Meeting.

Roll call vote: Dr. Andrews, Judge Parker, Mr. Scanlan, Mr. Smith, Mr. Vetrano, Mrs. Yaskovic and Mr. Gavan voted yes. Mr. Senker left the meeting at 6:25 p.m. and was no longer present to vote. Motion carried unanimously.

8.4 The Next Regular Meeting of the Board of Trustees Will Take Place on Tuesday, March 26, 2013.

9. **Adjournment**

Judge Parker moved to adjourn the meeting. Mr. Smith seconded the motion. The meeting adjourned at 7:00 p.m. upon unanimous consent.

APPROVED:

[Signature]

Glen Vetrano, Secretary