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. Aramini, Dr. Lamonte, Mr. Leppert, Mr. Senker (arrived at 5:07 p.m.), Mrs. Yaskovic, Dr. Mazur-Ex Officio Member and Mr. Hernandez-Student Alumni Trustee. Mr. Smith did not attend the meeting.

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.

Executive Session – At 5:02 p.m., upon unanimous consent after a motion made by Mr. Vetrano and seconded by Judge Parker, the Board entered into an Executive Session in order to discuss contracts and Collective Bargaining. The Board adjourned from Executive Session at 5:47 p.m. upon unanimous consent after a motion made by Dr. Andrews and seconded by Mr. Scanlan.

Chairman Gavan thanked everyone for their patience and then amended the agenda, asking for a motion to terminate our current Legal Counsel contract.

Judge Parker moved to terminate the current contract with Courter Kobert & Cohen, P.C. of Hackettstown, NJ. Mr. Scanlan seconded the motion.

Judge Parker explained that the motion to release Courter Kobert & Cohen from the contract approved in November, 2012, with mutual and documented consent by the firm, is due to counsel John Ursin leaving the firm and joining Schenk Price Smith & King.
Roll call vote: Dr. Andrews, Mr. Aramini, Dr. Lamonte, Judge Parker, Mr. Scanlan, Mr. Senker, Mr. Vetrano, Mrs. Yaskovic and Mr. Gavan voted yes. Mr. Leppert abstained from the vote. Motion carried.

Chairman Gavan then asked for a motion to appoint John Ursin of Schenk Price Smith & King as legal counsel with the same terms as conditions as agreed in contract approved for Mr. Ursin in November, 2012.

Judge Parker moved to appoint John Ursin as legal counsel, as noted above. Mr. Scanlan seconded the motion.

Roll call vote: Dr. Andrews, Mr. Aramini, Dr. Lamonte, Judge Parker, Mr. Scanlan, Mr. Senker, Mr. Vetrano, Mrs. Yaskovic and Mr. Gavan voted yes. Mr. Leppert abstained from the vote. Motion carried.

1.4 Approval/Acceptance of Minutes and Board Action Resolutions:

1.4.1 Approval of November 27, 2012 Regular Meeting Minutes.

Mr. Scanlan moved to approve minutes from the November 27, 2012 Regular Meeting. Dr. Andrews seconded the motion. Motion carried unanimously.

1.4.2 Approval of November 27, 2012 Executive Session Minutes.

Mr. Scanlan moved to approve minutes from the November 27, 2012 Executive Session. Mr. Leppert seconded the motion. Motion carried unanimously.

1.4.3 Acknowledge Receipt of January 2013 Committee Minutes.

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Mr. Vetrano moved to acknowledge receipt of January 2013 committee minutes. Mr. Senker seconded the motion. Motion carried unanimously.

1.4.4 Approval of November, 2012 Board Action Resolutions.

Judge Parker moved to approve November 2012 Board Action Resolutions. Mr. Vetrano seconded the motion. Motion carried unanimously.

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

Mr. Scanlan moved to open the floor for public session regarding agenda items. Mr. Aramini seconded the motion. Motion carried unanimously.

Hank Pomerantz commended administration for recommending approval of tenure for the four faculty members noted on the agenda, noting that faculty is the heart and soul of our institution. He also extended an invitation for anyone interested to attend the Relay for Life meeting next Friday.

No one else wished to speak. Chairman Gavan closed the Public Session upon unanimous consent.
1.6 Acknowledgement of Receipt and Review of December, 2012 Mid-Year Review Financial Statements.

Vice President of Finance and Operations, Frank Nocella, presented the December, 2012 Mid-Year Review Financial Statements including the Dashboard and December FY12/13 YTD Summary Operating Statement.

Mr. Scanlan moved to acknowledge receipt and review of the December, 2012 Mid-Year Review Financial Statements. Mr. Leppert seconded the motion.

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

1.7 Correspondence File - None

2. Personnel

2.1 Report of the Personnel and Curriculum Chair - Dr. Andrews, Chairman of the Personnel and Curriculum Committee, reported that they:

- Received an update regarding retirements: Dr. Tillman Richter will be retiring. He has had a long and distinguished career at the college.

- Reviewed open positions of Director of Health Sciences and Vice President of Academic Affairs.

- Reviewed the concept of salary ranges in trying to develop consistency between types of positions at the college. The Board has been looking for this for a number of years and it is on today’s agenda for approval.

- Learned of Dr. Mazur’s recommendation for tenure for four faculty members: Mary Ellen Donor-Assistant Professor of Business and Economics, Michael Hughes-Assistant Professor of Fine Arts, Deborah Lanza-Assistant Professor of Psychology and Jean LeBlanc-Assistant Professor of English. He noted that they’ve all had a positive impact on the college and students, and the Board will take action today on the President’s recommendation.

- Reviewed continuation of the Health Sciences Pathway Grant. The Board will take action on this today.

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. Aramini seconded the motion.

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

2.3 Recommendation: Approval to Grant Tenure:

2.3.1 Mary Ellen Donner, Assistant Professor of Business and Economics
Dr. Andrews moved to approve the granting of tenure to Mary Ellen Donner. Mr. Scanlan seconded the motion.

Dr. Mazur noted that Mary Ellen Donner is an Assistant Professor of Business and Economics, although she primarily teaches in those disciplines, she is also versed in teaching a number of different levels of math. The Tenure Committee noted that she is known for bridging theory and practice and bring real world business practices into the classroom, drawing on her experience as a certified financial planner. Professor Donner is also someone who has been engaged in reflecting on teaching effectiveness through the use of course assessment techniques and is the assessment liaison for her department. He is pleased to make this recommendation.

Professor Donnor thanked the Board, Dr. Mazur, the Tenure Committee and her colleagues.

SVP Damato noted that Professor Donnor has had a profound impact on many, and her actions include taking students home for Christmas and helping to feed students when they can't feed themselves. He indicated that faculty members are not awarded tenure, that they earn it and Professor Donnor's commitment proves how strongly she deserves this tonight.

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

2.3.2 Michael Hughes, Assistant Professor of Fine Arts

Dr. Andrews moved to approve the granting of tenure to Michal Hughes. Mr. Vetrano seconded the motion.

Dr. Mazur noted that Michael Hughes is an Assistant Professor of Fine Arts, who teaches in a variety of mediums, including analysis of film, art appreciation and various studio art courses. The Tenure Committee pointed out that he came to pursue a career in art and education later in life. He is a gifted artist in his own right and has demonstrated that he is passionate about learning—both for himself and his students. Dr. Mazur is pleased to make this recommendation.

Professor Hughes explained how special this is for him, being an alumni of the college. He said he cannot emphasize enough the impact his education at SCC has had on his career path, noting that after graduating from SCCC he went on to earn his Bachelor and Graduate degrees. He said he really believes that if he had not had a welcoming, substantial school to start out with, his education likely would have stopped right there. He thanked everyone for the opportunity then and for the opportunity now.

Roll call vote: Dr. Andrews, Mr. Aramini, Dr. Lamonte, Mr. Leppert, Judge Parker, Mr. Scanlan, Mr. Senker, Mr. Vetrano, Mrs. Yaskovic and Mr. Gavan voted yes. Motion carried unanimously.
2.3.3 Deborah Lanza, Assistant Professor of Psychology

Mr. Leppert moved to approve the granting of tenure to Deborah Lanza. Dr. Andrews seconded the motion.

Dr. Mazur noted that Deborah Lanza is an Assistant Professor of Psychology, who uses new technologies and teaching strategies in an effort to improve student success. When she first came to the College, she used her knowledge and skills to reengineer the College’s student success program and ended up reinventing the foundations program altogether. She has organized several special events on campus to help students feel more connected to the College. Professor Lanza has also demonstrated her leadership capability as a Program Coordinator and is currently the Chair of the Academic Standards Governance Committee. He is pleased to make this recommendation.

SVP Damato noted that Professor Lanza’s enthusiasm on our faculty is infectious.

Professor Lanza said she is honored to be here and so appreciates this opportunity. She provided background information about herself including the fact that she grew up in Sussex County and her career path, noting that this is her home, she considers it a privilege to be here and to teach the students. She thanked faculty and administration for their support.

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

2.3.4 Jean LeBlanc, Assistant Professor of English

Dr. Andrews moved to approve the granting of tenure to Deborah Lanza. Mr. Aramini seconded the motion.

Dr. Mazur noted that Jean LeBlanc is an Assistant Professor of English who teaches a variety of English courses, including developmental courses in writing. Dedicated to student success, Professor LeBlanc is a prolific writer and a dedicated instructor who helps students along their paths toward educational advancement. She is committed to professional improvement through continuous assessment of learning outcomes. She has also demonstrated her leadership ability as a former Director of the Betty June Silconas Poetry Center. He is pleased to make this recommendation.

Professor LeBlanc thanked her colleagues and administration for their support.

Roll call vote: Dr. Andrews, Mr. Aramini, Dr. Lamonte, Mr. Leppert, Judge Parker, Mr. Scanlan, Mr. Senker, Mr. Vetrano, Mrs. Yaskovic and Mr. Gavan voted yes. Motion carried unanimously.
2.4 Recommendation: Approval of Salary Ranges for Non-Bargained Personnel.

Dr. Andrews moved to approve salary ranges for non-bargained personnel. Dr. Lamonte seconded the motion.

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

3. **Curriculum and Instruction**

3.1 Recommendation: Approval of Year Three of Health Sciences Pathways Grant.

Dr. Andrews moved to approve year three of the Health Sciences Pathways Grant. Mr. Aramini seconded the motion.

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

4. **Student Services Report**

4.1 Michael Corso, Director of Financial Aid, presented Enrollment and Financial Aid Changes to the Board of Trustees. The presentation included statistics, an overview of Financial Aid, Changes in Financial Aid and Pell Award Flat versus Tuition Increase. A copy of his presentation is available for viewing.

4.2 SGA Report – There was no SGA Report this month.

Dr. Andrews noted that he and Dr. Lamonte met earlier in the day with a group of educators in the county and the Newton Medical Center Foundation. He noted that the hospital is close to goal with their campaign, which promises if they the $3M goal by March, an anonymous donor will contribute another $1M. He said they’re trying to work with educational groups, school districts in the county and the college to raise funds. They would like to tap into the SGA with information regarding their efforts and explore opportunities for our students and clubs to participate. Dr. Lamonte noted that they have been concentrating on the K-12 districts mostly. She indicated that we have many programs here that are associated with the hospital and Mr. Senker is on our Board. An informational and brain-storming meeting will be set up with SGA members regarding possible interest and ways for students to participate.

5. **Community Information and Service Report** – Emailed

6. **College Facilities**

6.1 Report from the Finance and Facilities Committee Chair.

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

- They had a very in-depth discussion about the financials that were presented earlier in today’s meeting.
- They received an initial view of the budget and discussed preliminary
Dr. Mazur provided information about the Enrollment Management Team and the work they’re doing. He reiterated that we are all sales/spokes people for the college and enrollment is everyone’s responsibility.

The committee spoke about the New Jersey Higher Education Bond and reviewed options for the funding. The committee will continue to review the cost-benefit analysis of each.

He noted that the rest of items reviewed are on today’s agenda for approval: New Sussex Bank CD account, boiler bid award, van replacement and the solar project, which has been delayed, likely for another six months.

6.2 Recommendation: Approval to Award Boiler Bid Contract to TM Brennan in the Amount of $927,400.

Mr. Vetrano moved to approve awarding the boiler bid contract to TM Brennan. Mr. Senker seconded the motion.

Conversation ensued noting that the bid to be accepted included alternate A in the amount of $27,000 and alternate B in the amount of $42,000, for a total of $996,400, for multiple buildings. The project is funded by Chapter 12.

Mr. Vetrano amended his motion to include the alternates for a total of $996,400. Mr. Senker seconded the motion.

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

6.3 Recommendation: Approval to Extend Completion Date for Solar Project.

Mr. Scanlan moved to approve an extended completion date for the solar project. Mr. Aramini seconded the motion.

Dr. Mazur explained that a few weeks ago we had a conference call with the county attorney as well as other partners in the county involved with the solar project. During the call they were informed that there were issues between one of the contractors, investors and bonding, as well as a few other issues, and that the project was going to be delayed. Subsequent to these issues, there have been other things that have come up and we called in the college attorney to take a look at the contract with interest from our perspective. He indicated that this resolution is in line with the county’s recommendation to grant the extension of the project for another six months. In the meantime, we are still going to be pursuing our own interests and issues going forward. We have been informed that the entire project should be completed by June. He asked that the Board support the recommendation with the understanding that we will be pursuing the college’s interests as well.

Judge Parker asked about use of the parking lot and was reassured that most parking is now available. A short discussion took place regarding snow and ice and Dr. Mazur noted that this is one of the issues we are pursuing. A brief Q & A ensued, and Dr. Mazur indicated that the questions being asked were addressed before we signed anything and we had received assurances that all of these types of things were worked into the agreements. John Ursin said we will likely never know all of the internal disputes but we have the benefit of the insurance bond, the bond holder has stepped in, a construction manager has been hired,
who under the terms of this extension, is supposed to get the job done. The insurance that we posted for the job is still posted and all of those obligations are extended through the completion date.

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

7. **Business and Finance**

Chairman Gavan moved item 7.2 here, in order to be more consistant with the Finance and Facilities Committee report.

7.2 **Recommendation: Approval of New Sussex Bank CD Account.**

Mr. Scanlan moved to approve a new Sussex Bank CD account. Mr. Vetrano seconded the motion.

Roll call vote: Dr. Andrews, Mr. Aramini, Dr. Lamonte, Mr. Scanlan, Mr. Senker, Mr. Vetrano, Mrs. Yaskovic and Mr. Gavan voted yes. Mr. Leppert and Judge Parker abstained from the vote. Motion carried.

7.3 **Recommendation: Approval to Trade-In and Replace College Van.**

Mr. Aramini moved to approve a trade-in and replacement for a college van. Mr. Leppert seconded the motion.

Dr. Mazur explained that we are also trading in the car that was for the president’s use. The cost for the van is $8,735. Chairman Gavan noted that the college did try to go out to local dealerships but they could not meet the state approved contract or provide the same amount for trade-in.

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

7.1 **Report from the Audit and Policy Committee Chair.**

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

- The Committee met last week and have been charged with reviewing policies for the Board and for the College. They will determine which policies need to be updated or revised, recommend additional policies and remove policies that are outdated. Dr. Mazur has recommended priorities so that the committee is not overwhelmed with the project.

- They discussed the procedure for the review of policies and set priorities for recommended policies.

- The committee is recommending amendments to the Trustee Bylaws, one of which is to change the name of this committee to the Audit and Policy (A & P) Committee.

- She asked for input from other Board members, staff and faculty regarding policies they believe need to be reviewed.
Chairman Gavan moved action item 9.1 here.

9.1 Recommendation: Approval to Amend the Trustee By-Laws to Rename the Audit Committee to the Audit and Policy Committee (A&P).

Mr. Vetrano moved to amend the Trustee by-Law to Rename the Audit Committee to the Audit and Policy Committee (A & P). Mr. Scanlan seconded the motion. Motion carried unanimously.

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

Judge Parker moved to open the public session for general matters. Mr. Scanlan seconded the motion. Motion carried unanimously.

Melanie Arpaio, Psychology Faculty and President of the Faculty Federation and Hank Pomerantz, Adjunct Faculty and President of the Adjunct Faculty Federation, congratulated our newly tenured faculty members.

Stella Trikouros, Professor of Theater and Communications thanked the Board for supporting the students and the College presentation of “The Producers” last month, stating that the show was a fabulous success. She also provided an update regarding Teen Arts, explaining that there will be approximately 1,400 students on campus for the festival.

Judge Parker moved to close the public session for general matters. Mr. Scanlan seconded the motion. Motion carried unanimously.

9. Other Business

Discussion / Reports / Announcements:

9.1 Moved up on agenda

9.2 Trustee Activity Update

Chairman Gavan thanked Trustees who attended the nurse pinning ceremony. He said it was the first time he attended and it was very impressive.

9.3 President’s Report

- Dr. Mazur extended congratulations to the newly tenured faculty members. He said that after reviewing the submitted files, he was thoroughly impressed.

Dr. Mazur reported:

- During the last several months he has met with Presidents of State Universities and Felician College in order to discuss closer cooperation and to explore collaborative opportunities. He indicated that Felician College currently offers several degree programs on our campus and his hope is that going forward we will attract more four-year programs to the campus. He has thus far met with the President of NJIT and the President of William Paterson. They are both fairly new Presidents and are open to ideas and learning more about what we do. He has invited them to visit our campus.

- The men’s and women’s basketball teams held a “Restore the Shore” fundraiser game on Dec 13 where admission was charged for the game and donations were accepted. Over $380 was collected and presented to Ocean
County basketball teams when they played here on January 3rd. Monies raised went directly to the Ocean County College Disaster Relief Fund which helps their students and staff who were affected by Super Storm Sandy.

- On December 18th our Rotaract Club hosted one of NASA’s Jet Propulsion Laboratory (JPL) engineers, Sam Gordon, who presented and discussed the Mars mission. It was unfortunate timing because it was the end of the semester but it was the only time available. He provided students, faculty and visitors, a close-up view of how it all started, the methodology as well as some of the materials that JPL used on the Rovers when he spoke at SCCC’s Student Center.

- On Thursday, December 6th at the Performing Arts Center Professor Priscilla Orr, a full professor who teaches literature and writing courses, signed copies of her recently published poetry book, Losing the Horizon—a collection that speaks directly to our human need; connecting emotionally with others. She has books for sale for anyone interested.

- The first annual Student Business Expo was hosted by the Business Club on December 4th in the Student Activities Galleria Building. The Expo is designed to promote student-owned and/or operated businesses. Students from across the campus, faculty from various departments and from the College’s business programs attended the expo, which highlighted the business ventures of about a half-a-dozen students.

9.4 Chairman’s Comments and Board Goals

Chairman Gavan introduced new Trustee Kate Yaskovic.

Proposed Board Goals were distributed. Chairman Gavan said once adopted, he wants to make sure they are talked about and followed up with monthly. He noted that he did not have Judge Parker’s comments at the time these Board Goals were developed, noting that they will be incorporated. The goals were presented and discussed. A copy is attached. Chairman Gavan asked that Trustees provide any additional input they might have and he will then revise the goals as discussed and re-presented to the Board next month, hopefully being adopted at that meeting.

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

10. Adjournment

The meeting adjourned at 7:15 p.m. upon unanimous consent.

APPROVED:

Glen Vetrano, Secretary