1. **General Institutional Functions**

1.1 Chairman Smith 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 present: Mr. Smith-Chairman, Mr. Gavan-Vice Chairman, Mr. Vetrano-Secretary/Treasurer, Mr. Aramini via conference call, Mr. Leppert, Judge Parker (arrived at 5:04 p.m.), Mr. Scanlan, Mr. Senker, Dr. Mazur-Ex-Officio Member and Wendy Fullem-Assistant to the President and Board of Trustees/Recording Secretary.

Also in attendance were SVP of Academic and Student Affairs Harry Damato and VP of Finance and Operations Frank Nocella.

1.4 **Approval/Acceptance of Minutes and Board Action Resolutions:**

1.4.1 Approval of June 26, 2012 Regular Board Meeting Minutes.

1.4.2 Approval of June 26, 2012 Executive Session Minutes.

1.4.3 Acceptance of July 2012 Personnel and Curriculum Committee Minutes.

1.4.4 Acceptance of July 2012 Finance and Facilities Committee Minutes.

1.4.5 Approval of June 2012 Board Action Resolutions.

Items 1.4.1-1.4.5 were approved/accepted unanimously upon a motion made by Mr. Scanlan and seconded by Mr. Senker.

1.5 **Courtesy of the Floor (Public Session)**

Melanie Arpaio – Assistant Professor of Psychology introduced herself to the Trustees, noting that she is the new Faculty Federation President. She indicated that either she or the VP of the Federation will be attending the Board meetings.

Vice President Nocella presented the June 30, 2012 financials including: Dashboard – June 30, 2012 Preliminary Results, June YTD 2012 Preliminary Operating Statement, June YTD 2012 Preliminary Balance Sheet, June YTD 2012 Operating Statement – Detailed. He noted that the college is in the black for year end, in the amount of about $327k.

Credit hour decline was discussed. Dr. Mazur noted that every 1% decline represents approximately $100k.

Mr. Leppert moved to acknowledge receipt and review of the June 30, 2012 financial statement. Mr. Gavan seconded the motion.

Roll call vote: Mr. Aramini, Mr. Gavan, Mr. Leppert, Judge Parker, Mr. Scanlan, Mr. Senker, Mr. Vetrano and Mr. Smith voted yes. Motion carried unanimously.

1.7 Correspondence File - None

2. Personnel

2.1 Report of the Personnel and Curriculum Chair.

Judge Parker, Chair of the Personnel and Curriculum Committee reported that they:

- Reviewed personnel actions. There was one new hire of replacement personnel for the Medical Assisting Program.

- Reviewed voluntary terminations and noted that Dean Eberly is leaving us to go to New York as a Vice President.

- Discussed the possibility of holding off on filling open positions until we have a better idea of what enrollment looks like for the fall.

- Met Ken Evans, Director of Facilities and Security. He provided the committee with an update regarding current projects.

- Received updates regarding the classroom fire and insurance claim, solar panel project and Jenzabar/Datatel comparisions. Although all but six of the NJ County Colleges use Datatel, no decision has been made if we will upgrade Jenzabar or switch to Datatel.

- Reviewed Resolution to Apply for the Perkins Grant in the amount of $151,509.

2.2 Recommendation: Approval of Monthly Personnel Actions – As per the attached Personnel Action Form.

Judge Parker moved to approve the monthly personnel actions. Mr. Scanlan seconded the motion.
Roll call vote: Mr. Aramini, Mr. Gavan, Mr. Leppert, Judge Parker, Mr. Scanlan, Mr. Senker, Mr. Vetrano and Mr. Smith voted yes. Motion carried unanimously.

3. **Curriculum and Instruction**

Mr. Vetrano initiated discussion about the letter to the editor in the NJ Herald regarding Health Sciences/Nursing. Dr. Mazur noted that we are not cutting science classes, although some have been canceled due to low enrollment. He explained that nursing is Passaic County Community College’s program and we have a contract with them. He indicated that there are 20 students in the cohort with 40 students per year (20 each year in the two-year program). The program is not being canceled or changed. He also noted that the Respiratory Therapy program was discontinued due to low enrollment and therefore we could not sustain the costs. Vice President Damato added that we have well over 100 students in preparation classes for the nursing program, which is competitive and has a waiting list. He is sending a reply letter to the NJ Herald.

4. **Student Services Report** - None

5. **Community Information and Service Report**

5.1 Community Service Report – Reviewed and filed.

6. **College Facilities**

6.1 Report From the Finance and Facilities Committee Chair.

Mr. Leppert reported on behalf of the Finance and Facilities Committee. He indicated that they:

- Met Facilities Director Ken Evans, who briefed the committee regarding campus projects such as IT cabling, trenching and the solar panel project. He said Mr. Evans indicated that there would be little campus interruption during completion of the projects. Mr. Evans also provided an update regarding preventative projects.

- Reviewed financial statement. They are hoping for an enrollment bump.

- Discussed Jenzabar and Datatel and asked administration for a comparison report, including costs.

7. **Business and Finance**

7.1 Report from the Audit Committee Chair.

Mr. Gavan, Chairman of the Audit Committee, noted that the committee did not meet this month.

7.2 Recommendation: Approval of Resolution to Apply for the FY2013 Grant Award for the Carl D. Perkins Vocational and Technical Education
Grant—Project #7180-13, in the Amount of $151,509.00, Effective July 1, 2012 Through June 30, 2013.

Judge Parker moved to approve the Resolution to Apply for the Perkins Grant, as noted above. Mr. Senker seconded the motion.

Roll call vote: Mr. Aramini, Mr. Gavan, Mr. Leppert, Judge Parker, Mr. Scanlan, Mr. Senker, Mr. Vetrano and Mr. Smith voted yes. Motion carried unanimously.

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

Chairman Smith congratulated Dean Eberly on her move to upstate New York. Dr. Eberly said it is a bittersweet move and that she will be working as Vice President of Academic Affairs, under Dr. Kate Douglas, the President of Corning Community College in New York. Dr. Douglas is the former VPAA for Sussex County Community College.

SVP Damato noted that Dean Eberly’s assistance during his transition into Academic Affairs has been invaluable. He said she has done wonderful work here at Sussex County Community College and wishes her the best.

9. **Other Business**

**Discussion / Reports / Announcements:**

9.1 **Trustee Activity Update**

Mr. Vetrano noted that there is a Fire Academy meeting at Ocean this Friday and asked if anyone from SCCC is attending. Dr. Mazur said he would follow up.

9.2 **President’s Report – Dr. Mazur reported:**

- Trenching has begun for technology improvements and the solar panel project. He expects minimal campus disruption.

- Thursdays on the Green concerts have been successful this summer. Our last 2 concerts will be held on the soccer field due to the construction on campus.

- The entire campus is focused on fall enrollment. There are a number of recruitment and retention initiatives going on led by our enrollment management team. Our newest television commercial will begin running this week.

- We have begun enrolling students in our New Criminal Justice Studies AAS degree. Ed Lyon is doing an excellent job getting the word out. He has spoken to State Troopers and all the local police departments. We enrolled our first student in the program last week and we have more in th admissions/registration pipeline.

- The Veterans Task Force is moving ahead on several exciting projects to serve our Veteran students. We launched a new web page outlining our services for Veterans and we have added a special section of College101
(Foundations For Success) just for Veterans. We have already registered 5 students for this class and there has been great enthusiasm and interest.

- We are continuing the unemployment training program on campus. To date over 500 participants have come through these classes and we have been paid $25,000 by the Department of Labor. 15 college employees are facilitating the training which will continue until fall.

- We had excellent attendance at and feedback for at our Criminal Justice Academy held on campus earlier this month. Kudos to Bill McGovern and Wendy Cooney for their continued leadership on this program.

9.3 Chairman’s Comments and Board Goals

Chairman Smith provided an update regarding Board Goals, measurement and completion, as follows:

GOAL: Support the administration’s ability to produce accurate and reliable financial information, statistical information and demographics.

MEASURE: Successful installation of the Jenzabar Data Software with a clear linkage from operational portions to the financial systems by September 2011.

STATUS: Did not fully install the Jenzabar Data System for a number of reasons. Jenzabar was going through an upgrade of their software and we are now looking at Datatel as well. There is, however, greater confidence in the data being reported.

GOAL: Support an update to SCCC’s Strategic Plan based upon the changing demographics in our marketplace.

MEASURE: Board Approval of the updated plan by June 2012.

STATUS: Extended to December.

GOAL: Support Trustee professional development.

MEASURE: Board budgets and encourages each Trustee to attend at least one NJCCC sponsored event annually; attend at least one ACCT/AACT sponsored event within three years (if funding is available) and attend at least two SCCC events each academic year, exclusive of the Foundation Ball and Graduation.

STATUS: Completed 100%.

GOAL: Achieve better than break-even financial performance to eliminate the unrestricted reserve deficit and create a positive balance.


STATUS: We do not yet have the audited financials but the preliminary numbers indicate we have accomplished the goal.

GOAL: Support the development of an “Outreach” program targeted at K thru 12 Sussex County school districts and their families, in support of overall success.
MEASURE: Presentation to the Board of Trustees of SCCC’s plans and programs that promote academic achievement through a reduction in the need for remedial course work.

STATUS: Moving forward on this multi-year goal. It will be carried again as a goal next year.

Chairman Smith asked that during the next two months Trustees forward their suggestions for Board Goals.

Mr. Vetrano noted that during the Board Retreat, there were some long-range goals discussed and he believes the Board should chose one or two of them with which to move forward, as some of them were multi-year goals.

9.4 The Next Regular Meeting of the Board of Trustees Will Take Place on Tuesday September 25, 2012.

10. Executive Session – Personnel matters affecting a specific prospective or current employee.

At 5:35 p.m. Mr. Vetrano moved that the Board of Trustees enter into an Executive Session in order to discuss personnel matters affecting a specific prospective or current employee. Judge Parker seconded the motion. Motion carried unanimously.

The Board of Trustees adjourned from Executive Session at 6:40 p.m. upon a motion made by Judge Parker and seconded by Mr. Leppert. Motion carried unanimously.

11. Adjournment

At 6:41 p.m., Mr. Gavan moved that the Board of Trustees adjourn from the Regular Meeting. Mr. Senker seconded the motion. Motion carried unanimously.

Approved:

Glen Vetrano, Secretary