Board of Trustees Regular Meeting  
Tuesday, May 28, 2013 – 3:00 p.m. – Board Room

MINUTES

1. **General Institutional Functions**

1.1 Acting Chair Judge Parker called the meeting to order at 3:00 p.m.

1.2 Judge Parker 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

The following were present: Mr. LaRuffa, Mr. Leppert, Judge Parker, Mr. Scanlan (arrived at 4:05 p.m.), Mr. Senker (arrived at 5:00 p.m.), Mr. Smith, Mr. Vetrano (arrived at 4:55 p.m.), Mr. Gavan – via telephone and Dr. Mazur, Ex-Officio member.

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

1.4 Financial Workshop with Wiss & Co. – Scott Clelland and Diana Miller conducted a workshop during which Mr. Clelland provided an overview of the college’s audit history, progress and Management Timeline. He then reviewed a report entitled “Understanding the Responsibilities of a Not-for-Profit / Higher Education Board Member.” Q & A ensued during the presentation, which ended at 3:50 p.m.

1.5 Strategic Plan Discussion began at 3:50 p.m. Dr. Mazur provided an overview, background of the the report and a history. He noted that we are developing KPI’s that will tie into the Strategic Plan. The report needs to be approved in June or July. Susan Hayes joined the discussion and spoke about benchmarks. She will provide benchmarks for the Board next month. Additional discussion included comments about the Vision Statement, revision of the Mission Statement, goals and tracking. Judge Parker acted as Board Liaison to the Strategic Planning Committee and noted that there were great synergies and ideas during the planning sessions. Dr. Mazur noted that the last Strategic Plan was not completed. It was disrupted due to the college’s financial issues. He indicated that this is explained in the PRR. The discussion ended at 4:30 and the Board took a break until 5:00 p.m.

1.6 At 5:00 p.m. Judge Parker welcomed the guests. She explained that the Board Meeting began earlier and they had a financial workshop and a discussion regarding the Strategic Plan. She then introduced new Trustee Richard LaRuffa,
noting that Mr. LaRuffa is an engineer by profession, has been very involved in the community and was a Sparta Council member for a number of years.

1.7 Approval/Acceptance of Minutes and Board Action Resolutions:

1.7.1 Approval of April 23, 2013 Regular Board Meeting Minutes.

Mr. Scanlan moved to approve minutes from the April 23, 2013 Regular Board Meeting. Dr. Andrews seconded the motion. Mr. Smith and Mr. LaRuffa abstained from the vote. Motion carried.

1.7.2 Acknowledgment of Receipt of Committee Minutes.

➢ Finance and Facilities: May 20, 2013

Mr. Scanlan moved to acknowledge receipt of Finance and Facilities Committee Minutes for the May 20, 2013 meeting. Mr. Smith seconded the motion. Mr. LaRuffa abstained from the vote. Motion carried.

➢ Audit and Policy: May 20, 2013

Dr. Andrews moved to acknowledge receipt of Audit and Policy minutes for the May 201, 2013 meeting. Mrs. Yaskovic seconded the motion. Mr. LaRuffa, Mr. Scanlan and Mr. Vetrano abstained from the vote. Motion carried.

➢ Personnel and Curriculum: May 20, 2013

Dr. Andrews moved to acknowledge receipt of Personnel and Curriculum Committee minutes for the May 20, 2013 meeting. Mrs. Yaskovic seconded the motion. Mr. Smith and Mr. LaRuffa abstained from the vote. Motion carried.

1.7.3 Approval of May 21, 2013 Joint Board Meeting Minutes.

Mr. Scanlan moved to approve minutes from the May 21, 2013 Joint Board Meeting. Mr. Vetrano seconded the motion. Mr. Smith and Mr. LaRuffa abstained from the vote. Motion carried.

1.7.4 Approval of April, 2013 Board Action Resolutions.

Mr. Vetrano moved to approve April, 2013 Board Action Resolutions. Mr. Leppert seconded the motion. Mr. LaRuffa abstained from the vote. Motion carried.

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

Melanie Arpaio presented Phi Beta certificates and pins to Trustees who attended the ceremony.

Henry Pomerantz thanked everyone who contributed to and sponsored Relay for Life (REC). He thanked administration, Mr. Vetrano, Freeholder Mudrick and gave extra thanks to our facilities department. He commended the college community and offered thanks for allowing use of the property. He said the event raised approximately $70k and had over 300 participants.

1.9 Acknowledgment of Receipt and Review of April, 2013 Financial Statements.

Vice President Nocella presented the April, 2013 financials including: April
Dashboard FY 12/13 YTD. He noted that we are in a much better position than last year. Also presented was the April FY 12/13 YTD Summary Operating Statement.

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

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

1.10 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 that will be acted on by the Board:
  - The Director of Health Sciences position has been put on hold but will be reopened soon.
  - The VPAA search will be reopened in December. An Interim VPAA will be appointed.
  - The Foundation Director and Director of Financial Aid positions are being advertised.
  - Debbie McFadden is being promoted to Dean of Students.

- Reviewed the Faculty Federation three-year contract. It will be acted on tonight.

- Received information regarding student health insurance coverage for students in Health Sciences programs, due to new federal regulations. We need to make certain that students receive the information ahead of time to avoid issues once they are enrolled.

- Reviewed MOU for the Veteran’s Center from Secaucus to use our facilities in order to expand services for Veterans in the area.

- Received an update regarding meeting with Superintendents to talk about dark fiber and sharing with the K-12 schools.

- Received information regarding training that is taking place by the adjunct faculty.

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

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

Roll call vote: Dr. Andrews, Mr. Leppert, Judge Parker, Mr. Scanlan, Mr. Senker, Mr. Smith, Mr. Vetrano, Mrs. Yaskovic and Mr. Gavan voted yes. Mr. LaRuffa abstained from the vote. Motion carried.
2.3 Recommendation: Approval of Contract Between Sussex County Community College and the Faculty Federation for July 1, 2012 to June 30, 2015.

Dr. Andrews moved to approve the contract between Sussex County Community College and the Faculty Federation as noted above. Mr. Smith seconded the motion.

Dr. Mazur noted that when negotiations began, he met with state and faculty leadership to talk about how they were going to move forward. They looked at the contract as a whole and worked with Interspace Bargaining to decide which elements of the contract needed to be changed or revised. A lot of work was done initially on confidence building by working together on language issues rather than addressing money first. Vice President Nocella was the lead negotiator.

Vice President Nocella noted that the faculty negotiation team, Melanie Arpaio, Stacie Golin and Priscilla Orr, was excellent with which to work. He thanked the administration’s negotiation team, Bill Waite, Kathleen Okay, Debra Carter and attorney Paul Green. He indicated that the relationship between both teams was very positive and constructive. He said all believe it is an improved contract from what it was before.

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

3. **Curriculum and Instruction**

3.1 Recommendation: Approval of MOU for Veteran’s Center.

Mr. Smith moved to approve the MOU for Veteran’s Center. Dr. Andrews seconded the motion. Mr. LaRuffa abstained from the vote. Motion carried.

4. **Student Services Report**

There was no Student Services Report this month. Judge Parker presented the SGA Officers with gifts from the Board of Trustees and thanked them for all they’ve done for the college. Chelsea Sullivan thanked the Board, faculty and staff. She added a special thank you to SVP Damato for all of his support.

5. **Community Information and Service Report**

5.1 Community Service Report – None this month.

6. **Business, Finance and Facilities**

6.1 Report from the Finance and Facilities Committee Chair

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

- Participated in an in-depth review and discussion of the April, 2013 Financials.
- Received an update regarding the Audit Management Letter.
• Received information regarding the switch from Jenzabar to Datatel – it is going to cost less than anticipated.

• Reviewed information regarding the bookstore and moving to a new provider.

6.2 Recommendation: Approval to Accept Carpentry Bid from Rayo Construction, Based on Time and Material at an Hourly Rate with a Contract Cap of $200,000.

Mr. Scanlan moved to approval acceptance of the carpentry bid as noted above. Mr. Smith seconded the motion.

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

6.3 Recommendation: Approval to Accept Data Center Bid from Boz, in the Amount of Approximately $800k.

Mr. Scanlan moved to approve acceptance of data center bid as noted above. Mr. Smith seconded the motion.

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

6.4 Recommendation: Approval of Sussex County MOU's for Fuel and Winter Salt and Sand.

Mr. Smith moved to approve MOU's with Sussex County for fuel and winter salt and sand. Mr. Scanlan seconded the motion.

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

6.5 Report from the Audit and Policy Committee Chair

Judge Parker, Chair of the Audit and Policy Committee noted that they:

• Received an extensive report and participated in an in-depth discussion regarding the Middle States process and PRR.

• Reviewed Credit Hour Policy and Compliance Report, both of which are needed for submission with the PRR.

• Met with Wiss and Company regarding audit overview and discussed Management Letter progress. We’ve made much progress. Most of the items have been accomplished and completed. There are no longer any red items. There are many green items and a few yellow items, meaning work is in progress.

• Reviewed Employee Code of Ethics Policy. It is not yet ready for presentation to the Board for approval.

• Will be reviewing an IT Policy and at an updated Succession Plan.
7. **Courtesy of the Floor on General Matters (Public Session)**

Courtesy of the Floor was moved until after the votes on items 8.1 & 8.2.

Debbie McFadden addressed the Board. She thanked Dr. Mazur and the Board of Trustees for her new position. She thanked SVP Damato for his friendship and guidance throughout the years. She introduced Barbara Hartford, who will be the Interim Director of Counseling and Advising.

8. **Other Business**

Discussion / Reports / Announcements:

8.1 Recommendation: Approval of Compliance Report and Credit Hour Policy for Inclusion in the Submission of the Periodic Review Report for the Middle States Commission on Higher Education.

Dr. Andrews moved to approve the Compliance Report. Mr. Smith seconded the motion.

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

Mr. Scanlan moved to approve the Credit Hour Policy. Mrs. Yaskovic seconded the motion.

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

8.2 Recommendation: Approval of the Periodic Review Report for the Middle States Commission on Higher Education.

Mr. Senker moved to approve the Periodic Review Report for the Middle States Commission on Higher Education. Mr. Smith seconded the motion.

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

8.3 Trustee Activity Update

Mr. Scanlan noted that commencement was excellent. He was very enthusiastic about the students’ speeches.

Mr. Senker said that the Mr. SCCC Pageant was a lot of fun and the SGA did a wonderful job on the event.

Dr. Andrews noted that the Board of Trustees met with the Foundation Board for a joint retreat. He indicated that there was a dynamic speaker who laid out the types of things needed to be done in the future regarding fundraising. It was a very productive meeting.

8.4 President’s Report – Dr. Mazur reported:

- The Counseling and Advising Center has created a Nontraditional
Careers Workshop Series. The objectives are to examine the impact of gender on careers and to discuss the pros and cons of nontraditional careers. Attendees are invited to explore possibilities, opportunities and nontraditional career professionals will share their experience and insights. The series will also dispel the myths and stereotypes that are obstacles to full inclusion in career success. The first workshop, Females in Law Enforcement, was held on April 23rd. Others in the series will be announced.

- Our Institutional Research Director, Susan Hayes received a $600 Data and Decisions® Academy Presidential Scholarship towards two online courses offered by The Association of Institutional Research. By taking **Longitudinal Tracking for Institutional Research** and **Designing IR Research**, Susan will grow the college’s ability to better collect and analyze data to make data-driven decisions and move the college forward.

- The Foundation awarded $60,150 to 106 students at the College’s annual Scholarship Ceremony held on Tuesday, May 2nd. The awards represented 123 different scholarships with amounts ranging from $200 to $2,000 which will be applied to the Fall 2013 semester. New scholarships included the Joel & Alissa Isaacson Scholarship and the Blanch M. Loftus Memorial Book Scholarship.

- The New Jersey Council of County Colleges honored New Jersey’s 35 best and brightest community college students and their families at its 19th annual Phi Theta Kappa Day celebration on Thursday, May 2, at the Trenton Marriott Hotel. Honorees included Derya Demirtas, who maintained a 4.0 GPA as a Liberal Arts major and Chelsea Sullivan who earned a 3.65 GPA as a Liberal Arts/Political Science Option major. Derya was one of three students selected to give an address at the celebration.

- Our 26th commencement was very successful with more than 500 students and parents attending. 223 graduates received their degrees and certificates at the ceremony and a reception was held afterwards at the pavilion. He noted that Gabriella Kalipetis, who was wearing Mickey Mouse ears attached to her mortarboard, was also celebrating her completion of a highly selective internship at The Disney Company.

- The college is adding ten new Certificates of Achievement to our program offerings. Certificates of Achievement offered include: Independent film, Bookkeeping, Photography, Technical Support (IT), and a variety of Multimedia, Social Media, Graphics and Website Design or Development programs. The credits earned in certain courses can be applied towards two-year degree programs should students elect to continue.

- Jan Jones, a college counselor and head of our Veterans Taskforce was acknowledged by Centenary College’s Chapter of the International Social Worker Honor Society. She and Mike DeVilliers (veteran representative and SCCC alum.) presented at the New Jersey Council of Community Colleges “Best Practices” Conference on April 26th on their Foundation for Success for Veterans class in helping veterans transition to college.

- We had 12 graduates this year from the Return, Learn and Earn Program -
five in the January graduation and seven in May.

- The Reemployment and Eligibility Assessment (REA2) under the Dept. of Labor re-started on May 10th. This is the program where we train unemployed people and help them to get jobs. It will continue on through the end of the year.

8.5 Chairman’s Comments and Board Goals/Resolution

Judge Parker read the Restoration of Direct State Operating Aid in the FY 2014 State Budget Resolution:

Whereas, New Jersey’s community colleges are the largest sector of higher education in the State of New Jersey, enrolling over 400,000 students in credit, noncredit and customized training programs each year; and

Whereas, New Jersey’s community colleges are the only education sector in which a cut in direct state operating aid has been proposed in the Fiscal Year 2014 State Budget; and

Whereas, the restoration of direct state operating aid in the FY 2014 State Budget will help keep community colleges affordable to hundreds of thousands of community college students throughout the state.

Now, therefore be it resolved that the Sussex County Community College Board of Trustees urges the Governor and State Legislature to restore $3.7 million in direct state operating aid to New Jersey’s community colleges to keep direct state operating aid level from the previous year to Fiscal Year 2014.

Mr. Smith voted to approve the Resolution as noted above. Mr. Scanlan seconded the motion. Motion carried unanimously.

8.6 The Next Regular Meeting of the Board of Trustees Will Take Place on Tuesday, June 25, 2013.

9. Adjournment

At 5:50 p.m., the meeting adjourned upon a motion made by Dr. Andrews and seconded by Mr. Smith. Motion was carried unanimously.

Approved:

Glen Vetrano, Secretary