1. **General Institutional Functions**

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

1.2 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 in attendance: Mr. Gavan-Chairman, Judge Parker-Vice Chair, Mr. Vetrano-Secretary, Mr. Scanlan-Treasurer, Dr. Andrews, Mrs. Geraci, Dr. Lamonte, Mr. Senker, Mrs. Yascovik, Dr. Mazur-Ex-Officio Member and Ms. Plavnicky-Alumni Member. Mr. Leppert did not attend the meeting.

Also in attendance were: Frank Nocella-Vice President of Finance and Operations, William Waite-Interim Vice President of Academic Affairs, Deans Dr. Kathleen Okay, Debbie McFadden and Peter Schoch, and Wendy Fullem-Assistant to the President and Board of Trustees/Recording Secretary.

1.4 Chairman Gavan welcomed the guests.

**EXECUTIVE SESSION** – Contract Negotiation

At 5:05 p.m. Chairman Gavan asked for a motion to enter into an Executive Session to discuss a contract that may be voted on at tonight’s meeting. Mr. Scanlan moved and Mr. Vetrano seconded the motion. Motion was carried unanimously.

The Board adjourned from Executive Session at 5:18 p.m. upon a motion made by Mr. Vetrano and seconded by Dr. Andrews. Motion was carried unanimously.

The public meeting reconvened at 5:20 p.m.

1.5 Approval/Acceptance of Minutes and Board Action Resolutions:

1.5.1 Approval of November 25, 2013 Regular Board Meeting Minutes.

Judge Parker moved to approve November 25, 2013 Regular Board Meeting Minutes. Mr. Scanlan seconded the motion. Dr. Lamonte abstained from the vote. Motion carried.
1.5.2 Approval of November 25, 2013 Reorganization Meeting Minutes.
Dr. Andrews moved to approve the November 25, 2013 Reorganization Meeting Minutes. Mr. Vetrano seconded the motion. Dr. Lamonte and Mr. Senker abstained from the vote. Motion carried.

1.5.3 Approval of December 13, 2013 Special Meeting Minutes.
Mr. Scanlan moved to approve December 13, 2013 Special Meeting Minutes. Mrs. Yaskovic seconded the motion. Dr. Lamonte abstained from the vote. Motion carried.

1.5.4 Acknowledgment of Receipt of Committee Minutes.
- Finance and Facilities Committee – Friday, December 6, 2013
- Finance and Facilities Committee – Tuesday, January 21, 2014*
- Audit and Policy Committee – Tuesday, January 21, 2014*
- Personnel and Curriculum Committee – Tuesday, January 21, 2014*

*Dates for January committee meetings are corrected in the minutes. The agenda said Monday, January 21, 2014 but the meetings took place on Tuesday, January 21, 2014.

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

1.5.5 Approval of Board Action Resolutions.
- November 25, 2013 Regular Meeting
- November 25, 2013 Reorganization Meeting
- December 13, 2013 Special Meeting

Judge Parker moved to approve Board Action Resolutions as noted above. Mr. Senker seconded the motion. Dr. Lamonte abstained from the vote. Motion carried.

1.6 Courtesy of the Floor on Agenda Items Only (Public Session) – No one spoke.

1.7 Acknowledgment of Receipt and Review of December 2013 Financial Statements.
Mr. Scanlan moved to acknowledge receipt and review of December 2013 financial statements. Mr. Senker seconded the motion.

Vice President Nocella presented the financials, including: December YTD FY14 Dashboard and December YTD FY13/14 Income Statement. He indicated that next month the FY15 budget will be presented to the Board.

Discussion ensued regarding credit hours, declining high school graduation and high school penetration rates, and boosting enrollment.

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

1.8 Recommendation: Approval of the Appointment of Schenk Price Smith & King as Legal Counsel, with a $60,000 Yearly Retainer.
Mr. Scanlan moved to approve the appointment of Schenk Price Smith & King as Legal Counsel, with a $60k yearly retainer and new partner rotation. Mr. Senker seconded the motion.
Roll call vote: Dr. Andrews, Mrs. Geraci, Dr. Lamonte, Judge Parker, Mr. Scanlan, Mr. Senker, Mr. Vetrano, Mrs. Yascovik and Mr. Gavan voted yes. Motion carried unanimously.

1.9 Correspondence File – None

2. Personnel

2.1 Report of the Personnel and Curriculum Chair.

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

- Reviewed personnel changes and updates. He noted that Manal Meseha has been hired as Director of Accounting and Tatsiana Shumskaya was promoted to Senior Staff Accountant.

- Reviewed tenure recommendations for Dr. Dominic Carbone, Instructor of Psychology and Jumana Hablawi, Instructor of Biology.

Dr. Mazur provided the following information about Dr. Cabone and Ms. Hablawi:

With a doctorate in Psychology from Cornell University Dr. Dominic Carbone is a licensed psychologist in New York and Pennsylvania (and has recently completed the process for licensure in New Jersey). He considers the relationship between professor and students to be a partnership in which each must contribute to the learning process. He is rigorous in his approach to instruction and provides students opportunities to demonstrate mastery of concepts; he has integrated technology into all of his courses. In addition, he has helped train both full time and adjunct faculty in Web Study, the college’s learning management system for online instruction. He has taken on a leadership role in the College shared governance system and consistently shows leadership on and off campus with respect to diversity issues, having served as Director of the Diversity Center, and an advisor to the Gay-Straight Alliance, Strength Without Violence and Project Green Dot. He also serves on the SCCC Foundation Board, as well as on the Advisory Boards for DASI (Domestic Abuse and Sexual Assault Intervention) and Project Green Dot (violence prevention project). Dominic is a member of the American Psychological Association, Society for Research in Child and Adolescent Development, and the Society for the Scientific Study of Sexualities.

Ms. Hablawi has distinguished herself as an expert instructor in the complex study of Anatomy and Physiology, a challenging course to teach. She has done a consistently remarkable job of helping introductory students in her courses through a variety of instructional techniques, including web-based instruction and podcasts of her lectures. In addition, Jumana has created a learning community of students in a club setting by having prior students mentor club members in the Anatomy Freaks and Geeks Club, to which she serves as the Advisor. And as club advisor, she received the You Make a Difference Award. Further, Jumana was accepted to attend the prestigious science section of the 12th annual Reacting to the Past Institute at Barnard College and is a member of the National Association of Biology Teachers, the Human Anatomy and Physiology Society, the National Science Teacher Association, and the American Association for the Advancement of Science. Dr. Mazur noted that he is recommending both of these “stellar” individuals for tenure.
• Reviewed four Memorandums of Understanding between Sussex County Community College and Rutgers, The State University of New Jersey. They are: Certificate in Dental Assisting, AAS in Dental Hygiene, AS in Occupational Therapy Assistant and AS in Psychosocial Rehabilitation. Students will complete the first part of their studies here at SCCC and then will have automatic transition to Rutgers. Gen Ed can be started in the Fall and the rest of the studies in the Spring.

• Reviewed grant renewal with Bergen in the Amount of $419,672.

• Reviewed the Academic Calendar.

• Received a brief update on the Middle States accreditation

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

Dr. Andrews moved to approve the monthly personnel actions. Judge Parker seconded the motion.

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

2.3 Recommendation: Approval of Tenure Recommendations:

➢ Dr. Dominic Carbone, Instructor of Psychology – Effective First Day of the Fall 2014 Semester.

Dr. Andrews moved to approve tenure for Dr. Dominic Carbone as noted above. Judge Parker seconded the motion.

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

Dr. Carbone thanked the Board of Trustees, Dr. Mazur, VP Waite, Dean Okay, Harry Damato, Professor Fitzgerald, Professor Lanza, the Tenure Committee, the Search Committee from five years ago, as well as his fellow colleagues. He is very appreciative of the support he has received from all.

➢ Jumana Hablawi, Instructor of Biology – Effective the First Day of Spring 2015 Semester.

Dr. Andrews moved to approve tenure for Jumana Hablawi, as noted above. Mr. Vetrano seconded the motion.

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

Ms. Hablawi thanked all for the honor. She said she feels very blessed to have the opportunity to do what she does, especially here at SCCC. She talked about professional growth, student growth, student retention, and her history here. She thanked the Board, administration and her colleagues.

3. Curriculum and Instruction

3.1 Recommendation: Approval of Memorandums of Understanding between Sussex County Community College and Rutgers, The State University of New Jersey.

• Certificate in Dental Assisting
• AAS in Dental Hygiene
• AS in Occupational Therapy Assistant**
• AS in Psychosocial Rehabilitation

**Agenda did not include the word “Assistant.”

Dr. Andrews moved to approve MOU’s as noted above. Mrs. Yaskovic seconded the motion.

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

3.2 Recommendation: Approval of Grant Renewal with Bergen, in the Amount of $419,672.

Dr. Andrews moved to approve grant renewal with Bergen in the amount of $419,672. Mr. Scanlan seconded the motion.

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


Dr. Andrews moved to approve the 2014-2015 Academic Calendar. Mr. Vetrano seconded the motion. Motion carried unanimously.

4. Student Services Report

4.1 SGA Report.

Andrew LaBell-Treasurer and John Sachs-Secretary of the Student Government Association provided a report regarding Student Government and club activities, including a review of Fall 2013 activities and a look ahead to 2014 activities.

5. Community Information and Service Report

5.1 Community Service Report was received, reviewed and filed.


6.1 Report from the Finance and Facilities Committee Chair.

Jerry Scanlan, Chair of the Finance and Facilities Committee, noted that they had an in-depth review of the financial information and a discussion regarding enrollment.

6.2 Report from the Audit and Policy Committee Chair.

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

• Discussed two new policies: Monitoring Veterans’ Files and Status and the Administrative Withdrawal Policy.

• Discussed changes to the FERPA Directory. The directory will now include students’ college-issued email addresses. FERPA oversees privacy for students over the age of 18.

• Reviewed policies for deletion. They are: The Edward J. Bloustein
Distinguished Scholar Policy and the Sussex County Council on Alcohol and the Drug Abuse Policy. There is no funding.

- Discussed Tuition Equity Bills. The Governor signed a final copy just before the end of the year. This has to do with students who have immigration status. They are not required to report their immigration status to us when they enroll. They only have to show high school transcript. If they apply for financial aid, then they have to provide the necessary information.

6.3 Recommendation: Approval of Monitoring Veterans’ Files and Status Policy. 
Judge Parker moved to approve the Monitoring Veterans’ Files and Status Policy. Mr. Vetrano seconded the motion.
Roll call vote: Dr. Andrews, Mrs. Geraci, Dr. Lamonte, Judge Parker, Mr. Scanlan, Mr. Senker, Mr. Vetrano, Mrs. Yascovik and Mr. Gavan voted yes. Motion carried unanimously.

6.4 Recommendation: Approval of Administrative Withdrawal Policy. 
Judge Parker moved to approve the Administrative Withdrawal Policy. Mrs. Yaskovic seconded the motion.
Roll call vote: Dr. Andrews, Mrs. Geraci, Dr. Lamonte, Judge Parker, Mr. Scanlan, Mr. Senker, Mr. Vetrano, Mrs. Yascovik and Mr. Gavan voted yes. Motion carried unanimously.

6.5 Recommendation: Approval to Delete the Edward J. Bloustein Distinguished Scholar Policy. 
Judge Parker moved to delete the Edward J. Bloustein Distinguished Scholar Policy. Mrs. Yaskovic seconded the motion.
Roll call vote: Dr. Andrews, Mrs. Geraci, Dr. Lamonte, Judge Parker, Mr. Scanlan, Mr. Senker, Mr. Vetrano, Mrs. Yascovik and Mr. Gavan voted yes. Motion carried unanimously.

6.6 Recommendation: Approval to Delete the Sussex County Council on Alcohol and Drug Abuse Policy. 
Mr. Vetrano moved to delete the Sussex County Council on Alcohol and Drug Abuse Policy. Dr. Andrews seconded the motion.
Judge Parker explained that we are not deleting a policy on drug and alcohol abuse. We are deleting the policy that dealt with financial aid for students involved with these courses, as funding is no longer available.
Roll call vote: Dr. Andrews, Mrs. Geraci, Dr. Lamonte, Judge Parker, Mr. Scanlan, Mr. Senker, Mr. Vetrano, Mrs. Yascovik and Mr. Gavan voted yes. Motion carried unanimously.

6.7 Recommendation: Approval to Change FERPA Directory Information – Directory should include college email addresses for students. 
Judge Parker moved to approve the change to FERPA Directory information as noted above. Mrs. Yaskovic seconded the motion.
Roll call vote: Dr. Andrews, Mrs. Geraci, Dr. Lamonte, Judge Parker, Mr. Scanlan, Mr. Senker, Mr. Vetrano, Mrs. Yascovik and Mr. Gavan voted yes. Motion carried unanimously.
7. **Courtesy of the Floor on General Matters (Public Session)**

Chairman Gavan opened the floor.

Hank Pomerantz addressed the Board regarding Relay for Life kicking off with a dessert meeting in September. He also noted that adjuncts are looking to sponsor a program to bring students onto campus. The date is still to be determined. They will be inviting sophomore, junior and senior students to a musical night in the PAC, and hopefully capture the attention of parents as well. He also addressed the Board regarding declining enrollment and the effect on adjuncts.

When no one else wished to address the Board of Trustees, Judge Parker moved to close the floor. Mr. Scanlan seconded the motion. Motion carried unanimously.

8. **Other Business**

**Discussion / Reports / Announcements:**

8.1 **Trustee Activity Update.**

Mr. Scanlan said that the nurse pinning ceremony was very worthwhile and an excellent event.

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

- We have received our official letter from Middle States regarding the periodic review. That we submitted this past year. In the letter they commended the College on the quality of its Periodic Review Report and reaffirmed the College’s accreditation, but it also required a monitoring report, due this coming September, regarding a few important issues, including finances and assessment. Once the report is sent in, a small team site visit will follow. The College has already begun preparations for the monitoring report. He will keep the Board apprised of progress as we move forward.

- On December 5th the college signed articulation agreements with NJIT for both Information Systems and Computer Science degree programs and with East Stroudsburg University for a Human Services degree program. The NJIT agreement will allow our students who maintain a 2.5 GPA, and who graduate with an AS degree, to seamlessly transfer into their Information Systems or Computer Science degree programs as 3rd year students. In addition NJIT has agreed to recognize specific SCCC courses as 3rd year level courses in their program thereby offering our students a head start on their junior year. Every student from SCCC who has applied to NJIT in the past has been accepted. The articulation agreement with ESU will allow students who graduate from our college with an Associate of Science in Human Services and a 2.5 GPA to seamlessly transfer into the Bachelor of Social Work Program. Students will enter as juniors, and will be able to complete the Bachelor of Social Work degree within 2 years. The degree can lead to licensure in most states.

- One of our Student Athletes, Kelsee Tironi, has been selected as our representative for the National Association of Girls and Women in Sport recognition day to be held on February 9th, at Seton Hall University. The Association has each 2-year and 4-year New Jersey College select a female student athlete to represent their institution. Last year and this year Kelsee participated on our women’s soccer team and women’s basketball team. She has demonstrated leadership and athletic ability on the field and is a two semester Dean’s list honoree and a member of Phi Theta Kappa, the international honor society for community colleges. And this past week Kelsee
broke the record for the college’s women’s all-time scoring mark with 608 career points. We congratulate her.

- Robert Reeber, Assistant Professor/Program Coordinator of Computer Information Systems and Peter Bilby, Senior Adjunct Instructor of Microbiology have been awarded, by our administration, the 2014 NISOD (National Institute for Staff and Organizational Development, out of the University of Austin, TX) Excellence in Teaching Award saluting their commitment to high performance and extraordinary service to our students, college and community.

- The college’s Business Club has created a television program entitled The Business Life, airing on the college website, YouTube and on channel 20 EDTV on Wednesdays and Fridays at 8:00 p.m. The show is a collaboration between the Business Club, the Communications Club and the Television Production Class. The focus of the program is to allow the public to hear about different types of businesses and what they offer to our community. The program also presents student interest in business leader’s backgrounds and the choices that have taken them to where they are in the business world today. The interviews are led by students from the Business Club.

- The college has a Readjustment Counseling Therapist from the Veterans Administration available on Wednesday’s from 9:00 a.m. until 3:30 p.m. in the Veterans’ Resource Center located in D-Building. The program began last Wednesday. Counseling is available to all combat veterans and their families, SCCC student veterans and the public in northwestern New Jersey. Non-combat veterans are eligible for three counseling sessions. Area veterans suffering from post-traumatic stress disorder, anxiety, depression or sexual trauma can now turn to a professional Readjustment Counseling Therapist from the VA for help here on campus.

- The college’s Psi Beta Psychology Honor Society, is partnering with DoSomething.org and Aéropostale, the national fashion retailer, to help homeless teens. Today through February 15th, students and the public can participate by bringing gently worn denim jeans, any size and brand, to the SCCC campus. One in three homeless persons in the U.S. is under the age of 18 and the number one item that young people request when they visit a homeless shelter is a pair of jeans. If you’d like to donate, a receptacle can be found in the Health Sciences & PAC Center.

8.3 Chairman’s Comments and Board Goals.

8.4 The Next Regular Meeting of the Board of Trustees Will Take Place on February 24, 2014 at 5:00 p.m. in the Executive Board Room.

9. Adjournment

The Board adjourned from the meeting at 6:15 p.m. upon unanimous consent.

APPROVED:

Glen Vetrano, Secretary