1. **General Institutional Functions**

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

   1.2 Mr. 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.

   The following were present: Mr. Gavan-Chairman, Judge Parker-Vice Chair, Mr. Vetrano-Secretary, Mr. Scanlan-Treasurer, Dr. Andrews, Mrs. Geraci, Mr. LaRuffa, Mr. Leppert, Mr. Senker, Mrs. Yaskovic, Dr. Mazur-Ex Officio Member and Ms. Plavnicky-Alumni Trustee.

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

   1.4 Chairman Gavan welcomed the guests.

   1.5 Approval/Acceptance of Minutes and Board Action Resolutions:

   1.5.1 Approval of October 21, 2013 Regular Board Meeting Minutes.

   Judge Parker moved to approve the October 21, 2013 Regular Board Meeting Minutes. Mr. Scanlan seconded the motion. Mrs. Geraci abstained from the vote. Motion carried.

   1.5.2 Acknowledgment of Receipt of Committee Minutes.

   - Executive Session: September 23, 2013.
   - Master Plan Ad Hoc: November 1, 2013.
   - Finance and Facilities: November 18, 2013.
   - Audit and Policy: November 18, 2013.
   - Personnel and Curriculum: November 18, 2013.

   Judge Parker moved to acknowledge receipt of committee meeting minutes. Dr. Andrews seconded the motion. Motion carried unanimously.
1.5.3 Approval of October, 2013 Board Action Resolutions.
Mr. Vetrano moved to approve October, 2013 Board Action Resolutions.
Mr. Senker seconded the motion. Mrs. Geraci abstained from the vote.
Motion carried.

1.6 Courtesy of the Floor on Agenda Items Only (Public Session).
Judge Parker moved to open the floor. Mr. Vetrano seconded the motion.
Motion carried unanimously.
No one spoke.
Mr. Vetrano moved to close the floor. Dr. Andrews seconded the motion. Motion carried unanimously.

Vice President Nocella presented the financials, including: Dashboard & Enrollment, YTD FY14 Oct:Oct Basis, Oct. YTD FY13/14 Income Statement.

Mr. Leppert moved to acknowledge receipt and review of the October, 2013 financial statements. Mr. Scanlan seconded the motion.
Roll call vote: Dr. Andrews, Mrs. Geraci, Mr. LaRuffa, Mr. Leppert, Judge Parker, Mr. Scanlan, Mr. Senker, Mr. Vetrano, Mrs. Yascovik and Mr. Gavan voted yes. Motion carried unanimously.

1.8 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 changes including: Fulltime replacements in the Registrar and Counseling offices, and temporary replacements in Finance and Human Resources.
Reviewed recommendations for promotions; Kathleen Okay to Dean of Division of Liberal Arts, Social Sciences and Education, Jan Tensen to Associate Dean of Learning Resources and Solweig Dimino to Registrar.
Reviewed exemptions for certain residency requirements under the NJ First Act. Will be asking for approval of the exemptions. This is done annually.
Reviewed Sidebar Letter with the support staff union, for meal allowance.
Reviewed MOU Pathways Health Science Impact Grant. We are getting an additional $147,274. It is a supplement that’s being provided to increase enrollment in that program. Enrollment is needs based and the grant is handled by Bergen Consortium.
Reviewed the Ocean Online Agreement and are seeking approval for Spring 2014. We plan to run 3 courses online in conjunction with Ocean County College.

2.2 Recommendation: Approval of Monthly Personnel Actions, as per the Attached Personnel Actions Form.
Dr. Andrews moved to approve the monthly personnel actions. Mrs. Yaskovic seconded the motion.

Judge Parker indicated that she was pleased that we have promoted from within; Kathleen Okay, Jan Tensen and Solweig Dimino, noting they have served SCCC well. Mr. Gavan said it’s a credit to Dr. Mazur that we do not always have to look outside the college to fill positions.

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

2.3 Recommendation: Approval of Amendment to President’s Contract.

Mr. Vetrano moved to approve the amendment to the President’s contract. Mr. LaRuffa seconded the motion.

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

2.4 Recommendation: Approval of NJ First Annual Filing with State of New Jersey.

Dr. Andrews moved to approve the NJ First Annual Filing with State of New Jersey. Mrs. Yaskovic seconded the motion.

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

2.5 Recommendation: Approval of Sidebar Letter Approval Article 16 - Meal Allowance Local 6375 Support Staff.

Judge Parker moved to approve the Sidebar Letter as recommended above. Dr. Andrews seconded the motion.

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

3. Curriculum and Instruction

3.1 Recommendation: Approval of MOU Pathways Health Science Impact Study Grant - $147,274 in Additional Funding.

Judge Parker moved to approve the MOU Pathways Health Science Impact Study Grant as recommended. Mr. Vetrano seconded the motion.

VP Nocella indicated that we are in the fourth year of the grant.

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

3.2 Recommendation: Approval of Ocean On-Line Agreement Approval for Spring 2014 in the Amount of $30,000.

Dr. Andrews moved to approve the Ocean On-Line Agreement for Spring 2014 as recommended. Mrs. Yaskovic seconded the motion.
Dr. Mazur noted that this idea is a very new concept. The courses were developed by Ocean in conjunction with Pearson Learning Solutions and are state of the art courses. We are stepping into the water with this, as there are few colleges around the country that are doing the same thing. We are buying the 3 already developed courses – Forensic Science, Criminal Law and Corrections. Faculty will be taking a look to see what other courses are offered and evaluating the courses to see if we can bring them in for the future. Faculty will be trained to teach the courses.

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

4. **Student Services Report**

4.1 SGA Officers presented a report of student government and club activities as well as a review of the year's activities.

4.2 John Kuntz introduced soccer team players and former players, who provided brief backgrounds of themselves, their education, team aspirations and experiences and where they are now educationally or in their careers.

5. **Community Information and Service Report**

5.1 Community Service Report.

6. **Business, Finance and Facilities**

6.1 Report from the Finance and Facilities Committee Chair – Mr. Scanlan, Chairman of the Finance and Facilities Committee reported that they:

- Reviewed the financials in-depth. They discussed, on a go-forward basis, an ROI analysis for capital projects.

- Reviewed items for action at today's meeting, including: The Master Plan and Go Bond, IT team continuation with AIO, entering into an agreement with Middlesex Purchasing Coop that does not cost us anything and will hopefully save us some money and vacating a Resolution from the past regarding capital projects/windows.

6.2 Recommendation: Approval of College Master Plan Update and Go Bond Grant for New Academic Building.

Mr. Scanlan moved to approve the College Master Plan Update and Go Bond Grant for New Academic Building. Mr. Leppert seconded the motion.

Dr. Mazur explained that we had to update the Master Plan in order to apply for the second round of the Go Bond. The Master Plan Committee worked with the engineers to develop the plan update. He explained that the funds can only be used for academic space.

Vice President Nocella provided a presentation regarding the space to be created.

Discussion ensued regarding use of current and new space.

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

6.3 Recommendation: Approval of Contract with AIO, in the Amount of $27,500 per Month for IT Services and Management.

Mr. Scanlan moved to approve the contract with AIO as recommended. Mr. LaRuffa seconded the motion.

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

6.4 Recommendation: Approval to Participate in the Middlesex County Purchasing Cooperative.

Mr. Scanlan moved to approve participation in the Middlesex County Purchasing Cooperative. Mr. LaRuffa seconded the motion.

This is in addition to the Morris County Purchasing Cooperative. There is no cost for participation.

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

6.5 Recommendation: Vacate Resolution Approved on April 24, 2012 Regarding Windows/Facade Capital Projects.

Mr. Scanlan moved to vacate the Resolution approved on April 24, 2012 regarding windows/façade Capital Projects. Mr. Leppert seconded the motion.

Chairman Gavan noted that this was something that a previous professional services company we used had recommended but when we went to follow through on it and asked for input from CP Engineers, it appeared that the proposal basically only covered removing old windows and replacing them with new ones. It didn’t address anything else. We now have a more comprehensive proposal, although it still has some vetting to be done through the Finance and Facilities Committee.

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

6.6 Report from the Audit and Policy Committee Chair – Judge Parker, Chair of the Audit and Policy Committee reported that they:

- Reviewed three policies that are being recommended tonight for approval.
- Reviewed the audit during the committee meeting.

Scott McClellan of Wiss & Co. provided a brief overview of the audit results and answered questions. He indicated that the Board should be pleased with the results. He thanked everyone for the time and effort put into addressing issues and financial concerns that were raised 3 years ago. He said the opinion 2 years ago was not a clean opinion but this year it is an unmodified and unqualified opinion, which is the highest level opinion that can be attained by any organization. He noted that the opinion format has changed since last year and that it is a national change in accounting standards and looks different, although it provides the same information. He specifically pointed out footnote #12, which
deals with the positive preliminary results with Middle States. Overall, there are no significant deficiencies and no material weaknesses. He said this is a tremendous improvement over the last three years in terms of our financial position and internal controls.

6.7 Recommendation: Approval of June 30, 2013 Audit and Management Reports.
Mr. Leppert moved to approve the June 30, 2013 Audit and Management Reports. Mr. Senker seconded the motion.
Roll call vote: Dr. Andrews, Mrs. Geraci, Mr. LaRuffa, Mr. Leppert, Judge Parker, Mr. Scanlan, Mr. Senker, Mr. Vetrano, Mrs. Yascovik and Mr. Gavan voted yes. Motion carried unanimously.

6.8 Recommendation: Approval of June 30, 2013 Credit Hour Audit Report.
Judge Parker moved to approve the June 30, 2013 Credit Hour Audit Report. Mr. Leppert seconded the motion.
Roll call vote: Dr. Andrews, Mrs. Geraci, Mr. LaRuffa, Mr. Leppert, Judge Parker, Mr. Scanlan, Mr. Senker, Mr. Vetrano, Mrs. Yascovik and Mr. Gavan voted yes. Motion carried unanimously.

Judge Parker moved to approve the June 30, 2013 Charge Back Rate Audit Report. Mrs. Yaskovic seconded the motion.
Roll call vote: Dr. Andrews, Mrs. Geraci, Mr. LaRuffa, Mr. Leppert, Judge Parker, Mr. Scanlan, Mr. Senker, Mr. Vetrano, Mrs. Yascovik and Mr. Gavan voted yes. Motion carried unanimously.

Chairman Gavan commended Scott McClelland and the entire team from Wiss & Co. for the good work and for their ability to question and challenge the College during the audits.

6.10 Recommendation: Approval of Basic Skills Placement Test Policy.
Judge Parker moved to approve the Basic Skills Placement Test Policy. Mr. Senker seconded the motion.
Roll call vote: Dr. Andrews, Mrs. Geraci, Mr. LaRuffa, Mr. Leppert, Judge Parker, Mr. Scanlan, Mr. Senker, Mr. Vetrano, Mrs. Yascovik and Mr. Gavan voted yes. Motion carried unanimously.

6.11 Recommendation: Approval of Non-Discrimination Policy.
Judge Parker moved to approve the Non-Discrimination Policy. Dr. Andrews seconded the motion.
Roll call vote: Dr. Andrews, Mrs. Geraci, Mr. LaRuffa, Mr. Leppert, Judge Parker, Mr. Scanlan, Mr. Senker, Mr. Vetrano, Mrs. Yascovik and Mr. Gavan voted yes. Motion carried unanimously.

6.12 Recommendation: Approval of Admission of Home-Schooled Minor Students Policy.
Judge Parker moved to approve the Admission of Home-Schooled Minor Students Policy. Mr. Scanlan seconded the motion.
Roll call vote: Dr. Andrews, Mrs. Geraci, Mr. LaRuffa, Mr. Leppert, 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)**

Hank Pomerantz, Adjunct Faculty Federation President, addressed the Board. He provided information regarding an Adjunct Faculty Celebration that took place in the Atrium, a meeting with marketing regarding the Adjunct Faculty offering money and assistance for recruitment in the Spring. He noted that our Adjunct Faculty are experts and a wealth of information and asked that they be included on committees in the future.

Melanie Arpaio, Faculty Federation President, addressed the Board. She noted that she teaches in the “R” Building (the garage) and she likes it. She explained that it used to house the art department. It now has two classrooms and is put to good use.

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

8. **Other Business**

Discussion / Reports / Announcements:

8.1 Trustee Activity Update.
- Chairman Gavan commended Trustees for the attendance at the Foundation Ball, noting that next year’s event will take place on November 8th.
- Chairman Gavan indicated he is pleased to see that the guard house is up and in use.
- Mr. Scanlan noted that the Rotaract Induction Ceremony was excellent.
- Conversation ensued regarding the bookstore. It is up and running and gearing up for the Winterim and Spring Semesters. Dr. Mazur indicated that there have been inquiries from the public if the store is open to those outside of the College, and it is. Barnes & Nobles is not yet in the size space they want, but it’s in their plans for the future. He also said there are 8 parking spaces in the upper parking lot reserved for bookstore patrons.

8.2 President’s Report – Dr. Mazur Reported:
- Judge Parker invited him to meet with Carolyn Hartley, former Superintendent of the Sparta school district to talk about how we can work with the schools to for better penetration rates with the graduating classes. It was a productive meeting. One of the ideas that came out of it is already being worked on – our student government association is beginning to talk to the student governments of the high schools to get together and begin a conversation with students so that there’s more word of mouth from peers going forward.
- Judge Parker indicated that Dr. Hartley was very gracious with speaking with them about how we can reach into the high schools and high school communities, what the cultures are and how we can address it.
- The college has received a grant of $16,450 from the State of New Jersey for student a Highway Safety training program. The funds will be used to include
a “rethinking drinking” presentation as part of our freshman foundations for success classes and for the development of a leadership training program for University Mothers Against Drunk Driving club members.

- The New Jersey Community College Counselor’s Association has named one of our counselors, Jan Jones, as the recipient of the Award for Counselor Excellence. She is the only counselor from among New Jersey’s 19 community colleges to receive the distinction. Jan has served as a counselor at SCCC for the past 17 years specializing as a Personal Counselor to students who have non-academic issues that are interfering with their education. She has also headed up our Veteran’s Task Force and has been instrumental in launching our Veteran’s Resource Center. Both of her daughters attended SCCC and Jan is an SCCC graduate. She will be receiving the award December 6th.

- On Veteran’s Day a new flag was raised on the pole in front of the E Building. The flag replaces an old, worn-out flag and was donated to honor Professor Frank Ancona’s father, Louis, a triple Purple Heart honoree who was also awarded the Bronze Star for his service in the Army during World War II. The ceremony was well attended by students, staff and faculty.

- Kathleen Nelson, assistant dean, division of health sciences and auxiliary education programs, has been appointed to the Board of Directors of the United Way of Northern New Jersey. Kathleen’s early work with United Way included overseeing a partnership between then Sussex United Way and SCCC that lead to the development of the college’s Service Learning program. Kathleen is also active in the Sussex chapter of the UWNNJ Women’s Leadership Council.

- Customized Training for community employers is being expanded for the Spring and Summer session through our Community Education department. A Human Resource instructor from the New Jersey Small Business Development Center and business management professionals will be teaching negotiating skills, project coordination, and marketing strategies. In addition, the Spring semester will include a program for elementary and high school teachers to enhance their skills with SmartBoards, classroom discipline, and test preparation.

- On November 14th we hosted a well-attended Transfer Fair in the Galleria with 35 four-year colleges represented. The fairs are an excellent way for our students to connect with four-year transfer counselors to match their SCCC course options with the program requirements of the transfer institution.

8.3 Chairman’s Comments and Board Goals.

Chairman Gavan thanked everyone and indicated that he believes the Board is really coming together and working for a common cause. He said the Board is feeling more comfortable with the President, staff and where the College is going and this provides the opportunity to ask larger questions, look at bigger pictures and do more of what he thinks the role of the Board is – to set policy and vision, and take administration’s knowledge and expertise in education and bring energies to it to help take the institution to where it can and should be.

He also said that this year there is only one goal for the Board, it will come down to the President’s goal – helping to identify creative ways to expand enrollment and to continue coming up with ways for students to take their two years here and transfer to a four year institution.
8.4 The Next Regular Meeting of the Board of Trustees Will Take Place as Voted by Trustees at the Reorganization Meeting. Yearly Meeting Schedule to be Publicly Noticed and Placed on Sussex County Community College Website.

9. **Adjournment**

The meeting adjourned at 6:17 p.m. upon unanimous consent.

Approved:

Glen Vetrano, Secretary