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 in attendance: Mr. Smith-Chairman, Mr. Gavan-Vice Chairman, Mr. Vetrano-Secretary/Treasurer, Dr. Andrews (via conference call), Mrs. Bain, Mr. Leppert, Judge Parker, Mr. Scanlan, Dr. Mazur-Ex Officio Member and Mr. Hernandez-Alumni Trustee. Mr. Aramini, Dr. Lamonte and Mr. Senker did not attend the meeting.

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

1.4 Approval/Acceptance of Minutes and Board Action Resolutions:

1.4.1 Approval of July 3, 2012 Special Meeting Minutes.

Judge Parker moved to approve the July 3, 2012 Special Meeting Minutes. Mr. Vetrano seconded the motion. Mr. Scanlan and Mrs. Bain abstained from the vote. Motion carried.

1.4.2 Approval of September 25, 2012 Regular Meeting Minutes.

Judge Parker moved to approve September 25, 2012 Regular Meeting Minutes. Mr. Gavan seconded the motion. Motion carried unanimously.

1.4.3 Approval of September 25, 2012 Executive Session Minutes.

Mr. Gavan moved to approve September 25, 2012 Executive Session Minutes. Judge Parker seconded the motion. Motion carried unanimously.

1.4.4 Acceptance of October 2012 Committee Minutes: Finance and Facilities and Personnel and Curriculum.
Judge Parker moved to approve Personnel and Curriculum Minutes. Mr. Leppert moved to approve Finance and Facilities Minutes. Mr. Gavan seconded both motions. Judge Parker abstained from the vote for Finance and Facilities minutes. Motions carried.

1.4.5 Approval of September 2012 Board Action Resolutions.

Mr. Gavan moved to approve September 2012 Board Action Resolutions. Mr. Vetrano seconded the motion. Motion carried unanimously. Future Board Meeting Packages will list the Resolutions and not include copies of all.

1.5 Courtesy of the Floor (Public Session)

- American Legion Commander Tony Gallapo and members of the American Legion presented the College with six checks from American Legion Posts, totalling $1200, as a donation for the war monument and grounds.

- Henry Pomerantz wished Ann Bain well and noted that her leadership and caring will be missed. He also noted that the college is doing good things in the community. He indicated that DASI recently joined us to coordinate a fund raiser. He commented that with the County’s sale of the Homestead, funding needs to come back to their 33% level, as we have added tuition and have less staff.

- Debbie McFadden wished Ann Bain well and noted that it was a pleasure working with her on student centered issues.

1.6 Acknowledgement of Receipt and Review of September, 2012 Financial Statements.

Mr. Gavan moved to acknowledge receipt and review of the September 2012 Financial Statements. Mrs. Bain seconded the motion.

Dr. Mazur noted VP Nocella is going to present three-month snapshots. We finally have some numbers that we can rely on. He pointed out that we have an enrollment management team that is working on strategies for us to move forward. We are looking at some very positive initiatives.

Vice President Nocella presented the financials including: Dashboard First Quarter Results, Summary Income Statement, Projection Full Year and Budget Schedule FY13/14.

Roll call vote: Dr. Andrews, Mrs. Bain, Mr. Gavan, Mr. Leppert, Judge Parker, Mr. Scanlan, 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 met on Tuesday the 16th and:
• Reviewed the Personnel Action List, which is attached to the agenda. The committee agreed that the Board of Trustees should approve the list.

• Discussed open positions. They were advised that the interview process for the marketing position is underway and that we lost our head coach after two weeks and are currently searching for someone to fill the position once again.

• Reviewed the full-time faculty overload list. She indicated that SVP Damato noted that the payments are $15k less than last year, due to the decline in enrollment. The committee agreed that the Board of Trustees approved overload payments.

• Last month the Board of Trustees approved an addendum to Dr. Mazur’s contract. She noted that it is important to understand that the addendum was pursuant to the contract under which Dr. Mazur was hired. The contract called for a cost-of-living increase. The Board’s approval of the addendum last month was honoring their obligations under that contract.

• Vice President Nocella presented the monthly financials. It included a report on demographics for the high school graduation population up until 2016. The demographics indicate a continuing decline in the number of high school graduates for Sussex and surrounding counties. We will continue to pursue non-traditional students as well as high school graduates. She said this information is important to us for budgeting and planning purposes.

• Reviewed responses from three law firms who responded to our RFP. The ad hoc committee is still reviewing those applications and will make a recommendation.

• Discussed tuition waivers and were advised by administration that each individual group of waivers is being reviewed.

• The Foundation Ball is taking place on November 3rd. She noted the importance of Trustees to attend in order to show appreciation to those who support the college and Foundation.

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

Judge Parker moved to approve monthly personnel actions. Mr. Scanlan seconded the motion.

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

2.3 Recommendation: Approval of Faculty Overload Payments.

Judge Parker moved to approve faculty overload payments. Mr. Scanlan seconded the motion.

Roll call vote: Dr. Andrews, Mrs. Bain, Mr. Gavan, Mr. Leppert, Judge Parker, Mr. Scanlan, Mr. Vetrano and Mr. Smith voted yes. Motion carried unanimously.
3. **Curriculum and Instruction** – None

4. **Student Services Report**

SGA President Chelsea Sullivan provided a report of SGA and student club activities.

5. **Community Information and Service Report** – Next Month

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 noted that they met on Tuesday the 16th and:

   - CFO Nocella provided an in-depth review of the financials.
   - Received an update regarding the fiscal year audit and FY14 budget planning.
   - Ken Evans provided a report regarding facilities projects including cabling, which has been completed, and the electrical upgrade which is still in progress. He noted that we will be shutting down power for two weekends in order to complete the work. It is anticipated that this will be done during holiday weekends. We expect to go live in the spring of 2013.
   - The solar project canopies are up and wired. Parking should be available again in a few weeks.
   - Repairs are ongoing, such as paving, lighting, roofing and fire/security systems. Ken Evans indicated that we are pursuing a security booth as well as a higher level of visibility for security in the Administration Building.
   - The Emergency Operations Plan has been forwarded to local police and law enforcement agencies.

7. **Business and Finance**

   7.1 Report from the Audit Committee Chair.

   Mr. Gavan, Chairman of the Audit Committee noted that the committee met today. He said the audit is all but finished and will be presented at next month’s meeting. It is an excellent improvement from last year. He commended Dr. Mazur, administration and staff for the efforts.

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

    Jean Brine thanked Ann Bain for all of her support for the college and for everything she’s done for the college.
9. **Other Business**

**Discussion / Reports / Announcements:**

9.1 **Trustee Activity Update**

Chairman Smith read a Proclamation for Ann Bain, which was then signed by The Trustees and Dr. Mazur. The Proclamation said:

WHEREAS, Ann G. Bain has served as a Trustee for the Sussex County Community College since November 1997 and during such term has demonstrated outstanding leadership in the strategic and fiscal direction of the college and served with distinction as Vice Chair, Secretary and Treasurer of the Board of Trustees, Chair of the Personnel and Curriculum Committees, Liaison to the Foundation and Chair of two Presidential Search Committees, and

WHEREAS, Mrs. Bain has distinguished herself as a leader for the entire College community and has shown leadership and vision in the funding and construction of our Library Science Building and our Health Sciences and Performing Arts Center; and

WHEREAS, Mrs. Bain is a respected member of the Sussex County Community College family and is considered to be a supporter, colleague and a friend to the College; and

NOW, THEREFORE, BE IT RESOLVED, that the Sussex County Community College Board of Trustees and President Paul Mazur do hereby extend their best wishes and lifelong friendship to Ann G. Bain and further wish her well in her retirement from the Board of Trustees and in all her future endeavors.

Mrs. Bain thanked the Board and replied, “15 years on the Board of Trustees has allowed me to participate in many achievements on the physical property of the College: Parking lots are no longer ice skating rinks, two new buildings, improved technology and many others. Mostly, I value the opportunities we continue to offer to our students. When I was growing up abroad everyone spoke of America as the land of opportunity. Sussex County Community College is now the land of opportunity for many in our community. Fortunately, we have wonderful faculty and staff who are dedicated to the achievement of our students. We also have a relatively new Board of Trustees and I ask at this last meeting that the Board re-dedicate itself to student achievement. We have come a long way but there’s still a long way to go. Thank you all for your support over the years. It was an honor to support our community and the college.”

Chairman Smith said he has had the pleasure of working with Mrs. Bain for the last 12 years. They did not always agree but had healthy discussions with many positive results. He then presented her with a Horton print.

Judge Parker noted that she and Dr. Mazur attended a seminar at the State Bar Association on lessons learned from Penn State over the Sandusky scandal. She indicated that it was a very informative meeting and that a series of materials from the meeting were forwarded to Trustees for review. She said it is an important issue that could happen anywhere, including here, and we want to be in a position to prevent it as well as prepared to deal with such issues should they arise.
9.2 President’s Report

Dr. Mazur reported:

- Enrollment management, staff and marketing have been doing a great job helping with enrollment issues.
- Had our Fall Open House on Saturday the 20th. There was an excellent turn out.
- Hosted the Sussex County Counselors Association luncheon which brings area high school counselors together on campus. He welcomed them and encouraged their support. There was a full day of discussions including new programs, policies and procedures.
- Launched the “Ask a Counselor” forum this past summer on the college website in order to interact more with students and field questions regarding advisement as well as general college questions. The forum has been highly successful in reaching students and answering their questions.
- From late September through the end of October, the counselors did class presentations to 85 classes on Careering, Transfer and the Myers-Briggs Type Indicator.
- The Performing Arts Center presented Paul Taylor 2 Dance which performed to an almost sold out crowd on October 14.
- The Veterans Memorial is on schedule and should be erected on Friday October 26. We have also ordered benches. We have donors for all of these things. A dedication ceremony will take place on Saturday, November 10 at 2:00 p.m. the American Legion is going to provide color guard and there are a couple of speakers lined up. It's going to be a short ceremony and should not last more than 45 minutes.
- The Fall Transfer Fair will be held on November 6 and thirty four-year colleges are expected to participate. Montclair St. University will have a follow-up Instant Decision Day on our campus later in November.
- The Veteran’s Taskforce recruited SCCC students and staff to visit local Walmarts on October 14-15 in an effort to collect clothing, toiletries and donations towards Operation Chillout. They collected over $600 in donations and clothing items to support homeless veterans. Mike Devilliers, a former SCCC veteran student, was able to secure funding for over 100 backpacks. Donations are still being accepted for this worthy cause.

9.3 Chairman’s Comments and Board Goals

Chairman Smith noted, as is required at the October meeting, the Nominating Committee, Chaired by Mr. Senker, provide their recommendations. He read the report:

Report of Nomination Committee, October 17, 2012
The committee met via conference call on numerous occasions including October 10, 13, 14, and 15, 2012.

The committee had requested that each candidate expressing an interest for nomination provide several pieces of information including a recent resume, an explanation of their interest in a leadership position, their vision and platform for the future of SCCC and any reflections regarding Board/Management relationships.

Four individuals expressed interest in three positions and provided a response to the request in varying degrees of detail. Follow up conversations regarding clarification of interest and questions from the committee members were held by the Chairman (Tom Senker) on behalf of the committee.

Based on the information received and follow up discussions with the candidates, the following slate of candidates is recommended to the committee:

Chairman: Glenn Gavan  
Vice Chairman: Lorraine Parker  
Secretary: Glen Vetrano  
Treasurer: Gerard Scanlan

Respectfully submitted (on behalf of the committee of J. Smith, B. Andrews and T. Senker)

Thomas J. Senker  
Chairman, Nominating Committee

Chairman Smith noted that this will be his last meeting as Board Chairman. He thanked everyone for their support and said it has been an honor to serve in the position. He wished all well and gave his best once more to Mrs. Bain.

9.4 The Reorganization and next Regular Meeting of the Board of Trustees will take place on Tuesday, November 27, 2012.

10. **Executive Session** – Collective Bargaining

At 5:45 p.m. Mr. Vetrano moved to enter into an Executive Session for the purpose of discussing Collective Bargaining. Mr. Gavan seconded the motion. Motion carried unanimously.

The Board adjourned from Executive Session at 6:15 p.m. upon a motion made by Mr. Gavan and seconded by Mr. Vetrano. Motion was carried unanimously.

11. **Adjournment**

The Board Meeting adjourned at 6:15 p.m. upon a motion made by Mrs. Bain and seconded by Mr. Vetrano. Motion was carried unanimously.

APPROVED:

Glen Vetrano, Secretary