MINUTES

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, Dr. Andrews, Mr. Aramini, Mrs. Bain (arrived at 5:05), Dr. Lamonte, Mr. Leppert, Judge Parker, Mr. Scanlan, Mr. Senker, Mr. Hernandez-Alumni Trustee and Dr. Mazur-Ex-Officio Member.

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

1.4 Approval/Acceptance of Minutes and Board Action Resolutions:

1.4.1 Approval of July 24, 2012 Regular Board Meeting Minutes.

1.4.2 Approval of July 24, 2012 Executive Session Minutes.

1.4.3 Approval of July 24, 2012 Board Action Resolutions.

Items 1.4.1-1.4.2 were voted on as one item. Judge Parker moved to approve the minutes and resolutions as noted above. Mr. Gavan seconded the motion. Dr. Lamonte and Dr. Andrews abstained from the vote. Motion carried.

1.4.4 Acceptance of September 2012 Committee Minutes: Finance and Facilities and Personnel and Curriculum.

Mr. Gavan moved to accept September 2012 Committee Minutes. Dr. Andrews seconded the motion. Jude Parker abstained from the vote for Finance and Facilities Committee minutes. Motion carried.
1.5 Courtesy of the Floor (Public Session)

Barbara Wortmann addressed the Board of Trustees regarding the 5k/10k run and the Foundation Ball. She distributed brochures about the new venue for the ball.

Judge Parker commended Glen Vetrano and Mike Richards for putting together a wonderful 9/11 ceremony. She said the keynote speaker, N.J. Burkett was very moving in relaying his own personal experiences. Glen Vetrano added that there was a tremendous team effort for the event and it involved a number of people including SCCC staff such as Kathy Peterson, Tony Selimo and Barbara Wortmann.


Vice President Nocella presented financials including: July/Aug YTD Enrollment Metrics – 10th Day-5, July/Aug YTD Income Statement, Department Expenses vs. Budget, Income Statement, How to Close Gap. Mr. Nocella indicated that future reporting will be more indicative of seasonality of the school year versus calendar year. He noted that we will be looking at enrollment and tightening our belts for next FY budget. He also indicated that more detailed, higher level review regarding budgeting will take place in October.

Judge Parker moved to acknowledge receipt and review of July/August 2012 Operating and Financial Statements. Dr. Andrews seconded the motion.

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

1.7 The Correspondence File was received, reviewed and filed.

2. Personnel

2.1 Report of the Personnel and Curriculum Chair.

Judge Parker, Chair of the Personnel and Curriculum Committee, noted that the committee met last Tuesday and reported:

- The committee reviewed the personnel list. We have hired a replacement in Institutional Research as well as a replacement Administrative Assistant in Academic Affairs/Student Services. There are a number of part-time and temporary on-call replacements on the list as well as new adjuncts.

- Kathleen Okay has been promoted to Interim Dean of Liberal Arts, Social Sciences and Education and Jan Tensen has been promoted to Interim Associate Dean of The Learning Center. These interim positions are pending a search for permanent replacements for those positions.

- The committee approved the President bringing the Personnel Action List forward to the Board for approval in its entirety.
• We are in the process of recruiting for the position of Executive Director of Marketing and Public Relations.

• Discussed hiring a Vice President of Academic Affairs. Dr. Mazur indicated that many colleges have combined the Vice President of Academic Affairs with Student Services. The committee urged Dr. Mazur to reconsider filling that position in view of our need to develop new programs to bring new, alternative and non-traditional students into our college.

• Discussed ADP / payroll issues and were advised by Debra Carter that the situation has improved substantially although there are still a few glitches along the way.

• Discussed tuition waivers. They were a bit shocked at the amount of money involved with tuition waivers - over a million dollars. They do understand that a good percentage of it is state mandated. There are a number of discretionary waivers that will be evaluated and reviewed from a policy point of view.

• Briefly reviewed proposed Strategic Plan and agreed it should be discussed by the entire Board of Trustees. A lot of work went into preparing the plan and they don’t want to short change it, so we are going to have to set aside time at a full Board meeting to look at in detail.

• They were advised that enrollment is down 11% and it represents approximately three quarters of a million dollars in revenue shortfall. Vice President Nocella has indicated that we are working on ways to fill the gap.

• Discussed that a private entity is interested in leasing the Public Safety Training Academy. Dr. Mazur indicated that he will be looking into this.

• Received good news regarding our Veteran’s program. It is expanding and growing. Jan Jones is teaching the Foundations course specifically for Veterans. They are here tonight and will be providing a presentation regarding the class and programs.

• Discussed the new certificate in Public Leadership in Criminal Justice. It is being presented to the Board for approval today.

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

Mrs. Bain moved to approve monthly personnel actions. Dr. Lamonte seconded the motion.

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

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

Dr. Andrews moved to approve the addendum to the President’s contract. Mr. Gavan seconded the motion.
Roll call vote: Dr. Andrews, Mr. Aramini, Mrs. Bain, Mr. Gavan, Dr. Lamonte, Mr. Leppert, Judge Parker, Mr. Scanlan, Mr. Senker and Mr. Smith voted yes. Mr. Vetano voted no, as he believed there was going to be additional discussion. Motion carried.

3. **Curriculum and Instruction**

3.1 Recommendation: Approval of New Certificate in Public Leadership in Criminal Justice.

Judge Parker moved to approve new certificate in Public Leadership in Criminal Justice. Mr. Gavan seconded the motion. Motion carried.

3.2 Academic Affairs Highlights: Dr. Mazur noted that we have been working to improve services and programs for vets. He indicated that Steve Marino has been coordinating campus efforts for a number of years. We started a Veteran’s Task Force last year and it has really taken off. He noted that we have been doing a number of things to focus on veterans, such as meeting with the American Legion, being involved with the County Veteran’s Committee, spoken with Vietnam Veterans of America and we are building a Veteran’s Memorial on campus. Bob Nicholson has donated the statue, and we have received other donations for it as well. We have started a Foundations for Success course specifically designed for returning veterans who are starting college.

Debbie McFadden and Jan Jones presented activities taking place on campus regarding Veterans and provided information about the Foundations for Success class, on behalf of the Enrollment Management Team’s Veteran’s Task Force. The presentation included commentary by veterans enrolled in the class. The presentation and information was very well received.

4. **Student Services Report**

SGA Officers Chelsea Sullivan- President, Amanda Kirchoff-Vice President and Regan Dalby-Secretary provided a report regarding Student Government and Student Club activities.

5. **Community Information and Service Report**

5.1 Community Service Report was received, reviewed and filed.

6. **College Facilities**

6.1 Report from the Finance and Facilities Committee Chair.

Dr. Andrews, Chairman of the Finance and Facilities Committee noted that the committee met on Tuesday and they:

- Received an update regarding tuition allowances. He commended Vice President Nocella for the job he did in this area. He explained that the Board had asked for a comprehensive look at tuition allowances, reductions, free tuition based on contract, state law, etc. This information provided a basis on which to have informed discussion regarding impact on the college as we look at finances.
- Received an update regarding the audit. It is on track.

- The Morville Agency informed us that they have joined with Bollinger Insurance. It really does not affect us and was really just informational.

- Received an update regarding upcoming bids. Electrical contractor, campus mowing and classroom B316 reconstruction bids will be going out next month.

- The solar project continues. Lines have all been put in and panels are being installed.

- The committee reviewed the Tri-State Actors Agreement. They recommend that the Board approve the one-year agreement. Dr. Andrews noted that in the future the committee will receive only a summary of the agreement rather than the entire document.

- Our Emergency Operating Plan has been accepted by the State. It will now be forwarded to law enforcement agencies that attended meetings during the development of the plan.

6.2 Recommendation: Approval of 2012 NJCC Electric Consortium Agreement.

Dr. Andrews moved to approve the 2012 NJCC Electric Consortium Agreement. Mr. Gavan seconded the motion.

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

6.3 Recommendation: Approval of 2013 Tri-State Actors Agreement.

Dr. Andrews moed to approve the 2012 Tri-State Actors Agreement. Mr. Leppert seconded the motion.

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

6.4 Recommendation: Approval of Sussex County MOU Utilizing E Bldg. Gym as an (POD) Emergency Center.

Dr. Andrews moved to approve the MOU with Sussex County utilizing the gym in E-Building as an (POD) Emergency Center. Mr. Leppert seconded the motion.

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

7. Business and Finance

7.1 Report from the Audit Committee Chair.
Mr. Gavan, Chairman of the Audit Committee, noted that there was no meeting this month but that the committee would be meeting in October to review a draft of the audit.

7.2 Recommendation: Approval of Unrestricted Net Assets - Designations June 30, 2012: Deferred Maintenance $150,000, Classroom electrical ballasts/lamps $60,000.

Mr. Aramini moved to approve unrestricted net assets – designations June 30, 2012, as noted above. Mr. Scanlan seconded the motion.

Roll call vote: Dr. Andrews, Mr. Aramini, Mrs. Bain, Mr. Gavan, Dr. Lamonte, 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)** - No one spoke.

9. **Other Business**

**Discussion / Reports / Announcements:**

9.1 Trustee Activity Update

- There was an NJCCC Trustee Seminar last night and it is available via recording.
- Dr. Mazur noted that there is a central group coordinating campus activities to promote the Higher Education Bond.
- Glen Vetrano thanked Tony Selimo and his students for the work they have been doing recording and promoting local farmers. He said it has really enhanced their operations.

9.2 President’s Report – Dr. Mazur reported:

- We had a successful student orientation with around 475 students and 150 parents in attendance.
- Thank you to Glen Vetrano and Mike Richards for their work on the 9/11 ceremony. It was very well attended.
- We have been able to continue the Return, Learn and Earn Program. The program encourages non-traditional students with 21 or more credits to return and complete their degrees. This semester we have a total of 48 students, 20 of which are new this semester.
- We have been continuing with the Unemployment Reemployment and Eligibility Assessment for which we are working with the Department of Labor, as are the other Community Colleges. So far we have had 852 participants in this program since May 1\(^{st}\) and the program will continue until mid-December.
• Dr. Anthony Balzano, one of our professors, has received the 2012 Award for Outstanding Academic Citizen sponsored by the Foundation. This award for academic citizenship is based on three categories of service; service to students, service to the community, and service to the country and beyond. His ongoing work in Fond-des-Blancs, Haiti includes helping to rebuild the Haitian community after a devastating earthquake, the education of U.S. citizens on the rural Haitian economic conditions, conducting workshops at SCC and in the community to bring insight into the causes of poverty in developing nations and advocating for diversity on campus among many other services.

• Professor Melanie Arpaio was named President-Elect for the Psi Beta National Psychology Honor Society Council in August. She will hold the position for one year as President-Elect, effective August 2012, one year as President, beginning August 2013, and a final year as Past-President, ending in July 2015.

• The work we are doing on veteran’s issues is ongoing. With the creation of the Task Force we have made a lot of progress during the last year. He commended those who have taken their ideas and actualized them on campus.

• We are launching the new Criminal Justice Certificate and it will begin in October. There has already been a lot of interest in this Training Certificate. It will be offered online.

• The Performing Arts Center will kick off its new season with the Paul Dance Company in Taylor 2 on October 13th at 7:30 p.m.

• He is on two NJCCC committees this year – The Academic Affairs and Government Relations Committee and the Presidents’ Council Representative to the Distance Learning Affinity Group for the Big Ideas Project.

9.3 Chairman’s Comments and Board Goals

• Chairman Smith asked that Trustees submit Board Goal suggestions to him.

• Chairman Smith noted that one of the tasks of the Chairman is to appoint Trustees to the Nominating Committee. He noted that he will not be running for Chairman this year, his final year on the Board and this way he can help the new Chair during the transition period. He asked that anyone interested in an officer position (Chair, Vice Chair, Secretary, Treasurer) to please submit their resume and CV as well as a letter consisting of a few paragraphs describing why they would be good for the position and what they believe they could do for the college. Submissions should be sent to the Chair of the Nominating Committee, which is: Tom Senker-Chairman, Bernie Andrews and Jack Smith.

9.4 The Next Regular Meeting of the Board of Trustees Will Take Place on Tuesday October 23, 2012.
10. **Executive Session**

At 6:10 p.m., upon a motion made by Dr. Andrews and seconded by Judge Parker, the Board of Trustees entered into an Executive Session to discuss Collective Bargaining. Motion was carried unanimously.

Mr. Senker left the meeting at 7:10 p.m.

The Board adjourned from Executive Session at 7:35 p.m., upon a motion made by Mrs. Bain and seconded by Dr. Lamonte. Motion was carried unanimously.

11. **Adjournment**

The Board of Trustees adjourned from the Regular Meeting at 7:35 p.m., upon a motion made by Mrs. Bain and seconded by Mr. Scanlan. Motion was carried unanimously.

Approved:

[Signature]

Glen Vetrano, Secretary