



**Board of Trustees Regular Meeting
Monday, April 28, 2014
Board Room**

MINUTES

1. General Institutional Functions

1.1 Chairman Gavan 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.

The following were in attendance: Mr. Gavan-Chairman, Judge Parker-Vice Chair, Mr. Vetrano-Secretary, Mr. Scanlan-Treasurer, Mrs. Geraci, Dr. Lamonte, Mr. Leppert, Mr. Perez, Mrs. Yaskovic, Dr. Mazur-Ex-Officio Member, Ms. Plavnicky-Student Alumni Member and Mrs. Fullem-Assistant to the President and Board of Trustees/Recording Secretary.

1.4a Swearing in of New Trustee – Chair Gavan swore in Mr. Perez.

1.4b Chair Gavan welcomed the guests.

1.5 Approval/Acceptance of Minutes and Board Action Resolutions:

1.5.1 Approval of March 24, 2014 Regular Board Meeting Minutes.

Mr. Scanlan moved to approve the March 24, 2014 meeting minutes. Judge Parker seconded the motion. Mr. Perez abstained from the vote. Motion carried.

1.5.2 Acknowledgment of Receipt of Committee Minutes.

- Finance and Facilities Committee – Monday, March 17, 2014
- Executive Committee – Monday, March 24, 2014
- Finance and Facilities Committee – Monday, April 21, 2014
- Audit and Policy Committee – Monday, April 21, 2014
- Executive Committee – Monday, April 21, 2014
- Personnel and Curriculum Committee – Monday, April 21, 2014

Judge Parker moved to acknowledge receipt of the committee minutes noted above. Mr. Leppert seconded the motion. Motion carried unanimously.

1.5.3 Approval of March, 2014 Board Action Resolutions.

Judge Parker moved to approve the March, 2014 Board Action Resolutions. Mr. Vetrano seconded the motion. Motion carried unanimously.

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

The floor was opened upon unanimous consent.

Hank Pomerantz addressed the Board of Trustees regarding larger classes. He indicated that with larger classes come bigger work loads. He asked that the Adjunct Union Contract be looked at again for updating of two points in the contract regarding the larger classes and compensation for teaching them. Chairman Gavan noted that bargaining issues, including looking at the current contract, would be solely up to the President.

Ken Evans addressed the Board of Trustees regarding the elimination of his position of Director of Facilities and Campus Security. He asked who will be maintaining the daily duties of management of facilities, noting that the custodial staff should not have to manage the department themselves.

There being no additional comments from the public, Judge Parker moved to close the floor. Mr. Scanlan seconded the motion. Motion carried unanimously.

1.7 Acknowledgment of Receipt and Review of March, 2014 Financial Statements.

Vice President Nocella presented the March, 2014 Financials including: March YTD FY14 Dashboard & Comparison to 13/14, 12/13 & 11/12, and March YTD FY13/14 Income Statement.

Mr. Leppert moved to acknowledge receipt and review of the March, 2014 Financial Statements. Mrs. Yaskovic seconded the motion.

Roll call vote: Mrs. Geraci, Dr. Lamonte, Mr. Leppert, Judge Parker, Mr. Perez, Mr. Scanlan, Mr. Vetrano, Mrs. Yaskovic and Mr. Gavan voted yes. Motion carried unanimously.

1.8 Correspondence File. - None

2. Personnel

2.1 Report of the Personnel and Curriculum Chair.

Mrs. Yaskovic reported on behalf of the Personnel and Curriculum Committee. She reported that they:

- Discussed personnel changes that will help close next year's budget gap.
- Reviewed the Pearson Testing Center Agreement as well as new Agreements with DASI and Montclair State University.

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

Mr. Leppert moved to approve the monthly personnel actions. Mrs. Geraci seconded the motion.

Mrs. Yaskovic indicated that this month's action items include the elimination of six positions as of July 1, 2014. She said this action will help the college close \$600,000 of a \$1.2M budget gap for next year. Administration will adjust to the changes through restructuring, removal of administrative layers and outsourcing.

Although there is no intention of reinstating these positions, should they be reinstated, employees are eligible to come back.

Roll call vote: Mrs. Geraci, Dr. Lamonte, Mr. Leppert, Judge Parker, Mr. Perez, Mr. Scanlan, Mr. Vetrano, Mrs. Yaskovic and Mr. Gavan voted yes. Motion carried unanimously.

- 2.3 Recommendation: Approval of the Number of Sabbatical Leaves Available During the 2015-2016 Academic Year. The Recommendation is to Approve One Sabbatical Leave of One Full Year at Half Pay.

Judge Parker moved to approve the number of Sabbatical Leaves available during the 2015-2016 Academic Year, as recommended. Dr. Lamonte seconded the motion.

Roll call vote: Mrs. Geraci, Dr. Lamonte, Mr. Leppert, Judge Parker, Mr. Perez, Mr. Scanlan, Mr. Vetrano, Mrs. Yaskovic and Mr. Gavan voted yes. Motion carried unanimously.

3. Curriculum and Instruction

- 3.1 Recommendation: Approval of Pearson Authorized Testing Center Agreement.

Judge Parker moved to approve the Pearson Authorized Testing Center Agreement. Mrs. Geraci seconded the motion.

Mrs. Yaskovic noted that the college is going to become an authorized Pearson Testing Center for students taking the GED. We will be one of two authorized testing centers in the state.

Dr. Mazur said this authorization allows for other specialized testing as well, and it will also generate testing revenue for the college.

Roll call vote: Mrs. Geraci, Dr. Lamonte, Mr. Leppert, Judge Parker, Mr. Perez, Mr. Scanlan, Mr. Vetrano, Mrs. Yaskovic and Mr. Gavan voted yes. Motion carried unanimously.

- 3.2 Recommendation: Approval of Montclair University Articulation Agreement.

Judge Parker moved to approve the Montclair University Articulation Agreement. Mr. Leppert seconded the motion.

Judge Parker said she is very excited about this agreement, noting that every opportunity we have to develop relationships with four-year institutions is an advantage to our students.

Roll call vote: Mrs. Geraci, Dr. Lamonte, Mr. Leppert, Judge Parker, Mr. Perez, Mr. Scanlan, Mr. Vetrano, Mrs. Yaskovic and Mr. Gavan voted yes. Motion carried unanimously.

3.3 Recommendation: Approval of DASI Work Study Agreement.

Judge Parker moved to approve the DASI Work Study Agreement. Mr. Scanlan seconded the motion.

Judge Parker noted that this is another agreement she is thrilled to approve this agreement, because like our work with other important county organizations, it brings people onto the campus and more students to the college.

Roll call vote: Mrs. Geraci, Dr. Lamonte, Mr. Leppert, Judge Parker, Mr. Perez, Mr. Scanlan, Mr. Vetrano, Mrs. Yaskovic and Mr. Gavan voted yes. Motion carried unanimously.

3.4 Recommendation: Approval of New Social Media Marketing Option Under the A.A.S. in Graphic Design.

Judge Parker moved to approve the new Social Media Marketing Option as noted above. Mrs. Geraci seconded the motion.

Roll call vote: Mrs. Geraci, Dr. Lamonte, Mr. Leppert, Judge Parker, Mr. Perez, Mr. Scanlan, Mr. Vetrano, Mrs. Yaskovic and Mr. Gavan voted yes. Motion carried unanimously.

4. Student Services Report

4.1 SGA Report - Kevin Duffy, Vice President and Andrew LaBell, Treasurer of the SGA provided an update regarding student activities, including officer elections and a reminder about the Starlit Ball. They also relayed their personal stories of why they came to SCCC and how the college has helped them.

4.2 Associate Professor Maureen Murphy-Smolka and Shawn Hayes provided a presentation regarding activities of the Student United Way Club. The presentation highlighted the connection that our students have to the institution and the community at large as well as their engagement with social justice issues. The presentation included a three minute clip of students serving, on a weekly basis at Pathways to Prosperity and at the Boys and Girls Club in Newark, NJ over Spring Break.

5. Community Information and Service Report

5.1 Community Service Report – Chairman Gavan thanked everyone for their Community Service.

6. Business, Finance and Facilities

6.1 Report from the Finance and Facilities Committee Chair.

Mr. Leppert reported on behalf of the Finance and Facilities Committee. He indicated that they:

- Had a heavy committee agenda that included many updates as well as review of items that are on today's agenda for Board action.
- Received a presentation of the financials by VP Nocella . He noted that there is an 8.2% drop in credit hours, and the PAC loss is increasing. He said if there was no PAC, our contribution to fund balance would be double what it is

now and that administration is addressing the issue.

- Discussed Horton Mansion.

- 6.2 Recommendation: Approval of Air Permitting Program Compliance - Emergency Generators/Boilers Engineering Services Fee Proposal from CP Engineers in the Amount of \$8,200.

Mr. Leppert moved to approve the Air Permitting Program Compliance – Emergency Generators/Boilers Engineering Services Fee Proposal as noted above. Mrs. Geraci seconded the motion.

Roll call vote: Mrs. Geraci, Dr. Lamonte, Mr. Leppert, Judge Parker, Mr. Perez, Mr. Scanlan, and Mrs. Yaskovic voted yes. Mr. Vetrano and Mr. Gavan abstained from the vote. Motion carried.

- 6.3 Recommendation: Approval of Buildings B-C, D & E Boilers – Contract Closeout Services Engineering Services Fee Proposal from CP Engineers with a Budget Not to Exceed \$20,000.

Mr. Scanlan moved to approve Buildings B-C, D & E Boilers – Contract Closeout Services Engineering Services Fee Proposal as noted above. Mrs. Yaskovic seconded the motion.

Roll call vote: Mrs. Geraci, Dr. Lamonte, Mr. Leppert, Judge Parker, Mr. Perez, Mr. Scanlan, and Mrs. Yaskovic voted yes. Mr. Vetrano and Mr. Gavan abstained from the vote. Motion carried.

- 6.4 Recommendation: Approval of Building-D Windows, Doors, Façade, and Air-Conditioning Upgrade Updated Engineering Services Fee Proposal with CP Engineers. The Previous Estimate was \$2,054,000, and the Revised Proposal is \$2,616,200.

Mr. Leppert moved to approve Building-D Windows, Doors, Façade, and Air-Conditioning Upgrade Updated Engineering Services Fee Proposal as noted above. Mrs. Yaskovic seconded the motion.

Roll call vote: Mrs. Geraci, Dr. Lamonte, Mr. Leppert, Judge Parker, Mr. Perez, Mr. Scanlan, and Mrs. Yaskovic voted yes. Mr. Vetrano and Mr. Gavan abstained from the vote. Motion carried.

- 6.5 Recommendation: Approval of Concrete Mortar and Brick Testing Prior to Beginning D-Building Work, in the Amount of \$6,700.

Mr. Scanlan moved to approve concrete mortar and brick testing as noted above. Mr. Leppert seconded the motion.

Roll call vote: Mrs. Geraci, Dr. Lamonte, Mr. Leppert, Judge Parker, Mr. Perez, Mr. Scanlan, Mr. Vetrano, Mrs. Yaskovic and Mr. Gavan voted yes. Motion carried unanimously.

- 6.6 Recommendation: Approval of NJPDES General Permit Compliance Stormwater Pollution Prevention Plan Engineering Services Fee Proposal with CP Engineers in the Amount of \$ 11,730.

Mr. Scanlan moved to approve NJPDES General Permit Compliance Stormwater Pollution Prevention Plan Engineering Services Fee Proposal as noted above. Mr. Leppert seconded the motion.

Roll call vote: Mrs. Geraci, Dr. Lamonte, Mr. Leppert, Judge Parker, Mr. Perez, Mr. Scanlan, and Mrs. Yaskovic voted yes. Mr. Vetrano and Mr. Gavan abstained from the vote. Motion carried.

- 6.7 Recommendation: Approval of Sculpture Resolution Contract with Artist Don Gerola In the Amount of \$14,000.

Mr. Scanlan moved to approve the Sculpture Resolution Contract as noted above. Mrs. Geraci seconded the motion.

Dr. Mazur explained that this is a legacy issue. When he first became president he believed that the sculptures belonged to the college, however they do not. Previous administration had them brought here without any documentation. This action item is for the removal of the sculptures by the artist.

Chairman Gavan added that there were emails where previous administrations promised to pay the artist to keep the sculptures here, but we have never made any such payments.

Roll call vote: Mrs. Geraci, Dr. Lamonte, Mr. Leppert, Judge Parker, Mr. Perez, Mr. Scanlan, Mr. Vetrano, Mrs. Yaskovic and Mr. Gavan voted yes. Motion carried unanimously.

- 6.8 Recommendation: Approval to Accept Amendment to the Carl D. Perkins Vocational and Technical Education Grant Award—Project #7180-14, for the Purposes Described in the Application. Amount of the Grant Remains \$131,749.

Mr. Scanlan moved to accept the amendment to the Carl D. Perkins Vocational and Technical Education Grant. Mrs. Geraci seconded the motion.

Alberta Jaeger explained that they did a reconfiguration, as we had additional money. The Perkins Grant was used for Adobe Software for the Graphic Design Program and the cost came in at a lot less than anticipated, therefore funding for projects was reconfigured and now there is money to use for the updating of a paralegal program classroom.

Roll call vote: Mrs. Geraci, Dr. Lamonte, Mr. Leppert, Judge Parker, Mr. Perez, Mr. Scanlan, Mr. Vetrano, Mrs. Yaskovic and Mr. Gavan voted yes. Motion carried unanimously.

- 6.9 Report from the Audit and Policy Committee Chair.

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

- Reviewed policies that are on the agenda today for Board approval.
- Were advised that the auditors will be at the May committee meeting to discuss this year's audit timeline and process. She noted that last year's clean audit was a significant improvement over the prior year.
- Received a report from Dr. Mazur regarding the Horton House. Subsequent to the meeting, they had the opportunity to speak with Wayne McCabe of the Historical Society about their proposal that the Horton House be designated a

historic site. Tonight the Board and Dr. Mazur will attend the Town Council Meeting regarding the designation of the mansion.

6.10 Recommendation: Approval of Confidentiality of Student Records Policy.

Judge Parker moved to approve the Confidentiality of Student Records Policy. Mrs. Yaskovic seconded the motion.

Roll call vote: Mrs. Geraci, Dr. Lamonte, Mr. Leppert, Judge Parker, Mr. Perez, Mr. Scanlan, Mr. Vetrano, Mrs. Yaskovic and Mr. Gavan voted yes. Motion carried unanimously.

6.11 Recommendation: Approval of Student Review of Records Policy.

Judge Parker moved to approve the Student Review of Records Policy. Mr. Leppert seconded the motion.

Roll call vote: Mrs. Geraci, Dr. Lamonte, Mr. Leppert, Judge Parker, Mr. Perez, Mr. Scanlan, Mr. Vetrano, Mrs. Yaskovic and Mr. Gavan voted yes. Motion carried unanimously.

6.12 Recommendation: Approval of Post-Issuance Compliance Policies and Procedures of Sussex County Community College, Newton, New Jersey Related to Certain Bonds Issued by the New Jersey Educational Facilities Authority Pursuant to Financing Programs for Institutions of Higher Education Sponsored by the State of New Jersey.

Judge Parker moved to approve Post-Issuance Compliance Policies and Procedures of Sussex County Community College, Newton, New Jersey Related to Certain Bonds Issued by the New Jersey Educational Facilities Authority Pursuant to Financing Programs for Institutions of Higher Education Sponsored by the State of New Jersey. Mrs. Yaskovic seconded the motion.

Roll call vote: Mrs. Geraci, Dr. Lamonte, Mr. Leppert, Judge Parker, Mr. Perez, Mr. Scanlan, Mr. Vetrano, Mrs. Yaskovic and Mr. Gavan voted yes. Motion carried unanimously.

6.13 Recommendation: Approval of Financial Aid Satisfactory Academic Progress Policy.

Judge Parker moved to approve the Financial Aid Satisfactory Academic Progress Policy. Mrs. Yaskovic seconded the motion.

Roll call vote: Mrs. Geraci, Dr. Lamonte, Mr. Leppert, Judge Parker, Mr. Perez, Mr. Scanlan, Mr. Vetrano, Mrs. Yaskovic and Mr. Gavan voted yes. Motion carried unanimously.

7. **Courtesy of the Floor on General Matters (Public Session)**

The floor was opened to the public upon unanimous consent.

No one spoke.

Mr. Scanlan moved to close the floor. Mr. Leppert seconded the motion. Motion carried unanimously.

8. Other Business

Discussion / Reports / Announcements:

8.1 Trustee Activity Update.

Judge Parker noted that the 100 Women Scholarship has passed the 100 women mark.

Dr. Lamonte noted that the Ladies Retreat was very well run. She thanked Karen DiMaria, the Foundation staff and the volunteers for an excellent event.

8.2 President's Report – Dr. Mazur Reported:

- On Saturday, April 5th the college hosted its Spring Open House, which was well attended. Prospective students were able to apply, test and register all on the same day and the application fee was waived. Tours of the campus were conducted and the radio station, WSUS, broadcast live from the event.
- The 4th Annual Ladies Saturday Retreat raised over \$12,500 and had 168 attendees. We have received positive feedback from attendees, as well as vendors, workshop providers and restaurants that all donated their products, services and time.
- The college has joined Mu Alpha Theta, the National Two-Year College Mathematics Honor Society dedicated to inspiring a keen interest in mathematics. Students are eligible if they have had at least one mathematics course at or above the Precalculus level with a 3.0 GPA overall in all two-year college mathematics courses. Last fall a group of students, with the assistance of three of the college's math faculty, began the process of petitioning for a chapter. The petition was approved, and eight students were inducted into Mu Alpha in February.
- The Foundation will hold its 19th Annual Golf Outing on Monday, May 5, at the Ballyowen Golf Club in Hardyston. The Skylanders Golf Outing has a long tradition of community patronage and generates critical resources to support our student athletes. The golfer's fee is \$200.00 per golfer or a foursome for \$800.00. In addition, golfers will have an opportunity to meet former New Jersey Devil hockey superstar, Ken Daneyko.
- The Office of Marketing and Public Information was recently awarded a Bronze Paragon Award from the National Council of Marketing and Public Relations at their annual awards ceremony in New Orleans. Kathleen Peterson, Assistant Director of Marketing and Public Information at the college, received the award for the College Fall Course Schedule, which highlights the offerings at SCCC. This was her sixth National Award in the past three years. She has also received 14 District Medallion Awards over the course of her seven year career at SCCC.
- He noted that this is the first meeting where his full Executive Team were seated as such for the meeting. He said he is grateful to have them.

8.3 Chairman's Comments and Board Goals.

8.3.1 Recognition of Tom Senker's Contributions to the Board of Trustees.

- Chairman Gavan read aloud a Proclamation for Tom Senker:

"WHEREAS, Thomas J. Senker served as a trustee of Sussex County Community College from November, 2010 to April, 2014 and;

WHEREAS, Throughout his term distinguished himself among his fellow Trustees as a member of the Finance and Facilities Committee as well as the Personnel and Curriculum Committee, and provided determined direction guiding this college with his knowledge and expertise, and;

WHEREAS, Because of his recognized abilities, leadership, character and dedication, Mr. Senker is a respected member of the Sussex County Community family and is considered to be a supporter, a wonderful colleague, and a true 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 life-long friendship to Thomas J. Senker and further wish him well in his future endeavors."

The Proclamation was signed by Dr. Mazur and all of the Trustees.

- Chairman Gavan explained that there is an issue regarding the Horton House, noting that as part of the College's Master Plan, it was determined by the Board that it wasn't in the college's feasible financial structure to spend money rehabbing the house after all these years, especially since more than 60% of our income comes from the students. It became an issue for the historic society and without even telling us, they went before the Newton Historic Commission. Our major objection to this is to their attempt to tell us what to do with school property. This is County Government land, paid for by State money. Tonight it is going before the governing body, as is procedure in Newton. Additionally, no one had ever come here and told any of us of their wishes or plans. The Historic Society was invited to come speak with us. Wayne McCabe, the spokesman and County Historian came and spoke with members of the Board. He claims he will raise money to fix the building, but only if we give it to him for use by the Historical Society. Chairman Gavan said he does not believe the building would ever get fixed, but if it could, we certainly wouldn't give it to a third party. He said that our budget is \$1.2 million short this year and we are laying people off so we will not spend any student money on the building, for it would be irresponsible in (his) fiduciary duty, to the tax payers and to the students. In closing, he said that the College will abide by whatever the town decides tonight. No school

money will be spent litigating and fighting. Whatever the community decides, we will act accordingly.

8.4 Commencement is Thursday, May 15th at 6:00 p.m. Trustees should arrive between 5:00 and 5:30 for robing and line up.

8.5 The Next Regular Meeting of the Board of Trustees Will Take Place on Tuesday, May, 27, 2014 at 5:00 p.m. in the Executive Board Room.

9. Adjournment

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

APPROVED:

A handwritten signature in blue ink, reading "Glen Vetrano", is written over a horizontal line.

Glen Vetrano, Secretary