



**Board of Trustees Regular Meeting  
Tuesday, January 24, 2017 – Executive Board Room**

**MINUTES**

**1. General Institutional Functions**

1.1 Call to Order – Chair Parker called the meeting to order at 5:01 p.m.

1.2 Secretary/Treasurer McNamara 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: Judge Parker-Chair, Mr. Scanlan-Vice Chair, Ms. McNamara-Secretary/Treasurer, Dr. Andrews, Mrs. Fox (through conference call), Mrs. Geraci, Dr. Lamonte, Dr. Morgus, Mr. Spekhardt, Dr. Connolly-Ex Officio Member, and Patricia Shatsoff-Alternate for Wendy Fullem, Assistant to the President and Board of Trustees/Recording Secretary.

Also present: Dr. Baker-Interim Vice President of Administrative Services, CFO, Dr. Okay-VP Student Services, Dr. Ahern-VP Academic Affairs, Sherry Fitzgerald-Dean of Instruction, Business, Computer Science, Math, Technical, Applied and Performing Arts and Remote Education, Mr. Gallegly-Exec. Director Human Resources, Dr. Carbone- Dean of Liberal Arts and Sciences, Mr. Biggs-Interim Dean of Student Services and Student Affairs, Mr. Homer-Director of Institutional Research, Planning & Assessment and Distance Learning, and Kate Gilfillan-Legal Counsel.

1.4 Welcome to Guests – Chair Parker welcomed the guests.

1.5 Courtesy of the Floor on Agenda Items Only (Public Session-5 Minutes per Speaker) – No one spoke.

1.6 Approval/Acceptance of Minutes and Board Action Resolutions:

1.6.1 Acknowledgement of Receipt and Review of Minutes from the Tuesday, October 25, 2016 Regular Board Meeting.

1.6.2 Acknowledgement of Receipt and Review of Minutes from the Tuesday, November 22, 2016 Regular Meeting.

1.6.3 Acknowledgement of Receipt and Review of Minutes from the Tuesday, November 22, 2016 Reorganization Meeting.

1.6.4 Acknowledgement of Receipt of Minutes from the Committee Meetings.

- Audit and Policy Committee – Tuesday, January 17, 2017

- Personnel and Curriculum Committee – Tuesday, January 17, 2017
- Finance and Facilities Committee – Tuesday, January 17, 2017
- 2020 Committee – Wednesday, January 4, 2017

Mr. Scanlan moved to acknowledge receipt of minutes and Board Action Resolutions from Board meetings and committee meetings as noted above. Dr. Lamonte seconded the motion. Dr. Lamonte abstained from voting on 1.6.1 and Mr. Scanlan abstained from voting on 1.6.2 and 1.6.3. Motion carried by majority.

- 1.7 Acknowledgment of Receipt and Review of YTD November and December 2016 Financial Statements. Mrs. Geraci moved to acknowledge receipt and review of November and December, 2016 Financial Statements. Mr. Spekhardt seconded the motion.

Dr. Baker presented the financial statements, including: November and December Credit Hours Dashboard projections which have not changed. We are waiting to see final numbers after the 10<sup>th</sup> day of this semester which is February 3. Overall, expenses are down and revenues are up. Expenses represent all of the departments combined with operations and Academic Affairs. Expenses are down due to strict management in spending, and we have 4.4 months of cash coverage which is above our goal. Chair Parker stated that we are in very healthy shape right now.

Roll call vote: Dr. Andrews, Mrs. Fox, Mrs. Geraci, Dr. Lamonte, Ms. McNamara, Dr. Morgus, Mr. Scanlan, Mr. Spekhardt and Judge Parker voted yes. Motion carried unanimously.

- 1.8 Correspondence File was received, reviewed, and filed.

Three items were shared with the Board of Trustees. The first was an e-mail from Dr. Okay about a SCCC student overcoming hardships, doing very well academically, and expressing his wish to play the piano in the PAC before he leaves SCCC. The next item was from a student expressing his gratitude for the staff at SCCC for their help in assisting with financial aid to make his attending school possible. The last item was an e-mail from Mr. Homer stating that our retention rate at SCCC has increased, and this has been officially noted by the New Jersey Department of Higher Education.

2. **Audit** – None at this time.

3. **Policy**

- 3.1 Report of the Audit and Policy Committee Chair.

Ms. McNamara, Chair of the Audit and Policy Committee, stated that three policies were reviewed and two policies were presented to the Board for approval.

- 3.2 Recommendation: Approval of the Grievance Policy for Employees not covered by a Collective Bargaining Agreement.

Ms. McNamara moved the recommendation. Mr. Scanlan seconded the motion.

Roll call vote: Dr. Andrews, Mrs. Fox, Mrs. Geraci, Dr. Lamonte, Ms. McNamara, Dr. Morgus, Mr. Scanlan, Mr. Spekhardt and Judge Parker voted yes. Motion carried unanimously.

3.3 Recommendation: Approval of the Reasonable Accommodation Policy.

Ms. McNamara moved the recommendation. Mr. Spekhardt seconded the motion.

Roll call vote: Dr. Andrews, Mrs. Fox, Mrs. Geraci, Dr. Lamonte, Ms. McNamara, Dr. Morgus, Mr. Scanlan, Mr. Spekhardt and Judge Parker voted yes. Motion carried unanimously.

**4. Personnel**

4.1 Report of the Personnel and Curriculum Committee Chair.

Dr. Connolly started the Personnel portion of the meeting by introducing Dr. Ahern to the Board as the new Vice President of Academic Affairs, Dr. Okay as the new Vice President of Academic Affairs, and Dr. Carbone as the new Dean of Liberal Arts and Sciences. He shared briefly some information about the educational background and experience about each person. He spoke about Ryan Cusomato, the new College Student Recruiter, who is already proving to be an asset by aggressively working in Pennsylvania so that we retain that market. We now have a recruiting team of three people making it possible to have a SCCC presence in more than one place at any one time.

Dr. Andrews reviewed personnel actions. He noted that there were two full-time employees, four part-time employees, seven adjuncts, and two health instructors hired. One resignation and one retirement were also noted along with the promotion of Kathleen Okay to Vice President of Student Services. He added that Mike Gallegly was named as Public Compliance Officer (PACO) for the College.

4.2 Recommendation: Acknowledgement of Receipt of the Monthly Personnel Actions Report.

Dr. Andrews moved the recommendation. Dr. Lamonte seconded the motion.

Roll call vote: Dr. Andrews, Mrs. Fox, Mrs. Geraci, Dr. Lamonte, Ms. McNamara, Dr. Morgus, Mr. Scanlan, Mr. Spekhardt and Judge Parker voted yes. Motion carried unanimously.

**5. Curriculum**

5.1 Presentation by Jason Fruge, AOTE Coordinator.

Jason Fruge presented information about the SCCC Automotive Technology program to the Board of Trustees. This is a program that started at Sussex Vo-Tech and is now offered at our campus. All instructors are currently working in the field and hold national certifications. Workshops are held off-site along with dealer based workshops for students to apply what is learned in the classroom.

SCCC offers lower cost and smaller class size compared to area schools with a similar program along with a mentor program making the College a strong competitor. Many of the students have been hired in the area after completing the program.

**6. Student Services**

6.1 SGA Report

Two officers from SGA shared information about events being offered for students for Welcome Week, Meet the Clubs, an upcoming Valentine's Day Party, and a fundraiser for the upcoming Starlit Ball.

**7. Community Information and Service Report**

7.1 Community Service Report – None this Month.

**8. Business and Finance**

8.1 Report from the Finance and Facilities Committee Chair.

Mrs. Geraci, Chair of the Finance and Facilities Committee, reported that the Committee discussed financial information, the Fitness Center, the Go Bond project, and they have two action items on the agenda under Facilities.

**9. Facilities**

9.1 Recommendation: CampusWorks – Extension of Contract.

The extension of the contract covers a longer period of time which is 6 weeks instead of 4 weeks. A discount in the price was negotiated.

Dr. Andrews moved to approve the extension of contract for CampusWorks. Mr. Spekhardt seconded the motion.

Roll call vote: Dr. Andrews, Mrs. Fox, Mrs. Geraci, Ms. McNamara, Dr. Morgus, Mr. Scanlan, Mr. Spekhardt and Judge Parker voted yes. Motion carried unanimously.

9.2 Recommendation: Fitness Center Bids.

Dr. Connolly pointed out that the best responsible bid was received from Tekcon Construction, Inc. for the Fitness Center renovation. He stated that they were most impressed with their bid for windows, roofing, and skylights will not be included. Funding for this project will come from Chapter 12 funds. Walkill decided to withdraw their bid offer. Dr. Connolly added that this will make the College more attractive to prospective students because they expect to have a fitness center on campus.

Mrs. Geraci moved to approve the bid. Mr. Spekhardt seconded the motion.

Roll call vote: Dr. Andrews, Mrs. Fox, Mrs. Geraci, Dr. Lamonte, Ms. McNamara, Dr. Morgus, Mr. Scanlan, Mr. Spekhardt and Judge Parker voted yes. Motion carried unanimously.

**10. Report from the 2020 Committee Chair**

Mrs. Geraci, Chair of the 2020 Committee, reported that the committee discussed having a SCCC link for other Web sites in the county, the possibility of offering sporting events not offered by area schools (lacrosse), dual enrollment for high school students, and the possibility of guest lectures each month.

**11. Courtesy of the Floor on General Matters - (Public Session-5 Minutes per Speaker)**

There were no speakers at this meeting.

**12. Other Business**

**Discussion / Reports / Announcements:**

12.1 Trustee Activity Update.

Mrs. Fox attended the Nurse Education Pinning Ceremony on January 19 at the Performing Arts Center.

12.2 President's Report.

Dr. Connolly provided the Board of Trustees with a report regarding enrollment which he stated is better than it has been for the last eight years. The state community colleges are experiencing declines, but we are doing better. Deregistration was discussed in which students register, but do not pay their bill. We now have a stricter policy that the Board established for payment which has helped with bad debt.

Dr. Connolly talked about Mike DeVilliers and Todd Poltersdorf working in Pike and Wayne counties in Pennsylvania to recruit veteran students. SCCC is offering in-county tuition rates for veteran students and also for dependents of veteran students.

He stated that the SCCC Web site sometimes fails to work at high traffic times and there is a need for a backup Web site.

Also mentioned was the initiative for women in college sports or Girl Power. John Kuntz was called upon to speak briefly about one of our female athletes from the soccer team who was selected as one of the Women of the Year for high schools, community colleges, and four year institutions.

On December 16, Junior Achievement held an event at SCCC for working on employment skills. Upcoming events include the Ladies Retreat on April 8<sup>th</sup>.

12.3 Chair's Comments.

Chair Parker noted that John Eskilson sent his resignation from the Board of Trustees effective on February 1 since he has moved from the county. She read the resolution of the Board of Trustees thanking him for his service and wishing him well in his future endeavors. She noted that there will be committee changes

and adjustments due to Mr. Eskilson's departure. Mrs. Geraci moved to accept the resolution. Dr. Andrews seconded the motion.

Chair Parker talked about the possibility of more cultural events coming to the PAC and inviting the public. She has arranged for three members of the state bar association to speak at the PAC on March 23 regarding diversity issues during college hour.

She suggested that Board members donate \$25 to the Foundation and the Board will be a sponsor for the Ladies Retreat on April 8<sup>th</sup>.

- 12.4 The Next Regular Meeting of the Board of Trustees Will Take Place at 5 P.M. on Tuesday, February 28, 2017 in the Executive Board Room.

### **13. Adjournment**

At 6:43 P.M. the Board of Trustees Regular Meeting came to an end. Dr. Andrews made a motion to go into Executive Session. Mrs. Geraci seconded the motion. Motion carried unanimously.

Approved:

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Kathleen McNamara, Secretary