



**Board of Trustees Regular Meeting
Tuesday, January 22, 2019 – Board Room**

MINUTES

1. General Institutional Functions

1.1 Mr. Curcio-Chair, called the meeting to order at 5:00 p.m.

1.2 Mr. Spekhardt-Secretary, 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. Curcio-Chair, Mr. Scanlan-Vice Chair, Mr. Spekhardt-Secretary, Dr. Morgus-Treasurer, Dr. Andrews, Dr. Crowley, Mrs. Fox, Mrs. Geraci, Mr. Hofmann, Dr. Lamonte, Judge Parker, and Mrs. Fullm-Recording Secretary. Dr. Connolly-President and Ex-Officio Member and Mr. Mingo-Alumni Member were not present.

Also present were: Mrs. Gilfillan-College Council, Mr. Gandhi-Executive Vice President, Finance, Operations & CFO, Dr. Aguirre Batty-CAO and Vice President Academic Affairs, Mrs. Fitzgerald-Dean of Applied Arts and Sciences, Dr. Conde-Dean of Liberal Arts and Sciences, Mr. Gallegly-Executive Director of Human Resources, and Mr. Homer-Associate Dean of Institutional Effectiveness and Marketing, Enrollment Management, and Distance Learning.

Pledge to the flag was followed by a moment of silence for Mr. Tice, who passed on January 7th. He was a former Board Chair, Trustee, and friend of the college.

1.4 Mr. Curcio welcomed the guests.

1.5 Approval/Acceptance of Minutes:

1.5.1 Minutes from the Tuesday, November 27, 2018, Regular Meeting.

Judge Parker moved to approve minutes from the Tuesday, November 27, 2018 Regular Meeting. Mr. Scanlan seconded the motion. Motion carried unanimously.

1.5.2 Minutes from the Tuesday, November 27, 2018, Annual Reorganization Meeting.

Mr. Scanlan moved to approve minutes from the Tuesday, November 27, 2018 Annual Reorganization Meeting. Mrs. Fox seconded the motion. Dr. Andrews abstained from the vote. Motion carried.

1.5.3 Acknowledgment of Receipt of Committee Meeting Minutes – Tuesday, January 15, 2019: (Attachment pgs. 16-20)

- Audit and Policy Committee
- Personnel and Curriculum Committee
- Finance and Facilities Committee

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

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

1.7 Acknowledgment of Receipt and Review of Financial Statements - December 31, 2018, Six Months YTD FYE June 30, 2019.

Mr. Spekhardt moved to acknowledge receipt and review of financial statements, as noted above. Dr. Crowley seconded the motion.

Mr. Gandhi presented the financial statements, including: Income Statement, Revenue, Expenses, Balance Sheet, 3-Year Comparison, Current Assets, Headcount, and Chapter 12 Summary and Analysis.

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

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

2. **Policy**

2.1 Report of the Audit and Policy Committee Chair – Dr. Crowley, Chair of the Audit and Policy Committee, reported that the committee reviewed policies being recommended for approval and policies being recommended to rescind. They also reviewed new numbering for policies that fall under Academic Affairs.

2.2 Recommendation: Rescind the Following Policies:

- 500.9 Transcripts. (It is being replaced with policy no. 301.16 Transcript Requests.)
- 500.11 Confidentiality of Student Records. (It is being replaced with policy no. 301.17 Confidentiality of Student Records.)
- 500.12 Student Review of Records. (It is being replaced with policy no. 301.18 Student Review of Records.)
- 500.16 Re-Issuance of Diplomas. (It is being replaced with policy no. 301.19 Re-Issuance of Diplomas.)
- 500.21 Background Check on Students Information Release. (It is being replaced with policy no. 301.20 Background Check on Students Information Release.)

- 500.22 Timeline to Complete a Discontinued Academic Program. (It is being replaced with policy no. 301.95 Timeline to Discontinue an Academic Program.)

Dr. Crowley moved to rescind policies as noted above. Mrs. Fox seconded the motion.

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

2.3 Recommendation: Approval of Policy No. 301.16 Transcript Requests.

Mrs. Fox moved to approve policy no. 301.16 Transcript Requests. Dr. Crowley seconded the motion.

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

2.4 Recommendation: Approval of Policy No. 301.17 Confidentiality of Student Records.

Dr. Crowley moved to approve policy no. 301.17 Confidentiality of Student Records. Dr. Morgus seconded the motion.

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

2.5 Recommendation: Approval of Policy No. 301.18 Student Review of Records.

Judge Parker moved to approve policy no. 301.18 Student Review of Records. Dr. Crowley seconded the motion.

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

2.6 Recommendation: Approval of Policy No. 301.19 Re-Issuance of Diplomas.

Judge Parker moved to approve policy no. 301.19 Re-issuance of Diplomas. Dr. Morgus seconded the motion.

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

2.7 Recommendation: Approval of Policy No. 301.20 Background Check on Students Information Release.

Mrs. Fox moved to approve policy no. 301.20 Background Check on Students Information Release. Dr. Crowley seconded the motion.

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

- 2.8 Recommendation: Approval of Policy No. 301.95 Timeline to Discontinue an Academic Program.

Dr. Crowley moved to approve policy no. 301.95 Timeline to Discontinue an Academic Program. Dr. Morgus seconded the motion.

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

- 2.9 Recommendation: Approval of Academic Affairs Policy Number Changes.

Judge Parker moved to approve Academic Affairs policy number changes. Dr. Crowley seconded the motion.

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

3. **Personnel**

- 3.1 Report of the Personnel and Curriculum Committee Chair – Mr. Hofmann, Chair of the Personnel and Curriculum Committee, reported that the committee reviewed the monthly personnel actions and presidential review process.

- 3.2 Recommendation: Approval of Monthly Personnel Actions.

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

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

4. **Curriculum** – None this month.

5. **Student Services**

- 5.1 SGA Report - Matthew Kuhn, Vice President, and Cheyenne Port, Treasurer, presented a report to the Board of Trustees regarding SGA and club activities. Ms. Port also spoke about her experience working with our CFO and finance department on the annual budget.

- 5.2 Campus Life Report – None this Month.

- 5.3 Information: Student Profile. This is a new item for Board packages. Each month will feature a different student or former student. This month Ryan Cotter (class of 2018) was featured.

6. **College Service Report** – None this month.

7. Business and Finance

7.1 Report of the Finance and Facilities Committee Chair – Mr. Spekhardt, Chair of the Finance and Facilities Committee, reported the committee reviewed:

- Financial statements,
- The name of the new academic center (formerly known as the annex to Building A),
- An additional \$6,100 expenditure for Ecolsciences in order to do our diligence,
- The 2019 budget that included an in-depth enrollment projections presentation,
- Capital requests for FY19 and FY20,
- The purchase of Polycom systems for classrooms, funded by HEFT Grant.

Mr. Spekhardt noted, with regard to the budget and Board of School Estimate, there are no additional dollars being requested from the county, no tuition increase, no use of reserves, and allocations for increases that were negotiated are included.

Mr. Gandhi added that we are shrinking our budget from current year FY19. We are looking at a slightly less than 1% reduction in revenue and expenses. He said, "As mentioned, there is no tuition increase, no use of reserves, and we are not looking at any layoffs." He also indicated that FY20 reflects a one-time savings in sick accrual, based on "the way we do our sick accrual vs. the way it should be done." The FY20 budget reflects this with \$500k.

Conversation ensued regarding misconceptions of enrollment when a recession occurs. In 2009 the recession was at its peak, and our enrollment spiked. It was also the year with the highest number of high school graduates. Therefore, while the enrollment spike might have had to do with the recession, it also correlated with the highest high school graduating classes in the county.

Projections going forward are based on information the high schools have provided, graduating classes through 2021, and personal income. Mr. Curcio noted that he found it interesting that enrollment was more correlated to personal income than to unemployment.

Mr. Gandhi noted that Chapter 12 is detailed differently than in previous years. He said that after meeting with the county budget committee, it was decided that the presentation before the Board of School Estimate would be very detailed. It was decided that the minutes done from the Board of School Estimate Meeting does not have to tie us to the detail. We can summarize in a more generic format. The bond ordinance is done based on the meeting minutes. Things change. Right now we know specifically what we want to do, but 18 months or 2 years from now there could be some changes. We researched how other community colleges do it, and this is what we found.

7.2 Recommendation: Approval of Certification of the Amount of Local Appropriation Necessary for the Operating Expenses and Capital Outlay Expense of the College for FY20, and Revised Capital Outlay for the FY19, and for the President to Prepare the Final Bound FY20 Budget Document for Public Advertisement and for Submission to the Sussex County Community College Board for School Estimate.

Mr. Spekhardt moved to approve the college budget as noted above. Dr. Crowley seconded the motion.

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

- 7.3 Recommendation: Authorization to Schedule Board of School Estimate Meeting and for Board Secretary to Advertise Said Meeting Along with a Summarized Statement of Both the Estimated Revenues and Anticipated Operating and Capital Expenditures.

Dr. Andrews moved to approve scheduling of the Board of School Estimate meeting. Dr. Crowley seconded the motion.

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

- 7.4 Recommendation: Approval of Additional Expenditure for EcolSciences, Inc. in the Amount of \$6,100.00 in Excess of the \$58,030.00 Originally Approved for Phase II During the Board of Trustees July 2018 Meeting.

Original July 2, 2018 Contract – Phase II Estimate	\$58,030.00
Invoice #2 dated 9/14/18	\$29,850.00
Invoice #3 dated 10/22/18	\$34,280.00
Amount Due in Excess of Original Approval	\$ 6,100.00

Mr. Spekhardt moved to approve additional expenditure for EcolSciences, Inc. in the amount of \$6,100.00, as noted above. Dr. Crowley seconded the motion.

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

- 7.5 The Board received and reviewed the November – December 2018 Purchases Over \$10,000 Report.

8. Facilities

- 8.1 Recommendation: Approval of Polycom Systems for 3 Classrooms at SCCC, Vernon Township High School, and Newton High School – State Contract in the Amount of \$147,591.00 (\$49,197.00 x 3) from Tele-Measurements Inc.

Mr. Hofmann moved to approve the Polycom Systems for 3 classrooms as noted above. Mr. Spekhardt seconded the motion.

This system helps to deliver distance education classes. It is being paid with funds from the HEFT grant.

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

9. **Courtesy of the Floor on General Matters** - (Public Session – 5 Minutes per Speaker.) – No one spoke.

10. **Other Business**

Discussion / Reports / Announcements:

10.1 Trustee Activity Update.

Mrs. Fox reported:

- Discussion regarding incarcerated Americans receiving Pell Grants is escalating. The thinking is that providing educational opportunities to this population will reduce recidivism and provided better job opportunities once they have served their time.
- A proposal is surfacing for students to complete the Free Application for Federal Student Aid (FAFSA) form only once. Millions of community college students leave money on the table because they do not complete the required form. The program has an annual budget of 122 billion dollars. Reasons for not completing the form include:
 - not having enough information
 - not knowing about the form
 - assuming they are not eligible
 - complexity of the process
- At Alamance Community College in North Carolina, a program called "Girls Take Over Tech," which is funded by the National Science Foundation has begun. This is a program to encourage young women to enter into STEM fields. The college has hosted middle and high school students to tour the college and see exactly which STEM majors are offered.
- Dual enrollment programs are seeing a rise in offerings and participation. Some facilities are now providing pathway programs for K-12 with many facilities offering summer camps, career workshops, and other age appropriate programs. Hillsborough Community College in the Tampa, Florida area has been successful in the placement of many high school students in the college and onto the University of South Florida.
- Across the country many educators and members of educational associations are involved in international collaboratives addressing workplace challenges. This also involves dual enrollment programs. Tony Iacono, President of County College of Morris, recently attended such an exchange in Germany along with the ACCT (Association of County College Trustees) president and representatives of other colleges and educational associations. Switzerland has also been a country involved in this exchange of ideas to discuss workforce challenges.

10.2 Alumni Trustee Report – None this month.

10.3 President's Report – None this month.

10.4 Chair's Comments – Mr. Curcio:

Noted that he is looking for volunteers to be NJCCC Trustee Ambassadors. We are expecting Dr. Fichtner, President of NJCCC, to provide the Board with a

presentation at an upcoming Board Meeting. After that meeting, Mr. Curcio would like to have Trustees in place as ambassadors.

Thanked everyone for their hard work on the FY20 budget.

Explained the new ad hoc committee, the McGuire Technical Education Center Advisory Group. He indicated that the committee will include members from the Board of Trustees as well as from the public with expertise in certain areas, like architecture, accounting, engineering, and public officials. He indicated that he is recommending that Judge Parker chair the committee.

Judge Parker moved to accept Chair Curcio's recommendation to establish the McGuire Technical Education Center Advisory Group. Dr. Lamonte seconded the motion. Motion carried unanimously.

- 10.5 The Next Regular Meeting of the Board of Trustees Will Take Place on February 26, 2019 at 5:00 p.m. in the Executive Board Room.

At this time, Mr. Gandhi added additional information regarding the budget process. He explained how the Strategic Plan is being tied to the budgeting process for each department. The process included transparency, the SGA being part of the budget build, departmental meetings, involvement of the finance team, and meetings with faculty and students. He made note of strategic plan dimension allocations as follows: Partnership=7%, Atmosphere=8%, Innovation=14%, Success=19% and, Effectiveness=52%.

Discussion ensued regarding Trustee appointments and reappointments.

11. **Adjournment**

At 6:08 p.m. Judge Parker moved to adjourn from the meeting. Mrs. Fox seconded the motion. Motion carried unanimously.

Approved:



Michael J. Spekhardt, Secretary – Board of Trustees