



**Board of Trustees Regular Meeting
Tuesday, January 28, 2020 – 5:00 p.m. – Board Room**

MINUTES

1. General Institutional Functions

1.1 Dr. Morgus called the meeting to order at 5:03 p.m.

1.2 Dr. Morgus 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: Ms. Brown, Mr. Curcio-Chair (via conference call), Mrs. Fox (via conference call), Mrs. Geraci, Mr. Hofmann, Dr. Morgus-Vice Chair (Chaired the meeting), Mr. Spekhardt-Treasurer (via conference call), Dr. Connolly-President and Ex-Officio Member, Mr. Kent-Alumni Member, and Mrs. Fullem-Executive Assistant to the President and Board of Trustees/Recording Secretary.

Also present: Mr. Gandhi-Executive Vice President, Finance, Operations and CFO, Dr. Aguirre Batty-Chief Academic Officer and Vice President of Academic Affairs, Dr. Okay-Vice President of Student Services, Mrs. Fitzgerald-Dean of Applied Arts and Sciences, Dr. Conde-Dean of Liberal Arts and Sciences, Mr. Homer-Associate Dean of Institutional Effectiveness and Marketing, Enrollment Management, and Distance Learning, and Mr. Kienz-Board Counsel.

1.4 Dr. Morgus 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: (Resolutions GI01282020-2 – GI01282020-6)

1.6.1 Minutes from the Tuesday, November 26, 2019, Regular Meeting.
(Resolution GI01282020-2)

Ms. Brown moved to approve minutes from the November 26, 2019 Board Meeting. Mrs. Geraci seconded the motion. Motion carried unanimously.

1.6.2 Minutes from the Tuesday, November 26, 2019, Annual Reorganization Meeting. (Resolution GI01282020-3)

Mr. Hofmann moved to approve minutes from the November 26, 2019

Annual Reorganization Meeting. Ms. Brown seconded the motion. Motion carried unanimously.

1.6.3 Minutes from the Wednesday, December 11, 2019, Executive Session. (Resolution GI01282020-4)

Mr. Hofmann moved to approve minutes from the December 11, 2019 Executive Session. Ms. Brown seconded the motion. Motion carried unanimously.

1.6.4 Minutes from the Wednesday, December 11, 2019, Special Meeting. (Resolution GI01282020-5)

Mr. Hofmann moved to approve minutes from the December 11, 2019 Special Meeting. Ms. Brown seconded the motion. Motion carried unanimously.

1.6.5 Acknowledgment of Receipt of Committee Meeting Minutes – Tuesday, January 21, 2020 (Resolution GI01282020-6):

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

Ms. Brown moved to acknowledge receipt of committee minutes as noted above. Mr. Hofmann seconded the motion. Motion carried unanimously.

1.7 Committee Chair Reports

Personnel and Curriculum Committee Chair – Mr. Hofmann reported that the committee met on Tuesday, January 21, 2020. During the meeting, they:

- Reviewed monthly personnel actions including: New hires, promotions, part-time to full-time positions, resignations/terminations/positions ended, open positions, and stipends.
- Reviewed proposed regular pay rate increases for part-time personnel.
- Reviewed the monthly Purchases Over \$10,000 Report.
- Received an updated Incident Log.
- Discussed format for the President's evaluation.

Audit and Policy Committee Chair – Mrs. Geraci reported on behalf of the Audit and Policy Committee. The committee met on Tuesday, January 21, 2020. During the meeting:

(A 3-year review of policies was determined when the Audit and Policy Committee was established.) The committee looked at H/R policies, and recommend the following actions:

- Rescind policy no. 200.8 Mandatory Direct Deposit – This will become formalized practice.

- Re-Adoption of the following policies that were reviewed and revised to match our now standard policy format:
 - Policy no. 200.9 Part-Time Non-Academic / Support Staff Hours
 - Policy no. 200.10 Part-Time Academic Staff Calculation of Hours
 - Policy no. 200.11 Faculty Absences, Substitutes, and Compensation
 - Policy no. 200.12 Equal Employment Opportunity Policy
 - Policy no. 200.13 Employment Practices Policy
- The committee reviewed the FY19 Audit Report and FY19 Management Letter from Wiss & Company, LLP. The only difference from the draft audit is the addition of pension liability. This information was not previously available from the state.
- Reviewed the Purchases Over \$10,000 Report.
- Committee received an updated Incident Log.

Finance and Facilities Committee Chair – Ms. Brown reported the following:

FINANCE – The Committee reviewed:

- Financial Statements – December 31, 2019 Six Months YTD FYE June 30, 2020.
- FY2021 budget, including operational and capital expenses.
- Final Audit Reports: FY19 Audit Report and FY19 Management Letter from Wiss & Company, LLP. The only update from the draft report is the pension information, which was not available from the state.
- Items on the Consent Agenda:
 - Professional Services Agreement with John Carney as SCCC foundation consultant for services from January 3, 2020 – April 3, 2020.
 - Tele-Measurements, Inc. quote in the amount of \$51,964.50 for remote instruction system. This is HEFT Funded.
 - Quote from RFP Solutions Inc. for a two-year contract in the amount of \$19,409.42. per year for the continuation of a warranty and maintenance agreement for Alcatel-Lucent Enterprises IP phone system, software support services, paging system, clock system, and emergency strobe system.
 - Quote Request Summary from Granite Telecommunications, LLC under the National Cooperative Purchasing Alliance (NCPA) to act as agent for Century Link phone service to provide voice and data lines.
 - CDW-G quote for Building A addition IDF/network servers in the amount of \$58,417.38. Chapter 12 funded.
 - CDW-G quote in the Amount of \$9,990.18 for Building A annex network equipment – wireless access points. Chapter 12 funded.
 - Appointment of Charles Schaffer Associates LLC as an approved architect for SCCC.
 - November 2019 Purchases Over \$10,000

FACILITIES

The committee reviewed Consent Agenda items:

- Total Construction estimate proposal from HQW Architects for renovations to the SCCC McGuire Campus Technical Education Center for the Culinary Program in the amount of \$1,330,198. Chapter 12 funded.
- The committee received an update from HQW regarding construction of the Culinary Institute at the McGuire property. It is expected to be ready for use in January, 2021.
- The committee received an update from Mr. Gandhi regarding the new Academic Building. We are tracking for construction to conclude in May, and classes ready to begin Fall, 2020.

SAFETY AND SECURITY/BOARD GOALS

- The committee reviewed updated November and December 2019 Incident Logs.

2. Consent Agenda

The President recommends items 2.1 - 2.5 for Board approval, as brought forth after discussion and review by Board Committees:

Mr. Hofmann moved to approve items on the Consent Agenda. Ms. Brown seconded the motion.

Roll call vote: Ms. Brown, Mrs. Fox, Mrs. Geraci, Mr. Hofmann, Dr. Morgus, Mr. Spekhardt, and Mr. Curcio voted yes. Motion carried unanimously.

2.1 Approval of Personnel Actions (Resolution P01282020-1 – P01282020-2)

2.1.1 Monthly Personnel Actions: New Hires, Promotions, Part-Time to Full-Time Positions, Resignations/Terminations/Positions Ended, Open Positions, and Stipends.

2.1.2 Approval of Proposed Regular Pay Rate Increases for Part-Time Personnel.

2.2 Approval of Curriculum Items – None this Month.

2.3 Approval of Policy Items (Resolutions AP01282020-1 – AP01282020-6)

2.3.1 Rescind the Following Policy:

200.8 Mandatory Direct Deposit.

2.3.2 Approve the Following Policies. These Policies Have Completed the Three-Year Review Process and Have Been Updated.

200.9 Part-Time Non-Academic Support Staff Hours.

200.10 Part-Time Academic Staff Calculation of Hours.

200.11 Faculty Absences, Substitutes, and Compensation.

- 2.4 Approval of Finance Items (Resolutions BFF01282020-1 – BFF01282020-9)
- 2.4.1 Quote from Tele-Measurements, Inc. in the Amount of \$51,964.50 for New Jersey State Contract T1466 System for Remote Instruction. HEFT Funded. (Resolution BFF01282020-1)
- 2.4.2 Quote from RFP Solutions Inc. for a Two-Year Contract in the Amount of \$19,409.42 per Year for the Continuation of a Warranty and Maintenance Agreement for Alcatel-Lucent Enterprises IP Phone System, Software Support Services, Paging System, Clock System, and Emergency Strobe System. (Resolution BFF01282020-2)
- 2.4.3 Quote Request Summary from Granite Telecommunications, LLC Under the National Cooperative Purchasing Alliance (NCPA) to Act as Agent for Century Link Phone Service to Provide Voice and Data Lines. (Resolution BFF01282020-3)
- Current Century Link Direct Monthly Billing is Approximately \$4,000 per Month
 - Granite will Reduce Our Monthly Cost to Approximately \$2,500 per Month
- 2.4.4 CDW-G Quote LDHW327 for Building A Addition IDF/Network Servers in the Amount of \$58,417.38. Chapter 12 Funded. (Resolution BFF01282020-4)
- 2.4.5 CDW-G Quote LDNK799 in the Amount of \$9,990.18 for Building A Annex Network Equipment – Wireless Access Points. Chapter 12 Funded. (BFF01282020-5)
- 2.4.6 Charles Schaffer Associates LLC as an Approved Architect for Sussex County Community College. (BFF01282020-6)
- | | |
|------------------|--------------------|
| Charles Schaffer | \$160/Hour |
| Associates | \$110 - \$120/Hour |
- 2.4.7 Professional Services Agreement with John Carney as SCCC Foundation Consultant for Services from January 3, 2020 – April 3, 2020. (BFF01282020-7)
- 14 Weeks at a Fixed Payment of \$1,500 per Week = \$21,000
- 2.4.8 November – December 2019 Purchases Over \$10,000 Report. (BFF01282020-8)
- 2.5 Approval of Facility Items
- 2.5.1 Total Construction Estimate Proposal from HQW Architects for Renovations to the SCCC McGuire Campus Technical Education Center for the Culinary Program in the Amount of \$1,330,198. Chapter 12 Funded. (Resolution BFF01282020-9)

3. Finance

- 3.1 Recommendation: Acknowledgment of Receipt and Review of Financial Statements – December 31, 2019 Six Months YTD FYE June 30, 2020. (Resolution GI01282020-1)

Ms. Brown moved to acknowledge receipt and review of Financial Statements – December 31, 2019 six months YTD FYE June 30, 2020. Mr. Hofmann seconded the motion.

Mr. Gandhi presented the Financial statements as noted above. The presentation included: Financial Statements – December 31, 2019 Six Months YTD FYE June 30, 2020, including: Credit Hours Dashboard, Income Statement, Major Revenue Variances to Budget and LYR, Expenses, Major Expense Variance to Budget and LYR, Operating Statement, Balance Sheet, Head Count, Major Asset Variances to LYR, Balance Sheet-Liabilities, Three-Year Comparison, Current Assets, # Month of OPEX Covered by Liquid Assets & Current Ratio, and CAPEX Projects.

Roll call vote: Ms. Brown, Mrs. Fox, Mrs. Geraci, Mr. Hofmann, Dr. Morgus, Mr. Spekhardt, and Mr. Curcio voted yes. Motion carried unanimously.

- 3.2 Recommendation: Approval of Certification of the Amount of Local Appropriation Necessary for the Operating Expenses and Capital Outlay Expense of the College for FY21, and Capital Outlay for FY21, and for the President to Prepare the Final Bound FY21 Budget Document for Public Advertisement and for Submission to the Sussex County Community College Board for School Estimate. (BFF01282020-10)

Mr. Gandhi presented the FY21 budget. Q & A followed the presentation, and included information about credit hours with and without football, no increase in fees or tuition, and scheduling of the Board of School Estimate meeting. Conversation ensued regarding distribution and review of the the budget to all Trustees. It was determined that there is need for a Special Meeting for further review before approval.

Ms. Brown moved to table this item and schedule a Special Meeting. Mr. Hofmann seconded the motion.

Roll call vote: Ms. Brown, Mrs. Fox, Mrs. Geraci, Mr. Hofmann, Dr. Morgus, Mr. Spekhardt, and Mr. Curcio voted yes. Motion carried unanimously.

- 3.3 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. (Resolution BFF01282020-11)

Because item 3.2 was tabled, it was necessary to table this item as well.

Ms. Brown moved to table item 3.3, as noted above. Mr. Hofmann seconded the motion.

Roll call vote: Ms. Brown, Mrs. Fox, Mrs. Geraci, Mr. Hofmann, Dr. Morgus, Mr. Spekhardt, and Mr. Curcio voted yes. Motion carried unanimously.

- 3.4 Recommendation: Approval of Wiss & Company, LLP Final FY19 Audit Report and FY19 Management Letter. (Resolution BFF01282020-12)

Mrs. Geraci moved to approve the FY19 Audit and FY19 Management Letter. Mr. Hofmann seconded the motion.

Roll call vote: Ms. Brown, Mrs. Fox, Mrs. Geraci, Mr. Hofmann, Dr. Morgus, Mr. Spekhardt, and Mr. Curcio voted yes. Motion carried unanimously.

4. **Reports**

- 4.1 November - December 2019 Incident Log
4.2 Comments about Correspondence Report
4.3 Campus Life Report
4.4 SGA Report – SGA officers provided the Board with a presentation regarding SGA and club activities.

5. **Presentations** – None this Month.

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

Amy Rude – Assistant Director of Campus Life thanked the Board and all involved with restroom renovations for the D. Building.

7. **Other Business**

Discussion / Reports / Announcements:

- 7.1 Trustee Activity Update – There was no Trustee Activity update.
- Mrs. Fox, liaison to the Foundation Board, provided Trustees with a Foundation Board update. She noted that the Foundation Board has a new Chair and new Board Directors. They are setting up the structure with emphasis on fundraising and fundraising campaigns, solidifying members, and focusing on the 100 Women Project. They are looking to increase Funding Their Future.
- 7.2 Alumni Trustee Report – Mr. Kent reported that the job search survey is coming to an end. There were not as many responses as he would have liked. Comments will be presented at the next meeting. Notes and ideas from the ThorLabs meeting were shared with students via student email. The emails had a 40% open rate.
- 7.3 President's Report – The report is on file in the Office of the President.
- Dr. Connolly introduced Sarah Haudek, a Journalism II student who will be covering Board Meetings in the college newspaper.
- 7.4 Chair's Comments -- None
- 7.5 The Next Regular Meeting of the Board of Trustees will take place Tuesday, February 25, 2020, at 5:00 p.m. in the Executive Board Room.
- 7.6 The Board of School Estimate Meeting will likely take place on Wednesday,

March 11, 2020, at 4 p.m. in the County Administration Building Freeholder Meeting Room.

8. **Executive Session** – None

At this time, Mr. Hofmann noted that the S.T.E.M. conference took place on January 9th. Hundreds of local girls and young women from area middle and high schools participated. Dr. Aguirre Batty was the Keynote Speaker. The event offered speakers and hands-on workshops designed to introduce the students to a variety of careers in science and engineering. STEM is an acronym coined in the early 2000s to encompass and tie together the disciplines of science, technology, engineering, and math.

9. **Adjournment**

At 5:55 p.m., Ms. Brown moved to adjourn from the meeting. Mrs. Geraci seconded the motion. Motion carried unanimously.

Approved:



William P. Curcio, Chair – Board of Trustees