



**Board of Trustees Regular Meeting  
Tuesday, March 24, 2020 – Conference Call**

**MINUTES**

**1. General Institutional Functions**

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

1.2 Dr. Crowley 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 on the conference call: Mr. Curcio-Chair, Dr. Morgus-Vice Chair, Dr. Crowley-Secretary, Ms. Brown, Dr. Digby, Mrs. Fox, Mrs. Geraci, Mr. Hofmann, Dr. Lamonte, 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 on the call were: Mr. Gandhi-Executive Vice President Finance and Operations, and CFO, Dr. Aguirre Batty-Vice President of Academic Affairs, and CAO, Dr. Okay-Vice President of Student Services, Mrs. Fitzgerald-Dean of Applied Arts and Sciences, and Mr. Kienz-Board Counsel.

1.4 Welcome to Guests-No public participated in the call.

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 GI03242020-2 – GI03242020-3)

1.6.1 Minutes from the Tuesday, February 25, 2020 Regular Meeting. (Resolution GI03242020-2)

Dr. Morgus moved to approve minutes from the Tuesday, February 25, 2020 Regular Meeting. Ms. Brown seconded the motion. Dr. Lamonte and Dr. Digby abstained from the vote. Motion carried.

1.6.2 Acknowledgment of Receipt of Committee Meeting Minutes – Tuesday, March 17, 2020 (Resolution GI03242020-3):

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

Dr. Morgus moved to acknowledge receipt of committee meeting minutes for March 17, 2020. Mrs. Fox seconded the motion. Motion carried unanimously.

1.7 Chair's Appointment of New Trustee Dr. Thomas Digby to a Board Committee.

Mr. Curcio introduced Dr. Digby and appointed him to the Personnel and Curriculum Committee. Mrs. Geraci moved to accept the appointment. Mrs. Fox seconded the motion. Motion carried unanimously.

**2. Consent Agenda – ACTION/RC**

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

Dr. Morgus moved to approve all items on the Consent Agenda. Mrs. Brown seconded the motion.

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

2.1 Approval of Monthly Personnel Actions. (Resolution P03242020-1)

2.2 Approval of Curriculum Items (Resolutions CI03242020-1)

2.2.1 Approval of the Following Application

Application for Sussex County Community College as an Educational Enterprise in Pennsylvania with a One-Time Fee of \$10,000.

2.3 Approval of Policy Items (Resolutions AP03242020-1 – AP03242020-2)

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

200.4 Exit Interview

200.7 Longevity Salary Adjustment (Non-Bargaining Unit Personnel)

2.4 Approval of Finance Items (Resolutions BFF03242020-1 – BFF03242020-6)

2.4.1 Quote from Dell for Computer Needs in the New Academic Center in the Amount of \$48,656.37. HEFT Funded. (Resolution BFF03242020-1)

- 5 Desktop Workstations Standard Configuration \$ 4,793.25
- 21 High End Dell Mobile Precision 7540 Laptops  
(20 for students and 1 for the instructor) 43,863.12

Total \$48,656.37

2.4.2 Adobe Creative Cloud for Enterprise Licenses Quote from SHI in the Amount of \$18,977.40. OPEX Funded. (Resolution BFF03242020-2)

- 54 Licenses Coverage from March 18, 2020 –  
March 17, 2021 \$13,138.20

• 24 12-Month Subscription Licenses		<u>5,839.20</u>
	Total	<u>\$18,977.40</u>

2.4.3 Quote from Newark for Keysight Technologies Electronics Equipment Used for Instructional Testing Including Oscilloscopes, Waveform Generators, Digital Multimeters, and Power Supplies to Be Used in Makerspace Classes in the Amount of \$26,610. Perkins Grant Funded. (Resolution BFF03242020-3)

2.4.4 LeBlond Ltd. Quote for a Heavy Duty High Speed Manual Lathe, Model RKL-1560, for Teaching Students to Create Objects by Performing Various Metal Work Operations in the Amount of \$26,048.60. Perkins Grant Funded. (Resolution BFF03242020-4)

2.4.5 Quote for the Renewal of Campus-Wide Microsoft Licensing Agreement in the Amount of \$26,008.38 from Dell Inc. OPEX Funded. (Resolution BFF03242020-5)

2.4.6 February 2020 Purchases Over \$10,000 Report. (BFF03242020-6)

2.5 Approval of Facility Items (Resolution BFF03242020-7)

2.5.1 Generations Services Inc. Quote for Greenhouse Electric Repair, Replace, and Upgrade the Subpanel and Raceways which also Provides Power to Miscellaneous Streetlights, Pool House, and Area Lighting Surrounding the Greenhouse in the Amount of \$29,940. CAPEX Fund 10.

### 3. **Finance**

3.1 Recommendation: Acknowledgment of Receipt and Review of Financial Statements – February 29, 2020 Eight Months YTD FYE June 30, 2020. (Resolution GI03242020-1)

Dr. Morgus moved to acknowledge receipt and review of financial statements as noted above. Mrs. Geraci seconded the motion.

Mr. Gandhi provided highlights of the financial statements. Enrollment was discussed including Spring-which is the same as last year at this point in time, and Summer 1 and 2, which are off to a slow start. It is believed that the slow start is due to unknowns with Covid-19.

Mr. Gandhi provided updates regarding status of construction on the Academic Center.

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

### 4. **Reports**

4.1 The February 2020 Incident Log was received, reviewed, and filed.

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

6. **Other Business**

**Discussion / Reports / Announcements:**

6.1 President's Report

Dr. Connolly provided an update regarding SCCC's response to Covid19 and Executive Order. The update included bringing academics online including training and policies. There is state-wide conversation regarding pass:fail grading.

Advising is reaching out to students and prospective students to continue with their education and not taking a break.

There is an expected enrollment drop.

There are ongoing conversations regarding state and county funding – tuition and fees.

Conversation ensued regarding nursing and commencement.

6.2 The Next Regular Meeting of the Board of Trustees Will Take Place Tuesday, April 28, 2020, at 5:00 p.m.

7. **Adjournment**

At 5:35 p.m. Dr. Lamonte moved to adjourn from the meeting. Mrs. Geraci seconded the motion. Motion carried unanimously.



Date: April 28, 2020

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Paul B. Crowley, Secretary-Board of Trustees