



**Board of Trustees Regular Meeting  
Tuesday, April 28, 2020 – Zoom Virtual Meeting**

**MINUTES**

**1. General Institutional Functions**

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

1.2 The Public Statement was read:

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, Dr. Morgus-Vice Chair, Dr. Crowley-Secretary, Mr. Spekhardt-Treasurer, Ms. Brown, Dr. Digby, Mrs. Geraci, Mr. Hofmann, Dr. Lamonte, Dr. Connolly-President and Ex-Officio Member, Mr. Kent-Alumni Trustee, and Mrs. Fullem-Recording Secretary.

Also present: Mr. Gandhi-EVP Finance and Operations/CFO, Dr. Aguirre Batty-VP Academic Affairs/CAO, Dr. Okay-VP Student Services, Mrs. Fitzgerald-Dean of Applied Arts and Sciences, Dr. Conde-Dean of Liberal Arts and Sciences, and Mr. Kienz-College Counsel.

1.4 Welcome to 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:

1.6.1 Minutes from the Tuesday, March 24, 2020 Regular Meeting. (Resolution GI04282020-1)

Dr. Crowley moved to approve minutes from the March 24, 2020 Regular Meeting. Ms. Brown seconded the motion. Motion carried unanimously.

1.6.2 Acknowledgment of Receipt of Committee Meeting Minutes – Tuesday, April 21, 2020 (Resolution GI04282020-2 )

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

Dr. Crowley moved to acknowledge receipt of committee meeting minutes as noted above. Ms. Brown 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. Dr. Crowley seconded the motion.

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

- 2.1 Approval of Personnel Items
  - 2.1.1 Monthly Personnel Actions (Resolution P04282020-1)
  - 2.1.2 Promotion of Dr. Robert Larsson from Associate Professor to Professor of Environmental Science, Effective the First Day of the Next Academic Year. (Resolution P04282020-2)
  - 2.1.3 Appointment of Karen Unrath as Board Recording Secretary Alternate. (Resolution P04282020-3)
- 2.2 Approval of Curriculum Items – None this month.
- 2.3 Approval of Policy Items
  - 2.3.1 Approve Policy No. 502.5 – Student Clubs and Organizations. (Resolution AP04282020-1)
  - 2.3.2 Rescind Policy No. 500.18 – Policy on Student Clubs and Organizations. This policy is being replaced with policy no. 502.5. (Resolution AP04282020-2)
- 2.4 Approval of Finance Items
  - 2.41 Purchase of Eight Southbend Commercial Grade Natural Gas Cooking Ranges for the Culinary Program (McGuire Site), from Sam Tell and Son, Inc., Farmingdale, NY, in the Amount of \$42,026.70. Funded by the USDA Rural Business Development Grant. (Resolution BFF04282020-1)
  - 2.42 Three-Year Renewal of Canvas, in the Amount of \$152,602.36, to Instructure. Funded by OPEX. (Resolution BFF04282020-2)
  - 2.43 Recommendation: Approval of \$28,000 Payment to Town of Newton (pending written agreement), Instead of Property Tax, as Part of college owning the McGuire property. (Resolution BFF04282020-3)
  - 2.44 March, 2020 Purchases Over \$10k. (Resolution BFF04282020-4)
- 2.5 Approval of Facility Itemd
  - 2.5.1 Window Film Depot: Estimate (Resolution BFF04282020-5)

Entry ways 3M-Security - ULTRA 95 panes (8mil)	11,385.00
Doors – Defense Lite Standard 62 panes	25,650.00
Total	\$37,035.00

(Funded by Chapter 12)

- 2.5.2 Quote for Practice Football Field from J. Kramer for Field Grading and Soil in the Amount of \$34,804.00. (Resolution BFF04282020-6)
- 2.5.3 Rejection of Bids for PSTA HVAC Improvements. (Resolution BFF04282020-7)
- 2.5.4 PSTA Drainage Project – Drainage Repairs to Areas Surrounding the PSTA Fire Training Tower, in the Amount of \$146,500, to Drill Construction Co., West Orange, NJ. Funded by Chapter 12. (Resolution BFF04282020-8)
- 2.5.5 PSTA Bullet Trap Replacement in the Amount of \$128,500, to Drill Construction Co. – CAPEX Funded. (Resolution BFF04282020-9)
- 2.5.6 IT/Audio Visual Equipment for the Academic Center Addition to Building A. (Funded by HEFT) (Resolution BFF04282020-10)  
 Equipment includes Dell and Samsung classroom boards, Samsung video wall, audio visual controls, and AV racks and related server room equipment.  
 SHI International (audio visual controls, video wall, and server equipment) NJ Cooperative Purchasing Alliance 19-34, in the amount of \$ 369,328.58.  
 Dell (classroom and conference room boards with installation) NJ State Contract M0483/19TELE00656 in the amount of \$ 71,535.00.
- 2.5.7 March, 2020 Incident Logs. (Resolution BFF04282020-11)

### 3. **Finance**

- 3.1 Recommendation: Acknowledgment of Receipt and Review of Financial Statements - March 31, 2020 Nine Months YTD FYE June 30, 2020. (Resolution GI04282020-3)

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

Mr. Gandhi presented the financial statements, including: March YTD FY20 Credit Hours Dashboard, Income Statement, Major Revenue Variances to budget and LYR, Revenue (Student/Support), Expenses, Major Expense Variances to budget and LYR, Operating Statement, Balance Sheet-Assets, Major Asset Variances to LYR, Balance Sheet-Liabilities, Three-Year Comparison, Current Assets, # of Month of OPEX covered by Liquid Assets & Current Ratio, Headcount, and CAPEX Projects.

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

4. **Reports** – None this month.

5. **Presentations** – None this month.

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

7. **Other Business**

**Discussion / Reports / Announcements:**

7.1 The President's Report is on file in the Office of the President.

7.2 Chair's Comments

Discussion occurred regarding webinars, current COVID19 regulations, Chapter 12 bonding update, P/F grading, and how we can best celebrate graduates.

7.3 The Next Regular Meeting of the Board of Trustees Will Take Place Tuesday, May 26, 2020, at 5:00 p.m. Location/Conference Call TBD by regulations.

8. **Executive Session** – No Executive Session

9. **Adjournment**

At 5:32 p.m., Ms. Brown moved to adjourn from the meeting. Dr. Crowley seconded the motion. Motion carried unanimously.

Approved:



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Paul B. Crowley, Secretary – Board of Trustees