



**Board of Trustees Regular Meeting
Tuesday, May 26, 2020 – 5:00 p.m. – Zoom Virtual Meeting**

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: Mr. Curcio-Chair, Dr. Crowley-Secretary, Ms. Brown, Dr. Digby, Mrs. Fox (joined the meeting at 5:21 p.m.), 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: Mr. Gandhi-Executive Vice President Finance & 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 & Sciences, Dr. Conde-Dean of Liberal Arts & Sciences, Mr. Homer- Associate Dean of Institutional Effectiveness and Marketing, Enrollment Management, and Distance Learning, Mr. Kienz-Board 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, April 28, 2020 Regular Meeting. (Resolution No. GI05262020-1)

Dr. Crowley moved to approve minutes from the Tuesday, April 28, 2020 Regular Meeting. Ms. Brown seconded the motion. Motion carried unanimously.

1.6.2 Acknowledgment of Receipt of Committee Meeting Minutes – Tuesday, May 19, 2020 (Resolution No. GI05262020-2)

- Personnel and Curriculum Committee

- Audit and Policy Committee
- Finance and Facilities Committee

Ms. Brown moved to acknowledge receipt of committee meeting minutes, as noted above. Dr. Crowley 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:

- 2.1 Approval of Personnel Items
 - 2.1.1 Monthly Personnel Actions (Resolution No. P05262020-1)
 - 2.1.2 FY 2020-2021 Full-Time Faculty and Staff Reappointments and Salaries (Resolution No. P05262020-2)
- 2.2 Approval of Curriculum Items – None this month.
- 2.3 Approval of Policy Items
 - 2.3.1 Policy No. 200.3 Code of Ethics Pertaining to Conflicts of Interest for College Employees. This policy has been revised after 3-year review. (Resolution No. AP05262020-1)
 - 2.3.2 Policies Completing 3-Year Review. (Resolution No. AP05262020-2)
 - No. 200.15 Attendance.
 - No. 200.16 Attendance Reporting.
 - No. 200.17 Access to Personnel Files.
- 2.4 Approval of Finance Items
 - 2.4.1 Contract with Deborah Sontupe dba Match Nonprofit Consulting, with Initial Contract Up to Six Months, with an Option to Extend Up to Six Months, in the Amount of \$4,250/Month Plus Reimbursable Expenses. Board Designated Funds. (Resolution No. F05262020-1)
 - 2.4.2 CDW Quote for SAN Maintenance Agreement. Term: 6/1/2020 – 5/31/2023.
 - \$29,472.76 Year 1
 - \$29,637.36 Year 2
 - \$29,637.36 Year 3
 - \$88,747.48 3 Year Commitment
 (SAN stores student records, emails, operating systems, network shares, faculty, and staff files.) NJ State Approved Cooperative Contract. OPEX Funded. (Resolution No. F05262020-2)
 - 2.4.3 Digger Truck Purchase in the Amount of \$25,000 – CAPEX 10 Funded. (Resolution No. F05262020-3)
 - 2.4.4 April, 2020 Purchases Over \$10k. (Resolution No. F05262020-4)
- 2.5 Approval of Facility Items

2.5.1 Restroom Renovations – Chapter 12 Funded:

B Building, 2nd floor women's (Main entrance to the Administration Building)...\$ 30,000.00. (Resolution No. F05262020-5)

Remove and replace existing ceramic floor and wall tile with new. Replace existing plumbing fixtures with new. Replace toilet partitions with new. Patch and Paint walls and ceiling. Replace existing doors and hardware. Add new floor drain to make code compliant.

Dr. Crowley moved to approve Consent Agenda items. Mr. Hofmann seconded the motion.

Roll call vote: Ms. Brown, Dr. Crowley, Dr. Digby, Mrs. Geraci, Mr. Hofmann, Dr. Lamonte, and Mr. Curcio voted yes. Mrs. Fox was not yet in the meeting. Motion carried unanimously.

3. **Finance**

3.1 Recommendation: Acknowledgment of Receipt and Review of Financial Statements - April 30, 2020, Ten Months YTD, FYE June 30, 2020. (Resolution No. GI05262020-3)

Mr. Gandhi presented the financial statements, including April YTD FY20 Credit Hours, Income Statement, Major Revenue Variances to Budget and LYR, Revenue, Expenses, Major Revenue Variances to Budget and LYR, Operating Statement, Balance Sheet (assets and liabilities), Major Asset Variances to LYR, Three-Year Comparison, Current Assets, # of Month of OPEX Covered by Liquid Assets & Current Ratio, CAPEX Projects, and Headcount.

Ms. Brown moved to acknowledge receipt and review of Financial Statements, as noted above. Dr. Crowley seconded the motion.

Roll call vote: Ms. Brown, Dr. Crowley, Dr. Digby, Mrs. Geraci, Mr. Hofmann, Dr. Lamonte, and Mr. Curcio voted yes. Mrs. Fox was not yet in the meeting. 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 President's Report - The President's Report is on file in the Office of the President.

7.2 Chair's Comments – Mr. Curcio noted that this was Steve Kent's last meeting. He thanked him for his work with the Board and his survey.

Conversation ensued regarding guidelines for reopening, and graduation plans and celebrations.

- 7.3 The Next Regular Meeting of the Board of Trustees Will Take Place Tuesday, June 23, 2020, at 5:00 p.m. Location or Conference Call TBD.

8. Executive Session

At 5:37 p.m., Ms. Brown moved to enter into an Executive Session to discuss the President's evaluation. Mrs. Fox seconded the motion. Motion carried unanimously.

Executive Session adjourned at 5:59 upon a motion made by Ms. Brown, and seconded by Mrs. Geraci. Motion carried unanimously.

9. Adjournment

The Regular meeting of the Board of Trustees adjourned at 6:00 p.m., upon a motion made by Mrs. Fox, and seconded by Mrs. Geraci. Motion carried unanimously.

Approved:



Paul B. Crowley, Secretary – Board of Trustees