



**Board of Trustees Regular Meeting
Tuesday, September 22, 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 Mr. Spekhardt 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. Morgus-Vice Chair, Mr. Spekhardt-Treasurer, Ms. Brown, Dr. Digby (attended meeting but experienced technical trouble and could not vote), Mrs. Fox, Mrs. Geraci, Mr. Hofmann, Dr. Lamonte, Dr. Connolly-President, and Ex-Officio member, Miss Fisher-Alumni Trustee, and Mrs. Fullem-Exec. Assistant to the President and Board of Trustees/Recording Secretary.

Also present were: Mr. Gandhi-Executive Vice President of Finance and Operations, and CFO, Dr. Okay-Senior Vice President of Academic and Student Affairs, Mrs. Fitzgerald-Associate Vice President of Academic Affairs, and Dean of Arts and Humanities, Mr. Homer-Associate Vice President of Student Success and Institutional Effectiveness, Dr. Gallo-Dean of Professional Studies, Social Sciences, and STEM, Mr. Kuntz-Dean of Student Affairs, and Director of Athletics, Mr. Fruge-Dean of Technical Occupations, and Mr. Kienz-Board and College Counsel.

- 1.4 Mr. Curcio welcomed 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, July 28, 2020 Regular Meeting. (Resolution No. GI09222020-1)

Dr. Morgus moved to accept minutes from the Tuesday, July 28, 2020 Regular Meeting. Ms. Brown seconded the motion. Motion carried unanimously.
 - 1.6.2 Acknowledgment of Receipt of Committee Meeting Minutes – Tuesday, September 15, 2020. (Resolution No. GI09222020-2)

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

Mrs. Fox moved to acknowledge receipt of committee minutes as noted above. Dr. Morgus 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:

Ms. Brown moved to approve the Consent Agenda as presented. Dr. Morgus seconded the motion.

Roll call vote: Ms. Brown, Mrs. Fox, 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 No. P09222020-1)
- 2.2 Approval of Curriculum Items – None this month.
- 2.3 Approval of Policy Items – The following policies are being presented for 3-year review. (Resolution No. AP09222020-1)
 - 2.3.1 Policy No. 200.18 Employee Classifications Policy.
 - 2.3.2 Policy No. 200.19 Employee Information Policy.
 - 2.3.3 Policy No. 200.20 Alcohol and Drug Free Workplace Policy
- 2.4 Approval of Finance Items
 - 2.4.1 Purchases Over \$10k Report. (Resolution No. BFF09222020-1)
 - 2.4.2 Contract for Sign Language Resources, Inc.– Newburgh, NY, in the Amount of \$80/hr year 1, \$85/hr year 2 – Base Price, with Additional Fees as per Attachment – Opex Funded. (Resolution No. BFF09222020-2)
 - 2.4.3 CashNet, dba Higher One, dba Transact Annual Subscription in the Amount of \$71,086, for Bursar’s Office – Opex Funded. (Resolution No. BFF09222020-3)
 - 2.4.4 (Ratify) Purchase of 25 Dell Latitude 3410 in the Amount of \$19,192.25 @ \$767.69 Each for EOF Program – EOF Grant Funded. (Resolution No. BFF09222020-4)
 - 2.4.5 Approval to Ask BOSE for County Bond in lieu of Chapter 12 Funds in the Amount of \$200,000, for the PSTA HVAC. (Resolution No. BFF09222020-5)
- 2.5 Approval of Facility Items
 - 2.5.1 McGuire Building B – HQW Arch/Engineering Quote for Building Trades Program for \$18,800. Chapter 12 Funded. (Resolution No. BFF09222020-6)
 - Phase 1: \$13,600 Construction Documents
 - \$ 5,200 Bidding and Award/Construction Administration

- 2.5.2 McGuire Center Renovations for Culinary Program—Reject Bids and Rebid The project with Revised Scope. (Resolution No. BFF09222020-7)
- 2.5.3 Indoor WiFi Upgrades in the Amount of \$55,774 – Opex Funded (CARES Act). (Resolution No. BFF09222020-8)
\$17,850 Parts and Installation Install (Distinctive Voice and Data)
\$37,924 Hardware (CDW)
- 2.5.4 KFT Fire Trainer Maintenance Contract in the Amount of \$22,758.00 for Annual Renewal 7/1/2020-6/30/2021 – PSTA Operating Expense. (Resolution No. BFF09222020-9)
- 2.5.5 (Ratify) Purchase of Outdoor Wireless System (Wifi), Due to COVID, in the Amount of \$23,280.60, PO 103678. Opex Funded (CARES Act). (Resolution No. BFF09222020-10)
- 2.5.6 Retrofit of Building R in the Amount of \$284,797.95, for moving the Optics Program from Thorlabs. Board Designated Funds (Resolution No. BFF09222020-11)
- 2.5.7 On-Call HVAC Services – Echelon Services – 50% Mark-up over prevailing wage rates, 20% mark-up over material cost FY21 blanket purchase order up to \$60,000. Opex Funded. (Resolution No. BFF09222020-12)

2 **Finance**

- 3.1 Recommendation: Acknowledgment of Receipt and Review of Financial Statements – August 31, 2020 Two Months YTD FYE June 30, 2021. (Resolution No. GI09222020-3)

Mr. Gandhi presented the financial statements, including: Credit hours, Income Statement, Balance Sheet, Head County, and CAPEX projects.

Ms. Brown moved to acknowledge receipt and review of financial statements, as noted above. Mrs. Fox seconded the motion.

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

4. **Reports**

- 4.1 Correspondence File – None this month.

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

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

Adjunct Professor Anita Collins addressed the Board of Trustees. She shared information about entrepreneur students who made masks for employees. She noted that they designed, chose fabrics, cut and sewed the masks, and some even used their skills to make and sell additional masks. She thanked the college employees and Executive Team for showing how everyone works together as a family and how much everyone truly cares.

Mr. Curcio thanked Ms. Collins, stating that the result was reflective of her leadership, and the college leadership.

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 Appointments to the Nominating Committee

Mr. Curcio appointed Dr. Lamonte as Chair of the Nominating Committee, with members Dr. Digby and Mr. Hofmann.

Dr. Morgus moved to accept the appointments. Ms. Brown seconded the motion. Motion carried unanimously.

7.3 Chair's Appointments to President's Contract Review Committee

Mr. Curcio appointed Dr. Morgus as Chair of the President's Contract Review Committee, with members Mrs. Geraci, Ms. Brown, and Mrs. Fox.

Mr. Hofmann moved to accept the appointments. Dr. Lamonte seconded the motion. Motion carried unanimously.

7.4 Alumni Trustee Report – Miss Fisher indicated that she has been thinking about the idea of a student and alumni homecoming/cotillion. She is going to further develop the idea for the future and will report back to the Board.

Mr. Curcio encouraged Miss Fisher to bring forth ideas that she feels are important for the students.

7.5 Chair's Comments

Mr. Curcio noted that he asked Mrs. Fox to serve as Trustee Ambassador to ACCT and NJCCC, and Mrs. Fox accepted.

He thanked Dr. Connolly and the staff for the hard work regarding enrollment.

7.5 The next Regular Meeting of the Board of Trustees will take place Tuesday, October 27, 2020, at 5:00 p.m. Location or conference call TBD.

8. **Executive Session** – There was no Executive Session.

9. **Adjournment**

At 5:37 p.m. Ms. Brown moved to adjourn from the meeting. Dr. Morgus seconded the motion. Motion carried unanimously.

Approved:



William P. Curcio, Chair – Board of Trustees