



**Board of Trustees Regular Meeting
Tuesday, November 24, 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 and electronic notice of this meeting specifying the time, place, and manner in which such notice was provided 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, Ms. Brown-Treasurer, Dr. Digby, Mrs. Fox, Mrs. Geraci, Mr. Hofmann, Dr. Lamonte, Dr. Connolly-President and Ex-Officio Member, Miss Fisher –Alumni Member, and Mrs. Fullem-Executive Assistant to the President and Board of Trustees/Recording Secretary.

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

1.4 Adoption of Resolution “Establishing Standard Protocols for Remote Public Meetings Held During a Governor-Declared Emergency.” (Resolution No. GI11242020-1)

Dr. Morgus moved to adopt the Resolution as noted above. Dr. Crowley seconded the motion.

Mr. Kienz explained the Resolution and Governor’s order, noting that we are already in compliance with the new public noticing protocols established during the pandemic.

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.

1.5 Mr. Curcio welcomed the guests.

- 1.6 Courtesy of the Floor on Agenda Items Only (Public Session-5 Minutes per Speaker). Members of the public may make public comments through audio and video during the meeting. Public comments may also be submitted to the Board of Trustees Secretary via email or written letter if received at least eight (8) hours prior to the meeting. Written public comments shall be read at the remote meeting with the same time restrictions of all public comments at the meeting. Members of the public may be muted, and also have the ability to mute themselves. Duplicative comments may be summarized at the discretion of the Board of Trustees Chair.

No one spoke.

1.7 Approval/Acceptance of Minutes:

1.7.1 Minutes from the Tuesday, October 27, 2020 Regular Meeting. (Resolution No. GI11242020-1)

Mrs. Fox moved to accept minutes from the Tuesday, October 27, 2020 Regular meeting. Dr. Morgus seconded the motion. Motion carried unanimously.

1.7.2 Minutes from the Tuesday, October 27, 2020 Executive Session. (Resolution No. GI11242020-2)

Dr. Morgus moved to accept minutes from the Tuesday, October 27, 2020 Executive Session. Mrs. Geraci seconded the motion. Motion carried unanimously.

1.7.3 Acknowledgment of Receipt of Committee Meeting Minutes – Tuesday, November 17, 2020. (Resolution No. GI11242020-3)

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

Mr. Hofmann moved to acknowledge receipt of committee meeting minutes, as noted above. 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:

2.1 Approval of Personnel Items

2.1.1 Monthly Personnel Actions (Resolution No. P11242020-1)

2.1.2 2021 NJ First Report (Resolution No. P11242020-2)

2.1.3 2021-2022 Administrative Calendar (Resolution No. P11242020-3)

2.2 Approval of Curriculum Items

2.2.1 2021-2022 Academic Calendar (Resolution No. CI11242020-1)

2.3 Approval of Policy Items

- 2.3.1 Policy No. 200.44 Reasonable Accommodation Policy (3-year review) (Resolution No. AP11242020-1)
- 2.3.2 Policy No. 200.45 Grievance Policy for Employees Not Covered by a Collective Bargaining Agreement (3-year review) (Resolution No. AP11242020-2)
- 2.4 Approval of Finance Items
 - 2.4.1 Request to Receive Quotes for, and Purchase a Used Bus, up to \$35,000. (For SCCC athletic teams and to provide transportation for off-campus housed students.) (Resolution No. BFF11242020-1)
 - 2.4.2 October, 2020 Purchases Over \$10k Report. Resolution No. BFF11242020-2)
- 2.5 Approval of Facilities Items
 - 2.5.1 Security Upgrades to Building A, in the Amount of \$81,824.00, to Open Systems Integrators. (Upgrading existing security systems for the addition to building A.) Chapter 12 funded. (Resolution No. BFF11242020-3)
 - 2.5.2 Security Upgrades to Building V, in the Amount of \$22,861.00, to Open Systems Integrators. (Upgrading existing security systems for Building V.) Chapter 12 funded. (Resolution No. BFF11242020-4)
 - 2.5.3 UVC light installation for COVID disinfection in Building E, in the amount of \$20,087.18. (Rooms E220 Fitness Center and E242 Human Performance Lab.) Cares Act Funded. (Resolution No. BFF11242020-5)

Ms. Brown moved to approve all items on the Consent Agenda. Dr. Crowley 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.

3. **Finance**

- 3.1 Recommendation: Acknowledge Receipt and Review of Financial Statements – October 31, 2020, Four Months YTD, FYE June 30, 2021. (Resolution No. GI11242020-4)

Mr. Gandhi presented the financials, including: October YTD FY21 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, Major Liabilities Variances to LYR, Three-Year Comparison, Current Assets, #of Month of OPEX Covered by Liquid Assets & Current Ratio, Headcount, and CAPEX Projects.

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

4. **Reports**

4.1 Correspondence File – None this month.

5. **Presentations**

- Mr. Homer presented, “Mission, Accreditation, and Strategic Planning, Board of Trustees Overview, Fall 2020.” A copy of the presentation is on file in the Office of the President and Board of Trustees.
- Students Scott, Lilly, and Sebastian, from SCCC’s (student) Entrepreneur Initiative, presented “SCCC Skylander Café On The Go.” A copy of the presentation is on file in the Office of the President and Board of Trustees.

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 Trustee Activity Update – Mrs. Fox reported:

- There are many school districts in NJ which makes it somewhat difficult to negotiate with high schools as it relates to students and community colleges.
- There is a considerable interest in narrowing the skills gap at the community college level.
- Community Colleges are feverishly working on expanding virtual opportunities.
- Vermont is offering “free tuition” for those whose jobs were eliminated due to the pandemic. NY is also looking at a similar program.
- NJ is bringing together public and private stakeholders in order to discuss jobs and skills required in the manufacturing industry.
- Funding Their Future was excellent
- The Phi Theta Kappa (PTK) awards program was also well done. PTK is the honors society for community colleges.

7.2 Alumni Trustee Report – Miss Fisher reported that she had conversations with Amy Rude and Stan Kula regarding starting a Facebook group to help track down Alumni. The plan is to start narrowing down some of the results, and begin planning future events for Alumni.

- 7.3 President's Report – a copy of the President's Report is on file in the Office of the President and Board of Trustees.

Dr. Connolly noted that this is Dr. Lamonte's last meeting with Sussex County Community College, because her duties will no longer require her to be the Executive County Superintendent of Schools in Sussex County. She will now be focused on just Warren County. Dr. Connolly thanked her for her leadership, style, and important contributions to the SCCC Board of Trustees. The new Executive County Superintendent of Schools is Dr. Gayle Carrick. She will join us at the January, 2021 meeting.

Dr. Lamonte noted that she appreciates Dr. Connolly's remarks. She said it has been an "interesting ride" over these eleven-plus years. She has worked with three full-time presidents, and two interim presidents, as well as a variety of different board members coming and going. She said that the college has grown leaps and bounds, and right now is enjoying a terrific renaissance under Dr. Connolly's leadership. This Board of Trustees is a very committed Board, certainly with Chair Curcio, the college has nothing but positives in the future. She is happy to have been a part of it all, and very glad to be leaving when the college is on a high note. She thanked the Trustees, administration, and Mrs. Fullen for her outstanding support as Executive Assistant, the entire time she has been on the Board. She said she will miss us, but Dr. Carrick will be excellent, and is a very experienced superintendent of schools.

Mr. Curcio said we are all going to miss her very much.

- 7.4 Chair's Comments – Mr. Curcio:

Thanked Dr. Connolly for his written reports to the Board.

Noted how well faculty, staff, students and administration have been doing during the pandemic. Community Colleges have been in national news due to decreasing first term enrollment, but SCCC has been doing an excellent job beating the average national decrease. He encouraged others to read the story on the Wall Street Journal Website entitled, "Community Colleges See Steep Enrollment Drop."

Indicated that since the Board last met, with Dr. Lamonte's assistance, he and Dr. Connolly met with Mr. Cofransisco and the Superintendent of Sussex Technical School. It was a positive meeting covering many factors. Dr. Connolly and other college administrators will continue the meetings. Dr. Connolly indicated that the Freeholders and County Executive are well informed about the meetings because the partnerships involve all.

- 7.5 The Next Regular Meeting of the Board of Trustees Will Take Place Tuesday, January 26, 2021, at 5:00 p.m. Location or Virtual Meeting TBD.

8. Executive Session

None

9. **Adjournment**

At 6:15 p.m., Dr. Lamonte moved adjourn from the Regular Board Meeting. Mrs. Fox seconded the motion. Motion carried unanimously.

Approved:

A handwritten signature in cursive script that reads "Paul B. Crowley". The signature is written in black ink and is positioned above a horizontal line.

Paul B. Crowley, Secretary – Board of Trustees