



**Board of Trustees Regular Meeting  
Tuesday, January 26, 2021 – 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, virtual meeting link, and phone conference number, was transmitted via fax, email, posted to the Sussex County Community College Website, and on the main entry doors to the Administration Building, on Friday, January 22, 2021, pursuant to the Open Public Meetings Act, N.J.S.A. 10:4-8.
- 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. Carrick, Dr. Digby, Mrs. Fox, Mrs. Geraci, Mr. Hofmann, 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 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, Mrs. 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, Mr. Kula-Executive Director of the College Foundation, and Mr. Kienz-College Counsel.

- 1.4 Mr. Curcio welcomed guests.

All members of the public that provide public comment shall first identify themselves. Members of the public may make public comments through audio and video. Public comments may be submitted to the Board of Trustees Secretary via email or written letter, if received at least (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. Duplicative comments may be summarized at the discretion of the Board of Trustees Chair.

Members of the public must remain on mute during remote meetings, until such time that they address the Board of Trustees.

- 1.5 Courtesy of the Floor on Agenda Items Only (Public Session-5 Minutes per Speaker). – There were no letters or correspondence in advance, and no one spoke.

**ACTION**

1.6 Approval/Acceptance of Minutes: (Attachment pgs. 1-18)

1.6.1 Minutes from the Tuesday, November 24, 2020 Regular Meeting. (Attachment pgs. 1-6, Resolution No. GI01262021-1)

Dr. Morgus moved to approve minutes as noted above. Dr. Crowley seconded the motion. Motion carried unanimously.

1.6.2 Minutes from the Tuesday, November 24, 2020 Reorganization Meeting. (Attachment pg. 7-12, Resolution No. GI01262021-2)

Ms. Brown moved to approve minutes as noted above. Dr. Morgus seconded the motion. Motion carried unanimously.

1.6.3 Acknowledgment of Receipt of Committee Meeting Minutes – Tuesday, January 19, 2021. (Attachment pgs. 13-18, Resolution No. GI01262021-3)

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

Mrs. Fox moved to acknowledge receipt of committee meeting minutes, as noted above. Dr. Crowley seconded the motion. Motion carried unanimously.

**1 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. Carrick, Dr. Crowley, Dr. Digby, Mrs. Fox, Mrs. Geraci, Mr. Hofmann, Dr. Morgus, and Mr. Curcio voted yes. Motion carried unanimously.

2.1 Approval of Personnel Items (Attachment pgs. 19-21)

2.1.1 Monthly Personnel Actions (Attachment pgs. 19 & 20, Resolution No. P01262021-1)

2.1.2 Proposed Regular Pay Rate Increases for Part-Time Personnel (Attachment pg.21, Resolution No. P01262021-2)

2.2 Approval of Curriculum Items – (Attachment pg. 22)

2.2.1 New Certificate of Achievement - Strength Coach, 20-Credit Certificate of Achievement. (Resolution No. CI01262021-1)

2.2.2 New Option under A.F.A. Studio Arts - Fashion Merchandising, 60-credit A.F.A. Program. (Resolution No. CI01262021-2)

2.3 Approval of Policy Items – None this month.

2.4 Approval of Finance Items (Attachment pg. 23)

2.4.1 December, 2020 Purchases Over \$10k Report. (Resolution No. BFF01262021-1)

2.5 Approval of Facilities Items (Attachment pgs. 24-84)

2.5.1 Murray Paving and Concrete – Change Orders Building R – Optics Program change order request to add funds to the existing POs (Murray & Generations), for electrical trench work to provide additional power needed to the R Building/Optics. Request includes extending the lines to Horton Mansion. Work is needed due to JCP&L requirements and are crucial to the time frame to complete this project (Spring start). Chapter 12 Funded. (Attachment pgs. 24-57, Resolution No. BFF01262021-2)

\$ 80,684.37	Murray Paving
\$ 65,720.45	Generations
\$146,404.82	Total

2.5.2 UVC Lighting Upgrades. (CARES Funded) Adding to PO 103901. (Attachment pgs. 58-66, Resolution No. BFF01262021-3)

Building D	\$110,945.00
Cafeteria	\$ 15,050.00
Financial Aid	\$ 4,630.00
+ other areas	\$ 46,332.50
New total on PO	\$176,957.50

2.5.3 HQW Architectural Services - Architectural design services and construction documents for classroom expansion to Building R to include two classrooms and two lab spaces. Note: Construction-ready plans are required for the application of the Securing Our Children's Future Bond Act Grant. Cost \$51,100 Funding: Operating Expense (Securing Our Children's Future Bond-pending approval). (Attachment pgs. 67-74, Resolution No. BFF01262021-4)

2.5.4 Distinctive Voice & Data – Items ordered so that parts can be obtained and work completed in time for Spring classes. (HEFT funded) (Attachment pgs. 75-78, Resolution No. BFF01262021-5)

Polycom system bundle for new Academic Center upgrade license -	
Labor to install/Crestron programming	\$21,850
Lecture Hall Polycom Director II Tracking System	\$30,538
Total	\$52,388

2.5.5 Maker Space Electrical Upgrades for Academic center, to Generations, in the Amount of \$46,915.09. (Chapter 12 funded) (Attachment pgs.79-84, Resolution No. BFF01262021-6)

2.5.6 Master Plan and Deferred Maintenance Chart. (This action does not approve all of the recommendations in the Master Plan. It is the acceptance of the overall direction and concepts presented in the plan.) (Emailed, Resolution No. BFF01262021-7)

## 2 Finance

**ACTION/RC** 3.1 Recommendation: Acknowledge Receipt and Review of Financial Statements – December 31, 2020, Six (revised from “four” months) Months YTD, FYE June 30, 2021. (Attachment pgs. 85-103, Resolution No. GI01262021-4)

Mr. Gandhi presented the financials, including: December YTD FY21 Credit Hours Dashboard, Credit Hours, 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.

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

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

- ACTION/RC** 3.2 Recommendation: Approval of Certification of the Amount of Local Appropriation Necessary for the Operating Expenses and Capital Outlay Expense of the College for FY22, and Capital Outlay for FY22, and for the President to Prepare the Final Bound FY22 (revised from FY21) Budget Document for Public Advertisement and for Submission to the Sussex County Community College Board for School Estimate. (Emailed, Resolution No. BFF01262021-8)

Mr. Gandhi provided an overview, including:

Budget Assumptions

- Balanced budget
- No tuition rate increase
- No increase in funding from the County
- 2% pay rate increase
- New academic programs – Electrical Lineman and Enhanced Optics Program

New Programs

- Electrical Lineman
- CTE Expansion
- Medical Assistant
- Massage Therapy
- Ramapo Agreement
- Volleyball
- Golf

Also – Credit Hour Projections, Financial Dash Boards June 30, 2020-2022 and June 30, 2019-2021, Revenue (student/support), BOSE Revenue and Expense, New sports programs, Strategic Plan Dimensions & Goals, and Strategic Plan Dimensions Allocations.

Ms. Brown moved to acknowledge receipt and review of the FY22 budget, as noted above. Mrs. Fox seconded the motion.

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

**ACTION/RC 3.3** Recommendation: Authorization to Schedule Board of School Estimate Meeting and for Board Secretary to Advertise Said Meeting Along with a Summarized Statement of Both the Estimated Revenues and Anticipated Operating and Capital Expenditures. (Resolution No. BFF01262021-9)

Dr. Crowley moved to authorize the scheduling of the Board of School Estimate meeting, as noted above. Dr. Morgus seconded the motion.

Mr. Curcio noted that Ms. Brown and Dr. Morgus are the Trustees appointed to the Board of School Estimate, and Dr. Crowley is the Secretary and alternate. The meeting will take place via Zoom.

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

**ACTION/RC 3.4** Recommendation: Approval of Resolution to Apply for the Securing Our Children's Future Bond Act Grant. SCCC's application will be for \$1M, with \$750,000 requested from the state, and \$250,000 requested from the County. (Attachment pgs. 104-121, Resolution No. BFF01262021-10)

Dr. Crolwey moved to approve the resolution to apply for the Securing Our Children's Future Bond Act Grant, as noted above. Mr. Hofmann seconded the motion.

Dr. Connolly noted that this is in collaboration with Sussex Tech and ThorLabs.

Roll call vote: Ms. Brown, Dr. Carrick, Dr. Crowley, Dr. Digby, Mrs. Fox, Mrs. Geraci, Mr. Hofmann, and Mr. Curcio voted yes. Dr. Morgus abstained from the vote because he is an employee at ThorLabs. Motion carried.

**4. Reports**

4.1 Correspondence File (Attachment pgs.122-126)

**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 Trustee Activity Update – None this month.

7.2 Alumni Trustee Report – Ms. Fisher noted that the alumni group on Facebook is up and running. It is a private group for the time being.

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

7.4 Chair's Comments – None this month.

7.5 The Next Regular Meeting of the Board of Trustees will take place Tuesday, February 23, 2021, at 5:00 p.m. Location or virtual meeting TBD.

7.6 There will Be a virtual Trustee Retreat in March, 2021. Date confirmation TBD.

**8. Executive Session**

Dr. Crowley read the Executive Session Statement and Motion:

Now be it resolved that the Board of Trustees will now go into an Executive Session to discuss matters pertaining to pending or anticipated litigation, and attorney-client privilege. The matters discussed will be made public if and when the circumstances requiring confidentiality no longer exist, however it is not presently known if and when that will be.

It is expected that the Executive Session shall last approximately 60 minutes and it is not expected that action shall be taken.

Upon a motion made by Dr. Crowley, and seconded by Dr. Morgus, the Board of Trustees entered into Executive Session at 5:30 p.m.

The Board of Trustees adjourned from the Executive Session at 5:57 p.m. upon unanimous consent.

**9. Adjournment**

The Board of Trustees entered back into the Regular Meeting at 5:59 p.m., and adjourned immediately after at 6:00 p.m., upon a motion made by Mrs. Geraci and seconded by Dr. Morgus. Motion carried.

Approved:



Paul B. Crowley, Secretary – Board of Trustees