



**Board of Trustees Regular Meeting
Tuesday, February 23, 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 Wednesday, February 17, 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, Mr. Castner, Dr. Digby, Mrs. Fox, Mrs. Geraci, Mr. Gewecke, Mr. Hofmann, Dr. Connolly-President and Ex-Officio Member, Ms. Fisher-Alumni Member, and Mrs. Fullem-Executive Assistant to the President and Board of Trustees, and 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, 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 SCCC Foundation, and Mr. Kienz-College Counsel.

- 1.4 Mr. Curcio welcomed the guests
- 1.5 Courtest of the Floor (Public Session) – Agenda Items Only (5 Minutes per Speaker)

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. Courtesy of the Floor on Agenda Items Only (Public Session-5 Minutes per Speaker).

No one spoke regarding agenda items. Mr. Curcio then opened the floor for all comments.

Professor Anthony Balzano, Professor Mary Thompson, Assistant Professor Jean LeBlanc, and Instructor of English/Writing Center Coordinator Edward McCulloch, addressed the Board regarding the non-renewal of the English Department faculty position, currently being filled by Mr. McCulloch. Each speaker noted the importance of the position and the excellent work that Mr. McCulloch is doing. Copies of their statements are on file in the Office of the President and Board of Trustees.

1.6 Approval/Acceptance of Minutes:

1.6.1 Minutes from the Tuesday, January 26, 2021 Regular Meeting. (Resolution No. GI02232021-1)

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

1.6.2 Minutes from the Tuesday, January 26, 2021 Executive Session. (Resolution No. GI02232021-2)

Mrs. Fox 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, February 16, 2021. (Resolution No. GI02232021-3)

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

Mrs. Fox moved to acknowledge receipt and review of committee 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. P02232021-1)

2.2 Approval of Curriculum Items – None this month.

2.3 Approval of Policy Items – None this month.

2.4 Approval of Finance Items

2.4.1 January, 2021 Purchases Over \$10k Report. (Resolution No. BFF02232021-1)

2.4.2 Spruce Industries – Additional funds needed for existing BPO - Total \$25,000 for FY21 BPO# 100643. (Adding additional \$10,000) CARES/COVID programs funded. (Resolution No. BFF02232021-2)

2.4.3 JCPL “Refundable Customer Contribution” payment contract for building R’s new power supply meter. (Resolution No. BFF02232021-3)

2.4.4 Distinctive Contract Renewal. (Resolution No. BBFF02232021-4)

2.5 Approval of Facilities Items – None this month.

Dr. Morgus moved to approve all items on the Consent Agenda. Dr. Crowley seconded the motion.

Roll call vote: Dr. Carrick, Mr. Castner, Dr. Crowley, Dr. Digby, Mrs. Fox, Mrs. Geraci, Mr. Hofmann, Dr. Morgus, and Mr. Curcio voted yes. Mr. Gewecke abstained from the vote. Ms. Brown’s sound was not audible for the vote. Motion carried.

3. Finance

3.1 Recommendation: Acknowledge Receipt and Review of Financial Statements – January 31, 2021 Seven Months YTD FYE June 30, 2021. (Resolution No. GI02232021-4)

Mr. Gandhi presented the financial statements, including: January 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.

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

Roll call vote: Dr. Carrick, Mr. Castner, Dr. Crowley, Dr. Digby, Mrs. Fox, Mrs. Geraci, Mr. Gewecke, Mr. Hofmann, Dr. Morgus, and Mr. Curcio voted yes. Ms. Brown’s sound was not audible for the vote. Motion carried.

3.2 Recommendation: Approval of Audit Reports - June 30, 2020. (Resolution No. GI02232021-5)

Reports included:

- Report on the College’s Accounting System, Management’s Responsibilities, and Internal Control Related Matters, June 30, 2020,
- Report on Financial Statements and Federal Awards and State Financial Assistance in Accordance with Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) and New Jersey OMB Circular 15-08, Years Ended June 30, 2020 and 2019,
- Sussex County Community College Report on Agreed-Upon Procedures of Base Chargeback Rate per Credit Hour Year Ended June 30, 2020 (with Independent Accountants’ Report Thereon),
- Sussex County Community College Report on Agreed-Upon Procedures of Total Credit-Hour Enrollments Year Ended June 30, 2020 (with Independent Accountants’ Report Thereon).

Dr. Morgus moved to approve the Audit Reports – June 30, 2020. Dr. Crowley seconded the motion.

Roll call vote: Ms. Brown, Dr. Carrick, Mr. Castner, Dr. Crowley, Dr. Digby, Mrs. Fox, Mrs. Geraci, Mr. Hofmann, Dr. Morgus, and Mr. Curcio. Mr. Gewecke abstained from the vote. Motion carried.

4. **Reports**

4.1 The Correspondence File was received, reviewed, and filed.

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 – Mrs. Fox provided a report that included happenings at the national and state levels. A copy of the complete report is on file in the Office of the President and Board of Trustees. Highlights include:

- Skills and the role of community colleges in enhancing trade skills as they apply to workforce development and making students “job ready.”
- County colleges are providing training and opportunities for those who are unemployed in order for these people to develop skills sets for work opportunities in different industries. (For example, hotel service workers.)
- NJ Council of Community College had Congressional Delegates in DC representing the 18 Community Colleges in NJ meeting with Members of Congress. The emphasis was on the importance of:
 - Pell Programs
 - Perkins Programs
 - CARES and Stimulus Funding

7.2 Alumni Trustee Report – Ms. Fisher provided an update regarding the alumni group on Facebook.

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.

7.4 Chair’s Comments

7.4.1 Committee Appointments – Mr. Curcio changed committee appointments due to there being an extra person on one of the committees. The new committees are as follows:

Personnel & Curriculum Committee: Mr. Hofmann-Chair, and members Mrs. Geraci, Dr. Carrick, and Mr. Castner.

Audit & Policy Committee: Mrs. Fox-Chair, and members Mrs. Geraci, Dr. Morgus, and Dr. Digby

Finance & Facility Committee: Ms. Brown-Chair, and members Dr. Crowley, Dr. Morgus, and Mr. Gewecke.

Mr. Curio indicated that Mr. Gewecke and Mr. Castner might move from committee to committee so that they have a good understanding of each committee's role.

7.5 The Next Regular Meeting of the Board of Trustees Will Take Place Tuesday, March 23, 2021, at 5:00 p.m. Location or Virtual Meeting TBD.

7.6 There Will Be a 3-4 Hour Virtual Board of Trustees Retreat on Friday, March 19, 2021.

8. **Executive Session** – None this month.

9. **Adjournment**

At 6:13 p.m., Mrs. Fox moved to adjourn from the Regular Board Meeting. Dr. Crowley seconded the motion. Motion carried unanimously.

Approved:



Paul B. Crowley, Secretary – Board of Trustees