



**Board of Trustees Regular Meeting
Tuesday, March 23, 2021 – 5:00 p.m. – Zoom Virtual Meeting**

Join Zoom Meeting

<https://zoom.us/j/94855646941?pwd=M3ExYVNFQ0tjdjFacmlyeG1oWk5mQT09>

Dial in 1(929) 205-6099

Meeting ID: 948 5564 6941

Passcode: 445252

MINUTES

1. General Institutional Functions

1.1 Mr. Curcio called the meeting to order at 5:08 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, March 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, Dr. Carrick, Mr. Castner, Dr. Digby, Mrs. Fox, Mrs. Geraci, Mr. Gewecke, 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: Mr. Gandhi-Executive Vice President of Finance and Operations & CFO, Dr. Okay-Senior Vice President of Academic and Student Affairs, Mrs. Fitzgerald-Associate Vice President of Academic Affairs & 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 & Director of Athletics, Mr. Fruge-Dean of Technical Occupations, Mr. Kula-Executive Director of the Foundation, Mr. Kienz-College Counsel, and Mr. Edelstein-College Counsel.

1.4 Mr. Curcio welcomed the guests and read the following statement:

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). No one spoke.

1.6 Approval/Acceptance of Minutes:

1.6.1 Minutes from the Tuesday, February 23, 2021 Regular Meeting. (Resolution No. GI03232021-1)

Mrs. Fox moved to approve minutes from the Tuesday, February 23, 2021 Regular Meeting. Dr. Morgus seconded the motion. Motion carried unanimously.

1.6.2 Acknowledgment of Receipt of Committee Meeting Minutes – Tuesday, March 16, 2021. (Resolution No. GI03232021-2)

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

Dr. Morgus moved to acknowledge receipt of committee meeting minutes from Tuesday, March 15, 2021, as noted above. Dr. Crowley seconded the motion. Motion carried unanimously.

2. **Consent Agenda**

The President recommends items 2.1 - 2.5 for Board approval, as brought forth after discussion and review by Board Committees:

Mrs. Fox moved to approve all items on the Consent Agenda. Dr. Morgus 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. Motion carried unanimously.

2.1 Approval of Personnel Items

2.1.1 Monthly Personnel Actions (Resolution No. P03232021-1)

2.2 Approval of Curriculum Items – None this month.

2.3 Approval of Policy Items

2.3.1 Policy No. 200.49 Vaccination Policy (New) (Attachment pg. 14, Resolution No. AP03232021-1)

2.3.2 Policy No. 200.33 Insurance Benefits and Pension Policy (3-year review) (Resolution No. AP03232021-2)

2.3.3 Policy No. 200.34 Worker's Compensation Policy (3-year review) (Resolution No. AP03232021-3)

2.3.4 Policy No. 200.35 Termination of Employment Policy (3-year review) (Resolution No. AP03232021-4)

2.4 Approval of Finance Items

- 2.4.1 February, 2021 Purchases Over \$10k Report. (Resolution No. BFF03232021-1)
- 2.4.2 Adobe License Renewal – Renewal for 78 licenses plus 3 new licenses – Total 81 for \$19,707.30. OPEX Funded. (Resolution No. BFF03232021-2)
- 2.4.3 Football Lockers – 94 lockers for football locker room – to be installed in former “pool house” – \$70,077.85. HEERF II Funded. (Resolution No. BFF03232021-3)
- 2.4.4 Microsoft Software License Renewal, with Dell, One Year (4/1/21-3/31/22), in the Amount of \$23,647.00. OPEX Funded. (Resolution No. BFF03232021-5)

2.5 Approval of Facilities Items

- 2.5.1 Landscaping Services Bid – 3-year contract award for mowing and landscaping services, for main campus and MTEC – J. Kramer Landscaping & Snowplowing, LLC – see procurement memo for rates. (Resolution No. BFF03232021-6)

3. Finance

- 3.1 Recommendation: Acknowledge Receipt and Review of Financial Statements – February 28, 2021 Eight Months YTD, FYE June 30, 2021, (Resolution No. GI03232021-3)

Mr. Gandhi presented the financial statements, including: February YTD FY21 Credit Hours, Income Statement, Major Revenue Variances to Budget and LYR, Revenue, Expenses, Major Expense Variances to Budget and LYR, Operating Statement, Balance Sheet-Assets, Major Asset Variances to LYR, 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. Dr. Crowley 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. Motion carried unanimously.

- 3.2 Recommendation: Approve Machine Tool Equipment – Award to Allendale Machinery Systems, in an the Amount of \$135,427.37. (Perkins Funded). (Resolution No. BFF03232021-4)

Mr. Hofmann moved to approve machine tool equipment purchase, as noted above. Dr. Crowley seconded the motion.

Dr. Morgus explained why item 3.2 is not on the consent agenda. He noted that the purchase of machine tool equipment was brought to the Finance and Facilities Committee last week. They were set to move it forward to the Board as part of the Consent Agenda. Additional information came in late, including the vertical mill

and lathe, as well as a few options that would make them more useful for our students. Adding these options ended up being approximately \$25-\$30k more than the original quote.

Mrs. Geraci asked if this is a single bid. Mr. Gandhi explained that equipment is specific to what we need for the program. Conversation ensued regarding current equipment and integration for additional equipment. Rather than just simulating, this keeps equipment compatible because it is from the same manufacturer. There is only one bid because Allendale is the only regional rep for Haas.

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. Motion carried unanimously.

4. Reports

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

5. Presentations

- 5.1 Amy Rude, Assistant Director of Student Engagement provided an overview of the Coffee Talks Series.

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 provided a presentation about the Alumni Facebook group.

John Kuntz provided an update about our sports teams competitions and practices. No spectators are permitted indoors. We are testing our student athletes and following all protocols. Many sports competitions are going to be live streamed, starting with football. Channel 20 is part of any Service Electric / Optimum package other than the basic antennae, Channel 20 is included (and included in any other cable service). It is not included in satellite packages (i.e. Dish).

- 7.3 President's Report – A copy of the President's Report is on file in the Office of the President.

- 7.4 Chair's Comments -- None

- 7.5 The Next Regular Meeting of the Board of Trustees Will Take Place Tuesday, April 27, 2021, at 5:00 p.m. Location or Virtual Meeting TBD.

8. Executive Session

At 6:11 p.m., Dr. Crowley read the Executive Session Statement: Now be it resolved that the Board of Trustees will now go into an Executive Session to discuss matters pertaining to legal, contractual, and personnel matters. 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.

Dr. Crowley moved for the Board to enter into Executive Session. Mrs. Fox seconded the motion. Motion carried unanimously.

At 7:40 p.m., Dr. Morgus moved for the Board to adjourn from Executive Session. Dr. Morgus seconded the motion. Motion carried unanimously.

9. **Adjournment**

At 7:43 p.m. Dr. Crowley moved to adjourn from the Regular Board Meeting. Mr. Castner seconded the motion. Motion carried unanimously.

Approved:

A handwritten signature in cursive script that reads "Paul B. Crowley".

Paul B. Crowley, Secretary – Board of Trustees