



**Board of Trustees Regular Meeting  
Tuesday, April 27, 2021 – 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, 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 Thursday, April 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, Mr. Castner, Dr. Digby, Mrs. Fox, Mrs. Geraci, Mr. Gewecke, Mr. Hofmann, Dr. Connolly-President and Ex-Officio 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, Mrs. Fitzgerald-Associate Vice President of Academic Affairs & Dean of Arts and Humanities, Mr. Homer-Associate Vice President of Student Success and Institutional Effectiveness, 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.

1.4 Welcome to 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.

1.4 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 Friday, March 19, 2021 Board Retreat. (Resolution No. GI04272021-1)

Dr. Morgus moved to approve minutes from the March 19, 2021 Board Retreat. Mrs. Fox seconded the motion. Motion carried unanimously.

### 1.6.2 Minutes from the Tuesday, March 23, 2021 Regular Meeting. (Resolution No. GI0427202-2)

Dr. Morgus moved to approve minutes from the March 23, 2021 Regular Meeting. Mr. Hofmann seconded the motion. Ms. Brown abstained from the vote. Motion carried.

### 1.6.3 Minutes from the Tuesday, March 23, 2021 Executive Session. (Resolution No. GI04272021-3)

Dr. Morgus moved to approve minutes from the March 23, 2021 Executive Session. Mr. Hofmann seconded the motion. Ms. Brown abstained from the vote. Motion carried.

### 1.6.4 Acknowledgment of Receipt of Committee Meeting Minutes – Tuesday, April 20, 2021. (Resolution No. GI04272021-4)

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

Mrs. Fox moved to acknowledge receipt of committee meeting minutes from April 20, 2021, 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:

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

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

### 2.1 Approval of Personnel Items

#### 2.1.1 Monthly Personnel Actions (Resolution No. P04272021-1)

### 2.2 Sabbatical Leave for AY 2022-2023. Recommendation: One sabbatical, with choice of one-semester at full-pay, or one-year at half-pay. (Resolution No. P04272021-2)

### 2.3 Approval of Curriculum Items

#### 2.2.1 Medical Assistant Certificate Program (Resolution No. CI04272021-1)

### 2.4 Approval of Policy Items

- 2.4.1 Policy No. 200.37 Retirement Policy, 3-Year Review (Resolution No. AP04272021-1)
  - 2.4.2 Policy No. 200.39 Overtime Compensation Policy, 3-Year Review (Resolution No. AP04272021-2)
  - 2.4.3 Policy No. 200.40 Pay Procedures Policy, 3-Year Review (Resolution No. AP07242021-3)
- 2.5 Approval of Finance Items
- 2.5.1 March, 2021 Purchases Over \$10k Report. (Resolution No. BFF04272021-1)
  - 2.5.2 County of Sussex – BPO for salt/grit increased \$15k to current BPO. OPEX funded. (Resolution No. BFF04272021-2)
  - 2.5.3 Jenzabar – Additional 118 hours of project management and consulting hours. (1 year) Pool hours to be payable in three monthly installments (\$7,276.67 [2] and \$7276.66 final). CCOG funded. (Resolution No. BFF04272021-3)
  - 2.5.4 NJ Edge Renewal – Campus and McGuire, for 5-years in the amount of \$50,688/year. OPEX funded. (Resolution No. BFF04272021-4)
  - 2.5.5 Failover Internet Service – Planet Networks 5 years at \$20,340/year. OPEX funded (Resolution No. BFF04272021-5)
  - 2.5.6 A Book Company dba Ecampus – BPO \$150k to accommodate pass thru student book purchases. February 14, 2020 – February 13, 2024, estimated at \$150,000/year. (Student Fees Funded) (Resolution No. BFF04272021-6)
  - 2.5.7 A Party Center – Tent rental outdoor classrooms for 4 months at a total amount of \$32,126.11. (Cares Act Funded) (Resolution No. BFF04272021-7)
- 2.5 Approval of Facilities Items
- 2.5.1 Reject responses to the McGuire PPP RFQ. Only one qualified package was received. (Resolution No. BFF04272021-8)
  - 2.5.2 HQW Consulting for water/sewer (R Building & Horton). Total estimate \$18,000, Existing Conditions Survey & drafting lump sum \$4,500.00, construction documents & specs lump sum \$6,000.00. Bidding/award & construction administration hourly estimated \$7,500.00. (CAPEX Chapter 12 funded) (Resolution No. BFF04272021-9)
  - 2.5.3 HQW consulting for water/sewer (MTEC Building B). Total estimate \$23,500. Existing Conditions Survey & drafting lump sum \$5,000.00, DOT application (if required), hourly estimated \$4,000.00, construction documents & specs lump sum \$7,000.00. Bidding/award & construction administration hourly estimated \$7,500.00.

Description: Architectural services to design water/sewer line connections for Buildings R, Horton, and MTEC Building B to accommodate increasing

usage and future expansion. Vendor Name: HQW Architects Amount: \$41,500 (above #2 & #3). (CAPEX Chapter 12 funded) (Resolution No. BFF04272021-10)

- 2.5.4 Renovations to the McGuire Campus for the Culinary Arts Program, Frankoski Construction Co., Inc. (Funding: Base Bid Chapter 12, Alternates 1-4 Cares Act) (Resolution No. BFF04272021-11)

Amount: Base Bid: \$1,612,000.00

Alternate 1: \$ 32,000.00

Alternate 2: \$ 67,000.00

Alternate 3: \$103,000.00

Alternate 4: \$ 71,000.00

**3. Finance**

- 3.1 Recommendation: Acknowledge Receipt and Review of Financial Statements – March 31, 2021 Nine Months YTD FYE June 30, 2021 (Resolution No. GI04272021-5)

Mr. Gandhi presented the financial statements, including: 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. Crowley seconded the motion.

Roll call vote: Ms. Brown, 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 – 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 – None this month.

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

7.4 Chair's Comments (REC)

7.5 The Next Regular Meeting of the Board of Trustees Will Take Place Tuesday, May 25, 2021, at 5:00 p.m. Location or Virtual Meeting TBD.

**8. Executive Session**

At 5:40 p.m., Dr. Crowley read the following: Now be it resolved that the Board of Trustees will now go into an Executive Session to discuss matters pertaining to legal and contractual 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.

Mrs. Fox moved to enter into Executive Session. Ms. Brown seconded the motion. Motion carried unanimously.

At 7:00 p.m., Mr. Hofmann moved to adjourn from Executive Session. Dr. Morgus seconded the motion. Motion carried unanimously.

**9. Adjournment**

At 7:05 p.m., Dr. Morgus moved to adjourn from the Regular Board Meeting. Mrs. Fox seconded the motion. Motion carried unanimously.

Approved:



Paul B. Crowley, Secretary-Board of Trustees