



**Board of Trustees Regular Meeting  
Tuesday, May 25, 2021 – Zoom Virtual Meeting**

**MINUTES**

**1. General Institutional Functions**

- 1.1 Dr. Morgus called the meeting to order at 5:00 p.m.
- 1.2 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, May 20, 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: Dr. Morgus-Vice Chair/Acting Chair, Dr. Crowley-Secretary, Ms. Brown-Treasurer, Dr. Carrick, Mr. Castner, Dr. Digby, Mrs. Geraci, Mr. Gewecke, Mr. Hofmann, Dr. Connolly-President and Ex-Officio Member, Miss Fisher-Alumna Trustee, and Mrs. Fullem-Executive Assistant to the President and Board of Trustees.

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, 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 Welcome to Guests – Dr. Morgus 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, April 20, 2021 Regular Meeting. (Resolution No. GI05252021-1)

Ms. Brown moved to approve minutes from the April 20, 2021 Regular Meeting. Dr. Crowley seconded the motion. Motion carried unanimously.

1.6.2 Minutes from the Tuesday, April 20, 2021 Executive Session. (Resolution No. GI05252021-2)

Mr. Hofmann moved to approve minutes from the April 20, 2021 Executive Session. Dr. Crowley seconded the motion. Motion carried unanimously.

1.6.3 Acknowledgment of Receipt of Committee Meeting Minutes – Tuesday, May 18, 2021. (Resolution No. GI02252021-3)

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

Mr. Hofmann moved to acknowledge receipt of committee meeting minutes from May 18, 2021. Dr. Crowley seconded the motion. Motion carried unanimously.

**2. Consent Agenda – ACTION/RC**

Mrs. Geraci moved to remove item 2.5.2 in order to allow for Trustee discussion. Dr. Crowley seconded the motion. Motion carried unanimously.

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

Mrs. Brown moved to approve the amended Consent Agenda. Dr. Crowley seconded the motion.

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

2.1 Approval of Personnel Items

2.1.1 Monthly Personnel Actions – May 2021 (Resolution No. P05252021-1)

2.2 Approval of Curriculum Items

2.2.1 Change in Nomenclature from A.A.S. Graphic Design: Social Media Option to A.A.S. Graphic Design: Digital Marketing Option. (Resolution No. CI05252021-1)

2.2.2 New Degree Option Under A.A.S Technical Studies: Robotics Technology Option. (Resolution No. CI05252021-2)

2.3 Approval of Policy Items – The following policies were presented for 3-year review:

- 2.3.1 Policy No. 200.41 Compensation for Teaching by Administrative/Support Staff. (Resolution No. AP05252021-1)
- 2.3.2 Policy No. 200.42 Expenditure Decisions in Outside Grants. (Resolution No. AP05252021-2)
- 2.4 Approval of Finance Items
  - 2.4.1 Natural Gas BPO Increase – Additional funds to blanket purchase order for natural gas due to expanded usage of College heating systems. Original BPO amount \$60,000 – add \$16,000 for total of \$76,000. OPEX Funded. (Resolution No. BFF05252021-1)
  - 2.4.2 April, 2021 Purchases Over \$10k Report. (Resolution No. BFF05252021-2)
- 2.5 Approval of Facilities Items
  - 2.5.1 Additional UVC Lighting – Generations Service, in the Amount of \$197,865.00. Installation of UVC lighting to provide rapid disinfection to College facilities. Cares Act Funded. (Resolution No. BFF05252021-3)
  - 2.5.2 Horton Mansion Electric – EM Electrical Contractors in the Amount of \$29,847.00. Installation of electric full service meter and subpanels to Horton Mansion. CAPEX Funded. This item was removed from the Consent Agenda and discussed before item 3.1 in finances.
  - 2.5.3 PSTA HVAC Upgrades – Echelon Services in the Amount of \$238,900.00. HVAC system replacements at the Public Safety Training Academy, including rooftop and interior units. Chapter 12 Funded. (Resolution No. BFF05252021-5)
  - 2.5.4 Academic Center Additional Paving – Harrington Construction Co. in the Amount of \$26,400.00. Additional paving for student parking behind the new Academic Center. Chapter 12 Funded. (Resolution No. BFF05252021-6)

**REMOVED FROM CONSENT AGENDA**

- 2.5.2 Horton Mansion Electric – EM Electrical Contractors in the Amount of \$29,847.00. Installation of electric full service meter and subpanels to Horton Mansion. CAPEX Funded. (BFF05252021-4)

Dr. Crowley moved to open discussion for item 2.5.2. Ms. Brown seconded the motion. Motion carried unanimously.

Mrs. Geraci asked for an explanation about this item. Mr. Gandhi explained that it will be used for the building construction trade program, which would move into the Horton Mansion, as a learning opportunity for the students. They would be working to refurbish parts of the building.

Discussion ensued regarding the safety of the building. Mrs. Geraci indicated that she is not comfortable having students inside the building.

Dr. Connolly explained the history of consultant assessments regarding the building's safety. Mr. Gandhi said he will provide documentation stating the

current status of the building, and the most recent assessment that the building is safe to be occupied in the manner in which college administration would like to move forward.

Roll call vote: Ms. Brown, Dr. Carrick, Mr. Castner, Dr. Crowley, Dr. Digby, Mr. Gewecke, Mr. Hofmann, and Dr. Morgus voted yes. Mrs. Geraci voted no. Motion carried.

### 3. **Finance**

- 3.1 Recommendation: Acknowledge Receipt and Review of Financial Statements April 30, 2021, Ten Months YTD FYE June 30, 2021 (Resolution No. GI05252021-4)

Mr. Gandhi presented the financials, as noted above, including: April YTD FY21 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, and Headcount. Ms. Brown stated that focusing on tuition is important, since COVID grants will eventually cease.

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

Roll call vote: Ms. Brown, Dr. Carrick, Mr. Castner, Dr. Crowley, Dr. Digby, Mrs. Geraci, Mr. Gewecke, Mr. Hofmann, and Dr. Morgus 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
- 7.2 Alumni Trustee Report/Final Words—Miss Fisher provided a presentation of her on-going efforts to drive alumni relations through social media, specifically the Facebook groups that she created and administers. Dr. Morgus thanked Miss Fisher for all of the work she put into creating the social media site for SCCC Alumni, and for her participation as the Alumna Trustee.
- 7.3 President's Report -- Dr. Connolly reported:

Graduation was an extraordinary experience. It required a lot from Amy Rude, who is the point person for all of the coordination. He said that SCCC was planning to run graduation one way, and then less than a week before graduation

was to be held, determined, based on feedback, that we needed to make considerable changes to the way it was formatted. The entire graduation team made happen, and it felt seamless. Students arrived in three pre-planned waves. Their names were read and they were presented with diploma jackets. Parents were there to take pictures, and all activity remained within current Covid safety protocols. It was a gorgeous day. It really captured something exceptional.

Our facilities department continues to focus on what we need to do for the fall. We are in a position where we are able to adjust and adapt to what students need and are looking for. The encouragement from the Board of Trustees has been very helpful. Being prepared for fall involves a lot of work, including HVAC. Vaccinations will continue to be key, but also continue as part of our lives for a while. We are purchasing portable air filtration units. The Board of Trustees may see a number of these types of purchases come for approval due to us having old buildings, and if it makes sense to increase the class-size density by virtue of having these air filtration units.

Although consolidated, all athletic seasons went well. We had a couple of cases where athletes did contract Covid from the outside community, but to our credit, we instructed the students on what they could and should do. We had testing in place. This resulted in the lack of spread through teams. Also athletics-related, both our men's and women's soccer teams are vying for national play.

We are finalizing transition plans for the writing center. With a new model in play, FT faculty Maureen Murphy Smolka is going to be assisting as liaison for how the writing center will function in the future. The writing center continues to be essential for our initiatives in writing, and writing across the curriculum. It requires much student training because the center is a peer-to-peer model, which national studies show is the most successful model.

The Culinary Advisory Board has had their second meeting, and are advising about the programmatic mission. Stan Kula from the SCCC Foundation has been working with program coordinator Marty Kester to penetrate the community about what we are doing, why we are doing it, and receiving feedback.

We are moving forward with getting our agriculture and horticulture business programs up and running with a new certificate program. We are advertising in trade magazines/journals for turf management. We will soon seek quotes for well drilling on campus fields. Using our fields as laboratories for our horticulture students in the Turf Grass Management program is going to be experiential learning at its best.

7.4 Chair's Comments – None

7.5 The Next Regular Meeting of the Board of Trustees Will Take Place Tuesday, June 29, 2021, at 5:00 p.m. Location or Virtual Meeting TBD.

## **8. Executive Session**

The following statement was read aloud:

Now be it resolved that the Board of Trustees will now go into an Executive Session to discuss matters pertaining to personnel and contractual matters-President's review and contract. 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.

At 5:35 p.m., upon a motion made by Dr. Crowley, and seconded by Mr. Hofmann, the Board of Trustees entered into an Executive Session. Motion carried unanimously.

Upon a motion made by Dr. Carrick, and seconded by Mrs. Geraci, the Board of Trustees unanimously adjourned from Executive Session at 6:47 p.m.

**9. Adjournment**

At 6:49 p.m., the Board of Trustees entered back into the public meeting, and immediately adjourned, with unanimous consent, after a motion was made by Mrs. Geraci, and seconded by Ms. Brown.

Approved:



Paul B. Crowley, Secretary-Board of Trustees