



**Board of Trustees Regular Meeting
Tuesday, June 22, 2021 – Zoom Virtual Meeting**

MINUTES

1. General Institutional Functions

- 1.1 Dr. Crowley (acting Chair) 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, June 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: Dr. Morgus-Vice Chair (via phone), Dr. Crowley-Secretary/Acting Chair, 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. Mendoza Cobos-Alumna Trustee, 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 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 Dr. Crowley 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 submitted comments or spoke.
- 1.6 Approval/Acceptance of Minutes
- 1.6.1 Minutes from the Tuesday, May 25, 2021 Regular Meeting. (Resolution No. GI06222021-1)
- Mr. Hofmann moved to approve minutes from the May 25, 2021 Regular Meeting. Ms. Brown seconded the motion. Motion carried unanimously.
- 1.6.2 Minutes from the Tuesday, May 25, 2021 Executive Session. (Resolution No. GI06222021-2)
- Mr. Hofmann moved to approve minutes from the May 25, 2021 Executive Session. Mrs. Geraci seconded the motion. Motion carried unanimously.
- 1.6.3 Acknowledgment of Receipt of Committee Meeting Minutes – Tuesday, June 15, 2021. (Resolution No. GI06222021-3)
- Personnel and Curriculum Committee
 - Audit and Policy Committee
 - Finance and Facilities Committee
- Mr. Hofmann moved to acknowledge receipt of committee meeting minutes from Tuesday, June 15, 2021. Mrs. Fox 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:

Mr. Gewecke moved to approve the Consent Agenda. Mrs. Fox seconded the motion.

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

- 2.1 Approval of Personnel Items
- 2.1.1 June, 2021 Personnel Actions (Resolution No. P062221-1)
- 2.1.2 Professional Support Staff Bargaining Agreement MOA, July 1, 2021-June 30, 2024. (Resolution No. P06222021-2)
- 2.1.3 Professional Support Staff Annual Reappointments and Salaries, July 1, 2021-June 30, 2022. (Resolution No. P06222021-3)
- 2.1.4 Professional Staff Annual Reappointments and Salaries, July 1, 2021-June 30, 2022. (Resolution No. P06222021-4)
- 2.1.5 Faculty Annual Reappointments and Salaries, July 1, 2021-June 30, 2022. (Resolution No. P06222021-5)
- 2.1.6 Non-Union Annual Reappointments and Salaries, July 1, 2021-June 30, 2022. (Resolution No. P06222021-6)

- 2.2 Approval of Curriculum Items – None This Month.
- 2.3 Approval of Policy Items – The Following Policies are Being Brought Forward for 3-Year Review:
 - 2.3.1 Policy No. 401.1 Stale Dated Checks. (Resolution No. AP06222021-1)
 - 2.3.2 Policy No. 401.3 Annual Budget. (Resolution No. AP06222021-2)
 - 2.3.3 Policy No. 401.4 Financial Reporting. (Resolution No. AP06222021-3)
- 2.4 Approval of Finance Items
 - 2.4.1 May, 2021 Purchases Over \$10k Report. (Resolution No. BFF06222021-1)
 - 2.4.2 Board Designated Funds. (Resolution No. BFF0622021-2)
 - 2.4.3 Fiscal Year 21/22 Blanket Purchase Orders Exceeding \$17,500. (Resolution No. BFF06222021-3)
 - 2.4.4 Application to Apply for the Carl D Perkins Career and Technical Education Perkins V Grant for FY 2022 in the Amount of \$221,818.00, Starting on July 1, 2021 and Ending on June 30, 2022. (Resolution No. BFF06222021-4)
 - 2.4.5 Culinary Equipment Bid. (Resolution No. BFF06222021-5)
- 2.5 Approval of Facilities Items
 - 2.5.1 On-Call Electrical Services – Two Years, Generations Services Inc. – Pompton Plains, NJ – 0% markup over prevailing wage rates and materials. OPEX Funded. (Resolution No. BFF06222021-5)
 - 2.5.2 Architectural Services – Wrestling/Multi-Purpose Facilities -- Charles Schaffer Associates, LLC. (Resolution No. BFF06222021-6)
 - Phase 1: Architectural services for a 3600 sf wrestling/multi-purpose building to be located behind Building E.
 - Phase 2: Architectural services for 3250sf men’s and women’s restroom/locker room facility to be located between the gymnasium and new wrestling/multi-purpose building.
 - Phase 1: \$35,000 - Chapter 12 Funded
 - Phase 2: \$55,000 - CARES Act Funded
 - 2.5.3 On-Call Plumbing Services – Two Years, Aero Plumbing & Heating Co. – Vienna, NJ - 0% markup over prevailing wage rates, 5% markup over Materials. OPEX Funded. (Resolution No. BFF06222021-7)
 - 2.5.4 Building A Security Upgrades – Open Systems Integrators. Change Order # 1 – Building A Security Upgrades in the Amount of \$31,642.00. Furnish and install additional door security hardware and access readers. Chapter 12 Funded. (Resolution No. BFF06222021-8)

3. Personnel

- 3.1 Recommendation: Rescind President's Contract Dated September 1, 2018, and Replace with Contract Dated June 8, 2021, for the Term of June 2021 – October 2023. (Resolution No. P06222021-7)

Mrs. Geraci moved to rescind the president's contract, as noted above, and replace it with the contract dated June 8, 2021. Dr. Carrick seconded the motion.

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

- 3.2 Recommendation: Approval of Emeritus Status for Retired Faculty Member, Naomi Miller. (Resolution P06222021-8)

Dr. Carrick moved to approve Emeritus status for retired faculty member Naomi Miller. Mrs. Fox seconded the motion.

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

Dr. Okay noted that this is an honorary title bestowed upon a retired faculty member in recognition of contributions both pre and post retirement. She reviewed the timeline of Professor Miller's employment with SCCC and her leadership. Professor Miller helped to build the Human Services Department, and create our department structure and chair position. Professor Miller worked with Pathways to Prosperity to create the DegreeUP Program, served on countless committees, and built numerous articulation programs. Post-retirement she has stepped in numerous times to help save the program when other coordinators did not work out.

Associate Professor/Faculty Senate President Rich Linden offered remarks. He said he was one of the faculty members who helped hire Professor Miller many years ago. He highlighted how much he has learned from her, including vitally important perspectives about gender and diversity, that he believes he would not have picked up otherwise. He said, "Co-teaching with her has been one of the pleasures of my life."

Dr. Connolly said he cannot think of a better person to receive this honor. Although Professor Miller retired around two years into his presidency, all of their encounters were memorable. He said, "When I met her for the first time, she came into my office and I was immediately comfortable. It was like sitting down and talking with an old friend. It is her way. She knows how to take a position that is firm yet gentle at exactly the same time."

Professor Miller addressed the Board and attendees. She said, "I am overwhelmed. Thank you Kathleen, Rich and Jon. If only I could live up to all of the things you said. I continue to be delighted and deeply motivated to be part of the SCCC community from afar. It's been the core of my work life, and I hope that it will continue to be as long as I have enough brains to do that. I look forward to this next phase. Thank you so much for the opportunity and the honor."

4. **Finance**

- 4.1 Recommendation: Acknowledge Receipt and Review of Financial Statements – Financial Statements – April 30, 2021, Ten Months YTD, FYE June 30, 2021. (Resolution No. GI06222021-4)

Mr. Gandhi presented the Financial Statements – April 30, 2021, Ten Months YTD, FYE June 30, 2021, including May YTD FY21 and FY22 Credit Hours Dashboards, 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.

Mrs. Geraci moved to acknowledge receipt and review of financial statements, as noted above. Mrs. Fox seconded the motion.

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

5. **Reports**

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

6. **Presentations** – None This Month

7. **Courtesy of the Floor on General Matters** (Public Session-5 Minutes per Speaker)

No one spoke.

8. **Other Business**

Discussion / Reports / Announcements:

- 8.1 Trustee Activity Update – Mrs. Fox provided an update that included: Overall enrollment in Community Colleges, stimulus funds availability, Infrastructure impacting community colleges, Need to develop internship opportunities, and “tuition free” programs. A copy of the full report is on file in the Office of the President.
- 8.2 Alumni Trustee Report – Ms. Mendoza Cobos provided an introduction about herself. She has been exploring things that SCCC might be able to do for students. She would like to share ideas about community college advocacy to students, such as the benefits of attending community college before jumping into a four-year college experience. She noted that students’ mental health issues, especially during the pandemic, is a need for which we can help provide resources, like a peer to peer mental health group. She noted that there could be an uptick with non-traditional students, and we should try to help them with technology. She suggested additional help for international students, like work-study, rooming, board.
- 8.3 President’s Report – A copy of the President’s Report is on file in the Office of the President.

8.4 Chair's Comments – None this month.

Dr. Crowley noted that Trustee Fox received national recognition by the New Jersey Council of County Colleges.

Dr. Carrick thanked Dr. Connolly for the June 14th Trustee Update, and congratulated him on his new 5-year contract.

Conversation ensued regarding animal/critter control for Horton Mansion. Dr. Connolly said there is a plan to manage all safety issues, and we will not move forward if the building is not safe.

Dr. Connolly provided an update about the LACE Program.

8.5 The Next Regular Meeting of the Board of Trustees Will Take Place Tuesday, July 27, 2021, at 5:00 p.m. Location TBD.

9. **Executive Session** – None this Month.

10. **Adjournment**

At 5:51 p.m. Mrs. Fox moved to adjourn from the meeting. Ms. Brown seconded the motion. Motion carried unanimously.

Approved:



Paul B. Crowley, Secretary-Board of Trustees