



**Board of Trustees Regular Meeting
Tuesday, July 27, 2021 – Zoom Virtual Meeting**

Join Zoom Meeting

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Meeting ID: 820 6735 2576

Passcode: 292130

Dial In: (929) 205-6099

MINUTES

1. General Institutional Functions

- 1.1 Mr. Curcio called the meeting to order at 5:00 p.m.
- 1.2 Mr. Curcio 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, July 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, Ms. Brown-Treasurer, Mr. Castner, Dr. Digby, Mrs. Fox, Mrs. Geraci, Dr. Connolly-President and Ex-Officio 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 College Foundation, and Mr. Kienz-College Counsel.

- 1.4 Mr. Curcio welcomed the guests, and read the following regarding public comments.

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, June 22, 2021 Regular Meeting. (Resolution No. GI07272021-1)

Dr. Morgus moved to approve minutes from the June 22, 2021 Regular Meeting. Ms. Brown seconded the motion. Mr. Curcio abstained from the vote. Motion carried.

1.6.2 Acknowledgment of Receipt of Committee Meeting Minutes – Tuesday, July 20, 2021. (Resolution No. GI07272021-2)

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

Dr. Morgus moved to acknowledge receipt of committee meeting minutes from July 20, 2021. Mrs. Fox seconded the motion. Motion carried unanimously.

2. **Consent Agenda**

Dr. Connolly asked that item 2.4.3 be removed from the consent agenda, in order to discuss because the item was phrased differently on the agenda than the action to be taken. Mrs. Geraci moved to remove item 2.4.3 from the Consent Agenda. Dr. Morgus seconded the motion. Motion carried unanimously.

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 July 2021 Personnel Actions. (Resolution No. P07272021-1)

2.1.2 FY21-22 Coach Salaries. (Resolution No. P07272021-2)

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. 401.5 Cash Receipts Bank Depositories. (Resolution No. P07272021-1)

2.3.2 Policy No. 401.6 Procurement Bidding. (Resolution No. AP07272021-2)

2.3.3 Policy No. 401.7 Disbursement. (Resolution No. AP07272021-3)

2.4 Approval of Finance Items

2.4.1 June 2021 Purchases Over \$10k Report. (Resolution No. BFF07272021-1)

- 2.4.2 Request to Join the Hunterdon County Educational Services Commission, a New Jersey Cooperative Pricing System. No Fee. (Resolution No. BFF07272021-2)
- 2.4.3 Removed from Consent Agenda
- 2.4.4 IHeart Media BPO Increase to \$40,558. This is about \$4,000 increase to the BPO previously approved. Annual contract. OPEX Funded. (Resolution No. BFF07272021-4)
- 2.4.5 SCCC Cyber Security – Additional Cyber Security Insurance. Authorization to bind additional coverage - \$17,719. (Resolution No. BFF07272021-5)
- 2.4.6 Cafeteria Services – Offering Canteen Solution - Hybrid Dining Solution – Estimated annual subsidy \$89,823. This will be a real time monthly billing and will vary with sales activity. Touchless checkout solution/enhanced self-serve solutions for students will be available at all times. See summary of services proposal. Contract being worked on and will follow shortly. Currently in discussions with other providers. OPEX and CARES Act Funded. (Resolution No. BFF07272021-6)

2.5 Approval of Facilities Items

- 2.5.1 Resolution to Approve Naming Unnamed Road at PSTA – Academy Drive. (Resolution No. BFF07272021-7)
- 2.5.2 Installation of Additional Lighting (UV) in Buildings C & E for Rapid Disinfection of Classrooms. Generations Services - \$26,925. Funded by Cares Act. (Resolution No. BFF07272021-8)
- 2.5.3 Echelon – HVAC Proposal – UV Kill box \$21,050. Funded by Cares Act. (Resolution No. BFF07272021-9)

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

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

- 2.4.3 Town of Newton – Voluntary Contribution in Lieu of Real Estate Taxes, \$28,000 Annual, \$14,000 Payable Quarterly. OPEX Funded. (Resolution No. BFF07272021-3) – Removed and voted separately after the Consent Agenda.

Item 2.4.3 was rephrased to be paid bi-annually rather than quarterly.

Ms. Brown moved to approve Town of Newton voluntary contribution of \$28,000 annually, payable as amended above. Dr. Morgus seconded the motion.

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

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 July 1, 2021 – June 30, 2026. This is a re-approval from last month. Term dates on the June 22, 2021 resolution were incorrect. (Emailed, Resolution No. P07272021-3)

Dr. Morgus moved to rescind the President's contract dated September 1, 2018, and replace it with contract dated June 8, 2021, for the term of July 1, 2021 – June 30, 2026. Mrs. Fox seconded the motion.

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

4. Finance

- 4.1 Recommendation: Acknowledge Receipt and Review of Financial Statements – June 30, 2021 Twelve Months YTD, FYE June 30, 2021. (Resolution No. GI07272021-3)

Mr. Gandhi presented the financial statements including: June YTD FY21 Credit Hours Dashboard, FY22 Credit Hours Dashboard, 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, # Months of OPEX Covered by Liquid Assets and Current Ratio, Headcount, and CAPEX Projects.

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

Roll call vote: Ms. Brown, Mr. Castner, Dr. Digby, Mrs. Fox, Mrs. Geraci, Dr. Morgus, and Mr. Curcio 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 national reports about federal funding and areas of importance, such as reskilling for the expected post pandemic recession and recovery, financial wellness as it impacts student success,

reorganizing learning for workforce development, and college/work balance. College enrollment is down nationally, with many initiatives in progress. State-wide updates included information about dormitories, tuition, and mandatory orientation for new board members. Mrs. Fox also provided an update about the SCCC Foundation. A copy of her report is on file in the Office of the President.

8.2 Alumni Trustee Report – None this month.

8.3 A copy of the President's Report is on file in the Office of the President. During Dr. Connolly's report, Stan Kula, Executive Director of the SCCC Foundation, provided foundation news highlights.

8.4 Chair's Comments

Mr. Curcio said that since he was not present for discussions and the vote for the president's contract, he wanted to make sure that he voices his approval, and noted that Dr. Connolly has done an exceptional job.

Mr. Curcio thanked Trustees for their comments and thoughts during the time he was out. He also thanked Dr. Morgus for his efforts in taking his place for a few months.

8.5 The Next Regular Meeting of the Board of Trustees Will Take Place Tuesday, September 28, 2021, at 5:00 p.m. Location TBD.

Dr. Digby asked about in-person classes in the fall, and mask mandates. Dr. Connolly replied that there will be in-person classes, as well as some online classes, like we have always offered. He also noted that all faculty and students are required to wear masks in classrooms.

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

10. **Adjournment**

At 5:53 p.m., Mrs. Fox moved to adjourn from the meeting. Mrs. Geraci seconded the motion. Motion carried unanimously.

Approved:



Paul B. Crowley, Secretary-Board of Trustees