



**Board of Trustees Regular Meeting
Tuesday, October 26, 2021 – 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 Webs ite, and on the main entry doors to the Administration Building, on Thursday, October 21, 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. Crowley-Secretary, Ms. Brown-Treasurer, Dr.Carrick, 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 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, and Mr. Kula-Executive Director of the Sussex County Community College Foundation.

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.

ACTION

1.6 Approval/Acceptance of Minutes

1.6.1 Minutes from the Tuesday, September 28, 2021 Regular Meeting.
(Resolution No. GI10262021-1)

Ms. Brown moved to approve minutes from the September 28, 2021 Regular Meeting. Mrs. Fox seconded the motion. Motion carried unanimously.

1.6.2 Minutes from the Tuesday, September 28, 2021 Executive Session.
(Resolution No. GI10262021-2)

Mr. Kewecke moved to approve minutes from the September 28, 2021 Executive Session. Mr. Castner seconded the motion. Motion carried unanimously.

1.6.3 Acknowledgment of Receipt of Committee Meeting Minutes – Tuesday,
October 19, 2021. (Resolution No. GI10262021-3)

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

Ms. Brown moved to acknowledge receipt of committee meeting minutes, as noted above, for October 1, 2021. Mr. Kewecke 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:

Dr. Carrick moved to approve all items on the Consent Agenda. Dr. Crowley seconded the motion.

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

2.1 Approval of Personnel Items

2.1.1 October 2021 Personnel Actions. (Resolution No. PI10262021-1)

2.2 Approval of Curriculum Items – None this month.

2.3 Approval of Policy Items

The Following Policies Were Presented for 3-Year Review:

2.3.1 Policy No. 101.4 Trustee Orientation (Resolution No. AP10262021-1)

2.3.2 Policy No. 101.5 Policy Approval (Resolution No. AP10262021-2)

2.4 Approval of Finance Items

2.4.1 September 2021 Purchases Over \$10k Report. (Resolution No. BFF10212021-1)

2.4.2 Ethernet Switches - Four Juniper core network switches to replace hardware that are reaching the end of manufacturer support. Purchase through Sourcewell National Cooperative Contract for \$70,165.28. Chapter 12 funded. (Resolution No. 10262021-2)

2.4.2 Barracuda Archiver - Barracuda email archiving hardware with one-year licensing and cloud storage. Purchase through CDW-G for \$21,909.91. (Resolution No. 10262021-3) Funded as follows:

\$15,318.19 (Hardware and service agreement) Chapter 12
\$6,591.72 (License and Cloud Storage) Operating Expense

2.5 Approval of Facilities Items

2.5.1 Town of Newton Water & Sewer Utility Connection Fees (Resolution No. BFF10262021-4). Amounts as follows:

MTEC	\$101,129.00
Horton/Bldg R	\$ 50,111.00
Bldg E Addition	\$ 84,056.05

Procurement Method: Bid Exemption – Contract with Government Entity.

3. **Finance – ACTION/RC**

3.1 Recommendation: Acknowledgement of Receipt and Review of Financial Statements – September 30, 2021 Three Months YTD FYE June 30, 2022. (Resolution No. GI10262021-4)

Mr. Gandhi presented the financial statements, as noted above, including: Credit Hours, Income Statement, Major Revenue Variances to Budget and LYR, Revenue, Expenses, Major Expense Variances to Budget and LYR, and Operating Statement.

Mrs. Fox moved to acknowledge receipt and review of Financial Statements – September 30, 2021 Three Months YTD FYE June 30, 2022. Dr. Crowley 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 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 Report of the Nominating Committee.

Dr. Carrick, Chair of the Nominating Committee, thanked the committee members Mrs. Fox, Dr. Digby, and Mr. Hofmann. She then put forth the following slate of officers for vote at the November 2021 Reorganization Meeting:

Board Chair-Dr. Morgus
Board Vice Chair-Dr. Crowley
Board Secretary-Mr. Gewecke
Board Treasurer-Ms. Brown

Mr. Curcio thanked the trustees who served on the Nominating Committee.

7.2 Trustee Activity Update

Mrs. Fox provided an update regarding Trustee activity including national and regional information about student loans, enrollment, career programs, and adult learning. She also updated the Board about the SCCC Foundation activity, and the new state-wide New Trustee training mandate. A copy of her report is on file in the Office of the Board of Trustees.

7.3 Alumni Trustee Report – None this month.

7.4 President's Report—A copy of the President's Report is on file in the Office of the President.

7.5 Chair's Comments

Mr. Curcio introduced new Trustee Mr. John Santillo, whose first meeting will be in November.

Mr. Curcio noted that this is Mrs. Geraci's last meeting. He thanked her for her service to the Board and to the College, and read aloud a Resolution from the SCCC Trustees and President. A copy of the Resolution is on file in the Office of the Board of Trustees.

Mr. Curcio noted that this will be his last meeting as Chair of the Board, and that he is honored to have served in the capacity, along with the esteemed Trustees with which he served during his years on the Board and as Board Chair.

7.6 Reminder-The SCCC Foundation's Funding Their Future is taking place Thursday, November 18, 2021, 5:30 – 8:30 p.m., at Perona Farms and virtually.

7.7 Reminder-The Annual Board of Trustees Reorganization Meeting will take place Tuesday, November 23, 2021, at 4:30 p.m. Location TBD.

7.8 Reminder-The Next Meeting of the Board of Trustees Will Take Place Tuesday, November 23, 2021 at 5:00 p.m. Location TBD.

8. **Executive Session** – Personnel Issues.

At 5:47 p.m., Dr. Crowley moved for the Board to enter into an Executive Session, and read the following Resolution:

Now be it resolved that the Board of Trustees will now go into an Executive Session to discuss matters pertaining to personnel issues. 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 30 minutes and it is/is not expected that action shall be taken.

Dr. Carrick seconded the motion. Motion carried unanimously.

At 6:27 p.m., Mrs. Geraci moved to adjourn from Executive Session. Motion seconded by Dr. Carrick. Motion carried unanimously.

9. **Adjournment**

At 6: 30 p.m., Mrs. Geraci moved to adjourn from the Regular Meeting. Motion seconded by Dr. Carrick. Motion carried unanimously.

Approved:



Kurt Gewecke, Secretary-Board of Trustees