



**Board of Trustees Regular Meeting
Tuesday, November 23, 2021
Zoom Virtual Meeting**

MINUTES

1. General Institutional Functions

1.1 Dr. Morgus called the meeting to order at 5:20 p.m.

1.2 Dr. Morgus 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, November 18, 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-Chair, Dr. Crowley-Vice Chair, Mr. Gewecke-Secretary, Ms. Brown-Treasurer, Dr. Carrick, Mr. Castner, Mr. Curcio, Dr. Digby, Mrs. Fox, Mr. Hofmann, Dr. Connolly-President and Ex-Officio Member, Mrs. Mendoza-Cobos-Alumna Trustee, and Mrs. Fullem-Executive Assistant to the President and Board of Trustees/Recording Secretary.

Also present were: Mr. Gandhi-Executive Vice President of Finance and Operations, and CFO, Dr. Okay-Sr. 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. Morgus welcomed the guests.

1.5 Courtesy of the Floor on Agenda Items Only (Public Session-5 Minutes per Speaker).

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.

No one spoke.

ACTION

- 1.6 Approval/Acceptance of Minutes:
- 1.6.1 Minutes from the Tuesday, October 26, 2021 Regular Meeting. (Resolution No. GI11232021-1)
- 1.6.2 Minutes from the Tuesday, October 26, 2021 Executive Session. (Resolution No. GI11232021-2)
- 1.6.3 Acknowledgment of Receipt of Committee Meeting Minutes (Resolution No. GI11232021-3)
- Personnel and Curriculum Committee – Tuesday, November 16, 2021
 - Audit and Policy Committee – Tuesday, November 16, 2021
 - Finance and Facilities Committee
 - Special Meeting – Monday, November 8, 2021
 - Finance and Facilities Committee – Tuesday, November 16, 2021

Ms. Brown moved to approve/accept all minutes as noted above. Dr. Crowley seconded the motion. Motion carried unanimously. (Noted spelling typo of Mr. Gewecke's name in 1.6.2.)

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:

- 2.1 Approval of Personnel Items
- 2.1.1 Monthly Personnel Actions. (Resolution No. P11232021-1)
- 2.1.2 2022 NJ First Report. (Resolution No. P11232021-2)
- 2.2 Approval of Curriculum Items
- 2.2.1 New Certificate – Baking & Pastry Arts. (Resolution No. CI112322021-1)
- 2.2.2 New Degree Option Under A.A.S. Technical Studies – Baking & Pastry Arts Option. (Resolution No. CI11232021-2)
- 2.3 Approval of Policy Items
- 2.3.1 Policy No. 102.1 Emergency Closings. (Resolution No. AP11232021-1)
- 2.3.2 Policy No. 102.10 Retaliatory Action. (Resolution No. AP11232021-2)
- 2.4 Approval of Finance Items
- 2.4.1 October 2021 Purchases Over \$10k Report. (Resolution No. FF11232021-1)
- 2.4.2 Autoclave Purchase from Fisher Science Education, for \$19,299.57. OPEX Funded. (Resolution No. BFF11232021-2)
- 2.4.3 Blanket Purchase Order for Canteen Catering for One Year, at \$40,000 (estimated spend). OPEX Funded. (Resolution No. BFF11232021-3)

2.4.4 Cash Management – seeking approval to use SCCC Foundation Investment advisors, Bell Brothers at Morgan Stanley Wealth Management to invest College’s liquid assets by following the Cash Management Policy (policy #401.10) criteria. The College is asking to start with the investment of \$1,000,000 in November-December 2021. The College will then look to add to the investment after quarterly review with the Bell Brothers and the Board’s Finance Committee. The total investment made will never exceed 50% of the available Liquid Assets.

Balances and performance with Morgan Stanley will be part of the monthly Financial Statement presentation. In addition, the portfolio mix will be achieved in a consultative manner between the Bell Brothers and the Board of Trustees Finance Committee. The mix will not be less than 50% in the fixed income component and not more than 30% in equity on an average monthly basis. (Resolution No. BFF11232021-4)

2.5 Approval of Facilities Items

2.5.1 MTEC Construction Project – Project Management with HQW Architects, for \$55,000 (estimated). Chapter 12 Funded. (Resolution No. BFF11232021-5)

2.5.2 Culinary/Singer – Change Order #3, Chapter 12 Funded, in the Amount of \$100,704.21. (Resolution No. BFF11232021-6)

2.5.3 Frankoski – Change Order #4, Chapter 12 Funded, in the Amount of \$14,194. (Resolution No. BFF11232021-7)

2.5.4 MTEC – Change Order #5 for Water Mitigation, in the Amount of \$252,298. Chapter 12 Funded. (Resolution No. BFF11232021-8)

2.5.5 Fire Trainer System Maintenance with Kiddie Fire Training Systems at the Public Safety Training Academy, for One Year at \$22,758. PSTA County Funded Operating Expense. (Resolution No. BFF11232021-9)

2.5.6 Preventive Maintenance Agreements for HVAC Systems at SCCC Main Campus and the PSTA for One Year at \$35,343. PSTA Portion Will Be \$6,393 and is County Funded. (Resolution No. BFF11232021-10)

Mrs. Fox moved to approve all items on the Consent Agenda. Mr. Curcio seconded the motion.

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

3. Finance

3.1 Recommendation: Acknowledge Receipt and Review of Financial Statements – October 31, 2021, Four Months YTD FYE June 30, 2022. (Resolution No. GI11232021-4)

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, and capital investment analysis.

Dr. Crowley moved to acknowledge receipt and review of Financial Statements – October 31, 2021, four months YTD FYE June 30, 2022. Mr. Gewecke seconded the motion.

Roll call vote: Ms. Brown, Dr. Carrick, Mr. Castner, Dr. Crowley, Mr. Curcio, Dr. Digby, Mrs. Fox, 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 – Mrs. Fox provided a report that included information about community college enrollment declines (nationally), due to the impact of COVID on college students, NJ governor signing \$3M legislation to the NJCC consortium for Workforce and Economic Development to fund the Workplace Literacy and Basic Skills Training Program, and student difficulty in managing school/work/daycare schedules.

7.2 Alumni Trustee Report – Mrs. Mendoza-Cobos spoke about a coordinated approach to an alumni association and outreach. Mr. Kula-Executive Director of the College Foundation noted that he would love to work with Ms. Mendoza-Cobos to coordinate efforts.

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

7.4 Chair's Comments

Dr. Morgus thanked Mr. Curcio for his leadership on the Board of Trustees. He noted that the College is in great shape with an exciting future ahead. He said that Mr. Curcio helped to keep the board educated, communicating with one another, and kept them focused. He said, "You have done an amazing job, and we were really lucky to have had you as our leader." He then read the following Resolution:

**RESOLUTION OF THE BOARD OF TRUSTEES
OF THE SUSSEX COUNTY COMMUNITY COLLEGE**

WHEREAS, William P. Curcio served as a Trustee of Sussex County Community College from April 2017 to November 2021 and;

WHEREAS, Throughout his term distinguished himself among his fellow Trustees as Chair of the Board of Trustees, Chair and a member of the Finance and Facilities Committee, Board of School Estimate, and Chair of the Culinary Institute Program Ad Hoc Committee, and provided determined direction guiding this college with his

knowledge, participation and expertise, and;

WHEREAS, Because of his uncommon gift in bringing people together while simultaneously inviting disparate points of view;

WHEREAS, Because of his contributions, energy, and faith in the expansion of the college to which he personally contributed and for which success was made possible despite trying conditions during a global pandemic;

WHEREAS, Because of these recognized abilities, leadership, character and dedication, Mr. Curcio is a respected member of the Sussex County Community College family and is considered a supporter, a wonderful colleague, and a true friend to the College;

NOW, THEREFORE, BE IT RESOLVED, that the Sussex County Community College Board of Trustees and President Jon H. Connolly do hereby extend their best wishes and life-long friendship to William P. Curcio and further wish him well in his future endeavors.

Mr. Curcio said, "It has been an honor and a privilege to serve with this Board of Trustees, the staff, and with Jon Connolly. I think the College is in great shape and will continue to be, based on the expertise and efforts that will be put forth by the Board in the future. Again, thank you very much for your cooperation and assistance. I will remember it all."

Dr. Connolly also thanked Mr. Curcio. He said, "If you were to take a big piece of paper and write down the qualities of what constitutes a good leader, you would come up with a large inventory. You could put a check next to the vast majority of those with Bill Curcio – Integrity, deep character, and as emphasized in this resolution, life-long friendship. Bill, thank you very much. I enjoyed my time with you, but I also look forward to the friendship that goes beyond it."

Mr. Curcio reminded everyone to recognize that Dr. Connolly received the Distinctive Leadership Award from the Sussex County Chamber of Commerce at the Economic Development Committee luncheon.

7.5 The Next Regular Meeting of the Board of Trustees Will Take Place Tuesday, January 25, 2022, at 5:00 p.m. Location or Virtual Meeting TBD.

8. **Executive Session** – None this month.

9. **Adjournment**

At 6:00 p.m., Mr. Curcio moved to adjourn from the meeting. Mr. Hofmann seconded the motion. Motion carried unanimously.

Approved:



Kurt Gewecke, Secretary – Board of Trustees