



**Board of Trustees Regular Meeting
Tuesday, January 25, 2022 – Zoom Virtual Meeting**

MINUTES

1. General Institutional Functions

1.1 Dr. Morgus called the meeting to order at 5:00 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, January 20, 2022, 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, Ms. Brown-Treasurer, Mr. Gewecke-Secretary, Mr. Castner, Dr. Digby, Mrs. Fox, Mr. Hofmann, Mr. Santillo, Mrs. Smith, Dr. Connolly-President and Ex-Officio member, Ms. Mendoza Cobos-Alumna member, 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, Dr. Homer-Associate Vice President of Student Success and Institutional Effectiveness, Mr. Kuntz-Dean of Student Affairs and Director of Athletics, Mr. Fruge, Dean of Technical Occupations, Mr. Kula-Executive Director of the College Foundation, Mr. Gaddy-Director of Human Resources, and Mr. Kienz-College Counsel.

1.4 Dr. Morgus welcomed the guests and read the following:

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, November 23, 2021 Reorganization Meeting (Resolution No. GI01252022-1)
- 1.6.2 Minutes from the Tuesday, November 23, 2021 Regular Board Meeting (Resolution No. GI01252022-2)
- 1.6.3 Acknowledgment of Receipt of Committee Meeting Minutes. (Resolution No. GI01252022-3)
- Finance and Facilities Committee - Special Meeting-January 11, 2022
 - Personnel and Curriculum Committee – January 18, 2022
 - Audit and Policy Committee - January 18, 2022
 - Finance and Facilities Committee – January 18, 2022

Mr. Hofmann moved to approve all minutes as noted above. Ms. Brown 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:

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

Roll Call Vote: Ms. Brown, Mr. Castner, Dr. Crowley, Dr. Digby, Mrs. Fox, Mr. Gewecke, Mr. Hofmann, Mr. Santillo, Mrs. Smith, and Dr. Morgus voted yes. Motion carried unanimously.

- 2.1 Approval of Personnel Items
- 2.1.1 December 2021 – January 13, 2022 Personnel Actions. (Resolution No. PI01252022-1)
- 2.1.2 2022-2023 Administrative Calendar. (Resolution No. PI01252022-2)
- 2.1.3 Memorandum of Agreement Between Professional Staff Federation of Sussex County Community College Local 6374 and Sussex County Community College. (Resolution No. PI01252022-3)
- 2.1.4 Memorandum of Agreement Between Sussex County Community College Faculty Federation Local 4780 and Sussex County Community College. (Resolution No. PI01252022-4)
- 2.1.5 Memorandum of Agreement Between United Adjunct Faculty NJ – Sussex Chapter Local 2222 and Sussex County Community College. (Resolution No. PI01252022-5)
- 2.2 Approval of Curriculum Items
- 2.2.1 2022-2023 Academic Calendar. (Resolution No. CI01252022-1)
- 2.3 Approval of Policy Items – None this Month.

2.4 Approval of Finance Items

2.4.1 Telephone System Service Contract - Maintenance/service contract for Alcatel-Lucent IP phone system, campus paging system, emergency strobe system, and wireless sync clocks. Vendor Name: RFP Solutions, Term: February 1, 2022 – January 31, 2023, Amount: \$19,504.78. OPEX Funded. (Resolution No. BFF01252022-1)

2.5 Approval of Facilities Items

2.5.1 MTEC Riser Pole - New utility riser pole, transformer, and wires to MTEC Campus. Vendor Name: JCP&L. Amount: \$38,019.90 – Refundable customer contribution. OPEX (Refundable). (Resolution No. BFF01252022-2)

2.5.2 Culinary Program Dining Furniture - Dining furniture for the new MTEC dining area including tables, chairs, and service/storage counters. Vendor Name: Sam Tell Companies. Amount: \$30,892. Chapter 12 Funded. (Resolution No. BFF01252022-3)

2.5.3 Recommendation: Approval of Certification of the Amount of Local Appropriation Necessary for the Operating Expenses of the College for FY23, and for the President to Prepare the Final Bound FY23 Budget Document for Public Advertisement and for Submission to the Sussex County Community College Board of School Estimate. (Resolution No. BFF01252022-4)

2.5.4 Recommendation: Authorization to Schedule Board of School Estimate Meeting and for Board Secretary to Advertise Said Meeting Along with a Summarized Statement of Both the Estimated Revenues and Anticipated Operating and Capital Expenditures. (Resolution No. BFF01252022-5)

2.5.5 Recommendation: Approval of Resolution to Apply for the Securing Our Children's Future Bond Act Grant. SCCC's application will be for \$1,150,000, with \$862,500 requested from the state, and \$287,500 requested from the County. (Resolution No. BFF01252022-6)

3. **Finance – ACTION/RC**

3.1 Recommendation: Acknowledge Receipt and Review of Financial Statements – December 31, 2021 Six Months YTD FYE June 30, 2022. (Resolution No. GI01252022-4)

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, balance sheet-assets, major asset variances to LYR, balance sheet-liabilities, major liabilities variances to LYR. three-year comparison, current assets, # of months of OPEX covered by liquid assets and current ratio, headcount, CAPEX projects, and investments with Morgan Stanley.

Ms. Brown moved to acknowledge receipt and review of financial statements as noted above. Mr. Santillo seconded the motion.

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

4. Personnel

- 4.1 Recommendation: Approval of Sabbatical Leave for Rich Linden, for the Fall Semester AY 2022-2023. (Resolution No. PI01252022-6)

Mrs. Smith moved to approve sabbatical leave for Rich Linden as noted above. Dr. Crowley seconded the motion.

Dr. Okay was delighted to say that she has known Rich since the day she started working at SCCC in 1998, and “he precedes me by several years.” She continued, “Rich is an incredibly loved faculty member. Students clamor to get into his class, and for good reason. He is an incredible teacher. Over the years Rich has connected himself to different initiatives. A number of years ago there was a push to do a lot of faculty training and professional development. They focused on classroom management and interactions. Those pieces have become increasingly important over the years, especially during the last couple of years...We have many faculty who are adjunct faculty, who come to us from many walks of life. Some come from a traditional education background and some come from industry. They have not all had the same opportunity to understand and navigate difficult student situations that can turn up in a class. Rich is proposing to put together a deep dive into navigating these challenging times and interactions...creating this primer to be used across the board and across the disciplines for all faculty, both full-time and part-time, and staff. I cannot think of anyone who is savvier or has the right people skills to put this together and deliver it.”

Dr. Connolly said, “This is a special moment among the most significant things that the Board of Trustees can oversee – the recommendation of tenure and the recommendation of sabbaticals. We are an institution of higher education which means that the pursuit of new knowledge and new application of knowledge is a critical dimension of what we do...I am extremely pleased to support the scholarly activity that this represents...Rich understands what it takes to do this well.”

Rich Linden thanked Drs. Okay and Connolly, and then addressed the Board of Trustees. He said, “The leadership of Kathleen and Jon has been, through my world, extraordinary. The past two years have been challenging for all of the obvious reasons but we are working together and seeing our way through this...I started working at the College in 1985 as an adjunct instructor, when it was still a commission. I actually taught for the first few years in the late 80s representing Fairleigh Dickinson University, which is where I went to graduate school and also taught. I started full-time in 1989 and have spent most of my adulthood teaching at SCCC ever since. One of the things that I am excited about is taking what I’ve seen and understanding the dynamics of students who attend SCCC, and putting together an organized presentation on not just how to teach well or effectively, but also how to teach to community college students. Community college students are a different group in some very important ways, as compared to students who go to 4-year colleges or universities...Many of our students are first-generation college students, which means that their parents may not have had any direct experience with the demands of being a college student...From an instructional point of view, it’s been very interesting to me over the years of teaching, if you want to teach K-12 there is a standard curriculum that you need to move through, and you have to take courses on how to teach effectively. At colleges and universities, the structure is very different from that. Over the last 30+ years, I have had the blessing of mentoring a lot of wonderful new college

faculty, including adjuncts and some full-time faculty...I have learned to deconstruct what good teaching is, recognizing that there are many different ways to be an excellent teacher. So in this primer, and to address many issues relating to good teaching, it comes down to two dimensions. One dimension is how do we teach content, the facts of the matter/course. The second domain is equally as important. It is called the affecting domain of teaching...the emotional domain. How do we create a face-to-face college experience that feels safe and challenging to the students and respectful to the students? There are two main pieces to what I plan to do. One is to look at content issues. That is straight-up methodology and pedagogy. The other is how do we, sometimes in subtle ways, create an emotional climate for learning. What does that emotional climate consist of? I am honored and delighted." He thanked his colleagues, other faculty members, Dean Gallo, Dr. Okay, and Dr. Connolly for their support.

Roll call vote: Ms. Brown, Mr. Castner, Dr. Crowley, Dr. Digby, Mrs. Fox, Mr. Gewecke, Mr. Hofmann, Mr. Santillo, Mrs. Smith, 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)

8. **Other Business**

Discussion / Reports / Announcements:

8.1 Trustee Activity Update – None this month.

8.2 Alumni Trustee Report – Ms. Mendoza Cobos noted that she is working with college personnel on an action plan for the alumni association.

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

8.4 Chair's Comments – Dr. Morgus introduced Candice Smith and welcomed her to the Board.

8.5 The next meeting of the Board of Trustees will take place Tuesday, February 22, 2022, at 5:00 p.m. Location TBD.

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

10. **Adjournment**

At 5:41 p.m., Mr. Gewecke moved to adjourn from the meeting. Mrs. Fox seconded the motion. Motion carried unanimously.

Approved:



Kurt Gewecke, Secretary – Board of Trustees