



**Board of Trustees Regular Meeting
Tuesday, February 22, 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 Friday, February 18, 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, Mr. Gewecke-Secretary, Ms. Brown-Treasurer, Dr. Carrick, Mr. Castner, Dr. Digby, Mrs. Fox, Mr. Hofmann, Mr. Santillo (arrived at 5:03 p.m.), Mrs. Smith, Dr. Connolly-President and Ex-Offiio 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 Administration, 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, Dr. Homer-Associate Vice President of Student Success and Institutional Effectiveness, Mr. Kuntz-Dean of Student Affairs and Director of Athletics, 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.

1.6 Approval/Acceptance of Minutes

Mrs. Smith moved to approve/acknowledge minutes as presented below. Ms. Smith seconded the motion. Dr. Carrick abstained from voting on the Board Workshop minutes. Motion carried.

1.6.1 Minutes from the Tuesday, January 25, 2022 Board Workshop. (Resolution No. GI02222022-1)

1.6.2 Minutes from the Tuesday, January 25, 2022 Regular Board Meeting. (Resolution No. GI02222022-2)

1.6.3 Acknowledgment of Receipt of Committee Meeting Minutes. (Resolution No. GI02222022-3)

- Personnel and Curriculum Committee – February 15, 2022.
- Audit and Policy Committee - February 15, 2022.
- Finance and Facilities Committee – February 15, 2022.

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 all items on the Consent Agenda, as presented below. Dr. Carrick seconded the motion.

Roll call vote: Ms. Brown, Dr. Carrick, 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 January 13, 2022 – February 8, 2022 Personnel Actions. (Resolution No. P02222022-1)

2.2 Approval of Curriculum Items – None This Month.

2.3 Approval of Policy Items – The following policies are presented for a 3-year review:

2.3.1 Policy No. 200.28 Bereavement Leave Policy for Employees not Covered by a Collective Bargaining Agreement. (Resolution No. CI02222022-1)

2.3.2 Policy No. 200.29 Family Medical Leave Act (FMLA) and New Jersey Family Leave Act (NJFLA). (Resolution No. CI02222022-2)

2.4 Approval of Finance Items

2.4.1 Internet connection equipment, from CDW-G, for \$22,657.99. HETI Grant funded. Router equipment for secondary internet service connection with 3-year support agreement. (Resolution No. BFF02222022-1)

2.4.2 IT Support Services Contract Renewal with Distinctive Voice and Data:

\$13,500/month base services

\$125/hour expanded services

\$2,400/month cloud backup and disaster recovery (reduced rate)

Two year contract extension for IT support services. RFP originally awarded for 2 years with option to renew up to 3 years. April 1, 2022-March 31, 2024 (Contract years 4 and 5) Opex funded. (Resolution No. BFF02222022-2)

- 2.4.3 Dell classroom instructional displays from Dell, for \$107,231.90. Chapter 12 funded. (Resolution No. BFF02222022-3)
- 2.4.4 Blanket PO increase for shuttle services with Stocker Bus Company for \$17,660. CCOG grant funded. Increase to blanket purchase order for shuttle bus services to/from Centenary University. Previous PO amount \$14,660. (Resolution No. BFF02222022-4)
- 2.4.5 Blanket PO increase for sign language interpreters with Sign Language Resources, Inc. for +\$30,000 (FY22 total \$110,000). Opex funded. Increase to FY22 blanket purchase order for sign language interpreting services for students and college events. Original PO amount \$80,000, additional \$30,000 requested through the end of the fiscal year. (Resolution No. BFF02222022-5)
- 2.4.6 Request for Capital Improvements FY 2022:
SCCC Chapter 12: \$2,124,000
PSTA Chapter 12: \$100,000
Total Chapter 12: \$2,224,000 (to be bonded in 2023)

We will be asking the Board of School Estimate to approve this at the February 23, 2022 meeting. (Resolution No. BFF02222022-6)

2.5 Approval of Facilities Items – None This Month.

3. **Finance – ACTION/RC**

- 3.1 Recommendation: Acknowledge Receipt and Review of Financial Statements – January 31, 2022 Seven Months YTD FYE June 30, 2022. (Resolution No. GI02222022-4)

Mr. Gandhi presented the financial statements, including January YTD 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, # of Month of OPEX covered by Liquid Assets & Current Ratio, Headcount, CAPEX Projects, Investments with MS.

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

Roll call vote: Ms. Brown, Dr. Carrick, 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

- ACTION/RC** 4.1 Recommendation: Approval to Enter into an Agreement with Ketan Gandhi (CFO Gandhi, LLC) for Consulting Services Beginning March 1, 2022, to the End of the Current Fiscal Year (June 30, 2022). (Resolution No.BFF02222022-7)

Dr. Connolly noted that Mr. Gandhi has not only been a huge asset to the SCCC Executive Team but has also been a good friend. He said, "Giving credit where credit is due, Frank Nocella saved this institution way back when we could have had a catastrophe. The management letter was extremely long, and he chiseled his way through it. He was followed by Dr. James Baker who did an audit of unnecessary expenditures and got us well-calibrated. These were functional but not the deep work involved to change internal culture. That's what Ketan did. When he arrived he changed the deep level of the process of what we had and what we had to do...he has led us to this place where our recent management letter is a result of the work that he did with his team, and that team's response to his leadership has resulted in a management letter with no recommendations or findings at all. That's where we find ourselves right now. I'm losing a friend and colleague and the institution is losing an extraordinary asset. Just can't keep a great guy down. He will move on and go to great things. This is a time of transition. What you have before you is approval for a contract which represents just one piece of the transition here. This is basically ensuring that up to the end of June Ketan will be available to this Board of Trustees and president in all of the same ways that he is now. That's what we are getting for these dollars. During that period he is going to be leading a transition of what needs to happen with respect to our business operations, financial aid, finance, IT, and facilities. All of these are being given to entirely capable folks inside of the organization. For example, Cory Homer will be taking the lead in financial aid. Other great folks here are doing all kinds of work."

Mr. Gandhi offered a high-level view of the transitional structure and his role during and beyond the transition. A copy is on file with the meeting minutes. He indicated that he will be supporting the reporting of finances to the Board for the rest of the fiscal year, and to continue until we close the financials for the year. He will continue to work with the financial team members to prepare that we close properly and that we are ready for the auditors when they come to us during the summer. Overall, the plan is to get them prepared for next year.

Dr. Crowley moved to approve the contract with Ketan Gandhi (CFO Gandhi, LLC) for Consulting Services as noted above. Mr. Castner seconded the motion.

Roll call vote: Ms. Brown, Dr. Carrick, 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)

No one spoke.

8. **Other Business**

Discussion / Reports / Announcements:

8.1 Trustee Activity Update

Mrs. Fox noted that New Jersey is working on the training for boards, which only impacts new members. Generally, concerns on the national, regional, and state levels are basically the same that we have seen during the last three years. Once there is something that is really making a difference, she will update the board again about this initiative.

8.2 Alumni Trustee Report – None this month.

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

8.4 Chair's Comments

Dr. Morgus noted that we have a .6% increase in enrollment for the spring semester. It has been over a decade since a fall/spring semester has had an increase. This is extremely significant when considering all of the challenges that the College is facing with the declining population in Sussex County and Covid19. The College and community are resilient. Our students are deciding to invest in their education. We are finding new and effective ways to communicate with our students and community about what's available at SCCC. Our academic, athletic, and technical programs make our educational experience relevant to the future. It is a joy to see that all of the work put in by so many will result in securing the future of our College.

8.5 The Board of School Estimate Meeting will take place Wednesday, February 23, 2022 at 4:00 p.m., via Zoom.

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

9. **Executive Session** – Personnel Matters (President's Yearly Review).

Now be it resolved that the Board of Trustees will now go into an Executive Session to discuss matters pertaining to personnel matters-specifically the College President's yearly review. 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 60 minutes and there may or may not be action taken after the Executive Session.

At 5:35 p.m., Mrs. Smith moved that the Board of Trustees enter into an Executive Session. Dr. Crowley seconded the motion. Motion carried unanimously.

At 6:25 p.m., the Board of Trustees adjourned from the Executive Session, upon a motion made by Mrs. Fox and seconded by Mrs. Smith. Motion carried unanimously.

10. **Adjournment**

At 6:28 p.m. Mrs. Smith moved to adjourn from the Regular meeting of the Board of Trustees. Dr. Carrick seconded the motion. Motion carried unanimously.

Approved:



Kurt Gewecke, Secretary-Board of Trustees