



**Board of Trustees Regular Meeting  
Tuesday, March 22, 2022  
Performing Arts Center Auditorium and 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, location, virtual meeting link, and phone conference number transmitted via fax, email, and posted to the Sussex County Community College Website, and on the main entry doors to the Administration Building, on Thursday, March 17, 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 (via Zoom), Dr. Carrick, Mr. Castner, Dr. Digby, Mrs. Fox (via Zoom), Mr. Hofmann, Mr. Santillo, Mrs. Smith, Dr. Connolly-President and Ex-Officio Member, Ms. Mendoza Cobos-Alumna Member (via Zoom), and Mrs. Fullem-Recording Secretary.

Also present were: Mr. Gandhi, Dr. Okay-Senior Vice President of Academic and Student Affairs, Dr. Homer-Vice President of Student Success and Institutional Effectiveness, Mrs. Fitzgerald-Associate Vice President of Academic Affairs and Dean of Arts and Humanities, Mr. Gaddy-Chief Operating and Human Resources Officer, 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. Kienz-College Counsel (via Zoom).

- 1.4 Dr. Morgus welcomed the guests and noted:

All members of the public that provide public comment shall first identify themselves. Members of the public may make public comments in-person, or through audio or 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 participating virtually 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, February 22, 2022 Regular Board Meeting. (Resolution No. GI03222022-1)
  - 1.6.2 Minutes from the Tuesday, February 22, 2022 Executive Session (Resolution No. GI03222022-2)
  - 1.6.3 Acknowledgment of Receipt of Committee Meeting Minutes. (Resolution No. GI30222022-3 )
    - Personnel and Curriculum Committee – March 15, 2022.
    - Audit and Policy Committee - March 15, 2022.
    - Finance and Facilities Committee – March 15, 2022.

Mrs. Smith moved to approve/accept minutes as noted above. Dr. Crowley 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:

Mr. Castner motioned to remove item 2.5.1 from the consent agenda. Dr. Crowley seconded the motion. Motion carried unanimously.

Mr. Gewecke moved to approve the amended Consent Agenda. Dr. Crowley 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 February 22, 2022 – March 9, 2022 Personnel Actions. (Resolution No. P03222022-1)
- 2.2 Approval of Curriculum Items – None for This Month.
- 2.3 Approval of Policy Items – None for Consent Agenda This Month.
- 2.4 Approval of Finance Items
  - 2.4.1 Final Audit Years Ended June 30, 2021, and 2020. (Resolution No. AP03222022-1)
  - 2.4.2 Auditing Services -- Wiss & Company LLP in the Amount of \$71,000. Financial and enrollment auditing services for the fiscal year ending June 2022. (Resolution No. BFF03222022-1)
  - 2.4.3 Adobe License Renewal with SHI Totaling \$19,707.30. Renewal of Adobe Creative Cloud license for Graphic Design, Art, Communications, and Computer Science classes – total 81 licenses. OPEX Funded. (Resolution No. BFF03222022-2)
  - 2.4.4 Online Inclusive Access with A Book Company dba ECampus, Additional \$150,000 to cover winter and spring classes (total \$300,000 FY22). Pass through charge from fees included with student tuition. (Resolution No. BFF03222022-3)

2.4.5 Economic Impact Study - EMSI – Economic Modeling LLC for \$22,500. \$15,500 College Operating Expense, \$7,000 to be reimbursed by the County. (Resolution No. BFF03222022-4)

2.4.6 Microsoft License Renewal with Dell, One year (4/1/22-3/31/23), at \$29,643.84. OPEX Funded. (Resolution No. BFF03222022-5)

2.5 Approval of Facilities Items

2.5.1 MTEC Roof Replacement - Weatherproofing Technologies Inc. (Tremco) for \$114,271.84. Chapter 12 Funded. (Resolution No. BFF03222022-6)- Removed from Consent Agenda.

2.5.2 KFT Fire Trainer LLC for Preventative maintenance agreement for Kidde fire training system at the Public Safety Training Academy, for \$22,758. PSTA Operating Expense. (Resolution No. BFF03222022-7)

Item 2.5.1 was discussed at this point.

Mr. Castner questioned the \$10k for labor in the contractor's bid. He said he does not believe that this is a responsible or attainable number based on the use of prevailing wage. He asked if any other bids were submitted with the labor rate being more appropriate.

Mr. Gandhi explained that Weatherproofing Technologies Inc. (Tremco) is on the state contract, we have used them in the past, and we have been satisfied with their work and fees.

Mr. Castner said he would like to see additional bids. A discussion ensued about the responsibility to pay the prevailing rate, that it falls on the contractor, and there is no way for the Board of Trustees to monitor what a contractor pays. Additionally, going with a contractor from the state contract removes the need to get multiple bids.

Mr. Gewecke moved to approve MTEC Roof Replacement as noted above. Mrs. Smith seconded the motion.

Roll call vote: Ms. Brown, Dr. Carrick, Dr. Crowley, Dr. Digby, Mrs. Fox, Mr. Gewecke, Mr. Hofmann, Mr. Santillo, Mrs. Smith, and Dr. Morgus voted yes. Mr. Castner voted no. Motion carried.

**3. Finance – ACTION/RC**

3.1 Recommendation: Acknowledge Receipt and Review of Financial Statements – February 28, 2022 Eight Months YTD FYE June 30, 2022. (Resolution No. GI03222022-4)

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 Month of OPEX Covered by Liquid Assets & Current Ratio, Headcount, CAPEX Projects, and Investments with Morgan Stanley.

Ms. Brown moved to acknowledge receipt and review of financial statements, as noted above. Dr. Crowley 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.

3.2 Review/Discussion/Action - Cares Act Employee Retention Credit (ERC).

3.2.1 Recommendation – Approval of Agreement with Wiss & Co., to assess and calculate the ERC Credit for 2020 and 2021, with a fixed fee not to exceed \$150,000. (Resolution No. BFF03222022-8)

Dr. Crowley moved to approve the agreement with Wiss & Co. as noted above. Mr. Santillo 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. **Policy**

4.1 First Reading of Bylaws Amendment (Resolution No. AP03222022-2)

Dr. Morgus read the bylaws amendment aloud:

WHEREAS, Article III, Section 3.2(e) of the Bylaws of Sussex County Community College (“the College”) gives the Board of Trustees of the College the right to appoint the College President; and

WHEREAS, N.J.S.A. 18A:64A-3 gives the Board of Trustees the right to enter into a contract with the President, setting forth his terms and conditions of employment; and

WHEREAS, Article III, Section 3.2(f) of the Bylaws gives the Board of Trustees of the College the right to appoint the teaching staff of the College; and

WHEREAS, Article III, Section 3.2(p) and (q) of the Bylaws give the Board of Trustees the authority to make such rules and exercise such powers as are necessary and proper for the administration of the College; and

WHEREAS, the Board of Trustees deems it to be in the best interest of the College, when so determined by the Board of Trustees on a case-by-case basis, to permit the College President to hold a concurrent faculty appointment, without requiring the recommendation of the President; and

WHEREAS, Article I, Section 1.3 of the Bylaws permits the Board of Trustees to amend the Bylaws by approval of an amendment at two meetings, with the second occurring not sooner than fourteen (14) days after the first; and

WHEREAS, the Board of Trustees wishes to amend Article III, Section 3.2 to allow the Trustees to appoint the President to a concurrent position on the faculty without requiring the recommendation of the President;

NOW, THEREFORE, BE IT RESOLVED that Article III, Section 3.2 is hereby amended to add to Section 3.2(e) the words “and to appoint the president to a concurrent position on the faculty, on a case-by-case basis, in the sole discretion of the Board of Trustees, upon the recommendation of the Chief Academic Officer. A president so appointed to concurrent faculty rank shall be considered a managerial executive, confidential employee, and supervisor, excluded from the faculty bargaining unit” and

BE IT FURTHER RESOLVED that this amendment shall take effect immediately following its second approval by the Board of Trustees.

Dr. Crowley moved to approve the first reading of the above amendment to the Board of Trustee Bylaws. Mrs. Smith seconded the motion. 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 – None this month.

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.

8.4 Chair's Comments – Dr. Morgus thanked everyone for showing up. He said, "We have made it work for the last two years but this is certainly how a board meeting should be run," noting that this is how the board embraces their full role of community service.

Dr. Connolly thanked Tim O'Connor, Melissa DeJoseph, George Santana, and Wendy Fullem for pulling together to make the in-person and Zoom meeting work without a hitch.

8.5 The next meeting of the Board of Trustees will take place Tuesday, April 26, 2022 at 5:00 p.m. in the Performing Arts Center Auditorium.

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

10. **Adjournment**

At 6:00 p.m. Mrs. Smith moved to adjourn from the meeting. Dr. Crowley seconded the motion. Motion carried unanimously.

Approved:



Kurt Kewecke, Secretary – Board of Trustees