



**Board of Trustees Regular Meeting
Tuesday, June 28, 2022
Performing Arts Center**

MINUTES

1. General Institutional Functions

- 1.1 Dr. Crowley, Acting Chair, called the meeting to order at 5:00 p.m.
- 1.2 Dr. Crowley read the Public Statement: Adequate notice of this meeting specifying the time and location 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, June 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. Crowley-Vice Chair (Acting Chair), Ms. Brown-Treasurer, Mr. Gewecke-Secretary, Dr. Carrick (arrived at 5:05 p.m.), Dr. Digby, Mrs. Fox, Mr. Hofmann, Mr. Santillo, Mrs. Smith, Dr. Connolly-President and Ex-Officio Member, and Mrs. Fullem-Recording Secretary.

Also present: 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, Mr. Kuntz-Dean of Student Affairs and Director of Athletics, Mr. Fruge-Dean of Technical Occupations, Mr. Kula-Executive Director of the College Foundation, Mrs. Unrath-Chief Budget Officer, Mrs. Meseha-Institutional Comptroller, and Mr. Kienz-College Counsel.

- 1.4 Dr. Crowley welcomed the guests and read:
All members of the public that provide public comment shall first identify themselves. 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 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.
- 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

Ms. Brown moved to approve/accept all minutes as listed below. Mr. Gewecke seconded the motion. Motion carried unanimously.

- 1.6.1 Minutes from the Tuesday, May 24, 2022, Regular Board Meeting. (Resolution No. GI06282022)
- 1.6.2 Minutes from the Executive Session Tuesday, May 24, 2022. (Resolution No. GI06282022-2)
- 1.6.3 Minutes from the June 14, 2022 Board Retreat. (Resolution No. GI06282022-3)
- 1.6.4 Minutes from the June 21, 2022, Special Board Meeting. (Resolution No. GI06282022-7)
- 1.6.5 Acknowledgment of Receipt of Committee Meeting Minutes. (Resolution No. GI06282022-4)
 - Finance and Facilities Committee – Tuesday, June 21, 2022.
 - Personnel and Curriculum Committee – Tuesday, June 21, 2022.
 - Audit and Policy Committee – Tuesday, June 21, 2022.
 - Special Policy Committee – Monday, June 6, 2022.
- 1.6.6 Recommendation: Approval of 2022-2026 Strategic Plan Framework. (Resolution No. GI06282022-6)

Mrs. Smith moved to approve the 2022-2026 Strategic Plan Framework.
Mr. Santillo seconded the motion.

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

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. Mr. Santillo seconded the motion.

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

- 2.1 Approval of Personnel Items
 - 2.1.1 May 12, 2022-June 15, 2022 Personnel Actions. (Resolution No. P06282022-1)
 - 2.1.2 Professional Support Staff Annual Reappointments and Salaries, July 1, 2022-June 30, 2023. (Resolution No. P06282022-2)
 - 2.1.3 Professional Staff Annual Reappointments and Salaries, July 1, 2022-June 30, 2023. (Resolution No. P06282022-3)
 - 2.1.4 Faculty Annual Reappointments and Salaries, July 1, 2022-June 30, 2023. (Resolution No. P06282022-4)
 - 2.1.5 Non-Union Annual Reappointments and Salaries, July 1, 2022-June 30, 2023. (Resolution No. P06282022-5)

- 2.2 Approval of Curriculum Items
 - 2.2.1 Change in nomenclature from A.A.S. Technical Studies: Electric Linesmen to A.A.S. Technical Studies: Electric Lineworker. (Resolution No. CI06282022-1)
- 2.3 Approval of Policy Items
 - 2.3.1 The Following Policies are Being Presented for 3-Year Review:
 - a. 200.48 Obtainment of Degree by Full-Time Non-Represented Employee Policy. (Resolution No. AP06282022-1)
 - b. 200.47 Reimbursement for Expenses Incurred in Performance of Official Responsibilities Policy. (Resolution No. AP06282022-2)
- 2.4 Approval of Finance Items
 - 2.4.1 Board Designated Funds FY22. (Resolution No. BFF06282022-1)
 - 2.4.2 SAN Replacement - Replacement of the current, outdated Storage Area Network (SAN) system. IBM has announced a Dec. 31, 2022 end-of-life for the current SAN system which is now 10 years old. The SAN is where all the data for the College's IT operations are stored. SHI for \$48,526.48. \$27,939 HEFT grant, \$14,517 Chapter 12, Balance to Operating Budget. (Resolution No. BFF06282022-2)
 - 2.4.3 Athletic Training Services – Athletic training and physical therapy services for the 22/23 school year. IVYREHAB Network for \$20,000. OPEX. (Resolution No. BFF06282022-3)
 - 2.4.4 PSTA JCP&L Blanket PO Increase - Increase FY22 JCP&L blanket purchase order for electricity at the Public Safety Training Academy. Original BPO = \$15,000. Increase to \$27,000. The increase is due to FY21 charges applied to the current fiscal year and supplier charges that were formally billed through Constellation Energy are now being billed through JCP&L. \$27,000. PSTA Operating Budget. (Resolution No. BFF06282022-4)
- 2.5 Approval of Facilities Items
 - 2.5.1 Radio Repeater System Upgrade. Radio system secondary repeater to provide a separate security channel. The radio hardware upgrades will include a repeater, licensing, portable radios, base radios, microphones/speakers, and a charging unit. Atlantic Communications for \$21,988.80. Chapter 12. (Resolution No. BFF06282022-6)
 - 2.5.2 Trane HVAC Controls. Replacement/upgrade of Trane HVAC system control system for Building E. The current system is outdated and can no longer be repaired. Trane for \$19,892. Chapter 12. (Resolution No. BFF06282022-7)
 - 2.5.3 Theater Lighting Upgrades. Generations Services for \$149,481.33. Chapter 12. (Resolution No. BFF06282022-7)

3. Finance – ACTION/RC

- ACTION/RC** 3.1 Recommendation: Acknowledge Receipt and Review of Financial Statements – May 31, 2022, Eleven Months YTD FYE June 30, 2022. (Resolution No. GI06282022-5)

Mrs. Unrath and Mrs. Meseha presented the financial statements including: May YTD FY22 Credit Hours, Income Statement, Major revenue variances to budget and LY, Revenue (student/support), Expenses, Major expenses variances to budget and LY, Operating Statement, Balance Sheet-Assets, Major Asset Variances to LY, Balance Sheet-Liabilities, Major Liabilities Variances to LY, Three Year Comparison, Current assets, # of Month of OPEX covered by Liquid Assets & Current Ratio, Staffing headcount, and CAPEX projects.

Ms. Brown moved to acknowledge receipt and review of financial statements, 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, and Mrs. Smith voted yes. Motion carried unanimously.

- 3.2 Blanket Purchase Orders Exceeding \$17,500 for FY22/23. (Resolution No. BFF06282022-5)

Mr. Gewecke moved to approve blanket purchase orders exceeding \$17,500 for FY 22/23. Mrs. Smith seconded the motion.

Roll call vote: Ms. Brown, Dr. Carrick, Dr. Crowley, Dr. Digby, Mrs. Fox, Mr. Gewecke, Mr. Hofmann, Mr. Santillo, and Mrs. Smith 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 – None this month.
- 7.2 Alumni Trustee Report – None this month.
- 7.3 The President’s Report is on file in the Office of the President.
- 7.4 Chair’s Comments
- Dr. Crowley thanked Thorlabs for hosting the Trustee Retreat.
 - He thanked Ms. Mendoza Cobos for her excellent job as the Alumna Trustee.

- He asked that people take notice of the Foundation's banner in the building's lobby. The banner thanks donors for their contributions to SCCC's Foundation.

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

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

11. **Adjournment**

At 5:37 p.m., Mrs. Smith moved to adjourn the meeting. Dr. Carrick seconded the motion. Motion carried unanimously.

Approved:

A handwritten signature in cursive script, appearing to read "K. Gewecke".

Kurt Gewecke-Secretary, Board of Trustees