



**Board of Trustees Regular Meeting
Tuesday, July 26, 2022
Performing Arts Center Atrium**

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 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, July 22, 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 (via Zoom), Ms. Brown-Treasurer, Mr. Gewecke-Secretary (arrived at 5:10 p.m.), Mr. Castner (Via Zoom), Dr. Digby, Mrs. Fox, Mr. Hofmann, Mr. Santillo, Mrs. Smith, Dr. Connolly-President and Ex-Officio Member, and Mrs. Fullem-Chief of Staff, EA to the BOT, and Recording Secretary.

Also present: Dr. Okay-Sr. 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 & 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. Morgus welcomed the guests and stated:
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 as 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

- 1.6.1 Minutes from the Tuesday, June 28, 2022, Regular Board Meeting. (Resolution No. GI07262022-1)
- 1.6.2 Acknowledgment of Receipt of Committee Meeting Minutes. (Resolution No. GI07262022-2)
 - Special Policy Committee – July 11, 2022.
 - Personnel and Curriculum Committee – July 19, 2022.
 - Audit and Policy Committee – July 19, 2022.
 - Finance and Facilities Committee – July 19, 2022.

Mrs. Smith moved to approve/accept all minutes noted above. Mrs. Fox seconded the motion. 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, Mr. Castner, Dr. Crowley, Dr. Digby, Mrs. Fox, Mr. Hofmann, Mr. Santillo, Mrs. Smith, and Dr. Morgus voted yes. Motion carried unanimously.

- 2.1 Approval of Personnel Items
 - 2.1.1 June 16, 2022 - July 11, 2022 Personnel Actions. (Resolution No. P07262022-1)
 - 2.1.2 Coach Salaries 2022-2023. (Resolution No. P07262022-2)
 - 2.1.3 2023-2024 Administrative Calendar. (Resolution No. P07262022-3)
- 2.2 Approval of Curriculum Items – None this month.
- 2.3 Approval of Policy Items – None on Consent Agenda this month.
- 2.4 Approval of Finance Items
 - 2.4.1 Ratify Payment - JCP&L Blanket PO Increase – Main Campus and MTEC. Increase FY22 JCP&L blanket purchase order by \$70,000 for the main campus and MTEC campus to cover electric utility costs through the end of the current fiscal year. Current BPO=\$160,000. Approximate \$166,500 paid to date, pending invoices approximately \$32,000 for May plus June invoices yet to come. Amount: \$230,000 Through fiscal year 21/22 (ending 6/30/22). (Resolution No. BFF07262022-1)
 - 2.4.2 Accept and receive \$95,000 from the New Jersey Community College Workforce Consortium Grant for Workforce and Economic Development (Consortium). This is for the College's participation in the work phase of the New Jersey Pathways to Career Opportunities initiative and the Center of Workforce Innovation for Manufacturing Production and Engineering. (Resolution No. BFF07262022-2)

- 2.4.3 Higher Education Equipment Leasing Fund (ELF) Application – Resolution approving and authorizing the college to submit a grant application, which if successful commits the college to undertake and implement a project consisting of technology upgrades and equipment, and authorizing the financing of all or a portion of the project through the Higher Education Equipment Leasing Fund Program made available by the State of New Jersey for New Jersey Institutions of Higher Education and other available funding sources. Project paid and/or financed through all sources in an amount not to exceed \$1,113,200. (Resolution No. BFF07262022-3)
- 2.4.4 Higher Education Facilities Trust Fund (HEFT) Application: Resolution approving and authorizing the College to submit a grant application, which if successful commits the College to undertake and implement a project consisting of the construction of four (4) Health Science laboratory classrooms on the main campus, and authorizing the financing of the project through the Higher Education Facilities Trust Fund Act made available by the State of New Jersey for New Jersey Institutions of Higher Education. The aggregate costs of the project paid and/or financed through all sources in an amount not to exceed \$3,000,000. (Resolution No. BFF07262022-4)
- 2.4.5 Campus Works Agreement – 12 months July 18, 2022-July 17, 2023 at \$29,185 per month. (Resolution No. BFF07262022-5)
- 2.4.6 Payment of \$18,825.36 to DECO Supply Company in Louisville KY for Electric Lineworker program items. Due to supply chain issues and price adjustments, the invoice totaled \$18,825.36. The additional \$1,943.91 put the purchase over the board threshold of \$17,500. (Resolution No. BFF07262022-6)
- 2.5 Approval of Facilities Items
 - 2.5.1 On-call carpentry services – ADP Group, Inc., Paterson, NJ. On-call services for various repairs and renovation projects as needed. Contract year one 48% mark up over prevailing wage rates, 9% mark up over cost of materials. Contract year two 51% mark up over prevailing wage rates, 12% mark up over cost of materials Term: 2 years. (Resolution No. BFF07262022-7)

3. Policy

ACTION/RC 3.1 First Reading of Bylaws Amendment:

Section 5.12-Code of Ethics now reads:

Individuals who accept a trusteeship shall have no other interest than: 1) a commitment to the mission of the institution; 2) the welfare of students/citizens who enroll at the College or otherwise use its services and/or its facilities; 3) the overall welfare of the College as a public institution of higher education, including its reputation; and 4) the outcomes and success of the institution and its enrollees. In carrying out the duties and responsibilities of trusteeship, each member shall, at all times and in all actions, be guided by the New Jersey Local Government Ethics Law, N.J.S.A. 40A:9-22.1 et seq. It shall be considered unethical for trustees to use their Board of Trustees position for pecuniary gain, for personal power, for the purpose of influencing contracts, and/or agreements

with external vendors, to secure employment for family, friends, acquaintances, etc. or for some political advantage. In the event a charge of unethical conduct is lodged against one or more members of the Board of Trustees, the Board of Trustees shall follow the procedures as stated in the appropriate Code of Ethics for the Board of Trustees policy:

101.2 Code of Ethics–Financial Conflicts of Interest for the Board of Trustees

101.3 Code of Ethics–Non-financial Conflicts of Interest for the Board of Trustees

101.4 Code of Ethics–Code of Conduct for the Board of Trustees

All Trustees are required to acknowledge the Code of Ethics Policies for the Board of Trustees (101.2 Financial Conflicts of Interest for the Board of Trustees, 101.3 Non-Financial Conflicts of Interest for the Board of Trustees, and 101.4 Code of Conduct for the Board of Trustees), via signature a review of the policies at the annual Reorganization Meeting. (Resolution No. AP07262022-1)

Mrs. Smith moved to approve the first reading of the bylaws amendment. Ms. Brown 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. **Finance – ACTION/RC**

- 4.1 Recommendation: Acknowledge Receipt and Review of Financial Statements – June 30, 2022, Twelve Months YTD FYE June 30, 2022. (Resolution No. GI07262022-3)

Dr. Homer, Mrs. Unrath, and Mrs. Meseha presented the financial statements, including June YTD FY22 Credit Hours, Income Statement, Major Revenue Variances to budget and LY, Revenue (Student/Support), Expenses, Major Expense 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 and Current Ratio, Staffing Headcount, and CAPEX Projects.

Ms. Brown moved to acknowledge receipt and review of financial statements as indicated above. Mrs. Smith 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.

5. **Reports**

None this month.

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 – None this month.
- 8.5 The next meeting of the Board of Trustees will take place Tuesday, September 27, 2022 at 5:00 p.m. in the Performing Arts Center.

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

10. **Adjournment**

At 5:40 p.m., Ms. Brown moved to adjourn the meeting. Mrs. Fox seconded the motion. Motion carried unanimously.

Approved:



Kurt Gewecke, Secretary – Board of Trustees