



**Board of Trustees Regular Meeting  
Tuesday, November 22, 2022  
Performing Arts Center Atrium**

**MINUTES**

**1. General Institutional Functions**

- 1.1 Dr. Morgus called the meeting to order at 5:00 p.m. and read the Public Statement:
  - 1.2 Adequate notice of this meeting specifying the time and location was transmitted via fax, posted to the Sussex County Community College Website, and on the main entry doors to the Administration Building, on Thursday, November 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, Ms. Brown-Treasurer (via Zoom), Dr. Carrick, Mr. Castner, 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. Gallo-Associate Vice President of Academic Affairs and Dean of Professional Studies, Social Sciences and STEM, Mr. Gaddy-Chief Operating and Human Resources Officer, Mr. Kuntz-Dean of Student Affairs and Director of Athletics, Mr. Fruge-Dean of Technical Occupations, and Mr. Kula-Executive Director, Foundation, Mrs. Unrath-Chief Budget Officer, Mrs. Meseha-Institutional Comptroller, and Mr. Gandhi.
  - 1.4 Dr. Morgus welcomed the guests and noted:  
  
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.
- ACTION**
- 1.6 Approval/Acceptance of Minutes

Mrs. Smith moved to approve/accept minutes as noted below. Mr. Castner seconded the motion. Dr. Carrick abstained from voting for minutes from the

Tuesday, October 25, 2022 ,Regular Board Meeting. Motion carried.

1.6.1 Minutes from the Tuesday, October 25, 2022, Regular Board Meeting. (Resolution No. GI11222022-1)

1.6.2 Acknowledgment of Receipt of Committee Meeting Minutes. (Resolution No. GI11222022-2)

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

### **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. Dr. Carrick seconded the motion.

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

2.1 Approval of Personnel Items

2.1.1 October 9, 2022 – November 10, 2022 Personnel Actions. (Resolution No. P11222022-1)

2.2 Approval of Curriculum Items – None this Month

2.3 Approval of Policy Items – None this month for consent agenda

2.4 Approval of Finance Items

2.4.1 Securing Our Children’s Future Board Resolution. Resolutions have already been adopted by our Board of Trustees and the County Commissioners, however, the New Jersey Educational Facilities Authority/OSHE has asked for additional information in our Board Resolution (i.e.- last month asked for authorized signatories, and this month asked that we insert the reimbursement date of June 29, 2022 for Project costs). (Resolution No. BFF11222022-1)

2.4.2 Sign Language Interpretation Services for Spring Term. Sign Language Interpretation Services as required by ADA laws. Spring Term is estimated at \$35,000 to \$50,000 contingent on the number of students and their course load. One Bid was received from current supplier - Sign Language Resources. \$85/hr. year 1, \$90/hr. year 2 – base price; \$90/hr. year 1, \$100/hr. year 2 – 5pm – 8pm, weekends and holidays. (additional fees attached per quote) (OPEX). (Resolution No. BFF11222022-2)

2.5 Approval of Facilities Items

2.5.1 MTEC Roadway Repairs -- Murray Paving and Concrete LLC in the Amount of \$48,881.59 (Chapter 12). This was approved by the committee last month to move forward to the Board of Trustees but was left off the Board meeting agenda by accident. (Resolution No. BFF11222022-3)

2.5.2 Theater Audio and Projection Upgrade – Generations Services in the amount of \$74,973.39 (\$60,000 Chapter 12, \$14,973.39 OPEX). (Resolution No. BFFF11222022-4)

**3. Policy**

**ACTION/RC 3.1** Second Reading (and adoption) of Amended Board of Trustees Bylaws. Packet includes red-lined bylaws, and a final copy with changes incorporated into the document. (Resolution No. AP11222022-1)

Mrs. Smith moved to approve the second reading and adoption of the amended Board of Trustees Bylaws. Dr. Crowley seconded the motion.

Mrs. Fox explained the changes and edits to the Board of Trustees Bylaws.

Dr. Carrick thanked Mrs. Fox and the Special Policy Committee on behalf of the Board for work on updating the Bylaws.

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

**4. Finance – ACTION/RC**

**ACTION/RC 4.1** Recommendation: Acknowledge Receipt and Review of Financial Statements – October 31, 2022, Four Months YTD FYE June 30, 2023. (Resolution No. G11222022-3)

Dr. Homer and Mr. Gandhi presented the financials including October YTD FY23 Credit Hours, Income Statement, Income Variances 4 months FY23, Revenue (Student/Support), Expenses, Expense Variances 3 months FY23 Summary, Operating Statement, Balance Sheet-Assets, Assets Variances 4 Months FY23 Balance Sheet-Liabilities, Liabilities Variances 4 Months FY23, 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 noted above. Mrs. Fox seconded the motion.

Roll call vote: Ms. Brown, Dr. Carrick, Mr. Castner, Dr. Crowley, Dr. Digby, Mrs. Fox, Mr. Hofmann, Mr. Santillo, Mrs. Smith, and Dr. Morgus voted yes. The 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 provided a brief update about the NJCCC Trustee Orientation Program will be presented through the ACCT. It is still a work in progress.
- 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 the Trustees, Dr. Connolly, and the College administration for interactions that are open and honest.

Dr. Carrick noted that the current location for Board Meetings, the PAC Atrium, is an excellent location for in-person Board Meetings. It is well-lit, open, and close to the guests. She also said that the President’s Report was very uplifting.

- 8.5 The next meeting of the Board of Trustees will take place Tuesday, January 24, 2023, at 5:00 p.m. in the Performing Arts Center Atrium.

**9. Executive Session – Personnel Matters – The College President’s Evaluation.**

At 5:35 p.m., Mrs. Smith motioned to move into Executive Session. Dr. Crowley seconded The motion. The motion carried unanimously. Dr. Crowley read the following:

“Be it resolved that the Board of Trustees will now go into an Executive Session to discuss personnel matters – specifically the president’s evaluation. 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 it is/is not expected that action shall be taken.”

At 6:30 p.m. Mr. Castner motioned to adjourn from Executive Session. Mrs. Smith seconded The motion. The motion carried unanimously.

**10. Adjournment**

At 6:35 p.m. Dr. Morgus motioned to adjourn the Regular Meeting. Mr. Castner seconded the motion. Motion carried unanimously.

Approved:



Paul B. Crowley, Vice Chair-Board of Trustees