



**Board of Trustees Regular Meeting  
Tuesday, February 28, 2023  
Performing Arts Center Atrium and Zoom Virtual Meeting**

**MINUTES**

**1. General Institutional Functions**

- 1.1 Dr. Morgus called the meeting to order at 5:03 p.m. and read the Public Statement:
- 1.2 Public Statement: 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, February 23, 2023, 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 (via Zoom), Mr. Gewecke-Secretary, Dr. Carrick (via Zoom), Mr. Castner, Dr. Digby (via Zoom), Mr. Hofmann (via Zoom), Mrs. Smith, Dr. Connolly-Ex-Officio Member, and Mrs. Fullem-Recording Secretary. Many Trustees participated via Zoom due to inclement winter weather.

Also present: Dr. Okay-Senior Vice President of Academic and Student Affairs, Dr. Homer-Vice President of Student Success and Institutional Effectiveness, Dr. 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. Cosentino (via Zoom) Dean of Arts and Humanities, Mr. Fruge-Dean of Technical Occupations, Mrs. Meseha-Institutional Comptroller, Mr. Gandhi-Financial Consultant, and Mr. Gagliardi-College Counsel.

- 1.4 Welcome to Guests

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).
  - 1.5.1 (Introduction of the Proposed Fee Changes as per attachment)

Dr. Morgus provided clarification that there is a proposed tuition increase, with no change to fees.

No one spoke about agenda items or the proposed tuition changes.

1.6 Approval/Acceptance of Minutes

1.6.1 Minutes from the Tuesday, January 24, 2023 Regular Board of Trustees Meeting. (Resolution No. GI02282023-1)

1.6.2 Acknowledgment of Receipt of Committee Meeting Minutes. (Resolution No. GI02282023-2)

- Personnel and Curriculum Committee – February 21, 2023.
- Audit and Policy Committee – February 21, 2023.
- Finance and Facilities Committee – February 21, 2023.

All meeting minutes were approved/accepted unanimously upon a motion made by Mrs. Smith and seconded by Mr. Gewecke.

**Consent Agenda –**

The President recommends items 2.1 - 2.5 for Board approval, as brought forth after discussion and review by Board Committees:

Mr. Castner moved to approve the Consent Agenda. Mrs. Smith seconded the motion.

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

2.1 Approval of Personnel Items

2.1.1 January 11, 2023 - February 17, 2023 Personnel Actions. (Resolution No. P02282023-1)

2.2 Approval of Curriculum Items – None this month.

2.3 Approval of Policy Items

2.3.1 200.50 Probationary Period – The policy was approved last month, but the policy number was a duplicate of a different policy. (Resolution No. AP02282023-1)

2.3.2 The following policies are being presented for a 3-year review.

- a. 301.50 Academic Distinction at Graduation. (Resolution No. AP02282023-2)
- b. 301.56 Course Changes After Drop/Add Period. (Resolution No. AP02282023-3)
- c. 301.57 Waiver and Substitution. (Resolution No. AP02282023-4)

2.4 Approval of Finance Items

2.4.1 Recommendation: Approval of Certification of the Amount of Local Appropriation Necessary for the Operating Expenses and Capital Outlay Expense of the College for FY24, and for the President to Prepare the Final Bound FY24 Budget Document for Public Advertisement and for Submission to the Sussex County Community College Board for School Estimate. (Resolution No. BFF02282023-1)

2.4.2 Recommendation: Authorization to Schedule Board of School Estimate

Meeting and for Board Secretary to Advertise Said Meeting Along with a Summarized Statement of Both the Estimated Revenues and Anticipated Operating and Capital Expenditures. (Resolution No. BFF02282023-2)

2.4.3 Renewal of 106 Adobe Licenses with SHI, in the Amount of \$20,880.34 (OPEX). (Resolution No. BFF02282023-3)

2.4.4 Campuswide Microsoft Software License Renewal with Dell, for \$33,389.10 (OPEX). (Resolution No. BFF02282023-4)

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, 2023 Seven Months YTD FYE June 30, 2023 including: January YTD FY23 credit hours, Income Statement, Income Variances, Revenue (student/support), Expenditures, Expense Variances, Operating Statement, Balance Sheet-Assets, Assets Variances, Balance Sheet-Liabilities, Liabilities Variances, Three Year Comparison, Current Assets, and Staffing Headcount. (Resolution No. GI02282023-3)

Mr. Gewecke moved to acknowledge receipt and review of the Financial Statements as noted above. Mr. Castner seconded the motion.

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

3.2 Recommendation: Approve the Agreement with Ketan Gandhi and Sussex County Community College in the amount and for services as outlined in the Agreement, effective as of February 22, 2023. (Resolution No. GI02282023-4)

Mr. Castner moved to approve the agreement with Ketan Gandhi and Sussex County Community College as noted above. Mrs. Smith seconded the motion.

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

**4. Reports**

4.1 Correspondence File – None this month.

**5. Presentations – None this month.**

**6. Courtesy of the Floor on General Matters (Public Session-5 Minutes per Speaker)**

**7. Other Business**

**Discussion / Reports / Announcements:**

7.1 Trustee Activity Update – None this month.

7.2 President's Report – Dr. Connolly spoke about John Kuntz, who is retiring. He noted his quiet, effective, and respectful leadership style. A copy of the President's Report is on file in the Office of the President.

- 7.3 Chair's Comments – Dr. Morgus noted Mr. Kuntz's outstanding positive contributions to SCCC athletics and growth.
- 7.4 The next meeting of the Board of Trustees will take place Tuesday, March 28, 2023, at 5:00 p.m. in the Performing Arts Center Atrium.

**8. Executive Session – Personnel Items – The President's Review/Process.**

At 5:35 p.m. Dr. Morgus read the Executive Session Announcement: 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 and review process. 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 no action will be taken after the Executive Session.

Mrs. Smith moved to enter into the Executive Session. Mr. Castner seconded the motion. The motion carried unanimously.

The Executive Session ended at 5:59 p.m. upon unanimous consent, with a motion made by Mrs. Smith and seconded by Mr. Castner.

**9. Adjournment**

At 6:00 p.m., Mrs. Smith moved to adjourn from the Board Meeting. Mr. Castner seconded the motion. The motion carried unanimously.

Approved:



Kurt Gewecke, Secretary – Board of Trustees