



**Board of Trustees Regular Meeting
Tuesday, May 23, 2023
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 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 May 18, 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, Ms. Brown-Treasurer, Mr. Gewecke-Secretary, Dr. Carrick, Mr. Castner, Mr. Hofmann, Mr. Santillo, Dr. Connolly-President and Ex-Officio Member, and Mrs. Fullem-Chief of Staff and Recording Secretary.

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. Cosentino-Dean of Arts and Humanities, Mr. Fruge-Dean of Technical Occupations, Mr. Kula-Executive Director of the College Foundation, Mrs. Meseha-Institutional Comptroller, and Mrs. Unrath-Chief Budget Officer.

1.4 Dr. Morgus welcomed the guests, and noted the following:

All members of the public who 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

Mr. Castner moved to approve/accept minutes as noted below. Mr. Santillo seconded the motion. The motion carried unanimously.

1.6.1 Minutes from the April 17, 2023 Regular Board of Trustees Meeting.
(Resolution No. GI05232023-1)

- 1.6.2 Minutes from the April 17, 2023 Executive Session. (Resolution No. GI05232023-2)
- 1.6.3 Minutes from the April 25, 2023 Regular Board of Trustees Meeting. (Resolution No. GI04252023-3)
- 1.6.4 Acknowledgment of Receipt of Committee Meeting Minutes. (Resolution No. GI05232023-4)
 - Personnel and Curriculum Committee – May 16, 2023.
 - Audit and Policy Committee – May 16, 2023.
 - Finance and Facilities Committee – May 16, 2023.

Consent Agenda

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

Mr. Gewecke moved to approve all items on the Consent Agenda. Mr. Santillo seconded the motion.

Roll call vote: Ms. Brown, Dr. Carrick, Mr. Castner, Dr. Crowley, Mr. Gewecke, Mr. Hofmann, Mr. Santillo, and Dr. Morgus voted yes. The motion carried unanimously/

- 2.1 Approval of Personnel Items
 - 2.1.1 April 13, 2023 – May 10, 2023 Personnel Actions. (Resolution No. P05232023-1)
 - 2.1.2 Approval to Grant One Sabbatical Leave for the '24-'25 AY.
Consistent with contract provisions, we are requesting Board approval for one sabbatical leave, for a full-time faculty member. This may be taken as either a one-semester leave at full pay, or for one full year at one-half of the unit member's annual salary. (Resolution No. P05232023-2)
- 2.2 Approval of Curriculum Items
 - 2.2.1 New Academic Certificate: Electrical Lineworker.
This 30-credit academic certificate provides individuals with initial skills to build, repair, and maintain power and distribution systems, providing an opportunity to become employed in an entry-level position. Once completed, students have the option to continue their education, and broaden those skills further, by enrolling in our 60-credit A.A.S. Technical Studies: Electrical Lineworker Degree Program. (Resolution No. CI05232023-1)
 - 2.2.2 Change in nomenclature from A.S. in Advanced and Continuous Studies: Business and Global Studies to A.S. in Advanced and Continuous Studies in Humanities and Global Studies.
Rationale: This change best reflects the focus of the degree as preparation for completion of the BA in Humanities and Global Studies at Ramapo College. (Resolution No. CI05232023-2)

- 2.2.3 Change in nomenclature from A.S. in Advanced and Continuous Studies: Social Science with Crime and Justice Studies to A.S. in Advanced and Continuous Studies in Social Science.

Rationale: This change best reflects the focus of the degree as preparation for completion of the BA in Social Science at Ramapo College.
(Resolution No. CI05232023-3)

2.3 Approval of Policy Items

2.3.1 The following policies are being presented for a 3-year review:

- a. 504.1 Return of Title IV Refund Policy. (Resolution No AP05232023-1)
- b. 504.2 Financial Aid Satisfactory Academic Progress. (Resolution No. AP05232023-2)

2.4 Approval of Finance Items

2.4.1 Recommendation: Renewal of Canvas on-line learning management system with vendor Instructure, 3 Years 5/1/23-4/30/26, for \$192,923.18. OPEX. (Resolution No. BFF05232023-1)

2.5 Approval of Facilities Items – None This Month

3. Finance – ACTION/RC

- 3.1 Recommendation: Acknowledge Receipt and Review of Financial Statements – April 30, 2023 Ten Months YTD FYE June 30, 2023, (Resolution No. GI05232023-5)

Drs. Connolly and Homer presented the financial statements including: 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.

Mr. Castner Moved to acknowledge receipt and review of the financial statements as noted above. Mr. Santillo seconded the motion.

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

4. Reports

- 4.1 The Correspondence File was received, reviewed, and filed.

5. **Presentations** – Associate Professor Rich Linden presented about his sabbatical, the writing of his book, “A Primer of College Teaching” (working title), and how the information will be integrated into SCCC instructor training. The critical ideas in each chapter will be recorded and added to the SCCC Instructor Toolkit. A copy of the book outline is on file in the Office of the President.

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 – There was no update this month.
- 7.2 A copy of the President’s Report is on file in the Office of the President.
- 7.3 Chair’s Comments – Dr. Morgus did not have any comments this month.
- 7.4 The next meeting of the Board of Trustees will take place Tuesday, June 27, 2023, location to be determined.

8. **Executive Session** – Pending, ongoing or anticipated litigation or contract negotiation, and personnel matters.

Now be it resolved that the Board of Trustees will now go into an Executive Session to discuss matters pertaining to pending, ongoing or anticipated litigation or contract negotiation, and personnel matters. 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.

At 6:00 p.m. Ms. Brown moved to enter into an Executive Session. Mr. Gewecke seconded the motion. The motion carried unanimously.

At 7:10 p.m. Dr. Carrick moved to adjourn from the Executive Session. Ms. Brown seconded the motion. The motion carried unanimously.

9. **Adjournment**

At 7:11 p.m. Mr. Castner moved to adjourn from the meeting. Mr. Hofmann seconded the motion. The motion carried unanimously.

Approved:



Kurt Gewecke, Secretary – Board of Trustees