



**Board of Trustees Regular Meeting
Tuesday, June 27, 2017 – 5 P.M. – Executive Board Room**

MINUTES

1. General Institutional Functions

1.1 Call to Order – Chair Parker called the meeting to order at 5 P.M.

1.2 Mrs. Geraci read the Public Statement:

Adequate notice of this meeting has been provided at least 48 hours in advance of its commencement by posting in at least one public place reserved for such or similar announcements and by mail, telephone, or hand delivery to all appropriate parties pursuant to the Open Public Meetings Act, N.J.S.A. 10:4.1.

1.3 Roll Call / Pledge of Allegiance.

The following were present: Judge Parker–Chair, Mr. Scanlan–Vice Chair (via conference call), Dr. Andrews, Dr. Crowley Mr. Curcio, Mrs. Fox, Mrs. Geraci, Dr. Lamonte (via conference call), Mr. Spekhardt (via conference call), Dr. Connolly-Ex Officio Member, and Patricia Shatsoff - Alternate for Wendy Fullem, Assistant to the President and Board of Trustees/Recording Secretary.

Also present: Mr. Gandhi- CFO & Vice President of Administrative Services, Dr. Baker-Interim Vice President of Academic Affairs, Dr. Conde-Dean of Liberal Arts & Sciences, Mr. Homer-Director of Institutional Research, Planning & Assessment and Distance Learning, and Kate Gilfillan-Legal Counsel.

1.4 Welcome to Guests – Chair Parker welcomed the guests.

1.5 Approval/Acceptance of Minutes and Board Action Resolutions:

1.5.1 Approval of Minutes from the Tuesday, May 23, 2017 Regular Board Meeting.

Dr. Andrews moved to approve minutes from the Tuesday, May 23, 2017 Regular Board Meeting. Mrs. Fox seconded the motion. Judge Parker and Dr. Crowley abstained. Motion carried.

1.5.2 Acknowledgement of Receipt of Committee Meeting Minutes.

- Audit and Policy Committee – Tuesday, June 20, 2017
- Personnel and Curriculum Committee – Tuesday, June 20, 2017
- Finance and Facilities Committee – Tuesday, June 20, 2017

Mrs. Geraci moved to acknowledge receipt of Committee Meeting Minutes. Mrs. Fox seconded the motion. Motion carried unanimously.

1.5.3 Approval of Board Action Resolutions from the May 23, 2017 Board Meeting.

Mrs. Fox moved to approve the Board Action Resolutions from the May 23, 2017 Board Meeting. Dr. Andrews seconded the motion. Judge Parker and Dr. Crowley abstained. Motion carried.

1.6 Courtesy of the Floor on Agenda Items Only (Public Session-5 Minutes per Speaker)

No one spoke.

1.7 Acknowledgment of Receipt and Review of May 2017 Financial Statements.

Mr. Gandhi presented the Financial Statements, including: May YTD FY17 Credit Hours Dashboard, May YTD FY 17 Dashboard Balance Sheet, May YTD FY17 Department Expenses vs. Budget, and May YTD FY17 Chapter 12 Summary & Analysis.

Mrs. Geraci moved to acknowledge receipt and review of the May 2017 Financial Statements. Dr. Andrews seconded the motion.

Roll call vote: Dr. Andrews, Dr. Crowley, Mr. Curcio, Mrs. Fox, Mrs. Geraci, Dr. Lamonte, Mr. Scanlan, Mr. Spekhardt, and Judge Parker voted yes. Motion carried unanimously.

1.8 Recommendation: Approval of Mr. Ketan Gandhi as Bank Signatory, Effective July 1, 2017.

Mrs. Fox moved to approve Mr. Ketan Gandhi as Bank Signatory, Effective July 1, 2017. Mrs. Geraci seconded the motion.

Roll call: Dr. Andrews, Dr. Crowley, Mr. Curcio, Mrs. Fox, Mrs. Geraci, Dr. Lamonte, Mr. Scanlan, Mr. Spekhardt, and Judge Parker voted yes. Motion carried unanimously.

1.9 Correspondence File was received, reviewed, highlighted during the meeting, and filed.

2. **Audit** – None at this time.

3. **Policy**

3.1 Report of the Audit and Policy Committee Chair.

Mrs. Fox, Chair of the Audit and Policy Committee, stated that the Committee reviewed four policies that are ready to be presented to the Board for approval.

3.2 Recommendation: Approval of Policy No. 300.17 Transfer Credit Policy.

Mrs. Fox moved to approve Policy No. 300.17 Transfer Credit Policy. Dr. Andrews seconded the motion.

Roll call: Dr. Andrews, Dr. Crowley, Mr. Curcio, Mrs. Fox, Mrs. Geraci, Dr. Lamonte, Mr. Scanlan, Mr. Spekhardt, and Judge Parker voted yes. Motion carried unanimously.

- 3.3 Recommendation: Approval of Policy No. 300.21 Faculty Policy on Outside Employment.

Mrs. Fox moved to approve Policy No. 300.21 Faculty Policy on Outside Employment. Dr. Andrews seconded the motion.

Roll call: Dr. Andrews, Dr. Crowley, Mr. Curcio, Mrs. Fox, Mrs. Geraci, Dr. Lamonte, Mr. Scanlan, Mr. Spekhardt, and Judge Parker voted yes. Motion carried unanimously.

- 3.4 Recommendation: Approval of Policy No. 300.8 Auditing a Class.

Mr. Curcio moved to approve Policy No. 300.8 Auditing a Class. Mrs. Fox seconded the motion.

Roll call: Dr. Andrews, Dr. Crowley, Mr. Curcio, Mrs. Fox, Mrs. Geraci, Dr. Lamonte, Mr. Scanlan, Mr. Spekhardt, and Judge Parker voted yes. Motion carried unanimously.

- 3.5 Recommendation: Approval of Rescinding Policy No. 3.21.9 Promotion of Academic Division Coordinator.

Mrs. Fox moved to approve Policy No. 3.21.9 Promotion of Academic Division Coordinator. Mrs. Geraci seconded the motion.

Roll call: Dr. Andrews, Dr. Crowley, Mr. Curcio, Mrs. Fox, Mrs. Geraci, Dr. Lamonte, Mr. Scanlan, Mr. Spekhardt, and Judge Parker voted yes. Motion carried unanimously.

4. Personnel

- 4.1 Report of the Personnel and Curriculum Committee Chair.

Dr. Andrews, Chair of the Personnel and Curriculum Committee, reviewed monthly personnel actions. Personnel actions include five full-time, three part-time, and two adjunct new hires. There were also three promotions, one transfer, and one short term disability noted. FY2017/18 annual base salary increases for full-time non-union employees to begin on July 1, 2017 were presented. Dr. Andrews also spoke briefly about two items, Advisement Side Letter and Distance Education Side Letter, left open in negotiations for full-time faculty.

- 4.2 Recommendation: Approval of Monthly Personnel Actions.

Dr. Andrews moved to approve the Monthly Personnel Actions. Mrs. Fox seconded the motion.

Roll call: Dr. Andrews, Dr. Crowley, Mr. Curcio, Mrs. Fox, Mrs. Geraci, Dr. Lamonte, Mr. Scanlan, Mr. Spekhardt, and Judge Parker voted yes. Motion carried unanimously.

- 4.3 Recommendation: Approval of FY2017/18 Annual Base Salary Increases for Full-Time Non-Union Employees Effective July 1, 2017.

Dr. Andrews moved to approve the FY2017/18 Annual Base Salary Increases for Full-Time Non-Union Employees Effective July 1, 2017. Mr. Curcio seconded the motion.

Roll call: Dr. Andrews, Dr. Crowley, Mr. Curcio, Mrs. Fox, Mrs. Geraci, Dr. Lamonte, Mr. Scanlan, Mr. Spekhardt, and Judge Parker voted yes. Motion carried unanimously.

- 4.4 Recommendation: Approval of Advisement Side Letter and Distance Education Side Letter to the Collective Bargaining Agreement Between Sussex County Community College Faculty Federation AFT Local 4780 and Sussex County Community College, July 1, 2015 to June 30, 2018, Article 5 Faculty Assignments.

Mr. Curcio moved to approve the Advisement Side Letter and Distance Education Side Letter to the Collective Bargaining Agreement Between Sussex County Community College Faculty Federation AFT Local 4780 and Sussex County Community College, July 1, 2015 to June 30, 2018, Article 5 Faculty Assignments. Dr. Andrews seconded the motion.

Roll call: Dr. Andrews, Dr. Crowley, Mr. Curcio, Mrs. Fox, Mrs. Geraci, Dr. Lamonte, Mr. Scanlan, Mr. Spekhardt, and Judge Parker voted yes. Motion carried unanimously.

Dr. Anthony Balzano, Professor of Anthropology / Sociology, added that these side Letters protect the academic integrity and reputation of the College. He called Dr. Baker a master of negotiation.

5. **Curriculum** – None at this time.

6. **Student Services** – There were no SGA and Campus Life Reports for this month.

7. **Community Service Report**

7.1 The College Service Report was received, reviewed, and filed.

8. **Business and Finance**

8.1 Report of the Finance and Facilities Committee Chair.

Mr. Spekhardt reported that the Committee reviewed financial statements, Fitness Center equipment, refinishing the gym floor, campus paving, janitorial services, the School Alliance Insurance Fund renewal proposal, and the Monthly Campus Safety Incident Report Summary.

9. Facilities

9.1 Recommendation: Approval of Repair and Refinishing of Gym Floor in the Amount of \$40,916.

Mr. Curcio moved to approve Repair and Refinishing of Gym Floor in the Amount of \$40,916. Dr. Andrews seconded the motion.

Roll call: Dr. Andrews, Dr. Crowley, Mr. Curcio, Mrs. Fox, Mrs. Geraci, Dr. Lamonte, Mr. Scanlan, Mr. Spekhardt, and Judge Parker voted yes. Motion carried unanimously.

9.2 Recommendation: Approval of Renewal Proposal for the School Alliance Insurance Fund for the 2017-18 School Year in the Amount of \$147,682.

Mrs. Geraci moved to approve the Renewal Proposal for the School Alliance Insurance Fund for the 2017-18 School Year in the Amount of \$147,682. Mr. Curcio seconded the motion.

Roll call: Dr. Andrews, Dr. Crowley, Mr. Curcio, Mrs. Fox, Mrs. Geraci, Dr. Lamonte, Mr. Scanlan, Mr. Spekhardt, and Judge Parker voted yes. Motion carried unanimously.

9.3 Recommendation: Approval of Maverick Building Services for Janitorial Services, Current Contractor, for Year 1 - \$262,542.00, Year 2 – \$272,130.00, and Year 3 – \$279,290.40.

Mr. Curcio moved to approve Maverick Building Services for Janitorial Services, Current Contractor, for Year 1 - \$262,542.00, Year 2 - \$272,130.00, and Year 3 – \$279,290.40. Mr. Spekhardt seconded the motion.

Roll call: Dr. Andrews, Dr. Crowley, Mr. Curcio, Mrs. Fox, Mrs. Geraci, Dr. Lamonte, Mr. Scanlan, Mr. Spekhardt, and Judge Parker voted yes. Motion carried unanimously.

9.4 Recommendation: Approval of Campus Paving and ADA Compliance Concrete Work with Gordian Group/Murray Paving and Concrete in the Amount of \$472,020.33.

Dr. Andrews moved to approve Campus Paving and ADA Compliance Concrete Work with Gordian Group/Murray Paving and Concrete in the Amount of \$472,020.33. Mrs. Geraci seconded the motion.

Roll call: Dr. Andrews, Dr. Crowley, Mr. Curcio, Mrs. Fox, Mrs. Geraci, Dr. Lamonte, Mr. Scanlan, Mr. Spekhardt, and Judge Parker voted yes. Motion carried

unanimously.

- 9.5 Recommendation: Approval of Fitness Center Equipment Purchase from Pro Maxima Manufacturing, Ltd., Houston, TX in the Amount of \$59,286.49.

Mr. Curcio moved to approve the Fitness Center Equipment Purchase from Pro Maxima Manufacturing, Ltd., Houston, TX in the Amount of \$59,286.49. Mrs. Fox seconded the motion.

Roll call: Dr. Andrews, Dr. Crowley, Mr. Curcio, Mrs. Fox, Mrs. Geraci, Dr. Lamonte, Mr. Scanlan, Mr. Spekhardt, and Judge Parker voted yes. Motion carried unanimously.

10. Report of the Nominating Committee

- 10.1 Dr. Andrews stated that the Committee is making the recommendation that Mrs. Geraci serve as Board of Trustees Secretary and Dr. Morgus serve as Board of Trustees Treasurer.

- 10.2 The recommendation for Rachel Geraci to serve as Board of Trustees Secretary and Dr. Tyler Morgus to serve as Board of Trustees Treasurer stood with no other nominations.

Mrs. Fox moved to approve Mrs. Geraci to serve as Board of Trustees Secretary and Dr. Morgus to serve as Board of Trustees Treasurer. Mr. Curcio seconded the motion. Motion carried unanimously.

- 10.3 Recommendation: Approval of Dr. Tyler Morgus as Newly Appointed Board of Trustee Treasurer as Bank Signatory Effective July 1, 2017.

Mrs. Fox moved to approve Dr. Tyler Morgus as Newly Appointed Board of Trustee Treasurer as Bank Signatory Effective July 1, 2017. Dr. Andrews seconded the motion.

Roll call: Dr. Andrews, Dr. Crowley, Mr. Curcio, Mrs. Fox, Mrs. Geraci, Dr. Lamonte, Mr. Scanlan, Mr. Spekhardt, and Judge Parker voted yes. Motion carried unanimously.

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

Maureen Murphy-Smolka, Associate Professor of Reading, spoke about how well the negotiations went for the SCCC Faculty Federation AFT Local 4780 and SCCC. She also wanted to congratulate Dr. Dina Conde on her promotion to Dean of Arts and Sciences and is very pleased that Dr. Conde will be leading her department.

12. Other Business

Discussion / Reports / Announcements:

12.1 Trustee Activity Update

Mrs. Fox spoke about the national trends in matching students to programs where there is a specific need within the community for skilled employees. She also spoke about the value of a community college degree, and the cost of commuting to college on average is \$1,700 per year. Some high schools in the country are providing the opportunity for students to obtain an Associates Degrees along with a high school diploma.

12.2 President's Report.

Enrollment numbers for Summer Session II show an increase of 25% over the projected budgeted amount. We have two more months for students to register for the fall semester, and we expect the number of credit hours to increase and bring us in line with our budget.

So far 75 students have attended one of our six SOAR sessions, and we have 14 more sessions planned. The sessions prepare students to register online, discuss financial aid, and show them how to use online tools.

One June 1st, The New Jersey Council of County Colleges hosted a Student Lobby Day in Trenton. John Kuntz, Director of Athletics and Associate Dean of Student Services, was asked to speak about his attendance at this event with two SCCC students. Mr. Kuntz said they had the opportunity to meet with legislators. The students had a brief meeting with Senator Oroho and spoke about the need for support and additional funding for community colleges.

Dr. Connolly proudly announced that 477 students made the Dean's List for the spring 2017 semester and believes it is because of the quality education the College offers.

Dr. Connolly wanted to welcome Ketan Gandhi as the new Chief Financial Officer and VP of Administrative Services at SCCC. Mr. Gandhi comes to us with a great deal of expertise and a good sense of humor as he takes on this complicated work.

Strategic Planning continues to be very important for the College as we identify the domains in which we are going and mostly importantly to guide us and govern us as we move forward.

Our Skylands Professional Training has been very successful and brought in \$25,000 this past year. We need to look at what we are doing with manufacturing and fabrication skills. Fabrication skills in this County are particularly important. This economy is driven by small business owners, and we need to look at the needs of these employers. Future employees in these areas will need more sophisticated skills which our College can offer, and we need to also capture the adult learner who is ready developmentally to obtain these skills.

12.3 Chair's Comments.

Judge Parker wanted to share that we had eight new programs last year and this coming year we will have an additional twelve added. This is really positive, and we are headed in the right direction.

On a recent speaking engagement, Judge Parker spoke about one member of the audience who asserted that Sussex County Community College takes most of the County budget. The fact is the College consumes less than 4% of the County budget and with the services we provide to the community, that is lot of bang for the buck. We should be mindful if we hear people speak misinformation about the College, and let them know the facts.

Judge Parker wanted to thank Rachel and Tyler for coming forward and accepting their new positions on the Board to serve as Secretary and Treasurer respectively.

Mr. Scanlan spoke about Dr. Connolly receiving an Economic Innovation Award at the Sussex County Economic Development Partnership, Inc. 13th Annual Awards Luncheon on June 1. This is an important recognition not only for Dr. Connolly but also for the College. Dr. Baker added that Dr. Connolly delivered an impressive speech.

- 12.4 The Next Regular Meeting of the Board of Trustees Will Take Place at 5 P.M. on Tuesday, July 25, 2017, in the Executive Board Room.

13. Adjournment

At 6 P.M. Judge Parker announced that the meeting is adjourned.

Approved: 
Board of Trustees Chair