



**Board of Trustees Regular Meeting
Tuesday, May 22, 2018 – 5:00 p.m. – Board Room**

MINUTES

1. General Institutional Functions

1.1 Judge Parker called the meeting to order at 5:00 p.m.

1.2 Mr. Scanlan 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, Mrs. Geraci-Secretary (arriving at 5:05 p.m.), Dr. Morgus-Treasurer, Dr. Andrews, Dr. Crowley, Mr. Curcio, Mrs. Fox, Mr. Hofmann, Mr. Spekhardt (via conference call), Dr. Connolly-President and Ex-Officio member, Mrs. Gilfillan-Counsel, and Mrs. Shatsoff- Assistant to the President and Alternate Recording Secretary to the Board of Trustees.

Also present were: Mr. Gandhi-Chief Financial Officer and VP of Administrative Services, Dr. Okay-VP Student Services, Dr. Conde-Dean of Liberal Arts and Sciences, Mr. Gallegly-Executive Director of Human Resources, and Mr. Homer-Associate Dean of Institutional Effectiveness and Marketing, Enrollment Management, and Distance Learning.

1.4 Judge Parker welcomed the guests.

1.5 Approval/Acceptance of Minutes:

1.5.1 Minutes from the Tuesday, April 24, 2018 Regular Meeting.

Mr. Scanlan moved to approve the minutes from the Tuesday, April 24, 2018 Regular meeting. Dr. Morgus seconded the motion. Dr. Crowley and Judge Parker abstained.

1.5.2 Acknowledgment of Receipt of Committee Meeting Minutes – Tuesday, May 15, 2018:

- Audit and Policy Committee
- Personnel and Curriculum Committee
- Finance and Facilities Committee

Dr. Andrews moved to acknowledge receipt and review of committee meeting minutes as noted above. Mrs. Fox seconded the motion. Motion carried unanimously.

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 Financial Statements: April 30, 2018 Ten Months YTD FYE June 30, 2018.

Mr. Curcio moved to acknowledge receipt and review of financial statements as noted above. Mrs. Fox seconded the motion.

Mr. Gandhi presented the financial statements, including: April YTD FY18 Credit Hours Dashboard and graph, Income Statement, Revenue (Student/Support), Expenses, Total Revenue and Total Expense graph, Balance Sheet, Three Year Comparison, Current Assets, Working Capital/Current Ratio, Headcount, and April YTD FY18 Chapter 12 Summary & Analysis.

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

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

2. Policy

- 2.1 Report of the Audit and Policy Committee Chair - Mrs. Fox, Chair of the Audit and Policy Committee, reported that they reviewed the policies on tonight's agenda that are recommended for approval or to be rescinded.

- 2.2 Recommendation: Rescind Policy No. 3.7.2 Administrative Withdrawal.

Mrs. Fox moved to rescind Policy No. 3.7.2 Administrative Withdrawal. Dr. Crowley seconded the motion.

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

- 2.3 Recommendation: Rescind Policy No. 3.17.1 College-Level Examination Program (CLEP).

Dr. Morgus moved to rescind Policy No. 3.17.1 College-Level Examination Program (CLEP).

Dr. Morgus moved to rescind Policy No. 3.17.1 College-Level Examination Program (CLEP). Dr. Andrews seconded the motion.

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

- 2.4 Recommendation: Rescind Policy No. 3.17.2 Transfer Credit and Credits by Examination.

Mr. Curcio moved to rescind Policy No. 3.17.2 Transfer Credit and Credits by Examination. Dr. Crowley seconded the motion.

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

- 2.5 Recommendation: Rescind Policy No. 3.17.3 Credit for Nontraditional Learning Experiences.

Mrs. Fox moved to rescind Policy No 3.17.3 Credit for Nontraditional Learning Experiences. Mr. Curcio seconded the motion.

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

- 2.6 Recommendation: Rescind Policy No. 3.17.4 Challenge Exams.

Dr. Andrews moved to rescind Policy No 3.17.4 Challenge Exams. Mrs. Fox seconded the motion.

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

- 2.7 Recommendation: Rescind Policy No. 3.18.4 Administrative Waivers of Tuition.

Mrs. Fox moved to rescind Policy No 3.18.4 Administrative Waivers of Tuition. Mr. Curcio seconded the motion.

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

- 2.8 Recommendation: Rescind Policy No. 500.6 Administrative Withdrawal.

Dr. Morgus moved to rescind Policy No. 500.6 Administrative Withdrawal. Mr. Curcio seconded the motion.

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

- 2.9 Recommendation: Approve Policy No. 300.40 Credit for Prior Learning.

Mr. Curcio moved to approve Policy No. 300.40 Credit for Prior Learning. Mr. Hofmann seconded the motion.

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

- 2.10 Recommendation: Update Policy No. 300.17 Transfer Credit.

Mrs. Fox moved to update Policy No. 300.17 Transfer Credit. Dr. Crowley seconded the motion.

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

3. Personnel

3.1 Report of the Personnel and Curriculum Committee Chair – Mr. Scanlan, Chair of the Personnel and Curriculum Committee, reported that the committee reviewed the Personnel Actions Report, which included the progress being made to fill the CIO position, the recommended promotion of Michael Hughes, sabbatical procedures, and two items for Curriculum. Dr. Connolly added that he is very pleased to be presenting Michael Hughes before the Board with the recommendation of a promotion from Assistant Professor to Associate Professor. He explained that the process of submitting a portfolio is rigorous, peer reviewed, and needs to demonstrate the person represents the best in teaching, the best in the discipline, and the very best for the college. Judge Parker added that Michael Hughes is very dedicated to the college and students. She sees him many times at various events at the college. Michael Hughes thanked the Board of Trustees once the recommendation was approved.

3.2 Recommendation: Approval of Monthly Personnel Actions.

Mr. Scanlan moved to approve monthly personnel actions. Dr. Andrews seconded the motion.

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

3.3 Recommendation: Approval of Promotion of Michael Hughes from Assistant Professor to Associate Professor, Effective August 2018.

Mr. Scanlan moved to approve the Promotion of Michael Hughes from Assistant Professor to Associate Professor, Effective August 2018. Dr. Andrews seconded the motion.

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

4. Curriculum

4.1 Recommendation: Approve New A.A.S. Technical Studies: Diesel Service Technology Degree (approved at the May 7, 2018 Curriculum Committee meeting).

Mr. Hofmann moved to approve the New A.A.S. Technical Studies: Diesel Service Technology Degree (approved at the May 7, 2018 Curriculum Committee meeting). Mrs. Fox seconded the motion.

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

4.2 Recommendation: Approve New Certificate of Achievement: Humanities (approved at the December 18, 2017 Curriculum Committee meeting).

Dr. Andrews moved to approve the New Certificate of Achievement: Humanities (approved at the December 18, 2017 Curriculum Committee meeting). Mrs. Fox seconded the motion.

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

5. Student Services

5.1 SGA Report – There was no SGA report this month. Judge Parker read the names of the new SGA officers and new Alumni Representative to the Board of Trustees for school year 2018-2019.

5.2 The Campus Life Report was received, reviewed, and filed.

6. College Service Report

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

7. Business and Finance

7.1 Report of the Finance and Facilities Committee Chair – Dr. Morgus, Chair of the Finance and Facilities Committee, reported that the committee has items on the agenda that are being recommended for receipt, review, and approval which include resale of motor fuel, resale of snow removal chemicals, the Jenzabar Cognos 11 upgrade, and an MOU between the Newton Police Department and SCCC.

7.2 Recommendation: Approve Agreement for the Resale of Motor Fuel as Part of a Commodity Resale System for the PTSA.

Mrs. Fox moved to approve the Agreement for the Resale of Motor Fuel as Part of a Commodity Resale System for the PTSA. Dr. Morgus seconded the motion.

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

7.3 Recommendation: Approve Agreement for the Resale of Motor Fuel as Part of a Commodity Resale System for the College.

Dr. Morgus moved to approve the Agreement for the Resale of Motor Fuel as Part of a Commodity Resale System for the College. Mrs. Fox seconded the motion.

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

- 7.4 Recommendation: Approve Agreement for the Resale of Snow Removal Chemicals as Part of a Commodity Resale System.

Dr. Morgus moved to approve the Agreement for the Resale of Snow Removal Chemicals as Part of a Commodity Resale System. Mrs. Fox seconded the motion.

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

- 7.5 Recommendation: Approve Jenzabar – Cognos 11 Upgrade in the Amount of \$5,125, as Follows:

- | | |
|--------------------------------|--|
| 1. Setup IBM Cognos Analytics: | 16 hours Consulting at \$200/hr = \$3200
4 hours PM at \$225/hr = \$900 |
| 2. Administrator Training: | 4 hours Consulting at \$200/hr = \$800
1 hour PM at \$225/hr = \$225 |

Total for #1 and #2 = \$5,125.00

Dr. Morgus moved to approve Jenzabar – Cognos 11 Upgrade in the Amount of \$5,125. Dr. Andrews seconded the motion.

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

- 7.6 The April Purchases Over \$10,000 Report was received, reviewed and filed.

8. Facilities

- 8.1 Recommendation: Approve MOU Between Newton Police Department and Sussex County Community College.

Dr. Morgus moved to approve the MOU Between Newton Police Department and Sussex County Community College. Mrs. Fox seconded the motion.

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

- 8.2 Monthly Incident Log/Report was received, reviewed, and filed.

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

No one spoke.

10. Other Business

Discussion / Reports / Announcements:

10.1 Trustee Activity Update.

Judge Parker reported that she visited the UPS Innovation Center in Parsippany with Dr. Connolly, Mr. Gandhi, and SCCC IT personnel. This impressive technologically current facility is a place where UPS employees collaborate and develop programs, develop applications, and work on solving problems in creative open spaces. Mr. Gandhi added that UPS workers communicate through laptops, and it is a green building with sound buffers to keep the environment quiet. Dr. Connolly stated that the objective in visiting this site was to learn as much as possible for our new building that will be constructed, and this visit was very helpful. We want our new building to have a lot of light and have spacious areas. We want our students to have a state-of-the-art learning environment, and our students also want this type of learning environment.

Mrs. Fox spoke about attending the SCCC Foundation Scholarship Reception on May 3 where 60 scholarships were given to students. Two scholarships were from the Board of Trustees. It was a nice ceremony and well attended.

10.2 Alumni Trustee Report – None this month.

10.3 President's Report.

Dr. Connolly spoke briefly about our participation in the Dragon Boat Festival in Sparta on Sunday, May 20. He thanked John Kuntz and Dr. Okay without whom our participation would not have been able to take place. We did very well and placed in one of the races. He then invited Dr. Charles McKay, Assistant Superintendent of Curriculum and Instruction in Vernon, to speak about the transition of students from high school to college. The focus of his discussion was on testing and in some cases the testing can be a roadblock for some students. Topics that Dr. McKay spoke about include test anxiety, the strengths and weaknesses of the Accuplacer test, remedial classes, the psychological impact of remedial classes, starting college with high school concurrency, grades as a better indicator of student motivation than tests, and the need to get students into classes that interest and excite them.

10.4 Chair's Comments

Judge Parker spoke about the college graduation on May 16. Although it was a rainy day, this did not dampen the spirits of those attending, and it was a good event.

She spoke about a letter from Senator Steven Oroho concerning a new law providing tax incentives for industries to locate within three miles of a college campus.

SCCC had a team participate in the Dragon Boat Festival in Sparta. The team did very well placing in the races and getting our name out in the community.

Reminders of events to come include the Skylander Golf Outing on June 5 at Newton Country Club, the Betty June Silconas Poetry Center event on June 9 in the SCCC PAC, and Funding Their Future on November 1 at Perona Farms.

10.5 The Next Regular Meeting of the Board of Trustees Will Take Place on Tuesday, June 26, 2018 at 5:00 p.m. in the Executive Board Room.

11. **Adjournment**

At 6:10 P.M., Mrs. Fox moved to adjourn the meeting. Mrs. Geraci seconded the motion. Motion carried unanimously.

Approved:



Rachel A. Geraci, Secretary-Board of Trustees