



**Board of Trustees Regular Meeting
Tuesday, March 26, 2019 – Board Room**

MINUTES

1. General Institutional Functions

1.1 Mr. Curcio, Chair, called the meeting to order at 5:00 p.m.

1.2 Mr. Spekhardt, Board Secretary, 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 in attendance: Mr. Curcio-Chair, Mr. Scanlan-Vice Chair, Mr. Spekhardt-Secretary, Dr. Morgus-Treasurer, Dr. Andrews, Dr. Crowley, Mrs. Fox, Mrs. Geraci, Mr. Hofmann, Judge Parker, Dr. Connolly-President and Ex-Officio Member, and Mrs. Fullem-Recording Secretary.

Also in attendance: Mr. Gandhi-Executive Vice President, Finance, Operations and CFO, Dr. Aguirre Batty-Vice President of Academic Affairs and CAO, Dr. Conde-Dean of Dean of Liberal Arts and Sciences, Mr. Gallegly-Executive Director of Human Resources, Mr. Homer-Associate Dean of Institutional Effectiveness and Marketing, Enrollment Management, and Distance Learning, and Mark Zittimer-College Counsel (SPSK).

Pledge to the flag.

1.4 Mr. Curcio welcomed the guests, and introduced Dr. Burrell, who is to be appointed to the Board of Trustees at the Freeholder meeting Wednesday, March 27, 2019.

1.5 Courtesy of the Floor on Agenda Items Only (Public Session-5 Minutes per Speaker) – No one spoke.

Dr. Connolly noted that the format for Board Meeting Agendas is being revised to a Consent Agenda. He explained that this is proforma for most boards and that it saves meeting time for meaningful conversation, typically consumed by roll call votes.

1.6 Approval/Acceptance of Minutes: (Resolutions GI03262016-2 – GI03262019-4)

1.6.1 Minutes from the Tuesday, February 26, 2019 Regular Meeting. (Resolution GI03262019-2)

Judge Parker moved to accept minutes from the February 26, 2019 Regular Board Meeting. Dr. Andrews seconded the motion. Motion carried unanimously.

1.6.2 Minutes from the Tuesday, February 26, 2019 Executive Session. (Resolution GI03262019-3)

Judge Parker moved to accept minutes from the February 26, 2019 Executive Session. Mr. Spekhardt seconded the motion. Motion carried unanimously.

1.6.3 Acknowledgment of Receipt of Committee Meeting Minutes – Tuesday, March 19, 2019 (Resolution GI03262019-4):

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

Mr. Scanlan moved to acknowledge receipt of committee meeting minutes, as noted above. Mrs. Fox seconded the motion. Motion carried unanimously.

Mr. Curcio noted that tonight is Dr. Andrews last meeting. He has spent twenty years on the SCCC Board of Trustees, including his last term, and when he was Superintendent of Schools.

Dr. Andrews stated that everyone should remember to always keep the success of our students as the number one priority. He noted that he will be our new trustee orientation leader.

1.7 Committee Chair Reports

Dr. Crowley, Chair of the Audit and Policy Committee, reported that they:

- Reviewed policies to rescind and approve: Rescind policy no. 4.6.5 Intramural Athletics. It is not being replaced with a new policy. Rescind policy no. 4.6.6 Student Athletic Class Attendance. It is being replaced with policy no. 501.1 Student Athlete and Team Personnel Class Attendance. Approve 501.2 Student Athlete Participation Eligibility.
- Received information about the SCCC Agriculture Workshops in March and May and the Agriculture Conference on April 27.
- Discussed Consent Agenda formats.
- Reviewed February 2019 purchases over \$10,000.
- Received an updated Incident Log for February 2019.
- Discussed naming rights.
- Discussed electronic Board packages.

Mr. Hofmann, Chair of the Personnel and Curriculum Committee, reported that they:

- Reviewed the monthly personnel actions including part-time hires, adjuncts, voluntary resignations, and open positions.
- Reviewed the A.A.S. Business Management: Supply Chain Management, Supply Chain Management Certificate, and the A.A.S. Computer Information Systems: Information Technology Option.
- Reviewed and discussed items also mentioned by Dr. Crowley – Consent Agenda, purchases over \$10k, Incident Log, naming rights and electronic Board packages.

- Mr. Spekhardt, Chair of the Finance and Facilities Committee, reported that they:
- Reviewed Financial Statements – February 28, 2019 Eight Months YTD FYE June 30, 2019, including: Credit Hours, Income Statement, Balance Sheet, Head Count, and Chapter 12 Summary and Analysis.
 - Discussed the annual quote for the college's Microsoft license. Discussion led to the recommendation of approval for SHI International Corporation Quote in the Amount of \$22,519.17.
 - Reviewed Information Technology Systems and Network Services Support Contract Proposal from Distinctive Voice and Data Company. After thorough review, discussion, a visit to company reference, Distinctive Voice and Data Company emerged as the recommendation for Board approval.
 - Received information regarding Bond Council's recommended that Chapter 12 projects requested for reallocation (18-02), and already approved by the Board of School Estimate, have a separate approval from the Board of Trustees, rather than approval as part of a budget.
 - Other items discussed have already been reported by the other Board committee chairs.

2. Consent Agenda

The President recommends items 2.1 - 2.4.3 for Board approval, as brought forth after discussion and review by Board Committees:

- 2.1 Approval of Monthly Personnel Actions: Part-time new hires and adjuncts, voluntary resignations, full-time and part-time open positions. (Resolution P03262019-1)

- 2.2 Approval of Curriculum Items (Resolutions CI03262019-1 – CI03262019-3)
 - 2.2.1 A.A.S. Business Management: Supply Chain Management Option. (Resolution CI03262019-1)
 - 2.2.2 Supply Chain Management Certificate. (Resolution CI03262019-2)
 - 2.2.3 A.A.S. Computer Information Systems: Information Technology Option. (Resolution CI03262019-3)

- 2.3 Approval of Policy Items (Resolutions AP03262019-1 & AP03262019-2)
 - 2.3.1 Rescind policy no. 4.6.5 Intramural Athletics. It is not being replaced with a new policy. (Resolution AP03262019-1)
 - 2.3.2 Rescind policy no. 4.6.6 Student Athletic Class Attendance. It is being replaced with policy no. 501.1 Student Athlete and Team Personnel Class Attendance. (Resolution AP03262019-1)
 - 2.3.3 Approve policy no. 501.1 Student Athlete and Team Personnel Class Attendance. (Resolution AP03262019-2)
 - 2.3.4 Approve policy no. 501.2 Student Athlete Participation Eligibility. (Resolution AP03262019-3)

- 2.4 Approval of Finance Items (Resolutions BFF03262019-1, BFF03262019-3, BFF03262019-4)

- 2.4.1 SHI International Corporation Quote for 2019 Microsoft SCCC Campus Agreement in the Amount of \$22,519.17. (Resolution BFF03262019-1)
- 2.4.2 Chapter 12 Projects Requested for Reallocation. (Resolution BFF03262019-3)
- 2.4.3 February, 2019 Purchases Over \$10,000. (Resolution BFF03262019-4)

Dr. Crowley moved to approve Consent Agenda items as noted above. Dr. Andrews seconded the motion.

Roll call vote: Dr. Andrews, Dr. Crowley, Mrs. Fox, Mrs. Geraci, Mr. Hofmann, Dr. Morgus, Judge Parker, Mr. Spekhardt and Mr. Curcio voted yes. Mr. Scanlan had stepped out of the meeting to attend to a personal matter. Motion carried.

3. Finance

- 3.1 Acknowledgment of Receipt and Review of Financial Statements – February 28, 2019 Eight Months YTD-FYE June 30, 2019. (Resolution GI03262019-1)

Mr. Spekhardt moved to acknowledge receipt and review of financial statements, as noted above. Mr. Scanlan seconded the motion.

Mr. Gandhi presented financial statements, including February YTD FY19 Income Statement, Revenue/Student Support, Expenses, Operating Revenue and Expenses, Balance Sheet, Three-Year Comparison, Current Assets, Four-Months Ratio, Head Count, and February YTD FY19 Chapter 12. A question arose regarding CCOG Grant/assets. Mr. Gandhi explained that we received the funds in advance of expenses.

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

- 3.2 Information Technology Systems and Network Services Support Contract Proposal from Distinctive Voice and Data Company, in the Amount of \$13,500 per Month. (Resolution BFF03262019-2)

Mr. Hofmann moved to approve the proposal from Distinctive Voice and Data Company, as noted above. Dr. Crowley seconded the motion.

Dr. Connolly explained that that the process for network services support was elaborate. Distinctive Voice and Data Company will replace Ergos as our provider. They will be off-site, handling our needs remotely. This will be close to a \$180k cost reduction.

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

4. Reports

- 4.1 The February, 2019 Incident Log was received, reviewed and filed.
- 4.2 There was no Correspondence Report this month.

- 4.3 The Campus Life Report was received, reviewed and filed.
- 4.4 There was no College Service Report this month.

5. Presentations

- 5.1 Student Government Officers Hannah Delbury-President, Matthew Kuhn-Vice President, Cheyenne Port-Treasurer, and Amanda Nieves-Secretary, provided the Board with a presentation about SGA, club and student activities.
- 5.2 John Kuntz provided the Board with a presentation about the Breakfast of Champions, Women's Basketball success, and the inaugural game for the college's new lacrosse team.

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

Richard Kelsky of Stillwater addressed the Board regarding term limits and hold overs. He asked that the dates Trustees begin their terms on the Board be added to the Website.

Mr. Kelsky also addressed the Board regarding his recent OPRA Request, stating that most of his request was declined. He provided copies of the Custodian's reply to his request, noting that he believes "basic financial, enrollment and environmental requests" were declined.

Mr. Curcio explained that any environmental remediation is the responsibility of McGuire officials, and that Sussex County Community College will not purchase the property until all remediation reports and work is complete. He noted that we do have a Certificate of Occupancy from the town.

Mr. Kelsky asked why Judge Parker was assigned to Chair the Ad Hoc McGuire Technical Education Center Advisory Group, when her term has expired. Mr. Curcio explained that Trustees are held over until replacements are appointed, and based on the information we had or did not have, he made the appointment. He also explained that nothing has happened yet with the committee. It is still being formed.

7. Other Business

Discussion / Reports / Announcements:

- 7.1 There was no Trustee Activity Report this month.
- 7.2 There was no Alumni Trustee Report this month.
- 7.3 The President's Report is on file with the Office of the President.
- 7.4 Chair's Comments
Mr. Curcio noted that Dr. Connolly and staff have done an excellent job with academic programming. Academics are attracting new students because we are applying new styles and new technologies. Preparing students for the future is a wonderful accomplishment.
- 7.5 The next Regular Meeting of the Board of Trustees will take Place on Tuesday, April 23, 2019, 5:00 p.m. in the Executive Board Room.

In celebration of Community College Month, we are hosting “Community College Day” on Thursday, April 18th, from 3:00 – 6:00 p.m. in the PAC Atrium.

Greenhouse Ribbon Cutting is taking place on Monday, April 22, 2019, at 9:00 a.m. on the Connor Green. The rain date is Wednesday, April 24, 2019.

8. Adjournment

At 6:00 p.m., Mrs. Fox moved to adjourn from the meeting. Mr. Scanlan seconded the motion. Motion carried unanimously.

Approved:

A handwritten signature in black ink, appearing to read "M. J. Spekhardt", written over a horizontal line.

Michael J. Spekhardt, Secretary-Board of Trustees