



**Board of Trustees Regular Meeting
Tuesday, May 28, 2019 – Board Room**

MINUTES

1. General Institutional Functions

Before the meeting was called to order, new Trustee, Ms. Elizabeth J. Brown, took her Oath of Office.

1.1 Mr. Curcio called the meeting to order at 5:05 p.m.

1.2 Mr. Curcio 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, Dr. Morgus-Treasurer, Ms. Brown, Dr. Burrell, Dr. Crowley, Mrs. Fox, Mr. Hofmann, Dr. Connolly-President and Ex-Officio Member, and Mrs. Fullem-Recording Secretary.

Excused absence: Mrs. Geraci, Dr. Lamonte, and Mr. Spekhardt.

Also in attendance: Mr. Gandhi-Executive Vice President, Finance, Operations and CFO, Dr. Aguirre Batty-Chief Academic Officer and Vice President of Academic Affairs, Dr. Okay-Vice President of Student Services, Dr. Conde-Dean of Liberal Arts and Sciences, Mr. Gallegly-Executive Vice President of Human Resources, Mr. Homer-Associate Dean of Institutional Effectiveness and Marketing, Enrollment Management, and Distance Learning, and Mr. Zitomer-Board Counsel.

1.4 Mr. Curcio welcomed guests.

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

1.7 Approval/Acceptance of Minutes: (Resolutions GI05282019-2 & GI05282019-3, pgs. 1-15)

1.7.1 Minutes from the Tuesday, April 23, 2019, Regular Meeting. (Resolution GI-05282019-2)

Mr. Scanlan moved to approve minutes as noted above. Dr. Burrell seconded the motion. Ms. Brown abstained from the vote. Motion carried.

1.7.2 Acknowledgment of Receipt of Committee Meeting Minutes – Tuesday, May 21, 2019 (Resolution GI05282019-3):

- 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. Dr. Burrell seconded the motion. Motion carried unanimously.

1.8 Committee Chair Reports

Audit and Policy Committee - Dr. Crowley, Chair of the Audit and Policy Committee reported that the committee met on Thursday, May 21st:

- The committee reviewed Student Services policies for Veterans' Services, and recommends rescinding of policy no. 4.4.7 NJ National Guard Tuition-Free Program (5/92), and policy no. 500.8 NJ National Guard Tuition-Free Program (3/24/14). The committee recommends that these policies be replaced with policy no. 508.5 NJ National Guard Tuition Waiver.
- The committee recommends that policy no. 500.24 Open Registration Policy for Veterans (6/23/15) be rescinded and replaced with policy no. 508.3 Priority Registration Service Member & Dependents.
- Policy no. 102.4 Naming of Facilities, last approved 10/21/13, was reviewed for revision. Administration is reviewing and will bring to the committee again for further discussion.
- Committee received an update regarding the Confidentiality Agreement. It is still in legal review.

Other business items included:

- Review of the April 2019 purchases over \$10,000 Report.
- Receipt of an updated Incident Log for April 2019.
- An update regarding the McGuire property. The Finance and Facilities Committee will report more about this.

Personnel and Curriculum Committee – Mr. Hofmann, Chair of the Personnel and Curriculum Committee reported that the committee met on Thursday, May 21st. Personnel items reviewed by the committee include:

- New hires, resignations, retirements, open positions, title changes, and stipends. Jessica Beutel – Assistant Director of Special Events left us on May 28th to pursue a new and exciting opportunity. Michael Gallegly – Executive Director of HR will be leaving us, effective June 30th. Of very special note, Sophie Dutkowski, Head Custodian, is retiring, effective June 30th. Mrs. Dutkowski has been with SCCC for almost 30 years. We wish her the best.
- Annual reappointments and salary increases for full-time faculty, professional staff, professional support staff and non-affiliated staff, for the 2019/2020 FY.

Curriculum items reviewed by the committee include:

- Retirement under A.A.S. Business Management Food and Beverage Management Option - This program prepared students for immediate entry into a career. Students are now being advised into the Culinary Arts option.

- Retirement of the A.A.S. Criminal Justice Studies - This program was designed for candidates with at least five years of experience in the field. There have been no students enrolled in this program during the last four years.
- The committee recommends Board of Trustees approval for a new certificate in Culinary Arts - This certificate is an intensive one-year certificate that prepares students for food service positions in the hospitality field.
- The committee recommendation Board approval for a new option under A.A.S. Technical Studies-Optics Technology. This program prepares students in the field of optical manufacturing. Students develop skills in comprehension of technical drawings, material handling, conventional grinding and polishing, optomechanical assembly, metrology, and quality control. They will program, set-up, and operate CNC grinding and polishing machines.

A discussion took place regarding a new CDL certification program. SCCC is going to be collaborating with 160 Degree Driving Academy, a partnership where we will receive a percentage of the revenue. An agreement is currently being evaluated by legal counsel.

Other business items included:

- Review of the April 2019 purchases over \$10,000 Report.
- Receipt of an updated Incident Log for April 2019.
- An update regarding the McGuire property. The Finance and Facilities Committee will report more about this.

Finance and Facilities Committee – Mr. Scanlan provided the report on behalf of the Finance and Facilities Committee.

The committee met on Thursday, May 21st. The meeting began with the committee interviewing three law firms for appointment as Board and College Counsel. Thorough discussion occurred and the committee anticipates recommendation for Board Action at the June meeting.

Finance items included review of:

- The RFP for cafeteria award. The committee recommends Board Approval of award to Canteen Services to operate the café, along with catering and vending services for the annual subsidy cost of \$63,544.
- The marquee digital sign replacement on Route 519, Newton, New Jersey. Specs were discussed and the committee recommends approval to accept the proposal from Sign Express, for \$26,490, funded by CCOG.
- Specs and purchase of computers for Vernon Township School District. The committee recommends Board approval for 20 computers/20 monitors – Dell, Inc. – New Jersey State Contract, for further development of their ITV Lab and to provide a higher standard of computer to be used for additional joint programs and concurrent courses, in the amount of \$18,365.20, funded by HEFT, to fulfill dark fiber request.
- Request for additional funds of \$8,740 needed to complete FY19 landscaping needs approved by Board Resolution Number BFF04242018-4, dated April 24 2018, “Awarded Landscaping Contract to Kramer Landscaping – Up to

\$60,000.00.” The funds are already budgeted. The committee recommends Board approval.

- SHI International Corporation’s quote, including specs, for 21 Microsoft Surface Studio 2 – All-in-ones for lab E206, for a total cost of \$88,725.84. Capex funded from this year’s net contribution. The committee recommends Board approval.
- April 2019 purchases over \$10,000, and recommends acknowledgement of receipt and review by Board of Trustees

Facilities items included review of:

- HQW Architects Proposal for Architectural Service for HVAC upgrades at the PSTA Building, funded through Chapter 12. The committee recommends Board approval in the amount of \$21,000.
- Air compressor proposal and specs for the PSTA. The committee recommends Board approval of Proposal from Air & Gas Technologies, Inc. in the amount of \$26,000, funded through Chapter 12.
- Safety and Facilities items included review of the updated Incident Log for April 2019. All items are closed.
- The committee received an update regarding the McGuire Property. ECM drilled permanent wells and then sampled the water. Wells are now compliant and we can move forward. ECM and Ecolsciences spoke and they are in agreement that the wells are now compliant and we can move forward.

2. **Consent Agenda**

The President recommends items 2.1 - 2.5.7 for Board approval, as brought forth after discussion and review by Board Committees:

Mr. Scanlan moved to approve items on the Consent Agenda, as noted in items 2.1-2.5.7 below. Dr. Morgus seconded the motion.

Roll call vote: Ms. Brown, Dr. Burrell, Dr. Crowley, Mrs. Fox, Mr. Hofmann, Dr. Morgus, Mr. Scanlan and Mr. Curcio voted yes. Motion carried unanimously.

- 2.1 Approval of Monthly Personnel Actions: New hires, resignations, retirements, open positions, title changes, and stipends. (Resolution P05282019-1, pgs. 16-17)
- 2.2 Annual Faculty and Staff Reappointments and Salary Increases for 2019-2020. (Resolution P05282019-2, pgs. 18-21)
- 2.3. Approval of Policy Items (Resolutions AP05282019-1 – AP05282019-3, pgs. 22-26)
 - 2.3.1 Rescind the following policies:
 - 4.4.7 NJ National Guard Tuition-Free Program (5/92)
 - 500.8 NJ National Guard Tuition-Free Program (3/24/14)
 - 500.24 Open Registration Policy for Veterans (6/23/15)
 - 2.3.2 Approve the following policies:
 - 508.3 Priority Registration Policy for Service Members and Dependents
 - 508.5 New Jersey National Guard Tuition Waiver Program

- 2.4. Approval of Curriculum Items (Resolutions CI05282019-1 – CI05282019-4, pg. 27)
 - 2.4.1 Retire the following programs:
Food and Beverage Management Option under A.A.S. Business Management
A.A.S. Criminal Justice Studies
 - 2.4.2 Approve the following new certificate.
Culinary Arts
 - 2.4.3 Approve the new option under A.A.S. Technical Studies
Optics Technology
- 2.5 Approval of Finance Items (Resolutions BFF05282019-1 – BFF 05282019-8, pgs. 28-53)
 - 2.5.1 RFP for Cafeteria Award to Canteen Services to Operate the Café Along with Catering and Vending Services for the Annual Subsidy Cost of \$63,544. (Resolution BFF05282019-1, pgs. 28-30)
 - 2.5.2 Marquee Digital Sign Replacement on Route 519, Newton, New Jersey Property for \$26,490 from Sign-Express Funded by CCOG. (Resolution BFF05282019-2, pgs. 31-34)

Display Specifications

Physical Pitch & Matrix: 16mm at 80 x 140
 Active Viewing Area: 4'-2 3/8" x 7'-4 3/16"
 Color Capability: Full Color
 Pixel Composition: 1 Red / 1 Green / 1 Blue
 Brightness: >10,000
 Viewing Angle: 160 degree
 Contrast Ratio: 1000:1
 LED Life-span: 100,000 Hrs
 Video Capability: Included with all models
 Minimum Character Height: 4.4 inch
 Max Lines: 10
 Max Characters: 28
 Max Amps: @120VAC(10) Amps / @240VAC (5) Amps Per Face

Lifetime Diagnostics and Troubleshooting Support – Included
 Extended 5 Year Parts and Factory Labor Warranty
 Lifetime Training Support – Included

- 2.5.3 Computers for Vernon Township School District (20 Computers/20 Monitors – Dell, Inc. – New Jersey State Contract) for Further Development of Their ITV Lab and to Provide a Higher Standard of Computer to be Used for Additional Joint Programs and Concurrent Courses for \$18,365.20 Funded by HEFT. (Resolution BFF04232019-3, pgs. 35-40)

<u>Product</u>	<u>Unit Price</u>	<u>Qty</u>	<u>Subtotal</u>
Sl# 350002 OptiPlex 7060 SFF	\$761.21	20	\$15,224.20
Dell 24 Monitor - P2419H	\$157.05	20	\$ 3,141.00

Total \$18,365.20

2.5.4 Additional Funds of \$8,740 Needed to Complete FY19 Landscaping Needs Approved by Board Resolution Number BFF04242018-4, dated April 24 2018, "Awarded Landscaping Contract to Kramer Landscaping – Up to \$60,000.00." (Resolution BFF05282019-4, pg. 41)

2.5.5 HQW Architects Proposal for Architectural Service for the HVAC Upgrades at the PSTA Building Funded Through Chapter 12 in the Amount of \$21,000. (Resolution BFF05282019-5, pgs. 42-49)

Existing Conditions Survey & Schematic Design	\$ 9,500
Construction Documents	<u>11,500</u>
Total Cost	<u>\$21,000</u>

2.5.6 Air & Gas Technologies, Inc. Air Compressor for PSTA in the Amount of \$26,000 Funded Through Chapter 12. (Resolution BFF05282019-6, pgs. 50-52)

VTC13–E3 230 VAC/60 Hz Breathing Air Compressor	\$17,900
Optional - CFS5.5-2S with Top Mount Cascade Panel	
SCBA Fill Station	<u>8,100</u>
5 Year Municipal Warranty – Included	
Installation and Training - Included	
Project Total	<u>\$26,000</u>

2.5.7 April, 2019 Purchases Over \$10,000. (Resolution BFF05282019-7, pg. 53)

3. Finance

3.1 Recommendation: Acknowledgment of Receipt and Review of Financial Statements – April 30, 2019 Ten Months YTD FYE June 30, 2019, including: Credit hours, income statement, balance sheet, expenses, head count, Chapter 12 summary and analysis, and SCCC Project Tracker. (Resolution GI05282019-1, pgs. 54-67)

Mr. Scanlan moved to acknowledge receipt and review of Financial Statements as noted above. Dr. Crowley seconded the motion.

Roll call vote: Ms. Brown, Dr. Burrell, Dr. Crowley, Mrs. Fox, Mr. Hofmann, Dr. Morgus, Mr. Scanlan, and Mr. Curcio voted yes. Motion carried unanimously.

3.2 Recommendation: Approval of SHI International Corporation (NJ State Vendor) Quote for 21 Microsoft Surface Studio 2 – All-in-Ones for Lab E206 for a Total Cost of \$88,725.84. Capex Funded from This Year's Net Contribution. (Resolution BFF05282019-8, pgs. 68-69)

Microsoft Surface Studio 2 - All-in-one - 1 x Core i7 7820HQ / 2.9 GHz - RAM 32 GB - SSD 1 TB - NVMe - GF GTX 1070 - GigE - WLAN: Bluetooth 4.0, 802.11a/b/g/n/ac - Win 10 Pro - monitor: LCD 28" 4500 x 3000 touchscreen
Quantity: 21 x \$3,927.82 = \$82,484.22

Microsoft Extended Hardware Service Plan - Extended service agreement - replacement - 3 years (from original purchase date of the equipment) - response time: 3-5 business days - commercial - for Surface Studio = \$6,241.62

Mr. Hofmann moved to approve purchase of 21 Surface Studio 2's from SHI International Corporation as noted above. Mrs. Fox seconded the motion.

Dr. Connolly explained that Macs are needed for the classroom in the new Communications Building. The Macs in E206 are perfect to move there, allowing for the Surface Pros to be installed in the E206 classroom.

The purchase of these units will bring the uniformity needed for teaching and for document communication purposes in the Graphics and 3D classrooms.

Mr. Hofmann noted that these new computers are "amazing."

Mr. Curcio commended the IT staff, saying that they're doing a great job.

Roll call vote: Ms. Brown, Dr. Burrell, Dr. Crowley, Mrs. Fox, Mr. Hofmann, Dr. Morgus, Mr. Scanlan and Mr. Curcio voted yes. Motion carried unanimously.

4. **Reports** – The following reports were received, reviewed and filed:

- 4.1 April, 2019 Incident Log
- 4.2 Comments about Correspondence Report
- 4.3 Comments about Campus Life Report

5. **Presentations**

- 5.1 EOF Presentation: Ann Bruno-Educational Opportunity Fund Program Coordinator, Kathleen Carr-Assistant Director of Testing Services and Academic Outreach, and EOF Director, and Ray Morris-EOF Counselor. This 50-year-old program is designed to meet the educational and financial needs of students whose economic backgrounds make it difficult for them to pursue a college education. A copy of the presentation is on file.
- 5.2 Student Government – No presentation this month.

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 – None this month.
- 7.2 President's Report - The President's Report is on file with the Office of the President.
- 7.3 Chair's Comments

Mr. Curcio reminded all that June 13th will be the first of three culinary workshops.

Mr. Curcio noted that the Bylaws indicate that the Board Chair may recommend committee members for approval by the Board of Trustees. He proposed that new Trustees Dr. Burrell and Ms. Brown each attend two meetings of the Personnel and Curriculum and Audit and Policy Committees, before the November, 2019 Reorganization Meeting, and Dr. Morgus attend Finance and Facilities.

Mr. Scanlan moved to approve committee assignments as noted above. Dr. Crowley seconded the motion. Motion carried unanimously.

7.4 The next regular meeting of the Board of Trustees will take place Tuesday, June 25, 2019, 5:00 p.m. in the Executive Board Room.

8. Executive Session - President's Evaluation Discussion

At 6:10 p.m., upon unanimous vote, the Board entered into an Executive Session to discuss the president's annual evaluation.

Upon a motion made by Mrs. Fox, and seconded by Dr. Crowley, the Board adjourned from Executive Session at 7:00 p.m.

9. Adjournment

At 7:00 p.m., Dr. Morgus moved to adjourn from the Regular Meeting. Mrs. Fox seconded the motion. Motion carried unanimously.

Approved:



Michael J. Spekhardt, Secretary-Board of Trustees