



**Board of Trustees Regular Meeting
Tuesday, October 22, 2019 – Board Room**

MINUTES

1. General Institutional Functions

- 1.1 The meeting was called to order at 5:00 p.m. by Mr. Curcio.
- 1.2 Mr. Spekhardt 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 The following were present: Mr. Curcio-Chair, Mr. Spekhardt-Secretary, Dr. Morgus-Treasurer, Ms. Brown, Dr. Burrell, Dr. Crowley, Mrs. Fox, Mrs. Geraci, Mr. Hofmann, Dr. Connolly-President and Ex-Officio Member, Mr. Kent-Alumni Member, and Mrs. Fullem-Executive Assistant to the President and Board of Trustees/Recording Secretary.

Also present: 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 Academic Affairs, Mrs. Fitzgerald-Dean of Applied Arts and Sciences, Dr. Conde-Dean of Liberal Arts and Sciences, Mr. Homer-Associate Dean of Institutional Effectiveness and Marketing, Enrollment Management, and Distance Learning, and Mr. Miller-College Counsel.

Pledge of Allegiance

- 1.4 Mr. Curcio welcomed the guests.
- 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: (Resolutions GI10222019-2 – GI10222019-3)
 - 1.6.1 Minutes from the Tuesday, September 24, Regular Meeting. (Resolution GI10222019-2)

Ms. Brown moved to approve minutes from the September 23, 2019 Regular Meeting. Dr. Burrell seconded the motion. Mrs. Geraci abstained from the vote. Motion carried.
 - 1.6.2 Acknowledgment of Receipt of Committee Meeting Minutes – Tuesday, October 15, 2019 (Resolution GI10222019-3):

Dr. Burrell moved to acknowledge receipt of committee meeting minutes from October 15, 2019. Dr. Crowley seconded the motion. Motion carried unanimously.

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

- 1.7 Committee Chair Reports – See attached reports
- Audit and Policy Committee Chair
 - Personnel and Curriculum Committee Chair
 - Finance and Facilities Committee Chair

Mrs. Fox moved to accept Committee Chair Reports. Dr. Burrell seconded the motion. Motion carried unanimously.

2. **Consent Agenda** – ACTION/RC

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

Dr. Crowley moved to approve Consent Agenda items. Ms. Brown seconded the motion.

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

- 2.1 Approval of Monthly Personnel Actions: New Part-Time Faculty and Staff Hires, Promotions, Transfers, Grant-Funded Positions, Voluntary Resignations, Open Full and Part-Time Positions. (Resolution P010222019-1)
- 2.2 Approval of Curriculum Items (Resolutions CI10222019-1 – CI10222019-8)
- 2.2.1 Approval of the Following New Certificates
- Optics Technology Certificate: Conventional
 - Optics Technology Certificate: Metrology
 - Optics Technology Certificate: CNC
 - Optics Technology Certificate of Achievement: Conventional
 - Optics Technology Certificate of Achievement: Metrology
 - Optics Technology Certificate of Achievement: CNC
- 2.2.2 Approval of the Following New Programs
- Robotics Technology
 - Medical Assistant
- 2.3 Approval of Policy Items (Resolutions AP10222019-1 – AP10222019-3)
- 2.3.1 Rescind the Following Policies:
- 500.17 Return of Title IV Refund Policy.
 - 500.13 Financial Aid Satisfactory Academic Progress.
- 2.3.2 Approve the Following Policies:
- 504.1 Return of Title IV Refund Policy.
 - 504.2 Financial Aid Satisfactory Academic Progress.
- 2.4 Approval of Finance Items (Resolutions BFF10222019-1 – BFF10222019-3)

- 2.4.1 Quote from Snap-on Industrial in the Amount of \$29,832 for Snap-On Wheel Balancing and Tire Changing Training Equipment for Automotive Program Classes. Perkins Funded. This is a state contract. (BFF10222019-1)
- 2.4.2 Sign Language Resources Increase in Blanket P.O. from \$5,000 to \$35,000 (Opex budgeted) as Needed Due to Increase in Student Assistance and Special Events at the Following Rates of \$85/Hour-Standard Rate, \$95/Hour-Evenings, \$105/Hour Weekends & Holidays – Plus Travel. (BFF10222019-2)
- 2.4.3 September 2019 Purchases Over \$10,000 Report. (BFF10222019-3)
- 2.5 Approval of Facility Items (Resolutions BFF10222019-4 – BFF10222019-8)
 - 2.5.1 Yearly Approval of the Emergency Operations Plan and Procedures. (BFF10222019-4)
 - 2.5.2 Quote from Murray Paving and Concrete, a State Approved Contractor, in the Amount of \$200,142.44 for Site Improvements to the Parking Lot by the Soccer Field. Funded by Chapter 12. (BFF10222019-5)
 - 2.5.3 Architectural Master Planning Services Scope from HQW Architects, LLC for SCCC Campus Wide Master Plan Update Proposal with Relevant Planning to the Year 2030 in the Amount of \$80,000. Opex Funded. (BFF10222019-6)

Basic Architectural Services Fees

Phase 1 Investigation: \$26,000
 Phase 2 Programming: \$24,000
 Phase 3 Conceptual Plan: \$20,000
 Phase 4 Master Plan: \$6,000
 Phase 5 Presentation: \$4,000

Hourly Rates:

Administrative	\$65 per hour
Designer	\$85 per hour
Intern Architect	\$100 per hour
Project Manager	\$115 per hour
Architect	\$125 per hour
Estimator	\$135 per hour
Associate Principal	\$145 per hour
Principal	\$165 per hour

- 2.5.4 Quote from Airgas USA, LLC for Expansion of Welding Stations in Preparation of the Spring 2020 Semester in the Amount of \$31,817. Funded by Chapter 12. (BFF10222019-7)

2.5.5 Generations Services Inc. Quote for New Panel Installation in the McGuire Welding Shop in the amount of \$49,900. Opex Funded. (BFF10222019-8)

3. Finance

- 3.1 Recommendation: Acknowledgment of Receipt and Review of Financial Statements – September 30, 2019 Three Months YTD FYE June 30, 2020, including: Credit Hours, Income Statement, Revenue, Expenses, Major Expense Variances to Budget, Operating Statement, Balance Sheet, Three-Year Comparison, Current Assets, # of Month of OPEX covered by Liquid Assets & Current Ratio, Headcount, and CAPEX Projects. (Resolution GI10222019-1, pgs. 67-84)

Mr. Spekhardt moved to acknowledge receipt and review of Financial Statements as noted above. Ms. Brown seconded the motion.

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

4. Reports

- 4.1 The September 2019 Incident Log was received, reviewed, and filed.
4.2 The Correspondence Report was received, reviewed, and filed.
4.3 Campus Life Report – None this month.

5. Presentations

- 5.1 Student Government Association (SGA) - President Cheyenne Port and Vice President Scott Raghubir presented the Board with updates regarding club and student government activities.

6. Report of the Nominating Committee

The SCCC Nominating Committee for 2019 consists of:

Dr. Rosalie S. Lamonte, Chair
Elizabeth J. Brown (Jane)
Dr. Howard L. Burrell
James Hofmann

The Nominating Committee put forth to the SCCC Board of Trustees the following slate of members for consideration as Officers:

Chair - William P. Curcio
Vice Chair - Tyler Morgus
Treasurer - Michael J. Spekhardt, Sr.
Secretary – No nominations

Should there be no nominations from the floor for Secretary, the Nominating Committee

recommends that the positions of Secretary and Treasurer be combined into one officer position.

7. **Courtesy of the Floor on General Matters** (Public Session-5 Minutes per Speaker) – No one spoke.

8. **Other Business**

Discussion / Reports / Announcements:

8.1 Trustee Activity Update – Mrs. Fox reported:

- “Free Tuition” - Maryland has a new scholarship offering free tuition (up to \$5000) with a residency requirement attachment for students upon graduation. The program is being promoted by Community Colleges to High School students.
- House Bill – a Congressional House bill, College Affordability Act, has been presented for approval. The Act is part of and an add on to the Higher Education Act of 1965. This being the first update in several years. The legislation is calling for tuition free community colleges to be funded by \$94 billion.
- Higher Education – the current political climate has an emphasis on higher education. This includes debt forgiveness and accountability for student performance. In light of new legislation ACCT (Association of Community College Trustees) suggests community colleges focus on:
 - Inviting legislators to the college to meet with students. Students are their own best advocates;
 - Use the college and or state generated data to present completion, transfer and retention data. The federal data has gaps in that only students receive federal aid are in the statistics. Also, federal financial data only includes student receiving Pell Grants.
 - ACCT suggests Trustees sign up for the ACCT “LAW Alert” emails. The address is www.publicpolicy@acct.org
- New Jersey – Governor Murphy promises free tuition. He has reported that free tuition in NJ would cost \$200M. Personally, I think free tuition with a budget of \$200M is not possible. In addition, this has not become a budget item.

- 8.2 Alumni Trustee Report – Mr. Kent reported that data from survey is still coming in. He is hoping to have a report for the November meeting. He indicated that the survey was sent to 3,000 people, and only 17 responses have been received.

- 8.3 The President’s Report is on file in the Office of the President.

- 8.4 Chair’s Comments

Mr. Curcio noted that two of our Trustees were honored by the NJ Manufacturers Association – Mr. Hofmann was the Keynote Speaker, and Dr. Morgus accepted the Manufacturer of the Year Award on behalf of ThorLabs.

The Veteran’s Fish and Chips Dinner is happening on 12/7/19, at the American Legion Post 86, 20 Yates Ave, Newton, NJ.

Next month we will begin going paperless for committee and board meeting packages.

The Audit and Policy Committee is going to review Board Policies and make recommendations upon completion of their review.

Mr. Hofmann added that there will be a Maker Space festival on October 26th and 27th.

- 8.5 The Reorganization Meeting of the Board of Trustees will take place Tuesday, November 26, 2019 at 4:30 p.m. The Regular Meeting of the Board of Trustees will follow at 5:00 p.m. in the Executive Board Room.

9. **Executive Session** - None

10. **Adjournment**

At 6:20 p.m., Dr. Burrell moved to adjourn from the Regular Meeting of the Board of Trustees. Mrs. Fox seconded the motion. Motion carried unanimously.

Approved:



Paul Crowley – Secretary, Board of Trustees