



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

MINUTES

1. General Institutional Functions

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

1.2 Dr. Crowley 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: Mr. Curcio-Chair, Dr. Crowley-Secretary, Ms. Brown, Dr. Burrell, Mrs. Fox (via conference call), Mrs. Geraci, Mr. Hofmann, Dr. Lamonte, 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, 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. Kienz-Board Counsel.

1.4 Welcome to Guests – No one spoke.

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

1.6 Approval/Acceptance of Minutes: (Resolutions GI11262019-2 – GI1126019-3)

1.6.1 Minutes from the Tuesday, October 22, Regular Meeting. (Resolution GI11262019-2)

Dr. Burrell moved to approve minutes from the Tuesday, October 22, 2019 Regular Meeting. Mr. Hofmann seconded the motion. Dr. Lamonte abstained from the vote. Motion carried.

1.6.2 Acknowledgment of Receipt of Committee Meeting Minutes – Tuesday, November 19, 2019 (Resolution GI11262019-3):

- Audit and Policy Committee

- Personnel and Curriculum Committee
- Finance and Facilities Committee

Dr. Burrell moved to acknowledge receipt of committee meeting minutes as noted above. Mr. Hofmann seconded the motion. Motion carried unanimously.

1.7 Committee Chair Reports

- Audit and Policy Committee Chair

Dr. Crowley noted that the committee met on Tuesday, November 19, 2019. The committee reviewed:

- Rescinding policy no. 200.2 Nepotism (4/23/13). It is being replaced with policy no. 200.2 Nepotism.
- Policy No. 301.3 Awarding a Posthumous Degree.
- Rescinding policy no. 500.10 Administrative Procedures in the Event of a Death of a Student (3/24/14). It is being replaced with policy no. 500.3 In the Event of a Death of a Student.
- Rescinding policy no. 500.23 Unemployed Persons Program Tuition Waiver Policy (UPP) (3/24/15). It will be rewritten as a formalized practice.
- Policy no. 503.2 Nepotism in the Classroom. This is a new policy.

The committee also:

- Discussed policy no. 102.3 Technology Access, Use, and Data Security.
- Received a presentation and had discussion about the start of a football team at SCCC.
- Reviewed the Purchases Over \$10,000 Report.
- Received an updated Incident Log.

- Personnel and Curriculum Committee Chair

Mr. Hofmann noted that the committee met on Tuesday, November 19, 2019. The committee:

- Received a presentation about and discussed a football team at SCCC.
- Reviewed monthly personnel actions including: F/T and P/T New hires, retirements, open positions, and stipends.
- Reviewed State of New Jersey Residency Exemption Report NJ First Act (P.L. 2011, c. 70).
- Reviewed the 2020-2021 Administrative Calendar.
- Reviewed a new Technical Studies Option: Electrical Lineman Program.
- Reviewed the 2020 – 2021 Academic Calendar.

- Reviewed the monthly Purchases Over \$10,000 Report.
- Received an updated Incident Log.
- Finance and Facilities Committee Chair

Mr. Gandhi reported on behalf of the Finance and Facilities Committee. He noted that the committee met on Tuesday, November 19, 2019, and reviewed the following financial items:

- Financial Statements – October 31, 2019 Four Months YTD FYE June 30, 2020.
- Request for an interim blanket purchase order for CenturyLink Government and Education Solutions phone service.
 - One Month (November) at Current Rate - \$4,000 (includes long distance and other charges)
 - Seven Months at \$2,600 per Month to Cover the Remainder of Our 19/20 Fiscal Year - 7 x \$2,600 = \$18,200 (33 lines removed)
 - Total Requested = \$22,200 to Cover Remainder of FY20 Phone Bills
- October 2019 Purchases Over \$10,000

The committee reviewed the following facilities items:

- Quote from Business Environments LLC in the amount of \$43,927.40 for the purchase of Allsteel Task Chairs to replace worn and broken chairs in Building B computer classrooms. Total of 140 student chairs and 6 teacher chairs for rooms B105, B107, B304, B305, B315, and B316. Funded by Chapter 12.
- Building A classroom, makerspace, lecture hall, conference rooms, and common area furniture in the amount of \$185,627.62 from the following companies. Funded by Go Bond.

W.B. Mason – Makerspace and Classroom Furniture	\$106,419.06
BE Furniture – Classroom and Lounge Seating	69,447.05
CMF Business Supplies – Makerspace Stools	4,972.38
KI – Media Table	4,789.13
Total:	\$ 185,627.62
- A large format 3D printer for the new makerspace in building A in the amount of \$24,900 from LDI Color ToolBox. Funded by Perkins Grant 2020.
- Horizontal and vertical band saws for the new makerspace in building A from DGI supply - A DoALL company in the amount of \$24,045. Funded by Perkins 2020.
- Trotec Laser, Inc. quote in the amount of \$20,400 for the purchase of CO2 cutting laser for the new makerspace for students to learn engraving and cutting using different materials. Funded by Perkins 2020.
- Updated Emergency Operations Plan and Procedures.

The committee also:

- Received an update regarding security. Highlights included - Access control project will go live in January, Public address system is working well, and Security operations are moving from current location to the D-building. The current area will become a true welcome center.
- Received an updated Incident Log for October 2019.

2. **Consent Agenda – ACTION/RC**

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

Dr. Burrell moved to approve items on the Consent Agenda. Mr. Hofmann seconded the motion.

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

- 2.1 Approval of Personnel Actions (Resolution P11262019-1 – P11262019-3)
 - 2.1.1 Monthly Personnel Actions: New Full-Time and Part-Time Hires, Retirements, Open Positions, and Stipends.
 - 2.1.2 Approval of the State of New Jersey Residency Exemption Report NJ First Act (P.L. 2011, c. 70).
 - 2.1.3 Approval of the 2020-2021 Administrative Calendar.
- 2.2 Approval of Curriculum Items (Resolutions CI11262019-1 – CI11262019-2)
 - 2.2.1 Approval of new Technical Studies Option: Electrical Lineman.
 - 2.2.2 Approval of the 2020-2021 Academic Calendar.
- 2.3 Approval of Policy Items (Resolutions AP11262019-1 – AP11262019-5)
 - 2.3.1 Rescind the Following Policies:
 - 200.2 Nepotism (4/23/13)
 - 500.10 Administrative Procedures in the Event of a Death of a Student (3/24/14)
 - 500.23 Unemployed Persons Program Tuition Waiver Policy (UPP) (3/24/15)
 - 2.3.2 Approve the Following Policies:
 - 200.2 Nepotism
 - 301.3 Awarding of Posthumous Degree
 - 500.3 In the Event of a Death of a Student
 - 503.2 Nepotism in the Classroom
- 2.4 Approval of Finance Items (Resolutions BFF11262019-1 – BFF11262019-2)
 - 2.4.1 Request for an Interim Blanket Purchase Order for CenturyLink

Government and Education Solutions Phone Service in the Amount of \$22,200 Needed to Cover Phone Bill. (BFF11262019-1)

One Month (November) at Current Rate: \$4,000 (includes long distance and other charges)

Seven Months at \$2,600 per Month to Cover the Remainder of Our 19/20 Fiscal Year: 7 x \$2,600 = \$18,200 (33 lines removed)

Total Requested = \$22,200 to Cover Remainder of FY20 Phone Bills.

2.4.2 October 2019 Purchases Over \$10,000 Report. (BFF11262019-2)

2.5 Approval of Facility Items (Resolutions BFF11262019-3 – BFF11262019-8)

2.5.1 Quote from Business Environments LLC in the Amount of \$43,927.40 for the Purchase of Allsteel Task Chairs to Replace Worn and Broken Chairs in Building B Computer Classrooms. Total of 140 Student Chairs and 6 Teacher Chairs for Rooms B105, B107, B304, B305, B315, and B316. Funded by Chapter 12. (BFF11262019-3)

2.5.2 Building A Classroom, Makerspace, Lecture Hall, Conference Rooms, and Common Area Furniture in the Amount of \$185,627.62 from the Following Companies. Funded by Go Bond. (BFF11262019-4)

W.B. Mason – Makerspace and Classroom Furniture	\$106,419.06
BE Furniture – Classroom and Lounge Seating	69,447.05
CMF Business Supplies – Makerspace Stools	4,972.38
KI – Media Table	<u>4,789.13</u>
Total:	<u>\$ 185,627.62</u>

2.5.3 A Large Format 3D Printer for the New Makerspace in Building A in the Amount of \$24,900 from LDI Color ToolBox. Funded by Perkins Grant 2020. (BFF11262019-5)

2.5.4 Horizontal and Vertical Band Saws for the New Makerspace in Building A from DGI Supply - A DoALL Company in the Amount of \$24,045. Funded by Perkins 2020. (BFF11262019-6)

2.5.5 Trotec Laser, Inc. Quote in the Amount of \$20,400 for the Purchase of CO2 Cutting Laser for the New Makerspace for Students to Learn Engraving and Cutting Using Different Materials. Funded by Perkins 2020. (BFF11262019-7)

2.5.6 Updated Emergency Operations Plan and Procedures. (BFF11262019-8)

3. **Finance and Facilities**

3.1 Recommendation: Acknowledgment of Receipt and Review of Financial Statements – October 31, 2019 Four Months YTD FYE June 30, 2020. (Resolution GI11262019-1)

Dr. Burrell moved to acknowledge receipt and review of financial statements, as indicated above. Mr. Hofmann seconded the motion.

Mr. Gandhi presented the financial reports, including: Credit Hours, Income Statement, Major Revenue Variances to Budget and LYR, Expenses, Major Expense Variances to Budget and LYR, Operating Statement, Balance Sheet – Assets, Major Asset Variances to LYR, Balance Sheet – Liabilities, Major Liabilities Variances to LYR, Three-Year Comparison, Head Count, and CAPEX Projects.

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

- 3.2 Recommendation: Approval to Add Additional \$15,000 (up to \$30,000 total) for Academic Center Site Testing for Sor Testing Laboratories, Inc. (Resolution BFF11262019-9)

Mr. Hofmann moved to approve adding additional \$15,000 (up to \$20,000 total), for Academic Center site testing, as noted above. Dr. Crowley seconded the motion.

This is for additional environmental testing, covered by Go Bond funds.

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

4. **Reports**

The following reports were received, reviewed and filed:

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

5. **Presentations**

- 5.1 SGA Officers presented student government and club activities.
- 5.2 Degree UP – Kathleen Carr, Assistant Director of Testing Services and Academic Outreach at SCCC; Dianna Morrison, Director Pathways 2 Prosperity/Degree UP; and Ria Esteves, Degree UP Coordinator, presented about the Degree UP program. A copy of the presentation is on file in the Office of the President.

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

7. **Other Business**

Discussion / Reports / Announcements:

- ACTION/RC** 7.1 Football 2020 Program Development at SCCC (Resolution OBB11262019-1)

Mr. Homer-Associate Dean of Institutional Effectiveness and Marketing, Enrollment Management, and Distance Learning, Mr. Kuntz-Director of Athletics and Associate Dean of Student Services, and Mr. Poltersdorf-Director of Admissions presented to the Board of Trustees about a new football program at SCCC. The program is part of an enrollment initiative.

Dr. Connolly noted that the research conducted is outstanding and thorough, and much work was done to create the program. He emphasized that this is a powerful enrollment initiative.

Dr. Burrell noted that there are a lot of small colleges that have closed, and that enrollment declines are national. He said it is very smart of SCCC to get ahead of this, agreeing that sports attract people, and that this is very positive for the college.

A copy of the presentation is on file in the office of the president.

Dr. Burrell moved to approve development of a 2020 football program at SCCC. Dr. Crowley seconded the motion.

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

7.2 Trustee Activity Update – None this month.

7.3 Alumni Trustee Report – Mr. Kent reported that the student employment survey is “chugging along,” and 37 replies have been received. They were hoping for 100, more qualitative replies.

Mr. Kent, along with Dr. Morgus, participated in a Skype call with ThorLabs. Discussion included relevance of cover letters (ThorLabs doesn’t believe they remain as relevant as in the past), student preparation (i.e.-researching at least the “About Us” web pages), appearance of career or job jumping, poor response from college job board.

Mr. Kent noted that he tried to connect with UPS as well, however, it did not work out.

Mr. Curcio suggested that Mr. Homer create an informational piece for students, regarding job hunting tips.

7.4 President’s Report – The President’s Report is on file in the Office of the President.

7.5 Chair’s Comments

Mr. Curcio reiterated how all colleges are having enrollment challenges.

Mr. Curcio wished Dr. Burrell well, as he has been elected as Vernon’s new Mayor.

Dr. Burrell said he wishes that he could serve Vernon as Mayor and stay on the SCCC Board, but NJ Statute states that he cannot. He said SCCC is an outstanding institution of higher education, what it does for students, and that SCCC is an asset to the quality of life in the county.

7.6 The Next Regular Meeting of the Board of Trustees Will Take Place Tuesday, January 28, 2020 at 5:00 p.m. in the Executive Board Room.

8. Executive Session – None

9. Adjournment

At 6:43 p.m., Dr. Burrell moved to adjourn from the meeting. Dr. Crowley seconded the motion. Motion carried unanimously.

Approved:



Paul B. Crowley, Secretary – Board of Trustees