

**Board of Trustees Regular Meeting**

**Tuesday, September 27, 2022**

**Performing Arts Center Atrium**

**MINUTES**

1. **General Institutional Functions**

1.1 Dr. Morgus called the meeting to order at 5:04 p.m.

 1.2 Dr. Morgus read the Public Statement: Adequate notice of this meeting

specifying the time and location was transmitted via fax, posted to the Sussex County Community College Website, and on the main entry doors to the Administration Building, on Thursday, September 22, 2022, pursuant to the Open Public Meetings Act, N.J.S.A. 10:4-8.

Dr. Morgus introduced the new Alumna Trustee Riley Cunniffe. Ms. Cuniffe provided a brief background about herself.

* 1. Roll Call / Pledge of Allegiance

The following were present: Dr. Morgus-Chair, Dr. Crowley-Vice Chair, Ms. Brown-Treasurer (via Zoom), Mr. Gewecke, Dr. Carrick, Mr. Castner, Dr. Digby, Mrs. Fox, Mr. Hofmann, Mr. Santillo, Mrs. Smith, Dr. Connolly-President and Ex Officio Member, Mrs. Fullem-Chief of Staff/EA to the BOT/Recording Secretary, and Ms. Cunniffe-Alumna Trustee.

Also present: Dr. Okay-Sr. VP of Academic and Student Affairs, Dr. Homer-VP of Student Success and Institutional Effectiveness, Mr. Gaddy-Chief Operating and Human Resources Officer, Mr. Kuntz-Dean of Student Affairs & Director of Athletics, Mr. Fruge-Dean of Technical Occupations, Mr. Kula-Executive Director of the SCCC Foundation, Mrs. Unrath-Chief Budget Officer, Mrs. Meseha-Institutional Comptroller, and Mr. Kienz-College Counsel.

* 1. Dr. Morgus welcomed the guests.

All members of the public that provide public comment shall first identify themselves. Public comments may be submitted to the Board of Trustees Secretary via email or written letter if received at least (8) hours prior to the meeting. Written public comments shall be read at the meeting with the same time restrictions as all public comments at the meeting. Duplicative comments may be summarized at the discretion of the Board of Trustees Chair.

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

No one spoke.

1.6 Approval/Acceptance of Minutes

* + 1. Minutes from the Tuesday, July 26, 2022, Regular Board Meeting. (Resolution No. GI09272022-1)
		2. Minutes from the Special Board Meeting Tuesday, August 9, 2022. (Resolution No. GI09272022-2)
		3. Acknowledgment of Receipt of Committee Meeting Minutes. (Resolution No. GI09272022-3)
* Personnel and Curriculum Committee – September 20, 2022.
* Audit and Policy Committee – September 20, 2022.
* Finance and Facilities Committee – September 20, 2022.

Mrs. Smith moved to approve/accept all minutes as noted above. Mr. Castner seconded the motion. Motion carried unanimously.

**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. Carrick moved to remove item 2.1.2 from the Consent Agenda due to a conflict. Mrs. Smith seconded the motion.

Roll call vote: Ms. Brown, Dr. Carrick, Mr. Castner, Dr. Crowley, Dr. Digby, Mrs. Fox, Mr. Gewecke, Mr. Hofmann, Mr. Santillo, Mrs. Smith, and Dr. Morgus voted yes. The motion passed unanimously.

Mrs. Smith moved to approve the revised Consent Agenda. Mr. Castner seconded the motion.

Roll call vote: Ms. Brown, Dr. Carrick, Mr. Castner, Dr. Crowley, Dr. Digby, Mrs. Fox, Mr. Gewecke, Mr. Hofmann, Mr. Santillo, Mrs. Smith, and Dr. Morgus voted yes. The motion carried unanimously.

* 1. Approval of Personnel Items
		1. July 11, 2022 – September 12, 2022 Personnel Actions. (Resolution No. P09272022-1)
		2. Distribution of Allocated Cares Act Funds to Employees. (Resolution No. P09272022-2) – Item removed from Consent Agenda and voted on separately.
	2. Approval of Curriculum Items

* + - 1. Termination of the A.S Occupational Therapy Assistant Program. (Resolution No. CI09272022-1)
		1. Correction in Nomenclature – The curriculum paperwork submitted by

Academic Affairs for the June 28, 2022 Board Meeting contained a typo. The paperwork to change the title from “A.A.S. Technical Studies: Electrical Linesmen” to “A.A.S. Technical Studies: Electrical Lineworker” was incorrectly written as “Electric” instead of “Electrical”. We are respectfully requesting a corrected resolution bearing the correct title of A.A.S Technical Studies: Electrical Lineworker. (Resolution No. CI09272022-2)

* 1. Approval of Policy Items
		+ 1. Rescind Policy No. 101.2 Code of Ethics Pertaining to Conflicts of Interest for College Trustees and Officers. (Resolution No. AP09272022-1)

* + 1. Policy No. 101.2 Code of Ethics - Financial Conflicts of Interest for the Board of Trustees. (Resolution No. AP09272022-2)
		2. Policy No. 101.3 Code of Ethics – Non-Financial Conflicts of Interest for the Board of Trustees. (Resolution No. AP09272022-3)
		3. Policy No. 101.4 Code of Ethics – Conduct of the Board of Trustees. (Resolution No. AP09272022-4)
		4. Renumbering of the Board of Trustees Policies. (Resolution No. AP09272022-5)
	1. Approval of Finance Items
		1. Network switches upgrade–CDW-G for $287,959.77. (Chapter 12

$180,000/ HEFT $24,000/OPEX $83,959.77) (Resolution No. BFF09272022-1)

* + 1. Fischer Science Education - Digital Automatic Polarimeter and Forensic Comparison Microscope for $27,524.21. (Perkins Funded). (Resolution No. BFF09272022-2)
		2. Tuition Payment Software from Higher One (Transact) for 1 year (8/1/22-7/31/23), for $78,408.37. (OPEX). (Resolution No. BFF09272022-3)
		3. Commercial Culinary Equipment from Singer M. Tucker for $19,393.77. (Perkins Funded) (Resolution No. BFF09272022-4)
		4. NFPA 1402 Retrofit Upgrade from KFT Fire Trainer for $146,886.00. (PSTA Chapter 12) (Resolution No. BFF09272022-5)
		5. Computer Equipment and Accessories from Dell Computer for $49,782.56. (Adult Basic Skills [ABS] Grant) (Resolution No. BFF09272022-6)

2.5 Approval of Facilities Items

2.5.1 Road Work – Repairs from Harrington Construction for $23,100. (OPEX) (Resolution No. BFF09272022-7)

2.5.2 Restroom Trailer Rental at McGuire from Johnny on the Spot (United Site Rentals) for $39,830. (OPEX) (Resolution No. BFF09272022-8)

2.5.3 Building B/C HVAC Upgrades to DeSesa Engineering Co. Inc. for $2,136,000. (CARES III/Chapter 12) (Resolution No. BFF09272022-9)

2.5.4 Emergency Operations Plan Update. (Resolution No. BFF09272022-10)

**Removed from Consent Agenda**

**ACTION/RC** 2.1.2Distribution of Allocated Cares Act Funds to Employees. (Resolution No.

 P09272022-2) – Item removed from Consent Agenda and voted on separately.

Mrs. Smith moved to approve the distribution of allocated Cares Act Funds to Employees. Mr. Hofmann seconded the motion.

Roll call vote: Ms. Brown, Mr. Castner, Dr. Crowley, Dr. Digby, Mrs. Fox, Mr. Gewecke, Mr. Hofmann, Mr. Santillo, Mrs. Smith, and Dr. Morgus voted yes. The motion passed unanimously.

Dr. Carrick recused herself from the vote, stating that she had a conflict because of work relative to the state of NJ.

**3. Policy**

**ACTION/RC** 3.1 Second Reading and Adoption of Bylaws Amendment:

 Section 5.12-Code of Ethics now reads:

 Individuals who accept a trusteeship shall have no other interest than: 1) a commitment to the mission of the institution; 2) the welfare of students/citizens who enroll at the College or otherwise use its services and/or its facilities; 3) the overall welfare of the College as a public institution of higher education, including its reputation; and 4) the outcomes and success of the institution and its enrollees. In carrying out the duties and responsibilities of trusteeship, each member shall, at all times and in all actions, be guided by the New Jersey Local Government Ethics Law, N.J.S.A. 40A:9-22.1 et seq. It shall be considered unethical for trustees to use their Board of Trustees position for pecuniary gain, for personal power, for the purpose of influencing contracts, and/or agreements with external vendors, to secure employment for family, friends, acquaintances, etc. or for some political advantage. In the event a charge of unethical conduct is lodged against one or more members of the Board of Trustees, the Board of Trustees shall follow the procedures as stated in the appropriate Code of Ethics for the Board of Trustees policy:

101.2 Code of Ethics–Financial Conflicts of Interest for the Board of Trustees

101.3 Code of Ethics–Non-Financial Conflicts of Interest for the Board of Trustees

101.4 Code of Ethics–Code of Conduct for the Board of Trustees

All Trustees are required to acknowledge the Code of Ethics Policies for the

Board of Trustees (101.2 Financial Conflicts of Interest for the Board of Trustees,

101.3 Non-Financial Conflicts of Interest for the Board of Trustees, and 101.4

Code of Conduct for the Board of Trustees), via signature and review of the

Policies at the annual Reorganization Meeting. (Resolution No. AP09272022-6)

Mrs. Smith moved to accept the second reading and adoption of the above

amendment to the Board of Trustees Bylaws. Dr. Carrick seconded the motion.

Roll call vote: Ms. Brown, Dr. Carrick, Mr. Castner, Dr. Crowley, Dr. Digby, Mrs.

Fox, Mr. Gewecke, Mr. Hofmann, Mr. Santillo, Mrs. Smith, and Dr. Morgus voted

yes. Motion carried unanimously.

**4. Finance – ACTION/RC**

 4.1 Recommendation: Acknowledge Receipt and Review of Financial Statements –

August 31, 2022, Two Months YTD FYE June 30, 2023. (Resolution No. GI09272022-4)

Dr. Homer and Mrs. Unrath presented the financial statements, as noted above, including August YTD FY23 Credit Hours, Income Statement, Major Revenue Variances to budget and LY, Revenue (Student/Support), Expenses, Major Expense Variances to budget and LY, and Operating Statement.

Mr. Gewecke moved to acknowledge receipt and review of the financial statements noted above. Mrs. Smith seconded the motion.

Roll call vote: Ms. Brown, Dr. Carrick, Mr. Castner, Dr. Crowley, Dr. Digby, Mrs. Fox, Mr. Gewecke, Mr. Hofmann, Mr. Santillo, Mrs. Smith, and Dr. Morgus voted yes. The motion carried unanimously.

**ACTION/RC** 4.2 Recommendation: Move Forward with the Brailsford and Dunlavey Market Study.

The Brailsford market study is designed to provide a holistic assessment of internal and external market conditions for need and price points if the College were to move forward with any housing. This will build upon the preliminary assessment they did a few months back and will feed the funding model. Total Amount $39, 589. (OPEX Funded) (Resolution No. BFF09272022-11)

Dr. Connolly and Dr. Homer explained that the study was presented in-depth to the Finance and Facilities Committee. A Q & A conversation followed the explanation and included:

* There are county colleges in the nation with dormitories, but SCCC would be the first in the state.
* We are following PPP laws.
* No grants to support athletics facilities and residence halls, but grants to support technology and infrastructure needs.
* Timing to build.
* Funding models.

A copy of the PFIC presentation was provided to all Trustees.

Mrs. Smith moved to go forward with the Brailsford and Dunlavey Market Study. Mr. Castner seconded the motion.

Roll call vote: Ms. Brown, Dr. Carrick, Mr. Castner, Dr. Crowley, Dr. Digby, Mrs. Fox, Mr. Gewecke, Mr. Hofmann, Mr. Santillo, Mrs. Smith, and Dr. Morgus voted yes. The motion carried unanimously.

**5. Reports**

 5.1 The Correspondence File was received, reviewed, and filed.

**6. Presentations** – None this month.

**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 Board Chair’s Appointment of the Nomination Committee. (Resolution No.

 GI09272022-5)

Dr. Morgus appointed Mr. Hofmann as the Chair, with members Mr. Castner, and Dr. Digby. He noted that Trustees who are interested in officer positions on the Board should let Mr. Hofmann know.

 8.2 Trustee Activity Update

 Mrs. Fox indicated that much of what was discussed during the marketing

 presentation has been included in recent updates from the ACCT and NJCCC.

 She also said how great the meals are from the Culinary Institute.

 8.3 Alumni Trustee Report – None this month.

 8.4 A copy of the President’s Report is on file in the Office of the President.

 8.5 Chair’s Comments – Dr. Morgus thanked Mrs. Peterson, Dr. Homer, and Dr.

Connolly, and noted that enrollment is encouraging. He thanked everyone for their efforts in bringing all of the hard work, time, and money, and we should celebrate having full use of MTEC and the Culinary Institute.

 8.6 The next meeting of the Board of Trustees will take place Tuesday, October 25,

 2022 at 5:00 p.m. in the Performing Arts Center Atrium.

**9. Executive Session** – None This Month

**10. Adjournment**

 At 5:55 p.m. Mrs. Smith moved to adjourn from the meeting. Dr.Crowley seconded the motion. The motion was carried unanimously.

 Approved:



Kurt Gewecke, Secretary – Board of Trustees