



**Board of Trustees Regular Meeting
Tuesday, April 24, 2018 – 5:00 p.m. – Board Room**

MINUTES

1. General Institutional Functions

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

1.2 Mrs. Fullem 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: Dr. Andrews, Mr. Curcio, Mrs. Fox, Mr. Hofmann, Mr. Scanlan-Vice Chair, Mr. Spekhardt-via conference call, Dr. Connolly-President and Ex-Officio member, Mrs. Gilfillan-Counsel, and Mrs. Fullem-Executive Assistant to the President and Board of Trustees/Recording Secretary.

Also present were: Mr. Gandhi-Chief Financial Officer and VP of Administrative Services (via conference call), Dr. Aguirre Batty-CAO and VP Academic Affairs, Dr. Okay-VP Student Services, Dr. Conde-Dean of Liberal Arts and Sciences, and Mr. Gallegly-Executive Director of Human Resources.

1.4 Mr. Scanlan welcomed the guests.

1.5 Approval/Acceptance of Minutes:

1.5.1 Minutes from the Tuesday, March 27, 2018 Regular Meeting.

Mr. Curcio noted that he is included in the initial roll call but did not attend the meeting. Minutes will be amended. Mrs. Fox moved to approve the amended minutes from the Tuesday, March 27, 2018 Regular meeting. Mr. Hofmann seconded the motion. Motion carried unanimously.

1.5.2 Acknowledgment of Receipt of Committee Meeting Minutes – Tuesday, April 17, 2018:

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

Mr. Curcio moved to acknowledge receipt and review of committee meeting minutes as noted above. Dr. Andrews seconded the motion. Motion carried unanimously.

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

- 1.7 Acknowledgment of Receipt and Review of Financial Statements: March 31, 2018 Nine Months YTD FYE June 30, 2018.

Dr. Andrews moved to acknowledge receipt and review of financial statements as noted above. Mr. Curcio seconded the motion.

Mr. Gandhi presented the financial statements, including: March YTD FY18 Credit Hours Dashboard and graph, Income Statement, Revenue (student/support), Expenses, Total Revenue and Total Expense graph, Balance Sheet, Three-year Comparison, Current Assets, Working Capital/Current Ratio, Headcount, and March YTD FY18 Chapter 12 Summary & Analysis,

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

- 1.8 The Correspondence File was received, reviewed and filed.

2. Policy

- 2.1 Report of the Audit and Policy Committee Chair- Mrs. Fox, Chair of the Audit and Policy Committee, reported that they reviewed the policies on tonight's agenda that are recommended for approval or to be rescinded.

- 2.2 Recommendation: Approval to Reformat Policy No. 401.1 – Stale Dated Checks.
Mrs. Fox moved to approve reformatting of policy no. 401.1-Stale Dated Checks. Mr. Curcio seconded the motion.

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

- 2.3 Recommendation: Approval to Expand/Update the Existing Non-Discrimination Policy No. 200.6.
Mrs. Fox moved to approve expansion/updating of the existing Non-Discrimination policy no. 200.6. Mr. Curcio seconded the motion.

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

- 2.4 Recommendation: Rescind the Existing Policy Against Harassment, 200.5, as it is Redundant with the Policy Against Sexual Harassment, 200.1.

Dr. Andrews moved to rescind the existing Policy Against harassment 200.5, as noted above. Mrs. Fox seconded the motion.

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

- 2.5 Recommendation: Replacment of Policy No. 200.5 with New Policy, Title IX: Prohibition Against Sex Discrimination/Sexual Violence Policy. (The new policy will also be cross-referenced to related policies and will retain the 200.5 number so as to be as close together as possible with the related policies).

Mr. Curcio moved to replace policy no 200.5 as noted above. Mrs. Fox seconded the motion.

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

2.6 Recommendation: Rescind Policy No. 3.14.1 Declaration of Major.

Dr. Andrews moved to rescind policy no 3.14.1, Declaration of Major. Mrs. Fox seconded the motion.

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

2.7 Recommendation: Rescind Policy No. 3.14.2 Change of Major/Concentration.

Mr. Hofmann moved to rescind policy no 3.14.2 as noted above. Mrs. Fox seconded the motion.

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

2.8 Recommendation: Approval of Policy No. 300.30 Declaration/Change of Major.

Mrs. Fox moved to approve policy no. 300.3 as noted above. Mr. Hofmann seconded the motion.

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

2.9 Recommendation: Rescind Policy No. 3.14.3 Matriculation.

Mr. Curcio moved to rescind policy no. 3.14.3 Matriculation. Dr. Andrews seconded the motion.

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

2.10 Recommendation: Approval of Policy No. 300.36 Matriculation.

Mr. Hofmann moved to approve policy no. 300.36 Matriculation. Mrs. Fox seconded the motion.

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

3. Personnel

3.1 Report of the Personnel and Curriculum Committee Chair – Dr. Andrews reported on behalf of the Personnel and Curriculum Committee. He noted that they reviewed the Personnel Actions Report, which included: Part-time hires, promotions, resignations, retirements, full, part-time, and grant-funded open positions. He acknowledged faculty retirements, noting that there is over 90 year's experience between our retiring faculty. He also indicated that we are in the final stages of interviews for the CIO position.

He noted that the committee also reviewed the Administrative Calendar.

3.2 Recommendation: Approval of Monthly Personnel Actions.

Mrs. Fox moved to approve monthly personnel actions. Mr. Curcio seconded the motion.

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

3.3 Recommendation: Approval of the 2018-2019 Administrative Calendar.

Mr. Hofmann moved to approve the 2018-2019 Administrative Calendar. Dr. Andrews seconded the motion.

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

4. **Curriculum** – None this Month.

5. **Student Services**

5.1 SGA Report - President Michael Franzone and Secretary/Treasurer Jacqueline DeLaura presented the Board with a report of SGA and student club activities.

5.2 The Campus Life Report was received, reviewed and filed.

6. **College Service Report** – None this month.

7. **Business and Finance**

7.1 Report of the Finance and Facilities Committee Chair – Mr. Curcio reported on behalf of the Finance and Facilities Committee. He noted that the committee reviewed items on tonight's agenda that are being recommended for receipt and review and/or approval. He indicated that the discussion/vote regarding VOIP will be tabled.

7.2 Recommendation: Approval of Weiner Law Group Quote in the Amount of \$20,000, for Legal Costs Associated with New Programs.

Mr. Hofmann moved to approve the quote from Weiner Law Group as noted above. Dr. Andrews seconded the motion.

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

7.3 The March Purchases Over \$10,000 Report was received, reviewed and filed.

8. **Facilities**

8.1 Recommendation: Approval of Classroom Furniture Purchase from KI for 20 Classrooms, in the Amount of \$403,481.65 – Chapter 12 Funded.

Dr. Andrews moved to approve the classroom furniture purchase from KI, as noted above. Mrs. Fox seconded the motion.

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

8.2 Recommendation: Approval of PM Agreement for HVAC with Sander Mechanical in the Amount of \$18,787.40.

Mrs. Fox moved to approve the PM Agreement for HVAC with Sander Mechanical as noted above. Mr. Hofmann seconded the motion.

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

- 8.3 Recommendation: Award of Landscaping Contract to Kramer Landscaping – Up to \$60,000.

Mr. Curcio moved to award Landscaping Contract to Kramer Landscaping as noted above. Mrs. Fox seconded the motion.

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

- 8.4 Recommendation: Approval to Purchase Campus-Wide VOIP Phone System in the Amount of \$336,382.00 from RFP Solutions. State coop vendor. Covered by Chapter 12.

Mr. Scanlan moved to open discussion regarding the VOIP Phone System, as noted above. Mrs. Fox seconded the motion.

After discussion, it was determined that there is more information to be gathered regarding this system. Mr. Scanlan moved to table this item until next month. Mrs. Fox seconded the motion.

Roll call vote to table this item: Dr. Andrews, Mr. Curcio, Mrs. Fox, Mr. Hofmann, Mr. Scanlan and Mr. Spekhardt voted yes. Motion carried unanimously.

- 8.5 Recommendation: Approval to Purchase Additional Security Cameras in the Amount of \$50,552.48, from OSI. Chapter 12 Funds.

Mrs. Fox moved to approve the purchase of additional security cameras as noted above. Mr. Curcio seconded the motion.

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

- 8.6 Monthly Incident Log/Report was received, reviewed and filed.

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

No one spoke.

10. **Other Business**

Discussion / Reports / Announcements:

- 10.1 Trustee Activity Update.

Mrs. Fox reported:

National and Regional News - Free tuition - NJ – Gov. Murphy has allocated \$50M in the proposed fiscal year 2019 budget towards free community college tuition. This would represent \$2.6 M to each of the community colleges if it would just be funds for community colleges not four year institutions.

Courses, certificate programs, career programs – all to be geared to employment.

Student hunger – community college students have an increased rate of hunger which impacts study and grades.

Middle States – She attended three Middle States meetings. The college and in particular Cory Homer are to be commended for the preparation for the accreditation process. The Middle States Team were impressed with the campus and the academic and operational workings of the college.

Phi Theta Kappa (PTK) - She attended the PTK awards ceremony. There were 86 nominations for the award 50 of those attended the ceremony. Of note, one participant was a mother of four returning to college and another was one of our International students. Remarkably there were also several single working parents who were recipients of the award.

Dr. Andrews noted that he attended two meetings regarding Middle States, and offered kudos to all involved. He indicated that the visiting team was very thorough and made sure the Board of Trustees understood their role as Trustees vs. Presidential and Administrative duties.

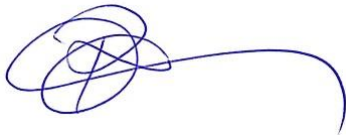
Dr. Andrews also noted that he attended the Board of School Estimate Meeting. Our funding Resolutions were all approved.

- 10.2 Alumni Trustee Report – None this month.
- 10.3 Dr. Connolly provided the Board with the President's Report, which is on file in the Office of the President.
- 10.4 Chair's Comments.- Vice Chair Scanlan commended the college community for their positive and impactful involvement in the Middle States Self-Study and interactions with the visiting team.
- 10.5 The Next Regular Meeting of the Board of Trustees Will Take Place on Tuesday, May 22, 2018 at 5:00 p.m. in the Executive Board Room.

11. **Adjournment**

At 5:50 p.m., Mr. Curcio moved to adjourn the meeting. Mrs. Fox seconded the motion. Motion carried unanimously.

Approved:



Rachel A. Geraci, Secretary-Board of Trustees