Sussex County COMMUNITY COLLEGE

Board of Trustees Regular Meeting
Tuesday, September 26, 2017 – 5 P.M. – Executive Board Room

MINUTES

1. General Institutional Functions

1.1 Call to Order – Chair Parker called the meeting to order at 5 P.M.

1.2 Secretary Mrs. Geraci 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: Judge Parker–Chair, Mr. Scanlan-Vice Chair, Mrs. Geraci-Secretary, Dr. Andrews, Dr. Crowley Mr. Curcio, Mrs. Fox, Dr. Lamonte, Mr. Spekhardt, Dr. Connolly-Ex Officio Member via conference call, Ms. Chapman – Alumni Member, and Patricia Shatsoff - Alternate for Wendy Fullem, Assistant to the President and Board of Trustees/Recording Secretary.

Also present: Mr. Gandhi-CFO & Vice President of Administrative Services, Dr. Aguirre-Batty-Interim Vice President of Academic Affairs/Chief Academic Officer, Dr. Okay-Vice President of Student Services, Ms. Fitzgerald-Dean of Applied Arts and Sciences, Dr. Conde-Dean of Liberal Arts & Sciences, Mr. Homer-Associate Dean of Institutional Effectiveness and Marketing, Enrollment Management, and Distance Learning, Mr. Winch-Information Technology CIO, and Kate Gilfillan-Legal Counsel.

1.4 Welcome to Guests – Chair Parker welcomed the guests. Wendy Fullem was welcomed back, and Judge Parker expressed that the Board was very happy for her return and that her role will be expanding. Judge Parker also welcomed and introduced Shelby Chapman, Alumni Member. Shelby has held student leadership positions while attending SCCC and wishes to use her new position as a platform to help the current students of the College.

1.5 Approval/Acceptance of Minutes and Board Action Resolutions:

1.5.1 Approval of Minutes from the Tuesday, July 25, 2017 Regular Board Meeting.

Mrs. Fox moved to approve minutes from the Tuesday, July 25, 2017 Regular Board Meeting. Mr. Spekhardt seconded the motion. Mr. Scanlan and Dr. Lamonte abstained.

1.5.2 Acknowledgement of Receipt of Committee Meeting Minutes.

- 2020 Committee – Wednesday, September 6, 2017
- Audit and Policy Committee – Tuesday, September 19, 2017
- Personnel and Curriculum Committee – Tuesday, September 19, 2017
- Finance and Facilities Committee – Tuesday, September 19, 2017

Mr. Scanlan moved to acknowledge receipt of Committee Meeting Minutes. Dr. Andrews seconded the motion. Motion carried unanimously.

1.5.3 Approval of Board Action Resolutions from the July 25, 2017 Board Meeting.

Mr. Spekhardt moved to approve the Board Action Resolutions from the July 25, 2017 Board Meeting. Mrs. Fox seconded the motion. Dr. Lamonte and Mr. Scanlan abstained.

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 July/August 2017 Financial Statements.

Mr. Gandhi presented the Financial Statements, including: July/August YTD FY18 Dashboard, July/August YTD 2018 Income Statement, July/August YTD 2018 Department Expenses vs. Budget, July/August YTD 2018 Income Statement – Revenue, and July/August YTD 2018 Income Statement – Expenses.

Mr. Spekhardt moved to acknowledge receipt and review of the July/August 2017 Financial Statements. Mrs. Geraci seconded the motion.

Roll call vote: Dr. Andrews, Dr. Crowley, Mr. Curcio, Mrs. Fox, Mrs. Geraci, Dr. Lamonte, Mr. Scanlan, Mr. Spekhardt, and Judge Parker voted yes. Motion carried unanimously.

1.8 Correspondence File was received, reviewed, highlighted during the meeting, and filed.

2. Audit – None at this time.

3. Policy

3.1 Report of the Audit and Policy Committee Chair.

Mrs. Fox, Chair of the Audit and Policy Committee, stated that the Committee reviewed policies to be rescinded and policies to replace them. The Committee suggested that old policies be updated with current numbering and placed into

the correct categories. There was a question about Policy No. 301.4 Academic Readmission Following Suspension/Dismissal, and it was explained that the old Policy No. 3.11.2 required students to be readmitted only after two full academic semesters. The new policy allows students to return the next semester by achieving certain academic standards.

3.2 Recommendation: Rescind Policy No. 3.3.2 Dean's List.

Mrs. Fox moved to rescind Policy No. 3.3.2 Dean's List. Mr. Spekhardt seconded the motion.

Roll call: Dr. Andrews, Dr. Crowley, Mr. Curcio, Mrs. Fox, Mrs. Geraci, Dr. Lamonte, Mr. Scanlan, Mr. Spekhardt, and Judge Parker voted yes. Motion carried unanimously.

3.3 Recommendation: Rescind Policy No. 3.11.2 Readmission to College After Dismissal Due to Unsatisfactory Academic Performance.

Dr. Andrews moved to rescind Policy No. 3.11.2 Readmission to College After Dismissal Due to Unsatisfactory Academic Performance. Dr. Lamonte seconded the motion.

Roll call: Dr. Andrews, Dr. Crowley, Mr. Curcio, Mrs. Fox, Mrs. Geraci, Dr. Lamonte, Mr. Scanlan, Mr. Spekhardt, and Judge Parker voted yes. Motion carried unanimously.

3.4 Recommendation: Rescind Policy No. 500.19 Medical Appeal.

Mrs. Fox moved to rescind Policy No.500.19 Medical Appeal. Mr. Spekhardt seconded the motion.

Roll call: Dr. Andrews, Dr. Crowley, Mr. Curcio, Mrs. Fox, Mrs. Geraci, Dr. Lamonte, Mr. Scanlan, Mr. Spekhardt, and Judge Parker voted yes. Motion carried unanimously.

3.5 Recommendation: Approval of Policy No. 301.20 Dean's List.

Dr. Andrews moved to approve Policy No. 301.20 Dean's List. Dr. Lamonte seconded the motion.

Roll call: Dr. Andrews, Dr. Crowley, Mr. Curcio, Mrs. Fox, Mrs. Geraci, Dr. Lamonte, Mr. Scanlan, Mr. Spekhardt, and Judge Parker voted yes. Motion carried unanimously.

3.6 Recommendation: Approval of Policy No. 301.4 Academic Readmission Following Suspension/Dismissal.

Dr. Lamonte moved to approve Policy No. 301.4 Academic Readmission Following Suspension/Dismissal. Dr. Andrews seconded the motion.

Roll call: Dr. Andrews, Dr. Crowley, Mr. Curcio, Mrs. Fox, Mrs. Geraci, Dr. Lamonte, Mr. Scanlan, Mr. Spekhardt, and Judge Parker voted yes. Motion carried unanimously.

3.7 Recommendation: Approval of Policy No. 301.5 Medical Appeal.

Mr. Fox moved to approve Policy No. 301.5 Medical Appeal. Mr. Spekhardt seconded the motion.

Roll call: Dr. Andrews, Dr. Crowley, Mr. Curcio, Mrs. Fox, Mrs. Geraci, Dr. Lamonte, Mr. Scanlan, Mr. Spekhardt, and Judge Parker voted yes. Motion carried unanimously.

4. Personnel

4.1 Report of the Personnel and Curriculum Committee Chair.

Dr. Andrews, Chair of the Personnel and Curriculum Committee, reviewed monthly personnel actions. Personnel actions include four new full-time employees and a number of part-time hires and adjuncts. In addition, there was one health science instructor hired, one transfer, and three resignations. There was one short term disability noted. There are a two full-time and a number of part-time positions open at this time. The legal counsel listed on the Personnel Actions for approval was withdrawn and not approved. The Committee also reviewed the 2018-2019 Academic Calendar.

4.2 Recommendation: Approval of Monthly Personnel Actions.

Dr. Andrews moved to approve the Monthly Personnel Actions. Dr. Crowley seconded the motion.*

* The item in the Personnel Action List referring to Legal counsel was deleted prior to the Motion and the Board's approval.

Roll call: Dr. Andrews, Dr. Crowley, Mr. Curcio, Mrs. Fox, Mrs. Geraci, Dr. Lamonte, Mr. Scanlan, Mr. Spekhardt, and Judge Parker voted yes. Motion carried unanimously.

5. Curriculum

5.1 Recommendation: Approval of the 2018-2019 Academic Calendar.

Dr. Andrews moved to approve the 2018-2019 Academic Calendar. Mrs. Geraci seconded the motion.

Roll call: Dr. Andrews, Dr. Crowley, Mr. Curcio, Mrs. Fox, Mrs. Geraci, Dr. Lamonte, Mr. Scanlan, Mr. Spekhardt, and Judge Parker voted yes. Motion carried unanimously.

6. Student Services – There were no SGA and Campus Life Reports for this month.

7. Community Service Report – None this month.

8. Business and Finance

8.1 Report of the Finance and Facilities Committee Chair.

Mr. Spekhardt, acting as Chair of the Finance and Facilities Committee, reported that the Committee reviewed the July/August financials, the Carl D. Perkins Career

and Technical Education grant application, the ADP payroll services information for the College, sale of the old fitness equipment, and SCCC designation of unrestricted net assets. The Committee agreed to bring these items to the Board for approval.

8.2 Recommendation: Approval to Submit Application for Carl D. Perkins Career and Technical Education Improvement Act of 2006 for the Purposes Described in the Application, in the Amount of $90,480.00, Starting on July 1, 2017 and Ending on June 30, 2018.

Mrs. Geraci moved to approve to Submit Application for Carl D. Perkins Career and Technical Education Improvement Act of 2006 for the Purposes Described in the Application, in the Amount of $90,480.00, Starting on July 1, 2017 and Ending on June 30, 2018. Mr. Spekhardt seconded the motion.

Roll call: Dr. Andrews, Dr. Crowley, Mr. Curcio, Mrs. Fox, Mrs. Geraci, Dr. Lamonte, Mr. Scanlan, Mr. Spekhardt, and Judge Parker voted yes. Motion carried unanimously.

8.3 Recommendation: Approval of ADP Payroll Services up to the Annual Amount of $75,974.14 per Year.

Mr. Spekhardt moved to approve ADP Payroll Services up to the Annual Amount of $75,974.14 per Year. Mrs. Fox seconded the motion.

Roll call: Dr. Andrews, Dr. Crowley, Mr. Curcio, Mrs. Fox, Mrs. Geraci, Dr. Lamonte, Mr. Scanlan, Mr. Spekhardt, and Judge Parker voted yes. Motion carried unanimously.

8.4 Recommendation: Approval of Sale of Old Fitness Center Equipment Through GovDeals.com.

Mrs. Fox moved to approve Sale of Old Fitness Center Equipment Through GovDeals.com. Dr. Andrews seconded the motion.

Roll call: Dr. Andrews, Dr. Crowley, Mr. Curcio, Mrs. Fox, Mrs. Geraci, Dr. Lamonte, Mr. Scanlan, Mr. Spekhardt, and Judge Parker voted yes. Motion carried unanimously.

8.5 Recommendation: Approval of SCCC Designation of Unrestricted Net Assets FYE June 30, 2017.

Mr. Spekhardt moved to approve SCCC Designation of Unrestricted Net Assets FYE June 30, 2017. Mr. Scanlan seconded the motion.

Roll call: Dr. Andrews, Dr. Crowley, Mr. Curcio, Mrs. Fox, Mrs. Geraci, Dr. Lamonte, Mr. Scanlan, Mr. Spekhardt, and Judge Parker voted yes. Motion carried unanimously.

9. Facilities – None this month.

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

No one spoke.

11. Appointment of the Nominating Committee

11.1 Judge Parker asked Mr. Spekhardt to Chair the Nominating Committee with Mrs. Fox and Mr. Curcio serving as members. The Board members were asked to submit a request to the Committee if they wish to serve in any officer role.

12. Other Business

Discussion / Reports / Announcements:

12.1 Trustee Activity Update

Mrs. Fox reported that on a national level, the trend for colleges is to develop or enhance education for workforce development and in particular the areas of cyber security and manufacturing. Cyber security is expected to grow 50% within the next two years. The manufacturing industry is expected to need three million additional jobs by 2025, and it is expected that only one million positions will be filled. Therefore, many colleges are increasing their attention toward manufacturing.

Another trend both nationally and locally is free tuition for college with some states offering free tuition for all students or some states offering free tuition to students based on income or assets.

Mrs. Fox also added that New York and Connecticut are currently offering Associate Degree programs in some of their correctional institutions which they are finding is controversial.

12.2 Alumni Trustee Report.

Shelby Chapman plans to give her report at the next Board of Trustees meeting in October.

12.3 President's Report.

Dr. Connolly spoke via conference call from the Association of Community College Trustees conference, and he echoed what Mrs. Fox spoke about with the national

trend for community colleges to train students for the new jobs and also free college tuition.

SOAR sessions have taken place with 18 sessions, and he wished to congratulate Kathi Gallichio for making this a success. There was an increase in attendance this year by 100% over last year with over 200 students participating. The new student orientation had approximately 500 students in attendance, while the parents' orientation had 86 participants. These were the most successful orientations in many years.

Enrollment is flat which is extremely good news. Retention continues to be a priority at the College, and there are meetings taking place concerning this.

It is almost certain that men's and women's lacrosse will be offered for the fall of 2018, and they will be playing on a lacrosse field in spring of 2019. Also in support of our athletic program is our new Fitness Center which had a grand opening on September 13.

Judge Parker and Dr. Connolly attended the League of Municipalities and gave a presentation about what is happening at the College. The presentation was very well received. We thank Judge Parker for her continued support of the College and making sure the message of what SCCC does for the community is heard. She also represented the College at the 9/11 ceremony on campus, and there was a written piece about her participation in the ceremony in the *New Jersey Herald*.

Dr. Connolly extended a welcome to Shelby Chapman as the Alumni Representative for the Board of Trustees and believes she will do an extraordinary job in her new role. Amy Rude was welcomed as the new Assistant Director of Student Engagement. This role is important in student retention and is ongoing, and it is Dr. Connolly's belief that Amy will do a great job. If students find a home at our College, they will want to stay.

12.4 Chair's Comments.

Judge Parker spoke about the September 11th event on the SCCC campus and how privileged we are to be able to host the event. She spoke of the incredible bravery and self-sacrificing character of the first responders who rushed into the buildings in New York City to help people, and the importance of our students learning about this event since most are too young to have firsthand recollections of that day.

Judge Parker distributed copies of the PowerPoint presentation about the College which outlines the learning opportunities, the services, and the economic contribution to the County. She encouraged everyone to share this information with people in the community. She also stated the fact that the College takes only 4% of the County budget. At the League of Municipalities meeting where she

presented this information, there was a very positive response, and many businesses expressed an interest in partnering with the College.

It was noted that Jean Brine, Assistant Director of Financial Aid for 26 years before her retirement in June of 2016, passed away on September 19. Jean was a familiar face at Board of Trustees meetings and was a strong student advocate.

Upcoming events at the College include Senior Life Center events and the 10th Annual Skylander Race on October 1. Programs at the College currently in development include machine tool, welding, and culinary. The Board Retreat is scheduled for November 8.

12.5 The Next Regular Meeting of the Board of Trustees Will Take Place at 5 P.M. on Tuesday, October 24, 2017, in the Executive Board Room.

13. Adjournment

Mrs. Fox moved to adjourn from the Regular Board Meeting at 5:56 P.M. Mrs. Geraci seconded the motion. Motion carried unanimously.

Approved:

Rachel Geraci, Secretary-Board of Trustees