



**Board of Trustees Regular Meeting
Tuesday, March 27, 2018 – Executive Board Room**

MINUTES

1. General Institutional Functions

1.1 Judge Parker called the meeting to order at 5:00 p.m.

1.2 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: Dr. Andrews, Dr. Crowley, Mrs. Fox, Mrs. Geraci-Secretary, Mr. Hofmann, Dr. Lamonte-Treasurer, Mr. Scanlan-Vice Chair, Mr. Spekhardt, Judge Parker-Chair, Dr. Connolly-President and Ex-Officio member, Mrs. Gilfillan-Counsel, and Mrs. Fullem-Assistant to the President and Board of Trustees/Recording Secretary.

Also present were: Mr. Gandhi-Chief Financial Officer and VP of Administrative Services, Dr. Aguirre Batty-Chief Academic Officer and VP Academic Affairs, Dr. Okay-VP Student Services, Ms. Fitzgerald-Dean of Applied Arts and Science, Dr. Conde-Dean of Liberal Arts and Sciences, Mr. Gallegly-Executive Director of Human Resources, and Mr. Homer-Associate Dean of Institutional Effectiveness and Marketing, Enrollment Management, and Distance Learning.

1.4 Judge Parker welcomed the guests.

1.5 Approval/Acceptance of Minutes:

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

Mr. Scanlan moved to approve minutes from the February 27, 2018 Regular Meeting. Mr. Spekhardt seconded the motion. Dr. Lamonte abstained from the vote. Motion carried.

1.5.2 Minutes from the Tuesday, February 27, 2018 Executive Session.

Mr. Scanlan moved to approve minutes from the February 27, 2018 Executive Session. Mr. Spekhardt seconded the motion. Dr. Lamonte abstained from the vote. Motion carried.

1.5.3 Acknowledgment of Receipt of Committee Meeting Minutes – Tuesday, March 20, 2018:

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

Dr. Andrews moved to acknowledge receipt of committee meeting minutes as noted above. Mrs. Geraci 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 - Month End CFO Report – February 28, 2018 - Eight Months YTD FYE June 30, 2018.

Mrs. Geraci moved to acknowledge receipt and review of financial statements as noted above. Mrs. Fox seconded the motion.

Mr. Gandhi provided a presentation of the financials. The presentation included: January YTD FY18 Credit Hours Dashboard, Credit Hours update, Income Statement, Revenue (student/support), Expenses, Total revenue and total expenses, Balance sheet, Three-year comparison, Current assets, Working capital/current ratio, Headcount and, Chapter 12 summary analysis.

Roll call vote: Dr. Andrews, Dr. Crowley, Mrs. Fox, Mrs. Geraci, Mr. Hofmann, Dr. Lamonte, Dr. Morgus, Mr. Scanlan, Mr. Spekhardt and Judge Parker 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 Rescind Policy No. 7.1.6 Procurement and Policy No. 401.2 Public Bidding.

Mrs. Fox moved to rescind policy no. 7.1.6 and policy number 401.2 as noted above. Mr. Scanlan seconded the motion.

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

2.3 Recommendation: Approval of Policy No. 401.6 Procurement/Bidding. (Replaces Policy No. 7.1.6 Procurement and Policy No. 401.2 Public Bidding.)

Mr. Scanlan moved to approve policy no. 401.6 as noted above. Mrs. Fox seconded the motion.

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

2.4 Recommendation: Approval to Rescind Policy No. 7.1.8 Tuition and Fees.

Dr. Lamonte moved to rescind policy no. 7.1.8 as noted above. Dr. Crowley seconded the motion.

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

2.5 Recommendation: Approval of Policy No. 401.8 Tuition and Fees. (Replaces Policy No. 7.1.8 Tuition and Fees.)

Dr. Andrews moved to approve policy no. 401.8 as noted above. Mrs. Geraci seconded the motion.

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

2.6 Recommendation: Approval to Rescind Policy No. 7.1.9 and 102.5 Audit Firm of Record. It is no longer an applicable policy as the Audit Firm of Record is appointed at the Board of Trustees Annual Reorganization Meeting in November.

Mr. Scanlan moved to rescind policy no. 7.1.9 as noted above. Dr. Lamonte seconded the motion.

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

2.7 Recommendation: Approval to Rescind Policy No. 7.1.10 Annual Audit.

Dr. Crowley moved to rescind policy no. 7.1.10 as noted above. Mr. Spekhardt seconded the motion.

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

2.8 Recommendation: Approval of Policy No. 401.9 Annual Audit. (Replaces Policy No. 7.1.10 Annual Audit.)

Mrs. Fox moved to approve police no. 401.9 as noted above. Dr. Crowley seconded the motion.

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

- 2.9 Recommendation: Approval to Rescind Policy No. 7.1.11 Public Release of Historical Financial Information. It is no longer an applicable policy.

Mrs. Fox moved to rescind policy no. 7.1.11 as noted above. Dr. Lamonte seconded the motion.

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

- 2.10 Recommendation: Approval to Rescind Policy No. 102.6 Annual Budget. It was replaced with Policy No. 401.3 at the February 27, 2018 Board of Trustees meeting.

Dr. Andrews moved to rescind policy no 102.6 as noted above. Dr. Crowley seconded the motion.

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

3. Personnel

- 3.1 Report of the Personnel and Curriculum Committee Chair.

Mr. Scanlan reported that the committee reviewed the monthly personnel actions, with a focus on the CIO position. He indicated that we are in the second rounds of interviews.

- 3.2 Recommendation: Approval of Monthly Personnel Actions.

Mr. Scanlan moved to approve monthly personnel actions. Dr. Crowley seconded the motion.

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

4. Curriculum – None this Month.

5. Student Services

- 5.1 SGA Report - Student Government Officers Michael Franzone-President, Nicole Ranaudo-Vice President and Jacqueline DeLaura-Secretary/Treasurer provided the Trustees with a presentation of SGA and Club Activities.
- 5.2 A written Campus Life Report was provided to the Board of Trustees. It has been received, reviewed and filed.

6. College Service Report

The College Service Report was received, reviewed and filed.

7. **Business and Finance**

7.1 Report of the Finance and Facilities Committee Chair.

Dr. Morgus, Chair of the Finance and Facilities Committee, reported that they are recommending:

The reallocation of Chapter 12 Funds targeted to increasing enrollment by developing new programs and creating/updating facilities to make the college more attractive.

Approval of:

- An agreement with the Weiner Law Group. They have expertise in property transactions, which will be important as we explore expanding our footprint, specifically in the technical careers and culinary areas.
- A bid for welding equipment.
- Renewal of Microsoft Office licenses.
- Furniture purchase for the cafeteria.
- Adding more Jenzabar training hours.
- Tent rental for commencement.
- Purchase of two vehicles, primarily to transport our athletes. We are adding a men's lacrosse team.
- Continuing our ad campaign with iHeart Radio.

Mrs. Fox questioned the normal hourly rate in the Weiner Law Group contract, noting that it states that our normal hourly rate is between \$275 and \$500 based on the level of expertise of the attorney. Then it continues on to say that legal services will be \$195 for partners and \$150 for associates.

Judge Parker indicated that this generally is the municipal/government rate when the firm does business with a government entity. It is the rate that we would be paying. She noted that there needs to be clarification with the following sentence that reads, "these rates may change from time to time." Ms. Gilfillan had an opportunity to review the retainer agreement, and we are going to have this sentence deleted. There are other changes as well, such as payment being due in 15 days being changed to 30 days. There is a sentence that reads, "if such conflict may exist or arise, we hereby waive such conflict." This sentence is being deleted. If there is a conflict and we don't tolerate the conflict, then the agreement will be terminated. The Board will approve the agreement, subject to the changes being made.

Mrs. Fox asked why we are looking at another law firm when we already have counsel. Dr. Connolly replied that we believe we need to have specialized, expert counsel in this area of acquisitions with McGuire Chevrolet and the Culinary Institute. These types of transactions tend to have political and town implications. Glenn Kienz brings a level of experience with which we will be successful. Their reputation is unparalleled and we want to take advantage of the very best we can.

7.2 Recommendation: Approval of Chapter 12 Projects Requested for Reallocation, Broken Down as Follows:

Chapter 12 Projects Requested for Reallocation				
Bond	Current Project	Project Balance	New Project	Project Total
12-04	Backflow Prevention Inst	60,784.00	New Sport Programs/Wrestling & Lacrosse Field	101,500.25
12-04	Storm Drain Repairs	34,472.00		
12-04	SANITARY SEWER REPLACE	6,244.25		
		101,500.25		
		101,500.25	Total New Sport Programs/Wrestling&Lacrose Field	101,500.25
15-02	B/C/E BLDGS HEATING	500,000.00	Culinary&Technical Career Facilities	2,000,000.00
15-02	B/C WINDOWS/FACADE/HVAC	1,500,000.00		
		2,000,000.00	Total Culinary&Technical Career Facilities	2,000,000.00
15-02	SITE REST-R BLDG	207,792.08	Bldg D Flooring	207,792.08
16-03	E-BLDG LIBRARY PROJECT	1,000,000.00	New Academic Building	1,000,000.00

Dr. Morgus moved to approve Chapter 12 project reallocation as noted above. Mr. Spekhardt seconded the motion.

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

7.3 Recommendation: Approval of Weiner Law Group LLP Agreement to Provide Legal Services for Work Associated with Institutional Uses on Parcels of Land in the Town of Newton, with Rates as Shown on the Agenda and also as Indicated in the Discussion of the Retainer Agreement. Rates are as Follows:

Hourly Rates:
 \$195 - Partners
 \$150 - Associates
 \$ 95 - Paralegals

The Recommendation was changed to: Approval of Weiner Law Group LLP Agreement to Provide Legal Services for Work Associates with Institutional Uses on Parcels of Land in the Town of Newton, with Rates as Shown on the Agenda and also as Indicated in the Discussion of the Retainer Agreement.

Mr. Hoffman moved to approve the Weiner Law Group LLP Agreement as noted in above amendment. Dr. Crowley seconded the motion.

Roll call vote: Dr. Andrews, Dr. Crowley, Mrs. Geraci, Mr. Hofmann, Dr. Lamonte, Dr. Morgus, Mr. Scanlan, Mr. Spekhardt and Judge Parker voted yes. Mrs. Fox voted no. Motion carried.

- 7.4 Recommendation: Approval of the Welding Program Classroom Equipment Bid Specifications and Proposal Forms from Airgas USA, LLC in the Amount of \$56,615.28, Broken Down as Follows:

Line No.	Qty	Equipment Name	Unit Price	Total
1	6	Lincoln Electric K 2774-4 Power Wave C300 Advanced Process Welder Multi-Process Educational Ready Pak, or equivalent	7,088.51	\$42,531.06
2	3	Lincoln Electric K 1654-5 Statiflex 200-M with Merv 14 Dual Arm Fume Extracting Base Unit, or equivalent	2,837.48	8,512.44
3	6	Lincoln Electric K 1655-2 Fume Extraction Arms LFA 4.1 13 ft. Statiflex, or equivalent	928.63	5,571.78
Total Cost				\$56,615.28

Mr. Hoffman moved to approve the welding program classroom equipment bid specifications and proposal forms from Airgas USA, LLC as noted above. Dr. Andrews seconded the motion.

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

- 7.5 Recommendation: Approval of CDW-G Renewal of Microsoft Office Annual Licensing in the Amount of \$25,349.49.

Mr. Hoffman moved to approve CDW-G renewal of Microsoft Office annual licensing as noted above. Dr. Morgus seconded the motion.

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

- 7.6 Report detail for purchases over \$10,000 was received, reviewed and filed.

8. Facilities

- 8.1 Recommendation: Approval to Accept Proposal from KI Company Cafeteria Furniture for \$42,881.51.

Dr. Morgus moved to accept proposal from KI as noted above. Mr. Spekhardt seconded the motion.

Mrs. Fox asked if all of the items under facilities are budgeted in Chapter 12. Mr. Gandhi indicated that Jenzabar falls under operating expenses.

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

- 8.2 Recommendation: Approval to Accept Proposal of Jenzabar for Financial Aid Packaging/Registrar. Set Up and Training Quote – Additional Pool Hours Needed. 222 – Billed at \$165/Hour Consulting and \$175/Hour Project Management for a Total of \$36,930.

Dr. Morgus moved to accept proposal of Jenzabar for Financial Aid packaging/ registrar as noted above. Mrs. Fox seconded the motion.

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

- 8.3 Recommendation: Approval to Accept Proposal from Special Events Tent & Party Rentals for Graduation Tent Rental - State Contract – in the Amount of \$18,999.

Dr. Andrews moved to accept the proposal from Special Events Tents and Party Rentals as noted above. Dr. Morgus seconded the motion.

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

- 8.4 Recommendation: Approval to Purchase Two 2018 Chevrolet Express 3500 Passenger Vans – State Vendor – for \$26,729 Each for a Total of \$53,458.

Dr. Morgus moved to approve the purchase of two vans as noted above. Mrs. Fox seconded the motion.

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

- 8.5 Recommendation: Approval of iHeartRadio Media Commercial Schedule Contract from July 1, 2017 – June 30, 2018 at a Cost of \$11,098.

Dr. Morgus moved to approve the iHeart Radio media commercial schedule contract as noted above. Mr. Spekhardt seconded the motion.

The agreement hit the Board-approved threshold and needed to come back to the Board for additional approval.

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

- 8.6 The monthly Campus Safety Incident report summary 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 the following:

- Different forms of free tuition continue to emerge nationally and regionally with varying types of financing and student requirements.
- The American Hotel and Lodging Association is piloting a program that will offer an associates degree on line at no cost to industry employees. They have partnered with Pearson Pathway program to negotiate with colleges for participation. This is the result of a shortage of workers in the industry.
- As part of the national infrastructure plan, Pell grants will be more lenient in requirements. Students will be able to use Pell grants for short term programs that are focused on “in-demand” occupations. This program has support in the Senate.

Conversation ensued regarding state funds being allocated for County Colleges, as well as free college. Governor Murphy has approved \$50M for community colleges in the state budget. Dr. Connolly noted that he spoke with Senator Oroho and additional clarification about these funds is needed.

10.2 Alumni Trustee Report – None this month.

10.3 President’s Report – Dr. Connolly Reported:

Our Accreditation Self-Study is practically upon us. They will be visiting April 15-18, 2018. The process is all about our learning.

Open House is happening on April 21st. This tends to be the bigger Open House, and it coincides with our registration cycle.

We are thinking about a career-oriented Open House specifically targeting our occupational programs. We believe this will help highlight that we are not just an institution that does transfer but also an institution that engages in occupational trades and practical programs.

With regard to our practices, we will be receiving consultation from Achieving the Dream. They will be assisting us in our advising practices, assessing and making recommendations about how we can improve, especially with our use of data. Achieving the Dream has been around for more than a decade.

We have started to get back into strategic planning now that we have submitted our Middle States Self-Study. Mrs. Fox noted that strategic planning is always difficult and timely, but she believes the working group is very focused on getting to the point where it is a working document. Dr. Connolly added that he was impressed by the desire of many to make this a very relevant Strategic Plan. It will be measured, followed up on a regular basis, and linked to the budget.

Cory Homer reported about online distance education and ITV streaming classwork. He noted that with ITV, it is a partnership with Newton. We are looking at expanding our use of ITV. It’s very different from how it used to be, but there are best practices that remain.

It is very important that our new building is well equipped with the technology that will allow site to site sharing of classes. As a part of that, we will be connecting with Newton High School. The good news is that it looks like Newton High School has the kind of infrastructure that will help us make it possible.

Over 50 students participated in the walkout against gun violence on March 14, 2018. It was organized by the Criminal Justice Club. Biographies of the victims were read, with a moment of silence observed for each of the victims.

Sherry Fitzgerald noted that Teen Arts has received rave reviews from the high schools. Mitzi Campbell is doing a fabulous job and has agreed to coordinate the event for at least another year.

Last week Dr. Connolly attended the American Technical Education Association national meeting. It took place in Kenosha, WI at Gateway Community College. What we do at this institution matters. What's happening in Kenosha is that Fosconn, from Taiwan, is moving an entire complex to Kenosha. There are two colleges there; The Milwaukee Technical College and Gateway. The operation is going to have 20 million square feet, assembly work, will involve 13,000 new jobs, 30,000 new jobs just in the construction, and it will take place over five years. They chose this community due to the colleges there that can generate the workforce and economic development.

10.4 Chair's Comments – Judge Parker noted:

The Board of School Estimate Meeting is taking place on April 4, 2018 at 9:30 a.m. in the Freeholder's Meeting Room.

Ladies Saturday Retreat is taking place on April 7, 2018.

Judge Parker provided an update regarding The Culinary Institute, discussions with McGuire regarding purchase of their property, and legal representation for the purchase.

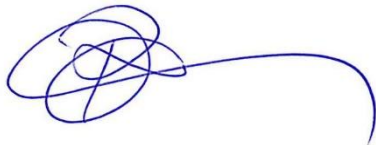
Campus security committee continues to meet, plan and take the necessary measures for highest levels of campus security.

10.5 The Next Regular Meeting of the Board of Trustees Will Take Place on April 24, 2018 at 5:00 p.m. in the Executive Board Room.

11. Adjournment

At 6:00 p.m., Mrs. Geraci moved to adjourn from the Regular Meeting. Mrs. Fox seconded the motion. Motion carried unanimously.

Approved:



Rachel A. Geraci, Secretary – Board of Trustees