



**Board of Trustees Regular Meeting
Tuesday, April 23, 2019 – Board Room**

MINUTES

1. General Institutional Functions

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

1.2 Mr. Spekhardt 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 Oath of Office – Dr. Burrell, Administered by Judge Parker

1.4 Roll Call / Pledge of Allegiance

The following were present: Mr. Curcio-Chair, Mr. Scanlan-Vice Chair, Mr. Spekhardt-Secretary, Dr. Burrell, Dr. Crowley, Mrs. Fox, Mrs. Geraci, Mr. Hofmann, Judge Parker, Dr. Connolly-President and Ex-Officio Member, and Mrs. Fullem-Recording Secretary.

Also present: Mr. Zitomer-Board Counsel, Mr. Gandhi-Executive Vice President, Finance, Operations and CFO, Dr. Aguirre Batty-Chief Academic Officer and Vice President of Academic Affairs, Dr. Okay-Vice President of Student Services, Mrs. Fitzgerald-Dean of Applied Arts and Sciences, 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.

1.5 Mr. Curcio welcomed the guests.

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

1.7 Trustees received an update from the New Jersey Council of County Colleges – Phil Linfante, Ph.D., Chairman, and Aaron R. Fichtner, Ph.D., President. They spoke about NJCCC, current initiatives and Vision 2028.

1.8 Approval/Acceptance of Minutes: (Resolutions GI04232019-2 & GI04232019-4)

1.8.1 Minutes from the Tuesday, March 26, 2019 Joint Meeting of the Board of Trustees and the Foundation Board. (Resolution GI04232019-2)

Mr. Scanlan moved to approve minutes from the March 26, 2019 Joint Meeting of the Board of Trustees and the Foundation Board. Mrs. Geraci seconded the motion. Motion carried unanimously.

1.8.2 Minutes from the Tuesday, March 26, 2019 Regular Meeting. (Resolution GI04232019-3)

Mr. Scanlan moved to approve minutes from the March 26, 2019 Regular Meeting. Mr. Spekhardt seconded the motion. Motion carried unanimously.

1.8.3 Acknowledgment of Receipt of Committee Meeting Minutes – Tuesday, April 16, 2019 (Resolution GI04232019-4):

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

Mr. Scanlan moved to acknowledge receipt of committee meeting minutes as noted above. Mrs. Geraci seconded the motion. Motion carried unanimously.

1.9 Committee Chair Reports

- Dr. Crowley, Chair of the Audit and Policy Committee, reported that during their meeting the committee:
 - Reviewed policies to be approved and rescinded.
 - Reviewed the March 2019 Purchases Over \$10,000 Report.
 - Had a second reading of Board Ethics - Duty of Confidentiality Policy and recommends attorney review.
 - Received an updated Incident Log for March, 2019.
 - Received an update regarding the McGuire property.
 - Received an update regarding Board Attorney review.
- Mr. Hofmann, Chair of the Personnel and Curriculum Committee, reported that during their meeting the committee reviewed:
 - Monthly personnel actions.
 - 2019-2020 Administrative Calendar.
 - Request for Exception to N.J.S.A. 18A:62-57
 - A second reading of Board Ethics - Duty of Confidentiality
 - Updated Incident Log for March, 2019.

The committee received updates regarding:

 - Purchases Over \$10,000.
 - The McGuire property.
 - Board Attorney review.
- Mr. Spekhardt, Chair of the Finance and Facilities Committee, reported that they reviewed:
 - The purchase of IT server replacements in the amount of \$59,352.84. This is part of the five-year server replacement schedule. (Funded by HETI)
 - Financial Statements – March 31, 2019 Nine Months YTD FYE June 30, 2019.
 - EMS Campus Events and Academics Package to replace Ad Astra Scheduling Software currently in use at SCCC, in the amount of \$25,000.
 - SHI – 130K graphics lab upgrade for a total of \$139,666.32.
 - Request for an additional athletic pre-owned 12 – 15 passenger van. Currently working with a local dealer to find appropriate vehicle with a budget of \$25,000.
 - Jenzabar pool hours in the amount of \$59,100 to develop a custom

- comprehensive application with CX and JICS (Portal). This will enable better communications with students by enabling staff and faculty to send text messages to students. (Funded by CCOG)
- Bids for Academic Center addition to the A building with four classrooms, lecture hall, maker space, meeting rooms, and student gathering space.
- March 2019 Purchases Over \$10,000.
- Chapter 12 funding to accommodate updating flooring in buildings D (Student Center) and E (Academic and Athletics), “E-Sports” (E124 and E126) and communication/media services relocation to the former bookstore building. Total cost of project with vendor rug and floor store, a state approved contractor, for flooring renovations in the amount of \$115,147.82.
- Updated Incident Log for March, 2019.
- Received updates:
 - The Audit and Policy committee recommended attorney review of the Board Ethics - Duty of Confidentiality Policy.
 - Board Attorney review.
 - McGuire property.

2. Consent Agenda

The President recommends items 2.1 - 2.4.6 for Board approval, as brought forth after discussion and review by Board Committees:

Dr. Crowley moved to approve the Consent Agenda/Items. Mr. Hofmann seconded the motion.

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

- 2.1 Approval of Monthly Personnel Actions: Full and part-time new hires, voluntary resignations, and full/part-time open positions. (Resolution P04232019-1)
- 2.2 2019-2020 Administrative Calendar (Resolution P04232019-2)
- 2.3 Approval of Policy Items (Resolutions AP04232019-1 – AP04232019-3)
 - 2.3.1 Rescind the following policies:
 - 4.1.1 Certification Checkpoints for Admission/Registration of Veterans
 - 4.2.4. Tuition Refund for Unanticipated Military Service
 - 4.3.2 Monitoring Veteran’s File and Status
 - 500.7 Monitoring Veterans’ Files and Status
 - 500.5 Basic Skills Placement Test Policy
 - 2.3.2 Approve the following policies:
 - 508.4 Tuition Refund for Unanticipated Military Service
 - 508.1 Certification of VA Education Benefits
- 2.4 Approval of Finance Items (Resolutions BFF04232019-1 – BFF 04232019-6)
 - 2.4.1 Purchase of IT Server Replacements in the Amount of \$59,352.84. This is part of the five-year server replacement schedule. (Funded by HETI) (Resolution BFF 04232019-1)

Three Servers from SHI per Attached Quote	\$41,357.34
Two Switches from PCM per Attached Quote	<u>17,995.50</u>
Total	<u>\$59,352.84</u>

- 2.4.2 EMS Campus Events and Academics Package to Replace Ad Astra Scheduling Software Currently in Use at SCCC in the Amount of \$25,000. (Resolution BFF04232019-2, pgs. 33-48)

EMS Software to Replace Ad Astra Scheduling Software Approval for Implementation Costs Estimated at 100 Hours = \$25,000

- 2.4.3 Request for an Additional Athletic Pre-Owned 12 – 15 Passenger Van. Currently working with a local dealer to find appropriate vehicle with a budget of \$25,000. (Resolution BFF04232019-3)
- 2.4.4 Jenzabar Pool Hours in the Amount of \$59,100 to Develop a Custom Comprehensive Application with CX and JICS (Portal). This will enable better communications with students by enabling staff and faculty to send text messages to students. (Funded by CCOG) (Resolution BFF04232019-4)

Project Management 45 Hours x \$180	\$ 8,100
Consulting 300 Hours x \$170	<u>51,000</u>
Total Consulting Pool Fee	<u>\$59,100</u>

- 2.4.5 Chapter 12 Funding to Accommodate Updating Flooring in Buildings D (Student Center) and E (Academic and Athletics), “E-Sports” (E124 and E126) and Communication/Media Services Relocation to the Former Bookstore Building. Total Cost of Project with Vendor Rug and Floor Store, a State Approved Contractor, for Flooring Renovations in the Amount of \$115,147.82. (Resolution BFF04232019-5)
- 2.4.6 March, 2019 Purchases Over \$10,000. (Resolution BFF04232019-6)

3. Curriculum

- 3.1 Recommendation: Approval of the Request for Exception to N.J.S.A. 18A:62-57(a) for Professional Accreditation Requiring a Greater Number of Credit Hours or Requiring Course Work That Cannot be Completed in 60 credits; or Certification Requirements Resulting in a Need for Credit Hours in Excess of 60 Credits. (Resolution CI04232019-1, pgs. 61-62)

Mr. Hofmann moved to approve the request for Exception to N.J.S.A. 18a:62-57(a), as noted above. Mrs. Fox seconded the motion.

SCCC has two programs with Rutgers that require this approval - A.S. Occupational Therapy Assistant and A.S. Psychosocial Rehabilitation and Treatment.

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

4. Policy

- 4.1 Recommendation: Approval of 507.1 Basic Skills Placement Test Policy. (Resolution AP04232019-4)

Dr. Crowley moved to approve policy no. 507.1 Basic Skills Placement Test Policy. Mrs. Geraci seconded the motion.

Dr. Connolly noted that there has been a great deal of discussion about testing. Speakers who have represented both pro and con testing points of view have addressed the Board of Trustees. Testing is a complicated issue, and students, as adults, should have a voice in their placement. Research supports using multiple measures for student placement. Committee discussion about this topic and policy lasted well over an hour.

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

5. Finance

- 5.1 Recommendation: Acknowledgment of Receipt and Review of Financial Statements – March 31, 2019 Nine Months YTD FYE June 30, 2019, including: Credit hours, income statement, balance sheet, expenses, head count, Chapter 12 summary and analysis, and SCCC Project Tracker. (Resolution GI04232019-1)

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

Mr. Curcio noted that we have not asked the Freeholders for any more funding than we have asked for in the past.

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

- 5.2 Recommendation: Approval of SHI – 130K Graphics Lab Upgrade for a Total of \$139,666.32. (Resolution BFF04232019-7)

Microsoft Surface Studio 2 - All-in-one - 1 x Core i7 7820HQ / 2.9 GHz - RAM 32 GB - SSD 1 TB - NVMe - GF GTX 1070 - GigE - WLAN: Bluetooth 4.0, 802.11a/b/g/n/ac - Win 10 Pro - Monitor: LCD 28" 4500 x 3000 Touchscreen – Keyboard 33 x \$3,927.82 = \$129,618.06

Microsoft Extended Hardware Service Plan - Extended Service Agreement Replacement - 3 Years (from original purchase date of the equipment) 33 x \$297.22 = \$9,808.26
Shipping = \$240.00

Mr. Hofmann moved to accept SHI proposal as noted above. Dr. Crowley seconded the motion.

Dr. Connolly commented that this is the “Holy Grail” of technology, and “our students are very fortunate.” The purchase is in SCCC’s capital budget.

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

- 5.3 Recommendation: Approval of Bid From H & S Construction and Mechanical Inc. for Academic Center Addition to the A Building with Four Classrooms, Lecture Hall, Maker Space, Meeting Rooms, and Student Gathering Space in the Amount of \$4,885,000. (Resolution BFF04232019-8)

Mr. Hofmann moved to accept bid from H & S Construction and Mechanical, Inc., as noted above. Mr. Crowley seconded the motion.

Dr. Connolly noted that this addition has been in the works for a long time. It is going to be our high tech center, and is funded by the Go Bond, HEFT Grant and Chapter 12. It is a 13,000 square foot extension on the back side of the Health Sciences and Performing Arts Center.

Mr. Gandhi explained the bid process, noting that H & S was the lowest bid, which was not the only deciding factor. A reference check resulted in excellent recommendations. The building extension has a \$6.2M budget.

Conversation ensued regarding what the space includes - room for the engineering program, a contained laser room, a "clean" leaning environment, a 60-person lecture/performing arts space, maker space, classrooms.

Aiming for Academic Center classrooms to be ready for the spring, 2020 semester.

May 6th is the groundbreaking ceremony.

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

- 5.4 Recommendation: Approval to Retain Temporary Services of Florio, Perrucci, Steinhardt, and Fader to Answer Trustees' Questions Regarding Board Attorney Review. (Resolution BFF04232019-9)

Mr. Spekhardt moved to retain temporary legal services from Florio, Perrucci, Steinhardt, and Fader, as noted above. Mr. Hofmann seconded the motion.

Mr. Curcio explained that SCCC is in the review process for appointment of a Board/College attorney. Six law firms applied with proposals, including the college's current conflict attorney. Therefore, should a Trustee seek review of a potential conflict of interest, this particular firm will be available to answer questions and assist the Trustee. They represent Warren Community College, have experience with conflict laws, and did not apply during the RFP.

Roll call vote: Dr. Burrell, Dr. Crowley, Mrs. Fox, Mrs. Geraci, Mr. Hofmann, Judge Parker, Mr. Spekhardt and Mr. Curcio voted yes. Mr. Scanlan abstained from the vote. Motion carried.

6. Reports

- 6.1 The March, 2019 Incident Log was reviewed. All incidents have been handled and are now closed.
- 6.2 The Correspondence file was received, reviewed and filed.
- 6.3 There was no Campus Life Report this month.
- 6.4 The College Service Report was received, reviewed and filed.

7. Presentations

- 7.1 Samantha Vance addressed the Board about Dual Enrollment. She has earned her Associates Degree and high school diploma simultaneously.
- 7.2 Student Government officers Hannah Delbury-President, Matthew Kuhn-Vice President, Cheyenne Port-Treasurer, and Amanda Nieves-Secretary provided an update regarding student government and club activities.
- 7.3 Lydia Clark, Sal Paolucci, and Beth Billyard presented about the Rutgers Case Competition. A team of seven business students from the College competed in the annual New Jersey County College Case Competition on Friday, April 5. The competition is sponsored by Rutgers Business School in Newark in partnership with M&T Bank. The students who competed took home a second-place win for Sussex. The competition provides students an opportunity to apply their academic knowledge to a real-world business case while enhancing their presentation and communications skills.

8. Courtesy of the Floor on General Matters (Public Session-5 Minutes per speaker)
No one spoke.

9. Other Business

Discussion / Reports / Announcements:

- 9.1 Trustee Activity Update – Maryanne Fox
 - Guided Pathways – encourages students to develop a road map in the early stages of their education. Steps needed to be successful include more operations type staff, extra support and more frequent communications with students to ensure they stay on track.
 - AACC is working to help community college’s develop apprenticeship programs and partnerships with businesses over the next three years.
 - Podcasts covering advocacy and the role of students in advocacy. Ongoing issues include: Food insecurity, free tuition, and transportation. Discussion ensued about the national issue of food insecurity. SCCC does have a food pantry and strives to make it even better.
- 9.2 President’s Report - The President’s Report is on file with the Office of the President.

Dr. Connolly made special note that this is Judge Parker’s last meeting. He said he has learned so much from her, and he is incredibly grateful. He said, “In your life you have irreplaceable experiences, and working with Judge Parker has been an irreplaceable experience.”

9.3 Chair's Comments – Mr. Curcio, Board Chair

Mr. Curcio noted that Community College Day really highlighted all that the college has accomplished. He said he was truly impressed with the students' and former students' stories and accomplishments. He commended the technology program, and noted that it is moving forward with new and creative optics sections with ThorLabs. He said that the agricultural program is growing, and the ribbon cutting for the greenhouse is next week. He stressed that everyone needs to remember the big picture. He said, "We do a lot of good for a lot of people, and people do a lot of good for the college."

Mr. Curcio made note that Judge Parker's last meeting today, and her time on the Board, along with other Trustees, corresponds with overcoming problems that the college faced. He said, "She has done a great job in eight years. We are sorry to see her go. She has not only put her heart and soul into her work here, but she has contributed and raised significant funds for the college and scholarships. The college owes her a great deal of gratitude."

Judge Parker replied, "Thank you to the people on the Board, the people who have supported the college, the people who have supported the programs that we have developed, and the Executive Team. Things are happening that we couldn't do eight years ago. When I came, the Board was in serious crisis. Everyone had to work together. It was not just Board members. It was Trustees, administration, faculty, and staff. The extraordinary change through eight years is something of which all should be proud. We are in a very sound financial position. We are in a very sound academic position. We are proud of what our students are accomplishing. McGuire is ready to blossom. It is the only program that I have heard about that is designed for the purpose of keeping young people here in the county for well-paying jobs, so they can stay in the county, grow with the county and grow with the businesses. The partnership with ThorLabs is extraordinary and it should continue. I bid all of you to keep up the spirits and keep up the good work. I really do thank you all for your work and for your participation. I hope to see this college continue to blossom."

Mr. Gandhi reported that we have received the School Alliance Insurance Fund (SAIF) Safety Award of \$4,000. SCCC has consistently won this award for over 10 years.

9.4 Announcements included time and dates for the next Regular Meeting of the Board of Trustees, Academic Center Groundbreaking Ceremony, and Commencement.

10. Adjournment

Upon a motion made by Mrs. Geraci and seconded by Judge Parker, the meeting adjourned at 6:35 p.m.

Approved:



Michael J. Spekhardt, Secretary-Board of Trustees