



**Board of Trustees Regular Meeting
Tuesday, June 25, 2019 – Board Room**

MINUTES

1. General Institutional Functions

1.1 Mr. Curcio called the meeting to order at 5:01 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 Roll Call / Pledge of Allegiance

The following were in attendance: Mr. Curcio-Chair, Mr. Scanlan-Vice Chair, Mr. Spekhardt-Secretary, Dr. Morgus-Treasurer, Ms. Brown, Dr. Burrell, Dr. Crowley, Mrs. Geraci, Dr. Lamonte, Dr. Connolly-President and Ex-Officio Member, and Mrs. Shatsoff-Recording Secretary.

Excused absence: Mrs. Fox and Mr. Hofmann

Also in attendance: 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, Mr. Gallegly-Executive Vice President of Human Resources, Mr. Homer-Associate Dean of Institutional Effectiveness and Marketing, Enrollment Management, and Distance Learning, and Mrs. Gilfillan-Board Counsel.

1.4 Mr. Curcio welcomed guests.

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

1.6 Approval/Acceptance of Minutes: (Resolutions GI06252019-2 - GI06252019-4, pgs. 1-13)

1.6.1 Minutes from the Tuesday, May 28, 2019, Regular Meeting. (Resolution GI-06252019-2)

Mr. Scanlan moved to approve minutes as noted above. Dr. Crowley seconded the motion. Dr. Lamonte and Mrs. Geraci abstained from the vote. Motion carried.

1.6.2 Minutes from the Tuesday, May 28, 2019, Executive Session. (Resolution GI06252019-3)

Mr. Scanlan moved to approve minutes as noted above. Dr. Crowley seconded the motion. Dr. Lamonte and Mrs. Geraci abstained from the vote. Motion carried.

1.6.3 Acknowledgment of Receipt of Committee Meeting Minutes – Tuesday, June 18, 2019 (Resolution GI06252019-4):

- 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. Dr. Crowley seconded the motion. Motion carried unanimously.

1.7 Committee Chair Reports

Audit and Policy Committee - Dr. Crowley, Chair of the Audit and Policy Committee, reported that the committee met on Tuesday, June 18, and reviewed the following:

- The committee reviewed Student Services policies and recommends rescinding Policy No. 4.8.1 Alumni Board Representative and 500.20 Alumni Representative (10/27/14). The committee recommends that these policies be replaced with Policy No. 502.2 Alumni Representative to the Board of Trustees.
- The committee recommends that Policy No. 500.15 Student Government Association Elections (5/27/14) be rescinded and replaced with Policy No. 502.1 Student Government Association Elections.
- Dr. Crowley added there is no audit at this time and will begin in October.

Other business items included:

- Review of the May 2019 Purchases Over \$10,000 report.
- Receipt of an updated Incident Log for May 2019.

Personnel and Curriculum Committee – Dr. Morgus provided the report of behalf of the Personnel and Curriculum Committee that met on Tuesday, June 18.

Personnel items reviewed by the committee include:

- New hires, retirements, open positions, and stipends. It was noted that Beth Muller is being promoted from Human Resources Generalist to Interim Director of Human Resources.
- The committee reviewed the nomination process for faculty emeritus status. After reviewing the process, the committee agreed to move forward with the nomination of Priscilla Orr, as SCCC's first faculty emeritus.
- The number of sabbatical leaves during the 2019-2020 academic year was discussed and one sabbatical for one full year at half pay is recommended.
- There were no curriculum items to review this month.

Other business items included:

- Review of the May 2019 Purchases over \$10,000 report.
- Receipt of an updated Incident Log for May 2019.

Finance and Facilities Committee – Mr. Spekhardt, Chair of the Finance and Facilities Committee, reported the committee met on Tuesday, June 18.

Finance items included review of:

- Financial Statements – May 31, 2019 Eleven Months YTD FYE June 30, 2019.
- EMS Campus Events and Academics Package Subscription Including Database, Desktop Client, Web Application, HR Took Kit, Integrated Authentication, Floorplan, One SIS Integration, and Five Campus Client Access Licenses for the Annual Subscription Cost of \$19,125 (\$22,500 less 15% discount).
- SirsiDynix Library Subscription Renewal Quote in the Amount of \$31,043.21.
- Blanket Purchase Orders for FY 19/20 with amounts based on history and the expenses of last year.
- May 2019 Purchases Over \$10,000.

Facilities items included review of:

- Preventative Maintenance Agreement with Sander Mechanical Service LLC. Service to be Furnished by the Servicer from July 1, 2019 to June 30, 2020 Inclusive in the Amount of \$20,181 per Year Based on Equipment List and Scope of Work Outlined in the Agreement.
- Generations Services Inc. (Tatbit) Quote for Building E Electrical Upgrades to Rebuild 600A Power Distribution, Building E Boiler Room Next to Door on Left Side in the Amount of \$19,800. Funded by Chapter 12.
- Generations Services Inc. (Tatbit) Quote for Exterior LED Lighting for Building E in the Amount of \$26,450 to Furnish and Install Exterior LED Lighting for the Building Perimeter, Miscellaneous Pole Lighting, and Canopy Entranceway Lighting. Funded by Chapter 12.
- Roof Replacements for Building B/C (Administration Building) and Building D (Student Center Building) in the Amount of \$25,500. Funded by Chapter 12.
- The updated Incident Log for May 2019.

2. Consent Agenda

The President recommended items 2.1 - 2.5.8 for Board approval, as brought forth after discussion and review by Board Committees.

Dr. Morgus recommended that item 2.2 Approval of Emeritus Status for Retired Faculty

Member, Priscilla Orr, be removed from the Consent Agenda.

Mr. Scanlan moved to approve items on the Consent Agenda, as noted in items 2.1-2.5.8 excluding 2.2 Approval of Emeritus Status for Retired Faculty Member, Priscilla Orr. Dr. Morgus seconded the motion.

Roll call vote: Ms. Brown, Dr. Burrell, Dr. Crowley, Mrs. Geraci, Dr. Lamonte, Dr. Morgus, Mr. Scanlan, Mr. Spekhardt, and Mr. Curcio voted yes. Motion carried unanimously.

- 2.1 Approval of Monthly Personnel Actions: New part-time and adjunct hires, promotions, retirements, open positions, and stipends. (Resolution P06252019-1, pgs. 14-15)
- 2.2 Approval of Emeritus Status for Retired Faculty Member, Priscilla Orr. (Resolution P06252019-2, pg. 16). *Item was removed from Consent Agenda.*
- 2.3 Approval of the Number of Sabbatical Leaves Available During the 2019-2020 Academic Year. Recommendation: One Sabbatical for One Year at Half Pay. (Resolution P06252019-3)
- 2.4 Approval of Policy Items (Resolutions AP06252019-1 – AP06252019-3, pgs. 17-21)
 - 2.4.1 Rescind the following policies:
 - 4.8.1 Alumni Board Representative
 - 500.20 Alumni Representative (10/27/14)
 - 500.15 Student Government Association Elections (5/27/14)
 - 2.4.2 Approve the following policies:
 - 502.2 Alumni Representative to the Board of Trustees
 - 502.1 Student Government Association Elections
- 2.5 Approval of Finance Items (Resolutions BFF06252019-1 – BFF06252019-8, pgs. 22-67)
 - 2.5.1 EMS Campus Events and Academics Package Subscription Including Database, Desktop Client, Web Application, HR Tool Kit, Integrated Authentication, Floorplan, One SIS Integration, and Five Campus Client Access Licenses for the Annual Subscription Cost of \$19,125 (\$22,500 less 15% discount). (BFF06252019-1, pgs. 22-44)
 - 2.5.2 SirsiDynix Library Subscription Renewal Quote in the Amount of \$31,043.21. (BFF06252019-2, pgs. 45-46)
 - 2.5.3 Blanket Purchase Orders for FY 19/20. (BFF06252019-3, pg. 47)
 - 2.5.4 Preventative Maintenance Agreement with Sander Mechanical Service LLC. Service to be Furnished by the Servicer from July 1, 2019 to June 30, 2020 Inclusive in the Amount of \$20,181 per Year Based on Equipment List and Scope of Work Outlined in the Agreement. (BFF06252019-4, pgs. 48-58)
 - 2.5.5 Generations Services Inc. (Tatbit) Quote for Building E Electrical

Upgrades to Rebuild 600A Power Distribution, Building E Boiler Room Next to Door on Left Side in the Amount of \$19,800. Funded by Chapter 12. (BFF06252019-5, pgs. 59-60)

- 2.5.6 Generations Services Inc. (Tatbit) Quote for Exterior LED Lighting for Building E in the Amount of \$26,450 to Furnish and Install Exterior LED Lighting for the Building Perimeter, Miscellaneous Pole Lighting, and Canopy Entranceway Lighting. Funded by Chapter 12. (BFF06252019-6, pgs. 61-62)
- 2.5.7 Roof Replacements for Building B/C (Administration Building) and Building D (Student Center Building) in the Amount of \$25,500. Funded by Chapter 12. (BFF06252019-7, pgs. 63-66)
- 2.5.8 May, 2019 Purchases Over \$10,000. (Resolution BFF06252019-8, pg. 67)

Item 2.2 – Approval of Emeritus Status for Retired Faculty Member, Priscilla Orr, was removed from the Consent Agenda. Discussion and vote occurred at this point in the meeting.

Dr. Connolly stated that this is the first time the college has bestowed the honor of naming a nominee for emeritus status. He added that Ms. Orr is Poet Laureate who has served SCCC institution for many years. Dr. Aguirre Batty added that Ms. Orr is still very active at the college and has been involved in many first initiatives. There has been much documentation gathered to support this great honor.

Mr. Scanlan moved to approve 2.2, as noted above. Dr. Morgus seconded the motion.

Roll call: Ms. Brown, Dr. Burrell, Dr. Crowley, Mrs. Geraci, Dr. Lamonte, Dr. Morgus, Mr. Scanlan, Mr. Spekhardt, and Mr. Curcio voted yes. Motion carried unanimously.

3. Finance

- 3.1 Recommendation: Acknowledgment of Receipt and Review of Financial Statements – May 31, 2019 Eleven Months YTD FYE June 30, 2019, including: Credit Hours, Income Statement, Revenue/Student/Support, Expenses, Operating Revenue & Expenses, Balance Sheet (Assets), Balance Sheet (Liabilities), Three Year Comparison, Current Assets, Head Count, and Capital Investment Analysis. Mr. Gandhi pointed out that enrollment is up 5% over last year. (Resolution GI06252019-1, pgs. 68-81)

Mr. Scanlan moved to acknowledge receipt and review of Financial Statements as noted above. Dr. Crowley seconded the motion.

Roll call vote: Ms. Brown, Dr. Burrell, Dr. Crowley, Mrs. Geraci, Dr. Lamonte, Dr. Morgus, Mr. Scanlan, Mr. Spekhardt, and Mr. Curcio voted yes. Motion carried unanimously.

4. Reports – The following reports were received, reviewed and filed:

- 4.1 May, 2019 Incident Log
- 4.2 Comments about Correspondence Report

5. Presentations

- 5.1 The Board of Trustees received a presentation about the Machine Tool Program, from Jason Fruge, Program Supervisor - Automotive Technology, and program graduate, Kenneth Collins. During the presentation it was noted that eight students have graduated and are now certified in machine tool technology. Seven of these students have been hired by Thorlabs. A Lunch and Learn event is scheduled on July 11 at the Andover location of Thorlabs..

Program graduate Kenneth Collins noted that he is very pleased with the program. He said he attended classes in the evening, which was perfect for his work and family schedule. He is presently working at Thorlabs and shared that it is a great place to work.

A second session for machine tool technology will be launched in the fall.

Dr. Crowley stated that he is interested in knowing more about the SCCC's and ThorLabs' planned optics technician program. Dr. Morgus explained that the focus will be on manufacturing high quality lenses. Students will be taught how to handle, inspect, and manufacture optics. There is a growing need for educated, qualified technicians in the United States, including optics techs involved with national security.

- 5.2 Student Government – No presentation this month.

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

Maureen Murphy Smolka, Associate Professor of English, thanked Dr. Connolly for the Emeritus status granted to retired faculty member, Priscilla Orr, stating this shows the integrity of the President serving as a leader. She mentioned that Ms. Orr spearheaded a number of initiatives at the college including online education. Ms. Orr currently serves as an adjunct at the college and her areas of expertise are still being utilized. Dr. Burrell, a member of the Board of Trustees Personnel and Curriculum Committee, added that the process for nomination is a document of high standard.

7. Other Business

Discussion / Reports / Announcements:

- 7.1 Trustee Activity Update

Steven Kent, the incoming Student Alumni Representative for the Board of Trustees, attended the Board meeting as an audience member. He was asked to introduce himself.

- 7.2 President's Report - The President's Report is on file with the Office of the President.

- 7.3 Chair's Comments

Mr. Curcio noted SCCC's receipt of a USDA grant in the amount of \$50,000. The money will be used for equipment necessary in the culinary institute. The grant award brings SCCC to over \$1 million for the entire McGuire project.

Mr. Curcio thanked Michael Gallegly, Executive Director of Human Resources, from the Board for all his work and years at the college as he is retiring at the end of June.

Mr. Curcio noted that the increase in enrollment is tied to new programs, and that the college continues to a strong liberal arts program.

Mr. Curcio asked the President for a proposal to vote on at the July meeting for Board packets to be delivered to members as an electronic version starting in September.

- 7.4 The next regular meeting of the Board of Trustees will take place Tuesday, July 23, 2019, 5:00 p.m. in the Executive Board Room.

8. **Executive Session** - President's Goals for the Upcoming Year Discussion

At 6:00 p.m., upon a motion made by Dr. Crowley, and seconded by Mr. Spekhardt, the Board entered into an Executive Session to discuss the President's goals for the upcoming year.

Upon a motion made by Mr. Spekhardt, and seconded by Mrs. Geraci, the Board adjourned from Executive Session at 6:48 p.m.

9. **Adjournment**

At 6:49 p.m., Mrs. Geraci moved to adjourn from the Regular Meeting. Mr. Spekhardt seconded the motion. Motion carried unanimously.

Approved:



Michael J. Spekhardt, Secretary-Board of Trustees