



**Board of Trustees Regular Meeting
Tuesday, September 24, 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 Roll Call / Pledge of Allegiance

The following were present: Mr. Curcio-Chair, Mr. Spekhardt-Vice Chair, Ms. Brown, Dr. Burrell, Dr. Crowley, Mrs. Fox, Mr. Hofmann, Dr. Lamonte, Dr. Connolly-President and Ex-Officio Member, Mr. Kent-Alumni Member, and Mrs. Fullem-Executive Assistant to the President and Board of Trustees/Recording Secretary.

Also present were: 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 Academic Affairs, Mrs. Fitzgerald-Dean of Applied Arts and Sciences, Dr. Conde-Dean of Liberal Arts and Sciences, Mr. Homer-Associate Dean of Institutional Effectiveness and Marketing, Enrollment Management, and Distance Learning, and Mr. Kienz-College Counsel.

1.4 Mr. Curcio welcomed the 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 GI09242019-2 - GI09242019-5)

1.6.1 Minutes from the Tuesday, July 23, 2019, Regular Meeting. (Resolution GI09242019-2)

Dr. Burrell moved to approve minutes from the July 23, 2019 Regular Meeting. Dr. Crowley seconded the motion. Motion carried unanimously.

1.6.2 Minutes from the Tuesday, August 20, 2019, Board of Trustees Special Meeting Executive Session. (Resolution GI09242019-3)

Ms. Brown moved to approve Executive Session Minutes from the August 20, 2019 Special Meeting. Mr. Spekhardt seconded the motion. Motion carried unanimously.

1.6.3 Minutes from the Tuesday, August 20, 2019, Board of Trustees Special Meeting Public Session. (Resolution GI09242019-4)

Dr. Burrell moved to approve minutes from the August 20, 2019 Special Meeting. Mrs. Fox seconded the motion. Motion carried unanimously.

1.6.4 Acknowledgment of Receipt of Committee Meeting Minutes – Tuesday, September 17, 2019 (Resolution GI09242019-5):

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

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

1.7 Committee Chair Reports

- Dr. Crowley, Chair of the Audit and Policy Committee, reported that they met on Tuesday, September 17, 2019. During the meeting they:
 - Discussed updates to policy no. 200.2 Nepotism (4/13), and 503.2 Nepotism in the Classroom. Policies are undergoing additional review and will be presented to the committee again at a later date.
 - Reviewed policy no. 505.1 Administrative Requirements and Registration Guidelines for International Students. It is being recommended for Board approval.
 - Reviewed Building Naming policy no. 102.4. Category and language changes were discussed. The revised policy is being recommended for Board approval.
 - Discussed: Confidentiality, Code of Ethics, Conflict of Interest and Bylaws Changes. College counsel provided proposed updates, and the documents were distributed to committee members for review.
 - Received the July - August 2019 Purchases Over \$10,000 Report.
 - Received an updated Incident Log for July - August 2019.
- Mr. Hofmann, Chair of the Personnel and Curriculum Committee, reported that they met on Tuesday, September 17, 2019. The committee:
 - Reviewed monthly personnel actions, including: Part-time faculty and staff new hires, promotions, transfers, grant-funded positions, voluntary resignations, full and part-time open positions. Discussion ensued regarding Nepotism Policy.
 - Discussed FTE, faculty to staff ratio, and class size.

- Reviewed the July - August 2019 Purchases Over \$10,000 Report.
- Received an updated Incident Log for July - August 2019.
- Discussed process for electronic board packages.
- Mr. Spekhardt, Chair of the Finance and Facilities Committee reported that they met on Tuesday, September 17, 2019. During the meeting, the committee reviewed:
 - Financial Statements - August 31, 2019 Two Months YTD FYE June 30, 2020, including: Credit hours, income statement, revenue, expenses, operating statement, headcount, updates with Sussex and Lakeland banks, expense variances to budget, and campus store update.
 - Six-month extension of blanket purchase order with CenturyLink for FY20 in the amount of \$24,000 at \$4,000 per month. Phone line assessment to follow when completed.
 - Purchase order for month-to-month extension of current lease for the McGuire Building, located at 41-63 Main Street, Newton in the amount of \$6,666.67 per month. Six months suggested from September 2019 through February 2020 for a total of \$40,000.02.
 - Quote for off-site backup and disaster recovery services for college servers from Distinctive Voice and Data in the amount of \$2,400 per month (5-year term) plus a one-time fee of \$10,000. This will help prevent 'hacks,' and ransomware. Cloud-based service. (Annual Fees: \$28,800)
 - Higher One, Inc. (CASHNet) renewal invoice – Annual dues to maintain student web payment subscription with Transact (previously Blackboard) in the amount of \$67,843.
 - Documents pending bid opening by purchasing department for Diesel Engine Trainers on Friday, September 13. There is a 12-week delivery schedule. Chapter 12 funded. Will be offering Diesel program in the Spring.
 - Quote from Dell, Inc. for ten 84" classroom Dell 86 Touch interactive monitors (Smart Boards) to replace outdated smart boards, including delivery and wall-mount installation in the amount of \$88,100.60. Plan to replace in three stages. This is the first stage. Current smart boards are over ten years old. Chapter 12 funded.
 - July and August 2019 Purchases Over \$10,000 Report.
 - Flooring replacement quote from RFS Commercial, Inc., for building D (Student Center) classrooms to replace old carpeting with new flooring in the amount of \$63,830.24. Chapter 12 funded.
 - Quote from the Gordian Group/Murray Paving and Concrete, a state-approved contractor, for the repaving of areas around E building,

parking lot 5A, and a section of College Hill Road prior to the winter of 2019 in the amount of \$85,676.23. Chapter 12 funded.

- Quote from KI Furniture Company in the amount of \$29,284.38 (delivered and installed) for the following: Building D classrooms D207, 208, and D304; new student seating and teacher's station for computer classroom D203; and custom storage/printer units for KI furnished classrooms in buildings B, D, & E. Chapter 12 funded.
- Kidde Fire Trainers renewal (year two) maintenance agreement for Kidde Fire Trainer equipment at the SCCC Public Safety Training Academy in the amount of \$22,096 to cover July 1, 2019 – June 30, 2020. Conversation ensued regarding personnel and maintenance for the PSTA.
- Bid quote from Rayo Construction (current contractor) for on-call carpentry contracting. Rates: 0% mark-up over prevailing wage rates and cost of materials contract term is two years.
- Bid quote from Generations Services (current contractor – formerly Tatbit) for on-call electrical work contracting. Rates: 0% mark-up over prevailing wage rates and cost of materials contract term is two years.
- July – August Incident Log.

2. Consent Agenda – ACTION/RC

The President recommends items 2.1 - 2.4 for Board approval, as brought forth after discussion and review by Board Committees:

Dr. Burrell moved to approve all items on the Consent Agenda. Dr. Crowley seconded the motion.

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

- 2.1 Approval of Monthly Personnel Actions: New Part-Time Faculty and Staff Hires, Promotions, Transfers, Grant-Funded Positions, Voluntary Resignations, Open Full and Part-Time Positions. (Resolution P09242019-1)
- 2.2 Approval of Policy Items (Resolutions AP09242019-1 – AP09242019-3)
 - 2.2.1 Rescind the following policies:
102.4 Naming of Facilities (10/13)
 - 2.2.2 Approve the following policies:
101.6 Naming of Facilities
505.1 Administrative Requirements and Registration Guidelines for International Students
- 2.3 Approval of Finance Items (Resolutions BFF09242019-1 – BFF09242019-12)
 - 2.3.1 Six Month Extension of Blanket Purchase Order with CenturyLink for FY20 in the Amount of \$24,000 at \$4,000 per Month. Phone Line Assessment

- 2.3.2 Quote from Distinctive Voice and Data in the Amount of \$2,400 per Month (5-Year Term) Plus a One-Time Fee of \$10,000 for Off-Site Backup and Disaster Recovery Services for College Servers to Prevent 'Hacks' and Ransomware. This is a Cloud-Based Service. (Resolution BFF09242019-2)

Storage Device, 10TB (One-Time Device Fee)	\$10,000
Chapter 12 Funded.	
Cloud Backup and Disaster Recovery Service per Month	\$2,400
Five Year Term Service Agreement	
Annual Fees:	\$28,800

- 2.3.3 Higher One, Inc. (CASHNet) Renewal Invoice – Annual Dues to Maintain Student Web Payment Subscription with Transact (Previously Blackboard) in the Amount of \$67,843. (Resolution BFF09242019-3)
- 2.3.4 Purchase of Two Diesel Engine Bench Trainers from Creative Custom Products of Phoenix, Arizona in the Amount of \$96,300 for Students to Perform Engine Performance and Electrical/Electronic Tasks Aligning with National Automotive Technicians Educations Foundation (NATEF) Standards. Funded by Chapter 12. (Resolution BFF09242019-4)
- 2.3.5 Quote from Dell, Inc. for Ten 84" Classroom Dell 86 Touch Interactive Monitors (Smart Boards) in the Amount of \$88,100.60 to Replace Outdated Smart Boards. Chapter 12 Funded. (Resolution BFF09242019-5)
- 2.3.6 Quote from RFS Commercial, Inc. to Replace Old Carpeting with New Flooring in Building D Classrooms in the Amount of \$63,830.24. (Resolution BFF09242019-6)
- 2.3.7 Quote from the Gordian Group/Murray Paving and Concrete, a State-Approved Contractor, for the Repaving of Areas Around E Building, Parking Lot 5A, and a Section of College Hill Road Prior to the Winter of 2019 in the Amount of \$85,676.23. Chapter 12 Funded. (Resolution BFF09242019-7)
- 2.3.8 Purchase from Kruger International for the Following in the Amount of \$29,284.38 (Delivered and Installed). Chapter 12 Funded. (Resolution BFF09242019-8)
- Additional Student Desks and Seating for Building D Classrooms: D207, D208, and D304
 - New Student Seating and Teacher's Station for Computer Classroom D203
 - Custom Storage/Printer Units for KI Furnished Classrooms in Buildings B, D, and E
- 2.3.9 Kidde Fire Trainers Renewal (Year Two) Maintenance Agreement for Equipment at the SCCC Public Safety Training Academy in the Amount of \$22,096 to Cover July 1, 2019 – June 30, 2020. (Resolution BFF09242019-9)
- 2.3.10 Bid Quote from Rayo Construction (Current Contractor) for On-Call

Rates: 0% Mark-Up Over Prevailing Wage Rates and Cost of Materials
Contract Term: Two Years

- 2.3.11 Bid Quote from Generations Services (Current Contractor – Formerly Tatbit) for On-Call Electrical Work Contracting. (Resolution BFF09242019-11)

Rates: 0% Mark-Up Over Prevailing Wage Rates and Cost of Materials
Contract Term: Two years

- 2.3.12 July - August 2019 Purchases Over \$10,000. (Resolution BFF09242019-12)

3. **Finance**

- 3.1 Recommendation: Acknowledgment of Receipt and Review of Financial Statements: August 31, 2019 - August YTD FY20 Credit Hours, Income Statement, Revenue, Expenses, Major Expense Variances to Budget, Operating Statement, Headcount, Treasury Updates, and the Campus (Book) Store. (Resolution GI09242019-1)

Mr. Spekhardt 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. Fox, Mr. Hofmann, Dr. Lamonte, Mr. Spekhardt, and Mr. Curcio voted yes. Motion carried unanimously.

- 3.2 Recommendation: Purchase Order for Month-to-Month Extension of Current Lease for the McGuire Building, Located at 41-63 Main Street, Newton in the Amount of \$6,666.67 per Month. Six Months Suggested from September 2019 through February 2020 for a Total of \$40,000.02. (Resolution BFF09242019- 13)

Dr. Burrell moved to approve a purchase order for month-to-month extension of current lease for the McGuire Building, as noted above. Mr. Hofmann seconded the motion.

Dr. Connolly explained that this is a complicated deal, and the need for a lease extension was not unexpected. Currently, environmental scientists are speaking with one another about final reports. All is a matter of paperwork at this time. Welding, automotive and construction trades programs are full.

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

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

- 4.1 July-August 2019 Incident Log
- 4.2 The Correspondence Report
- 4.3 Campus Life Report

5. **Presentations** –Copies of presentations are on file.

- 5.1 SOAR Program - Kathi Gallichio, Director of Counseling and the Advising Center
- 5.2. SCCC Foundation Update – Monica Lemperle, Director of the SCCC Foundation
- 5.3 Student Government – Cheyenne Port (President), Scott Raghubir (Vice President), and Madeleine Kelleher (Secretary)

6. **Appointment of the Nominating Committee**

Mr. Curcio proposed the appointment of Dr. Lamonte as the Nominating Committee Chair, with members Ms. Brown, Dr. Burrell, and Mr. Hofmann.

Dr. Crowley moved to accept the appointment of the Nominating Committee, as proposed by Mr. Curcio. Mr. Spekhardt seconded the motion. Motion carried unanimously.

Trustees were asked to reach out to Dr. Lamonte, should they be interested in a Board officer position. The committee will provide a report at the October meeting.

7. **Courtesy of the Floor on General Matters** (Public Session-5 Minutes per Speaker) – No one spoke.

8. **Other Business**

Discussion / Reports / Announcements:

8.1 Trustee Activity Update

Mrs. Fox provided the following report:

National and Regional trends include:

- Guidance Counselors – high schools do not have adequate numbers of guidance counselors particularly in the situations of first generation college students.
- Working class adult college students – some speculation exists that working class adult college students should become somewhat of a priority for county colleges. This speculation is based on the following:
 - Average age of county college students is 28;
 - Many work full time and have children;
 - Formerly considered “non traditional age” students and a minority of the student population.
- College Presidents – college presidents are viewed, to a certain extent, as political figures due to the need of being active in the community served by the college they lead.
- County College degree programs – county colleges are becoming very creative and productive in the degrees offered such as the following:
 - Plumbing and heating;
 - HVAC and facilities maintenance and management;

- Community mental health technicians;
- Tourism management;
- New Building and Material Technologies;
- Sports Management.
- Grants – The Bill and Melinda Gates Foundation as funded ACCT with a \$250,000 grant to support a needs assessment for rural community colleges.

8.2 Alumni Trustee Report – Mr. Kent, Alumni Trustee, reported that he and Mr. Homer had a discussion regarding a survey for students and alumni regarding their job searches. The survey is being sent, tomorrow, to students and alumni from the last two years. The survey will be active for a month to a month and half. He will report results at the November meeting.

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

8.4 Chair's Comments

Mr. Curcio commended students on the successful launch of the bookstore, noting that it is making money, and an excellent learning resource for students involved in managing the store.

He said he is very impressed with what Dr. Connolly and college staff have accomplished, noting the successful launch of the bookstore, and financial management.

8.5 The next Regular Meeting of the Board of Trustees will take place Tuesday, October 22, 2019, at 5:00 p.m. in the Executive Board Room.

9. **Executive Session** – None this month.

10. **Adjournment**

At 6:30 p.m., Mrs. Fox moved to adjourn from the Board Meeting. Dr. Burrell seconded the motion. Motion carried unanimously.

Approved:

Michael J. Spekhardt, Secretary-Board of Trustees