August 20, 2025

VIA Email
Garden State Watchdog

Re: August 12, 2025 OPRA Request

Dear Sir or Madam:

Kindly accept this letter in regard to your Open Public Records Act, N.J.S.A. 47:1A-1 et seq. ("OPRA"), dated August 12, 2025. The College provides the following response, requests for clarifications, and requests for additional time to respond:

> I hereby demand the immediate production of the following records relating to former President Jon Connolly's possession of an alleged firearm on SCCC property, all policy authorizations, the College's response, and law-enforcement communications. Unless otherwise stated, the scope is November 1, 2015 to present (with incident-specific items focusing through January 1, 2023 through March 27, 2025):
>
> 1. Complete, current, and historical copies of Policy 600.02 (Weapons on Campus) and Policy 600.03 (Weapons on Campus—Authorization to Carry for Retired Police Officers), including revision history, Board approvals/resolutions, redlines, and effective dates since 2015; all training materials, policy acknowledgments, and attestations signed by employees and trustees.
>
> **Response: Enclosed is a copy of the current Policy 600.02 and Policy 600.03 and the Resolutions approving such policies. The College has no responsive documents "including revision history or redlines. The College has no responsive documents relating to training materials, policy acknowledgements, and attestations signed by employees and trustees.**
>
> 2. All written authorizations, permits, approvals, waivers, letters, or emails purporting to authorize Jon Connolly to possess, carry, store, or transport any firearm and/or weapon on SCCC property; all drafts/unsigned versions and any presidential or designee approvals under Policies 600.02/600.03 (or any similar situated related policies); and any documents reflecting RPO (Retired Police Officer) eligibility, if claimed.
>
> **Response: The College has no responsive documents.**

3. The RPO (Red Flag / Extreme Risk Protective Order Act of 2018 (N.J.S.A. 2C:58-20 et seq.) authorization roster/log covering 2020–present: for each authorized individual, produce name, position, dates of authorization, written authorization, RPO credential details, scope of duties, and any revocations/suspensions.

Response: The College has no responsive documents.

4. All internal communications (emails, texts, messages, memos) discussing whether Jon Connolly qualified for any exception to Policy 600.02/600.03, including any proposal or discussion and any legal analysis regarding authorization requirements, this request includes but is not limited to emails.

Response: The College has no responsive documents.

5. All SCCC records reflecting admissions, statements or complaints by SCCC staff faculty and/or student faculty that Jon Connolly possessed a firearm during the January 1, 2023 - March 27, 2025 period and removed it when that matter was "over," including notes, emails, texts, or summaries memorializing such statements, including any complaint or audio submission sent to the College Board of Trustees by any member of staff, including but not limited to, James Gaddy, Jason Boehm, Marianne Sharpe.

Response: The College requests a clarification as to what specific documents you seek. Be advised, your request is overly broad and vague. Pursuant to OPRA, a public entity is only required to disclose "identifiable government records." MAG Entertainment, LLC v. Division of Alcoholic Beverage Control, 375 N.J. Super. 534 (App. Div. 2005); Bent v. Stafford Police Dep't, 381 N.J. Super. 30 (App. Div. 2005); New Jersey Builders Ass'n v. New Jersey Council on Affordable Housing, 390 N.J. Super. 166 (App. Div. 2007). In fact, "wholesale requests for general information that requires the County to analyze, collate and compile" information are not valid request under OPRA. Id. In short, the College is not required to research its files to find out which records, if any, may be responsive to a request. Additionally, in requesting correspondence, you must include the following information in the request: (1) Sender; (2) Recipient; (3) date or date range of communications; and (4) subject/content. Elcavage v. West Milford Twp. (Passaic), GRC Complaint No. 2009-07 (April 2010). You have not submitted such information.

The College also requires an additional 30 days to review its records to determine if the College has any responsive record.

6. All records relating to the February 2024 entry and/or search of

Jon Connolly's office by SCCC personnel, including but not limited to:

6a. The full names, job titles, and institutional affiliations of all involved participants involved in the search for Jon Connolly's firearm (such as Keith Festa, Stacey Caputo, Gayle Carrick);

Response: This is an invalid OPRA request as it seeks information, not an identifiable document. in requesting correspondence, you must include the following information in the request: (1) Sender; (2) Recipient; (3) date or date range of communications; and (4) subject/content. <u>Elcavage v. West Milford</u> Twp. (Passaic), GRC Complaint No. 2009-07 (April 2010). You have not submitted such information.

The College requires an additional 30 days to review its records to determine if the College has any responsive record.

6b. The stated purpose of the entry/search and the legal, regulatory, or administrative authority under which it was conducted per SCCC's own policies;

Response: This is an invalid OPRA request as it seeks information, not an identifiable document. In requesting correspondence, you must include the following information in the request: (1) Sender; (2) Recipient; (3) date or date range of communications; and (4) subject/content. <u>Elcavage v. West Milford</u> Twp. (Passaic), GRC Complaint No. 2009-07 (April 2010). You have not submitted such information.

The College requires an additional 30 days to review its records to determine if the College has any responsive record.

6c. Any and all video or audio recordings, regardless of device, medium, or storage format, including but not limited to the recording publicly identified by SCCC the Chief Operating Officer, James Gaddy, as the "Stacey Caputo video" showcasing the search for the firearm that was made on or around February 8, 2024, in proximity to Jon Connolly's office, and any recording under any alternative file name, identifier, or storage location;

Response: The College requires an additional 30 days to review its records to determine if the College has any responsive record.

6d. Any communication by Gayle Carrick that discloses the following terms “search”, “friend”, “trustee”, including any other communications sent by Gayle Carrick, to any SCCC official and/or agent, on or around February 8, 2024.

Response: The College requests a clarification as to the time period for which it should search for such communications. For example, should the College only search for communications sent/received on February 8, 2024? Or do you wish to include additional dates?

In requesting correspondence, you must include the following information in the request: (1) Sender; (2) Recipient; (3) date or date range of communications; and (4) subject/content. <u>Elcavage v. West Milford</u> Twp. (Passaic), GRC Complaint No. 2009-07 (April 2010). You have not submitted such information.

6e. All other photographs, videos, taken during, in preparation for, or subsequent to the entry/search;

Response: The College requires an additional 30 days to review its records to determine if the College has any responsive record.

6f. Any incident reports, security reports, internal memoranda, or other written or electronic documentation referencing, describing, or arising from the entry/search. This request expressly includes, without limitation, responsive materials created, stored, or transmitted on institutional devices, personal devices (including cellphones), removable media, or cloud-based storage accounts used for any official or work-related purpose by SCCC personnel.

Response: The College requests a clarification as to what specific documents you seek. Be advised, your request is overly broad and vague. Pursuant to OPRA, a public entity is only required to disclose “identifiable government records.” <u>MAG Entertainment, LLC v. Division of Alcoholic Beverage Control</u>, 375 N.J. Super. 534 (App. Div. 2005); <u>Bent v. Stafford Police Dep’t</u>, 381 N.J. Super. 30 (App. Div. 2005); <u>New Jersey Builders Ass’n v. New Jersey Council on Affordable Housing</u>, 390 N.J. Super. 166 (App. Div. 2007). In fact, “wholesale requests for general information that requires the County to analyze, collate and compile” information are not valid request under OPRA. <u>Id.</u> In short, the College is not required to research its files to find out which

records, if any, may be responsive to a request. Additionally, in requesting correspondence, you must include the following information in the request: (1) Sender; (2) Recipient; (3) date or date range of communications; and (4) subject/content. Elcavage v. West Milford Twp. (Passaic), GRC Complaint No. 2009-07 (April 2010). You have not submitted such information.

7. All risk/wellness/safety assessments or evaluations performed in connection with the firearm issue, including referrals, recommendations, and follow-up actions related to Jon Connolly, including disciplinary actions from the college board.

Response: The College requests a clarification as to what specific documents you seek. Be advised, your request is overly broad and vague. Pursuant to OPRA, a public entity is only required to disclose "identifiable government records." MAG Entertainment, LLC v. Division of Alcoholic Beverage Control, 375 N.J. Super. 534 (App. Div. 2005); Bent v. Stafford Police Dep't, 381 N.J. Super. 30 (App. Div. 2005); New Jersey Builders Ass'n v. New Jersey Council on Affordable Housing, 390 N.J. Super. 166 (App. Div. 2007). In fact, "wholesale requests for general information that requires the County to analyze, collate and compile" information are not valid request under OPRA. Id. In short, the College is not required to research its files to find out which records, if any, may be responsive to a request. Additionally, in requesting correspondence, you must include the following information in the request: (1) Sender; (2) Recipient; (3) date or date range of communications; and (4) subject/content. Elcavage v. West Milford Twp. (Passaic), GRC Complaint No. 2009-07 (April 2010). You have not submitted such information.

8. Board of Trustees materials (2015–present) in which weapons policies or the Connolly firearm matter were discussed: agendas, Board packets, minutes (open and executive), executive-session resolutions/certifications, notes, and audio/video recordings, including any public comment that mentions "Connolly", "Gun", "Firearm", "Danger", "Carry".

Response: The College requires an additional 30 days to review its records to determine if the College has any responsive record.

9. Communications with Board Chair Kurt Gewecke and College Board of Trustees concerning the firearm issue, including any direction to "follow policy," to inform/not inform specific parties, to keep the matter internal, or to contact/not contact law enforcement. If such email addresses have been deleted / purged, please certify in writing.

Response: The College requests a clarification as to the documents you seek. When requesting correspondence, you must include the following information in the request: (1) Sender; (2) Recipient; (3) date or date range of communications; and (4) subject/content. <u>Elcavage v. West Milford</u> Twp. (Passaic), GRC Complaint No. 2009-07 (April 2010). Kindly submit such information.

10. Communications with College Counsel (including Vito Gagliardi Esq) concerning the firearm matter, the requirement that any authorization be in writing, whether criminal referral was appropriate, and whether/when to contact police. (If privilege is claimed, produce a Vaughn index.)

Response: The College requests a clarification as to the documents you seek. When requesting correspondence, you must include the following information in the request: (1) Sender; (2) Recipient; (3) date or date range of communications; and (4) subject/content. <u>Elcavage v. West Milford</u> Twp. (Passaic), GRC Complaint No. 2009-07 (April 2010). Kindly submit such information.

11. All communications with law-enforcement, including the Newton Police Department (including any agent) and the Sussex County Prosecutor's Office (including any agent), regarding the firearm report, office search, any contemplated police response, and any statement/advice that authorization to carry on campus must be in writing; include emails, texts, call logs, notes, and after-action summaries, including after-action or internal summary reports documenting SCCC's decision-making regarding law-enforcement contact or non-referral.

Response: The College requests a clarification as to the documents you seek. When requesting correspondence, you must include the following information in the request: (1) Sender; (2) Recipient; (3) date or date range of communications; and (4) subject/content. <u>Elcavage v. West Milford</u> Twp. (Passaic), GRC Complaint No. 2009-07 (April 2010). Kindly submit such information.

Please provide clarifications to your requests as outlined above. Notwithstanding, please find documents responsive to Requests Nos. 1, enclosed herewith.

If you have any questions, do not hesitate to call me to discuss.

Sincerely,

Wendy Fullem

Wendy Fullem

Sussex County Community College
Policy No.: 600.02
Area: Safety & Security
Approved: October 27, 2015

600.02 Weapons on Campus

Sussex County Community College prohibits weapons possession of any kind on any College owned or controlled property. Prohibition includes the carrying or possession of a firearm, weapon, or unlawful device as defined by N.J.S.A. 2C:39-1, and other objects/weapons as further described herein, while on Sussex County Community College property[1]. This policy is applicable to all faculty, staff, students and visitors.

Note: This prohibition does not extend to active law enforcement, retired law enforcement, or others who are in compliance with N.J.S.A. 2C:39-3g. Those officers/agents who are not on duty should make efforts to conceal and/or prevent public display of a weapon so as not to cause public alarm.

Definitions

Firearm - any firearm whether operable or inoperable as defined by the New Jersey Criminal Code or any facsimile thereof, including, but not limited to paintball guns, BB guns, air soft guns, or any device that propels a projectile of any kind as defined in N.J.S.A. 2C:39-3; 2C:39-4 and 2C:39-5.

Explosive or Destructive Device - as defined in New Jersey Criminal Code, N.J.S.A. 2C:38-3. Any explosive compound/material defined in the New Jersey Criminal Code; or, any hoax device or replica of a destructive device.

Weapon (all others) - Any operable or inoperable object (or reasonable facsimile thereof) referenced in the New Jersey Criminal Code, including but not limited to any knife or edged weapon with a blade of three or more inches in length, any impact-type instrument (e.g., club, nun chuck, etc.), any electrical discharge weapon (e.g. stun gun or Taser) Please refer to definitions as per N.J.S.A. 2C:39-1.

Exceptions - Any person employed by the college (e.g., faculty, maintenance staff, security, contractor) authorized by the President or his/her designee to have in his/her possession for use as part of any activity conducted at the college workplace a device which would otherwise be prohibited by this policy.

[1] Property is defined as including, but not limited to; buildings, grounds, roadways and parking areas. Public Safety Training Academy – This policy does not apply, when in conflict with lawful and approved activities occurring at the PSTA.

Note of deference: Any changes or additions to the laws of the State of New Jersey that effect this policy shall prevail in place.

Sussex County Community College
Policy No.: 600.03
Area: Safety & Security
Adopted: February 23, 2016

600.03 Weapons on Campus – Authorization to Carry for Retired Police Officers (RPO)

Introduction: In an effort to reinforce the safety and security of the campus community certain qualified staff members may be approved and directed to carry a firearm on any and all SCCC properties, at the discretion of the college president or designee.

Rationale: With the increase[1] *of catastrophic violent crime at institutions of higher education and other public and private areas abroad, Sussex County Community College recognizes the potential for increased casualties associated with timed response by law enforcement. It is the college's intent to mitigate loss and or prevent these type of incidents through immediate intervention by trained and qualified personnel of Sussex County Community College. The New Jersey retired law enforcement officer permit to carry a handgun law was enacted to help make our streets and communities safer. SCCC shall authorize intercession by qualified employees when there exists an imminent threat of serious bodily injury or death, and there is an immediate need to act for the protection of life.*

The Board of Trustees empowers the College President to approve and provide a written authorization for a law enforcement officer who retired in good standing (RPO), and is an employee of Sussex County Community College, to possess and carry a handgun in any campus building or grounds during his/her workday. The retired police officer (RPO) must have and maintain a valid permit to carry a handgun issued pursuant to N.J.S.A. 2C:58-4, to possess a handgun in this capacity during his/her workday provided the employee meets the exception to N.J.S.A. 2C:39-5(b.) outlined in N.J.S.A. 2C:39-6(l.). Any authorization will only be for the time period the New Jersey State Police issued identification card is valid.

Eligible Employees

The college employee who is authorized shall be assigned in a position that serves the college in the capacity of safety and security. Those positions shall include, but may not be limited to the following: Director of Campus Safety, Security & Campus Operations, Evening Supervisor, Security Concierge, & Security Officer. This staff member must provide the College President, upon request, documentation supporting compliance with the requirements of N.J.S.A. 2C:39-6(l.)., including but not limited to, a copy of the identification card issued by the

[1] A Study of Active Shooter Incidents in the United States Between 2000 and 2013 - **U.S. Department of Justice Federal Bureau of Investigation**

Note of deference: Any changes or additions to the laws of the State of New Jersey that effect this policy shall prevail in place.

Superintendent of the State Police permitting the retired officer to carry a handgun in accordance with N.J.S.A. 2C:39-6(l.)4) and any associated training and qualification records. The College President may request additional proofs of capacities and capabilities from the RPO. In addition, the College President may also wish to review these documents with the local Chief of Police or his/her designee. The RPO must also have a valid Security Officer Registration Act (SORA) license issued by the New Jersey State Police.

Written Authorization Required

Upon such approval, the College President shall provide written authorization to the staff member along with any conditions on the authority to carry a handgun on campus property as required by the State of New Jersey. N.J.S.A. 2C:39-5(b.)

Notification to Law Enforcement Jurisdictions

Upon approval by the College President, the College President or designee shall notify any and all law enforcement authorities within the jurisdictions associated, of any person or persons who will be authorized to carry a firearm on college property. This shall include basic pedigree information and current photo. Employees so authorized must also carry photographic identification indicating their authorization as required by New Jersey State law.

Maintenance of Valid Permit

The college shall reimburse or satisfy any associated costs for the maintenance of the RPO's permit to carry and SORA license, including but not limited to, permit to carry fees and ammunition and equipment costs associated with required semi-annual qualifications. In addition, the college shall facilitate and make available any training and qualifications required by the State of New Jersey. This may include utilization and coordination of training at the college's Public Safety Training Academy or other appropriate facility as needed. If the college cannot fulfill the obligation of facilitating training and maintenance, then the RPO shall be reimbursed for any and all associated expenses identified as required to maintain current valid permit to carry and Security Officer Registration Act.

Training and Equipment Requirements

The RPO shall make him/herself available for required training associated with the permit to carry, including firearms qualification and use of force training, as well as SORA training and certification. In addition to semiannual qualification with a handgun, the retired officer must be thoroughly familiar with N.J.S.A. 2C:3-1 et. seq. of the New Jersey Code of Criminal Justice which codifies the justified use of deadly force by a civilian.

The RPO shall provide their own firearm and holster that must conform to the restrictions set forth in the state's handgun qualification course. The college reserves the right to further restrict and/or dictate the type of equipment and attire to be utilized while acting in the RPO capacity. It should also be noted that, as civilians, retired officers cannot legally carry hollow-point ammunition or utilize high-capacity ammunition magazines (capable of holding more than 15 rounds of ammunition) in the handgun they are carrying.

Note of deference: Any changes or additions to the laws of the State of New Jersey that effect this policy shall prevail in place.

600.03.1 Procedures for Implementation of Weapons on Campus – Authorization to Carry for Retired Police Officers (RPO)

Compensation

Employees approved and directed to carry a firearm as part of their duties shall receive the following additional compensation:

Full-time: $5,000.00 additional to base annually, dispersed equally in payments via the college's payroll schedule.

Part-time: $3.00 additional to hourly base.

Indemnification

The college shall secure indemnification protection from the appropriate authority sufficient to protect the college, the RPO and any third party(s) from any potential loss that may arise due to the actions involving the RPO employee and his/her assigned duties.

Note of deference: Any changes or additions to the laws of the State of New Jersey that effect this policy shall prevail in place.

AUDIT & POLICY COMMITTEE
SUSSEX COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES
Tuesday, September 15, 2015

MINUTES

Start: 3:07 p.m.
End: 3:33 p.m.

Present: Kate McNamara (formerly Yaskovic)-Chair, Mary Ann Fox, Interim President Frank Nocella, VP of Academic and Student Affairs Bill Waite, VP Institutional Advancement Karen DiMaria, Director of Safety, Security and Campus Facilities John Scully, and Assistant to the President and Board of Trustees Wendy Fullem

POLICY REVIEW

The committee reviewed the Annual Security Policy. Last year the reporting was done. This year the report will be going out within the next two weeks. There is also an Emergency Operations Plan that gets sent to the NJ Dept. of Higher Ed. It is being incorporated into the policy. ***Committee agrees to bring before Board of Trustees for approval.***

The committee reviewed the Weapons Policy. John Scully explained the policy and weapons restrictions. Added descriptions with regards to weapons. An exception for the PSTA will be written into the policy. Also, will add "including, but not limited to...language - i.e. - for weapons in cars, etc. ***Committee agrees to bring before Board of Trustees for approval, with the noted changes.***

Interim President Nocella explained why the Board Ethics policy was being updated, with language as follows: (m) A Trustee or Officer engaging in fundraising efforts on behalf of an organization unrelated to the College shall disclose to the Board any such fundraising activities in the even that a person or entity solicited as part of a fundraising effort is doing or seeking to do business with the College.

Ms. McNamara stated her concerns about updating the policy after it was thoroughly researched and created last year. She feels that it is a comprehensive policy and doesn't require updating. Committee member Mrs. Fox is in agreement with Ms. McNamara. She is also concerned that the amendment is overbroad and unduly burdensome. She doesn't support adding the statement. ***Committee agrees to discuss this further and not move it forward to the Board of Trustees.***

AUDIT

The committee received an update regarding the audit with Wiss. They are almost done with the audit and it will be reported to the Board in November. We are waiting for the NJ PERs Pension unfunded liability. Information has not yet been provided to us by the state. It is being reported on the balance sheet as a liability right now. All public entities in the state are in the same situation.

Interim President Nocella provided an update regarding Dennis O'Black's financial oversight report.

Sussex County
COMMUNITY COLLEGE

Board of Trustees Regular Meeting
Tuesday, September 22, 2015 – Cafeteria

MINUTES

1. **General Institutional Functions**

1.1 Chair Parker called the meeting to order at 5:08 p.m.

1.2 Secretary McNamara 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: Judge Parker-Chair, Mr. Scanlan-Vice Chair, Ms. McNamara-Secretary/Treasurer, Dr. Andrews, Mrs. Fox, Mrs. Geraci, Dr. Lamonte, Mr. Leppert, Dr. Morgus, Mr. Perez (left at 5:23 p.m.), Mr. Spekhardt, Ms. Moscagiuri-Alumni member, Mr. Nocella-Interim President and Wendy Fullem-Assistant to the President and Board of Trustees/Recording Secretary.

Also in attendance: William Waite-Vice President Academic and Student Affairs, Karen DiMaria-Vice President Institutional Advancement, Kathleen Okay-Dean, Michael Gallegly-Executive Director Human Resources, and Kate Gilfillan-College Counsel.

1.4 Judge Parker welcomed the guests.

1.5 Courtesy of the Floor on Agenda Items Only (Public Session).

- Maureen Murphy Smolka, President of the Faculty Federation said everyone is excited to welcome Dr. Connolly and pledges the faculty's support knowing that everyone is out for the well being of the college.
- Jan Jones, Counselor and President of the Professional Staff Federation welcomed Dr. Connolly.
- Patricia Clancy, Co-President of the Adjunct Faculty Federation welcomed Dr. Connolly.
- Freeholder George Graham welcomed Dr. and Mrs. Connolly, noting that the college needs enthusiasm and substance, both of which Dr. Connolly seems to possess. He said he believes students, faculty,

staff and the community are excited and looking forward to Dr. Connolly starting.

1.6a Introduction of Dr. Jon Connolly.

Chair Parker noted that everyone has likely seen Dr. Connolly's resume by now and that there are a number of members from the Presidential Search Committee present at tonight's meeting. She indicated that many have already had an opportunity to meet him. She welcomed him and asked that he say a few words.

Dr. Connolly said he is overjoyed to be here this evening. He said this is a wonderful institution and that one of the great privildeges of going through such a protracted process during two intense days here and meeting so many people, is that he had the opportunity to understand the organization and was impressed from start to finish. He noted that every meeting was different and every meeting had full involvement. He said he was "grilled" by the Board of Trustees and it is apparent that they care deeply about the organization. They are committed and want what is best for the community and want them to understand that the college is there for them. He said he loves this work and there is nothing more important than the work we do. He said, "We transform lives, and we do it permanently...and I am privildeged to be part of that." He thanked everyone for the welcome.

Chair Parker then introduced Joan Connolly, Dr. Connolly's wife.

Chair Parker thanked the members of the Presidential Search Committee, as well as everyone who participated in the process. She gave special thanks to Dr. Lamonte, who chaired the committee.

1.6b Recommendation: Appointment of Dr. Connolly as President of Sussex County Community College and Approval of Contract of Employment.

Mrs. Geraci moved to appoint Dr. Jon Connolly as President of Sussex County Community College and to Approve his Contract of Employment. Dr. Lamonte seconded the motion.

Chair Parker introduced Kate Gilfillan, College Counsel, who provided an overview of Dr. Connolly's contract. Ms Gilfillan noted the following: It is a five-year contract and salary provisions are outlined on pages 2 & 3 of the Board Package. Building and sustaining an increased credit hour base is vital to the organization and thus tied into a merit increase for Dr. Connolly. General provisions are standard in the industry. It is a well vetted contract, and Dr. Connolly will receive an annual review by the Board of Trustees.

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

After the roll call, the contract was signed by Dr. Connolly and Judge Parker.

1.7 Approval/Acceptance of Minutes and Board Action Resolutions:

1.7.1 Approval of Minutes from the Tuesday, July 28, 2015 Regular Board Meeting.

Mrs. Geraci moved to approve minutes from the Tuesday, July 28, 2015 Regular Board Meeting. Mrs. Fox seconded the motion. Mr. Scanlan abstained from the vote. Motion carried.

1.7.2 Approval of Minutes from Special Meetings:

- Tuesday, August 25, 2015
- Wednesday, August 26, 2015
- Thursday, August 27, 2015
- Friday, August 28, 2015
- Wednesday, September 2, 2015
- Thursday, September 3, 2015

Mr. Scanlan moved to approve minutes from Special Meetings as noted above. Ms. McNamara seconded the motion. Motion carried unanimously.

1.7.3 Approval of Minutes from Executive Sessions:

- Tuesday, August 25, 2015
- Wednesday, August 26, 2015
- Thursday, August 27, 2015
- Friday, August 28, 2015
- Wednesday, September 2, 2015
- Thursday, September 3, 2015

Mr. Leppert moved to approve minutes from Executive Sessions as noted above. Ms. McNamara seconded the motion. Motion carried unanimously.

1.7.4 Acknowledgment of Receipt of Committee Minutes.

- Finance and Facilities Committee – Tues., Sept. 15, 2015
- Personnel and Curriculum Committee – Tues., Sept. 15, 2015
- Audit and Policy Committee – Tues., Sept. 15, 2015

Ms. McNamara moved to acknowledge receipt of committee minutes as noted above. Dr. Andrews seconded the motion. Motion carried unanimously.

1.7.5 Approval of Board Action Resolutions from the July 28, 2015 Board Meeting.

Ms. McNamara moved to approve Board Action Resolutions from the July 28, 2015 Board Meeting. Mr. Scanlan seconded the motion. Motion carried unanimously.

1.8 Acknowledgment of Receipt and Review of August 31, 2015 Financial Statements.

Mrs. Geraci moved to acknowledge receipt and review of August 31, 2015 financial statements. Mr. Leppert seconded the motion.

Frank Nocella provided highlights of the first two months of the fiscal year, beginning July 1st through August 31st. He reported that operating expenses against budget are favorable 10% and 3% favorable to prior year. He indicated that the fiscal year end audit, June 30th, is under way and expected to be complete the latter part of October. At the November Board Meeting, the audit will be presented by Wiss & Co. He said that enrollment, as it relates to the fall semester, is down vs. prior year.

Roll call vote: Dr. Andrews, Mrs. Fox, Mrs. Geraci, Dr. Lamonte, Mr. Leppert, Ms. McNamara, Dr. Morgus, Mr. Scanlan, Mr. Spekhardt and Judge Parker voted yes. Mr. Perez had left the meeting before the vote. Motion carried unanimously.

1.9 The Correspondence File was received, reviewed and filed.

2. Personnel

2.1 Report of the Personnel and Curriculum Chair.

Dr. Andrews, Chair of the Personnel and Curriculum Committee reported that they:

Reviewed personnel actions, including: Part-time replacements, employment of adjunct and Health Sciences faculty, voluntary resignations, retirements, open positions, and the President's contract. They also discussed stipends that were previously approved under the Ellucian Colleague ERP Implementation project. They reviewed Transfer Articulation Agreements with William Paterson University Cotsakos College of Business for the Associate of Science Degree in Business Administration and Bachelor of Science Degree Programs, William Paterson University College of Humanities and Social Sciences for the Associate in Science Degree in Criminal Justice and the Bachelor of Arts Degree in Criminology and Criminal Justice and William Paterson University College of Science and Health for the Associate in Science Degree in Science/Mathematics or Environmental Studies and Bachelor of Science and Bachelor of Arts Degrees in Science and Health.

2.2 Recommendation: Approval of Monthly Personnel Actions, as Per the Attached Form.

Dr. Andrews moved to approve the monthly personnel actions. Mr. Spekhardt seconded the motion.

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

3. **Curriculum and Instruction**

3.1 Recommendation: Approval of the Following Transfer Agreements:

- Transfer Agreement with William Paterson University Cotsakos College of Business for the Associate of Science Degree in Business Administration and Bachelor of Science Degree Programs.
- Transfer Agreement with William Paterson University College of Humanities and Social Sciences for the Associate in Science Degree in Criminal Justice and the Bachelor of Arts Degree in Criminology and Criminal Justice.
- STEM Transfer Agreement with William Paterson University College of Science and Health for the Associate in Science Degree in Science/Mathematics or Environmental Studies and Bachelor of Science and Bachelor of Arts Degrees in Science and Health.

Dr. Andrews moved to approve transfer agreements as noted above. Dr. Lamonte seconded the motion.

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

4. **Student Services Report**

4.1 SGA Report.

Meagan Khoury, from the Office of Student Life, introduced this year's SGA Officers: Corrine Woodhead-President, Andrei Burul-Vice President, Cheyenne Cibien-Treasurer, and Mari McInerney-Secretary.

Andrei provided the Board with an overview of student and start of semester events. Cheyenne addressed the Board regarding student concerns. These included student cafeteria – students are unhappy that is closes at 3:00 p.m., the selection of food is not sufficient, long lines have stopped people from going to the cafeteria, a girl's personal information was frozen on the computer screen and she had to leave to go to class. Other concerns are about the game room and it being moved to the student government office. It is in a perfect location and should stay where it is.

Corrine told the Board about a situation at orientation where a student was having trouble separating from her mother during the orientation and how she and others were able to have the student join others without the parent, make new friends and enjoy the day. She then addressed the Board about the Student Government Office, stating that the SGA is supposed to have an accessible presence on campus. She said they're hard to find now, and students are wondering why the former SGA office is not being utilized. Space in the Campus Life office is not sufficient for SGA, Ambassadors, faculty, staff, clubs, etc. She said it is restrictive to have them at two desks, ambassadors and clubs are confused as to where to find materials. She said students are being devalued by this and it is unacceptable. They asked that an office be reallocated to the SGA.

Judge Parker thanked the students and asked that Interim President Nocella look into and address the issues.

5. **Community Information and Service Report**

5.1 Community Service Report was received, reviewed and filed. Judge Parker thanked all those from the college community who perform community service.

6. **Business, Finance and Facilities**

6.1 Report from the Finance and Facilities Committee Chair.

Mrs. Geraci, Chair of the Finance and Facilities Committee reported that they have five recommendations on this evening's agenda: Perkins Resolution, approval of contract for D-building carpeting, contract approval for B/C upgrades and College Hill Road retaining wall to Hatch Mott MacDonald, approval for the natural gas conversion, approval of purchase and installation of 33 Code Blue Digital IP5000 faceplate units, approval of contract with C & V Paving for E-Building parking Lot, and approval of an MOU with Sussex County Department of Human Services. She indicated that they received an update regarding D-building, which is on schedule and under budget, as well as an update regarding the Newton shuttle bus.

6.2 Recommendation: Approval of the Resolution to Apply for the FY2016 Grant Award for the Carl D.Perkins Vocational and Technical Education Grant—Project #7180-16, in the Amount of $172,813.00, Effective July 1, 2015 Through June 30, 2016.

Mr. Scanlan moved to approve the Resolution to apply for the FY2016 grant award for the Carl D. Perkins Vocational and Technical Education Grant as noted above. Mrs. Fox seconded the motion.

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

6.3 Recommendation: Approval of Contract for D-Building Carpeting to RB Coatings, in the Amount of $20,835.

Mrs. Geraci moved to approve the contract for D-building carpeting as noted above. Dr. Andrews seconded the motion.

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

6.4 Recommendation: Approval of Contract for Building B/C Upgrades to Hatch Mott MacDonald in the Amount of $19,478.

Dr. Lamonte moved to approve the contract for building b/c upgrades as noted above. Mrs. Geraci seconded the motion.

Mrs. Geraci noted that this project is being funded with Chapter 12 money and is not coming from the operating budget. The work is for HVAC and heating.

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

6.5 Recommendation: Approval of Natural Gas Conversion Contract for R & V Buildings, to Elizabethtown Gas.

Mrs. Geraci moved to approve the natural gas conversation contract as noted above. Ms. McNamara seconded the motion.

Mrs. Geraci explained that converting the buildings to natural gas will save us approximately $800 per year and it doesn't cost us anything.

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

6.6 Recommendation: Approval of Contract with Hatch Mott MacDonald for Geo Engineering Services Related to the Retaining Wall on College Hill Road, in the Amount of $10,500.

Dr. Andrews moved to approve of the contract with Hatch Mott MacDonald for geo engineering services as noted above. Mr. Leppert seconded the motion.

Mrs. Geraci explained that the retaining wall on College Hill Road is falling apart and has become a safety hazard. She indicated that the project is being funded by Chapter 12.

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

6.7 Recommendation: Approval for Purchase and Installation of 33 Code Blue's Digital IP5000 Faceplate Units in the Amount of $31,977.

Mrs. Geraci moved to approve the purchase and installation faceplate units as noted above. Mr. Scanlan seconded the motion.

Mrs. Geraci explained that these are for emergency systems this will upgrade the college's analog systems to digital.

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

6.8 Recommendation: Approval of Contract with C & V Paving for E-Building

Parking Lot, in the Amount of $29,480.

Dr. Andrews moved to approve the contract with C & V Paving for E-building parking lot, as noted above. Mr. Scanlan seconded the motion.

Mrs. Geraci recused herself from the vote, stating that she knows the owner.

Mr. Leppert recused himself from the vote, stating that he has a client relationship.

Roll call vote: Dr. Andrews, Mrs. Fox, Dr. Lamonte, Ms. McNamara, Dr. Morgus, Mr. Scanlan, Mr. Spekhardt and Judge Parker voted yes. Motion carried.

After the vote, Mrs. Geraci and Mr. Leppert rejoined the meeting.

6.9 Recommendation: Approval of MOU with Sussex County Department of Human Services/Senior Services.

Mrs. Geraci moved to approve the MOU with Sussex County Department of Human Services/Senior Services. Mrs. Fox seconded the motion.

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

6.10 Report from the Audit and Policy Committee Chair.

Ms. McNamara, Chair of the Audit and Policy Committee thanked John Scully for bringing the policies to the committee. They are moving forward to the Board, the Annual Security Reporting Policy, which clarifies our responsibilities for reporting crime statistics on campus, and how/when that report gets filed. They are also moving forward the Weapons on Campus Policy, which prohibits weapons of any kind on any college owned or retained property, excluding law enforcement or retired law enforcement officers who are in compliance with the statute that allows them to carry a firearm. The committee also received an update on the audit, which is on target. The Audit Report is expected to be presented at the November meeting.

6.11 Recommendation: Approval of the Annual Security Reporting Policy.

Ms. McNamara moved to approve the Annual Security Reporting Policy. Mrs. Fox seconded the motion.

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

6.12 Recommendation: Approval of the Weapons on Campus Policy.

Ms. McNamara moved to approve the Weapons on Campus Policy. Mr. Scanlan seconded the motion.

Mr. Spekhardt inquired about the length of a knife being 2 inches or greater. He said that Cub Scout pen knives are 2.75 inches, and he doesn't want the policy to prohibit a scout or others from carrying a small pen knife. He asked if this is in line with NJ's definition of a weapon, which he believes to be 4 inches or longer. He stressed his understanding regarding the good intent of the policy.

Kate Gilfillan indicated that she believes there is a federal statute that discusses the 4 inches and that she would take a look at the statute and report back.

Ms. McNamara moved to table the motion. Mr. Scanlan seconded the motion. Motion carried unanimously.

6.13 Report from the 2020 Committee Chair – There was no meeting this month. The next meeting will take place in October.

7. <u>Courtesy of the Floor on General Matters</u> (Public Session)

- Wayne McCabe, President of Friends for Horton Mansion welcomed Dr. Connolly and provided an update regarding their efforts with Horton Mansion and fundraising.
- Dan Flynn, Mayor of Newton and a member of the Town Council, welcomed Dr. Connolly. He said the Town Council is looking forward to working with him and the college and that he is excited about current and upcoming collaborations.

8. <u>Other Business</u>

Discussion / Reports / Announcements:

8.2 Trustee Activity Update. Chair Parker reported:

- The 9/11 ceremony was, as usual, an excellent, moving event that honored the memory of those who gave their lives as first responders and victims.
- Despite the bad weather, Rockin' Fest raised a considerable amount of money for our student veterans. Money raised by this event are put into a fund through the Foundation, and are used to help student veterans whose benefits are not covered during periods of time that the college is not in session, such as during winter and summer recess when they do not receive a housing allowance.
- The Skylanders run/walk is taking place on October 4th.
- The Foundation Ball is taking place on Octover 24th at the Red Tail Lodge in Vernon.

8.3 President's Report – Interim President Nocella reported:

- The New Student Fall Orientation was a huge success with over 550 students in attendance. Motivational speaker, Jon Vroman, gave his presentation about "Living College Life in the Front Row." This was

Jon's fifth year as a guest speaker due to the positive response from students in the past. Students participated in various discussions including campus safety, financial aid and campus online tools plus were engaged in team building activities. Students also toured the campus and finished out the day with lunch.

- Financial Aid is continuing outreach and increasing efforts for the 15/16 award.

- The Student Center Building was opened on schedule for the fall semester. Many outside contractors, along with SCCC personnel, worked extensively to get classrooms prepared. Classrooms were ready to go with the necessary equipment to support our professors for the first day of the semester. He thanked everyone involved.

- Over the summer, Sussex County Community College partnered with Mugs Media to cosponsor a Senior High School Softball All-Star game. Two senior softball players from each high school formed the teams. Girls from all over the county participated in the game.

- The College is looking to strengthen relationships in the county with areas businesses. A TV commercial was recently recorded for the Skylanders race with the community relations manager at Thorlabs. Last year, the College partnered with Subaru of Newton

- We are pleased to announce that all of the Summer 2015 MOA students took and passed their national exam on Friday, July 31. These eight students join the 100% pass rate for all MOA graduates! An added challenge this semester, the students were administered the new NHA CMAA exam.

- Both our men's and women's soccer teams are off to a great start this semester. So far, the men's team has a record of 5-2 and the women's team is 4-2. On October 5th the men's team will host Orange CCC at 7 pm, and on October 6th, the Women's soccer will host Raritan Valley CC at 3:30 pm.

- It's time to lace up your sneakers for this year's Skylanders Race on Sunday, October 4th. We are looking for more runners to help support our student scholarships.

- We are completing our plans for the Foundation Scholarship Ball which will take place on Saturday, October 24 at the red Tail Lodge in Vernon. This year's honorees include Ira Polk, Clearing Corporation Charitable Foundation, Professor Eleanor Carducci and 2009 Student Alum, Maria Marino. Tony Selimo's will interview all of the honorees on his radio show on WSUS Sunday, October 4 at 6:30 a.m.

- Interim President Nocella welcomed Dr. Connolly's as Sussex County Community College's sixth president.

8.3 Chair's Comments

Chair Parker again thanked everyone involved with the Presidential Search. She said everything that was set out to do was accomplished. The Board set out to name a president in September and did it. She said it is a new day and new era at Sussex County Community College, and she hopes that era was evident in the search process. She hopes that everyone continues to participate and work collaboratively in the goverance and moving forward of the college .

Chair Parker noted that next month is the Board's annual Reorganization meeting, which includes the vote for officers of the Board. She said she will be in contact with Trustees in order to name a Nominating Committee.

8.4 Next meetings of the Board of Trustees will take place on Tuesday, October 27, 2015. The Board's annual Reorganization Meeting will begin at 4:30 p.m., and will be followed by the Regular monthly meeting, at 5:00 p.m. These meetings will take place in the Executive Board Room.

9. Adjournment

At 6:10 p.m., Mr. Scanlan moved to adjourn from the meeting. Ms. McNamara seconded the motion. Motion carried unanimously.

Approved:

Kate McNamara

Kathleen McNamara, Secretary, Board of Trustees

Sussex County
COMMUNITY COLLEGE

Board of Trustees Regular Meeting
Tuesday, October 27, 2015 – Executive Board Room

MINUTES

1. General Institutional Functions

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

1.2 Secretary McNamara 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, Ms. McNamara-Secretary/Treasurer, Dr. Andrews, Mrs. Fox, Mrs. Geraci, Mr. Leppert, Mr. Perez, Mr. Spekhardt, Mr Nocella-Interim President/Ex-Officio Member, Ms. Moscagiuri-Alumni Trustee, and Wendy Fullem-Assistant to the President and Board of Trustees/ Recording Secretary.

Also present were: William Waite-Vice President Academic and Student Affairs, Karen DiMaria-Vice President Institutional Advancement, Kathleen Okay-Dean, Michael Gallegly-Executive Director Human Resources, Kate Gilfillan-College Counsel and Paul Greene-College Labor Counsel.

1.4 Judge Parker welcomed the guests.

1.5 Courtesy of the Floor on Agenda Items Only (Public Session).

Mr. Wayne McCabe, president of the Sussex County Historical Society and Friends of Horton Mansion, addressed the Board of Trustees regarding item 6.5 on the agenda. He asked if he could receive approval to document the structure for historical purposes, before it is removed. He indicated that he would not delay any action and that documentation would be at his own expense.

1.6 Approval/Acceptance of Minutes and Board Action Resolutions:

1.6.1 Acknowledgement of Receipt and Review of Minutes from the September 22, 2015 Regular Board Meeting.

Mr. Scanlan moved to acknowledge receipt and review of minutes from the September 22, 2015 Regular Board Meeting. Mrs. Geraci seconded the motion. Motion carried unanimously.

1.6.2 Acknowledgement of Receipt of Minutes from Committee Meetings:

- 2020 Committee - Tuesday, October 6, 2015
- Finance and Facilities Committee - Tuesday, October 20, 2015
- Audit and Policy Committee - Tuesday, October 20, 2015
- Personnel and Curriculum Committee - Tuesday, October 20, 2015

Dr. Andrews moved to acknowledge receipt of minutes from committee meetings as noted above. Ms. McNamara seconded the motion. Mr. Spekhardt abstained from the vote. Motion carried.

1.6.3 Approval of Board Action Resolutions from the September 22, 2015 Meeting.

Mr. Scanlan moved to approve Board Action Resolutions from the September 22, 2015 meeting. Mrs. Fox seconded the motion. Motion carried unanimously.

1.7a Acknowledgment of Receipt and Review of September, 2015 Operating Statements.

Mr. Leppert moved to acknowledge receipt and review of September, 2015 operating statements. Mr. Spekhardt seconded the motion.

Mr. Nocella provided an overview of the September, 2015 Operating Statements, including September YTD FY16 Credit Hours Dashboard, September YTD FY16 Dashboard, September YTD FY15/16 Income Statement.

Roll call vote: Dr. Andrews, Mrs. Fox, Mrs. Geraci, Mr. Leppert, Ms. McNamara, Mr. Perez, Mr. Scanlan, Mr. Spekhardt and Judge Parker voted yes. Motion carried unanimously.

1.7b Approval of Board Designations of Net Assets - June 30, 2015.

Mrs. Geraci moved to approve Board designation of net assets – June 30, 2015. Mr. Scanlan seconded the motion.

Roll call vote: Dr. Andrews, Mrs. Fox, Mrs. Geraci, Mr. Leppert, Ms. McNamara, Mr. Perez, Mr. Scanlan, Mr. Spekhardt and Judge Parker voted yes. Motion carried unanimously.

1.7c Acknowledgement of Receipt and Review of Quarterly Check Registers.

Mr. Perez moved to acknowledge receipt and review of quarterly check registers. Mrs. Geraci seconded the motion.

Roll call vote: Dr. Andrews, Mrs. Fox, Mrs. Geraci, Mr. Leppert, Ms. McNamara, Mr. Perez, Mr. Scanlan, Mr. Spekhardt and Judge Parker voted yes. Motion carried unanimously.

1.8 The Correspondence File was received, reviewed and filed.

2. Personnel

2.1 Report of the Personnel and Curriculum Chair.

Dr. Andrews, Chair of the Personnel and Curriculum Committee noted that the committee reviewed: Promotions, Retirements, Stipends, the annual NJ First Report, Faculty Overloads for Fall 2015, Transfers and received an update regarding the Articulation Agreement with SUNY Cobleskill.

2.2 Recommendation: Approval of Monthly Personnel Actions.

Dr. Andrews moved to approve monthly personnel actions, as per the Attached Personnel Actions form. Mrs. Fox seconded the motion.

Roll call vote: Dr. Andrews, Mrs. Fox, Mrs. Geraci, Mr. Leppert, Ms. McNamara, Mr. Perez, Mr. Scanlan, Mr. Spekhardt and Judge Parker voted yes. Motion carried unanimously.

2.3 Recommendation: Approval of NJ First Annual Report for Submission to the State.

Ms. McNamara moved to approve the NJ First Annual Report for submission to the state. Dr. Andrews seconded the motion.

Roll call vote: Dr. Andrews, Mrs. Fox, Mrs. Geraci, Mr. Leppert, Ms. McNamara, Mr. Perez, Mr. Scanlan, Mr. Spekhardt and Judge Parker voted yes. Motion carried unanimously.

2.4 Recommendation: Approval of Faculty Overloads for Fall, 2015.

Dr. Andrews moved to approve faculty overloads for Fall, 2015. Ms. McNamara seconded the motion.

Roll call vote: Dr. Andrews, Mrs. Fox, Mrs. Geraci, Mr. Leppert, Ms. McNamara, Mr. Perez, Mr. Scanlan, Mr. Spekhardt and Judge Parker voted yes. Motion carried unanimously.

3. Curriculum and Instruction

3.1 Recommendation: Approval of Transfer Articulation Agreement between William Paterson University College of Education and Sussex County Community College for the Associate of Arts Degrees in Liberal Arts – Education and Bachelor of Arts Degrees in Education.

Mrs. Fox moved to approve the Transfer Articulation Agreement between William Paterson University College of Education and Sussex County Community College as noted above. Mr. Leppert seconded the motion.

Roll call vote: Dr. Andrews, Mrs. Fox, Mrs. Geraci, Mr. Leppert, Ms. McNamara, Mr. Perez, Mr. Scanlan, Mr. Spekhardt and Judge Parker voted yes. Motion carried unanimously.

3.2 Recommendation: Approval of Transfer Agreement Between State University of New York at Cobleskill and Sussex County Community College for the A.A.S. Degree in Agricultural Business or A.S. Degree in Horticultural Sciences for Admission into the Corresponding BT Program.

Dr. Andrews moved to approve the transfer agreement between SUNY Cobleskill and Sussex County Community College as noted above. Mrs. Fox seconded the motion.

Roll call vote: Dr. Andrews, Mrs. Fox, Mrs. Geraci, Mr. Leppert, Ms. McNamara, Mr. Perez, Mr. Scanlan, Mr. Spekhardt and Judge Parker voted yes. Motion carried unanimously.

4. Student Services

4.1 SGA Report – No report this month.

5. Community Information and Service Report

5.1 Community Service Report – None this month.

6. Business, Finance and Facilities

6.1 Report from the Finance and Facilities Committee Chair.

Mrs. Geraci, Chair of the Finance and Facilities Committee, reported that they: Reviewed 2015 Operating Statements, received updates regarding the auditor's management letter, bank signatures for the new president and Board of Trustees' officers, Ellucian and Building D. She indicated that they reviewed action items, including a van purchase, which was previously approved but we didn't purchase it in time to get the price, and campus restoration projects.

6.2 Recommendation: Approval of Purchase of Chevy 15-Passenger Van. NJ State Contract Awarded to Hertrich Fleet Services, at a Cost of $26,729 Base Fee + $200 Rear Back-Up Camera for a Total of $26,929.

Mr. Scanlan moved to approve the purchase of a Chevy 15-passenger van as noted above. Ms. McNamara seconded the motion.

Mrs. Geraci noted that this purchase was previously approved by the Board of Trustees, but we couldn't get the purchase order ready in time to hold the price.

Roll call vote: Dr. Andrews, Mrs. Fox, Mrs. Geraci, Mr. Leppert, Ms. McNamara, Mr. Perez, Mr. Scanlan, Mr. Spekhardt and Judge Parker voted yes. Motion carried unanimously.

6.3 Recommendation: Approval of Contract to Collegis for Web Review/Evaluation in the Amount of $5,000.

Mrs. Geraci moved to approve the contract with Collegis for a review and evaluation of the website, as noted above. Ms. McNamara seconded the motion.

Mrs. Geraci noted that money for this project has already been set aside. VP DiMaria added that information from this review and evaluation will be used to develop the RFP for a new college website.

6.4 Recommendation: Approval of a One Year Extension of Agreement with AIO/ERGOS for IT Management Services, at the Current Rate of $28,875 per Month.

Mr. Scanlan moved to approve a one year extension of agreement with AIO/ERGOS as noted above. Ms. McNamara seconded the motion.

Mrs. Geraci noted that IT management services aren't changing, it's just an extension of the current contract.

6.5 Recommendation: Approval of Campus Restoration Project at College Entrance for Removal of Structure Due to Safety Issues and Adding Signage in the Amount of $13,982.

Mrs. Geraci moved to approve the campus restoration project of removal of the structure at the entrance of the college (yellow guard house), as noted above. Mrs. Fox seconded the motion.

Mrs. Geraci noted that this is one of two projects regarding safety issues, and that the money for the project is coming from Chapter 12.

Discussion ensued regarding Mr. McCabe's request to document the building before it is removed, and it was agreed that Mr. McCabe may document the outside of the building with pictures and measurements. Risk managmenet issues were also discussed and John Scully, Director of Campus Safety and Facilities, was asked to coordinate Mr. McCabe's efforts, along with risk management precautions.

Roll call vote: Dr. Andrews, Mrs. Fox, Mrs. Geraci, Mr. Leppert, Ms. McNamara, Mr. Perez, Mr. Scanlan, Mr. Spekhardt and Judge Parker voted yes. Motion carried unanimously, pending risk manager's approval.

6.6 Recommendation: Approval of Campus Restoration Project for Removal of Fountain Located on the Upper Campus Due to Safety Issues, and Providing Improvement of Student Access to the E Building and Open Space for Student Activities in the Amount of $33,775.

Mrs. Geraci moved to approve the campus restoration project to remove the fountain located on the upper campus, as noted above. Dr. Andrews seconded the motion.

Mrs. Geraci noted that the fountain area is a safety issue and funding for removal will come from Chapter 12. The area will be repurposed as a student area with a patio, picinic tables and it will follow the slope and topography of the space.

Roll call vote: Dr. Andrews, Mrs. Fox, Mrs. Geraci, Mr. Leppert, Ms. McNamara, Mr. Perez, Mr. Scanlan, Mr. Spekhardt and Judge Parker voted yes. Motion carried unanimously.

6.7 Recommendation: Approval of PSTA Easement Resolution.

Mr. Scanlan moved to approve of the PSTA easement Resolution. Mrs. Geraci seconded the motion.

Mrs. Geraci indicated that the Resolution is to approve a gasline on the edge of the PSTA property. Mr. Nocella explained that the gasline is for residential neighbors, and the easement Resolution will allow us to coorperate with having the natural gas line run to their homes. The line will not impede any expansion we may seek in the future and any expenses to us incurred for the gas line will be reimbursed.

6.8 Recommendation: Approval of One Year Lease Extention with Stir & Shoot at Current Rate of $1,600 per Month.

Mrs. Fox moved to approve a one year lease extention with Stir & Shoot as noted above. Ms. McNamara seconded the motion.

Mrs. Geraci recused herself from discussion and vote.

Roll call vote: Dr. Andrews, Mrs. Fox, Mr. Leppert, Ms. McNamara, Mr. Perez, Mr. Scanlan, Mr. Spekhardt and Judge Parker voted yes. Motion carried.

After the vote, Mrs. Geraci rejoined the meeting.

6.9 Report from the Audit and Policy Committee Chair.

Ms. McNamara, Chair of the Audit and Policy Committee, noted that they: Reviewed the revised Weapons on Campus Policy. They also reviewed the response plan for an active shooter on campus, noting that drills were conducted on 10/14, and that last fall three days of training for 30+ officers took place on our campus. She noted that the committee received an update regarding the audit and that Wiss & Co. expects an unmodified opinion. The committee also received an update regarding PERS liability and the unfunded state liability numbers.

6.10 Recommendation: Approval of Weapons on Campus Policy.

Mr. Spekhardt moved to approve the Weapons on Campus Policy. Mr. Leppert seconded the motion.

Roll call vote: Dr. Andrews, Mrs. Fox, Mrs. Geraci, Mr. Leppert, Ms. McNamara, Mr. Perez, Mr. Scanlan, Mr. Spekhardt and Judge Parker voted yes. Motion carried unanimously.

Judge Parker noted that she received a letter from Christine Forgie regarding revising policies, and asked that Ms. McNamara review the policy in question.

6.11 Report from the 2020 Committee Chair.

Chair of the 2020 Committee, Mr. Perez, was not present at the 2020 committee meeting and asked Mrs. Geraci to chair the meeting. Mrs. Geraci noted that they reviewed the budget schedule and discussed revamping and expanding the committee to include members from the community.

7. **Courtesy of the Floor on General Matters** (Public Session)

- Jean Brine, Assistant Director of Financial Aid, asked about the suggestions sent to the Board by Christine Forgie. Judge Parker indicated that we want to resolve issues so that there are no conflicts in policies. Ms. Brine also addressed the Board about issues with Canteen.

- Naomi Miller, Professor of Psychology/Coordinator, Human Services Program, addressed the Board and indicated that she has heard the same things about Canteen. She also noted that faculty would like to serve on the 2020 Committee.

- Maureen Murphy-Smolka, Associate Professor of Reading, and President of the Faculty Federation, noted that she would like faculty involved with budget development in November.

- Hank Pomerantz, Adjunct Professor, addressed the Board regarding a number of items, including repaving of E parking lot. John Scully indicated this would happen during the next few weeks. Mr. Pomerantz provided the Board with an overview of happenings on campus and his participation in them, including Rockin' Fest and the hard work put into the event by our veterans. He also gave kudos to our Foundation for their work securing sponsorships for the event, which made a big difference. He indicated that the 5K/10K was a huge success, as was the Foundation Ball, both at which he volunteered his photography services. He thanked everyone for an excellent 9/11 ceremony.

8. <u>Other Business</u>

Discussion / Reports / Announcements:

8.2 Appointment of Nominating Committee and Nominating Committee Report.

Judge Parker indicated that Mrs. Geraci, Mr. Leppert and Mrs. Fox were appointed as the Nominating Committee. Mrs. Geraci provided a report of the Nominating Committee as follows:

"The committee spoke on October 1, 2015 and October 15, 2015 via phone. The committee met via conference call on October 26, 2014, Maryann Fox was unable to attend. I spoke with Maryann Fox after the conference call as well.

The committee requested via email that each candidate expressing an interest in Chairperson, Vice- Chairperson, Treasurer or Secretary to respond with the position they are interested in, along with details of their service on the board and any committees that they have chaired while on the board.

The committee received three requests of individuals that were interested in four positions: Chairperson, Vice-Chairperson, Secretary and Treasurer.

The committee reviewed all information that was received and after discussion, the committee came to a decision to recommend the following slate of candidates:

- Chairperson: Judge Lorraine Parker
- Vice-Chairperson: Jerry Scanlin
- Secretary/Treasurer: Kathleen McNamara

Article III. Board Organizations of our current by-laws allows for the following:

3.3 Officers of the Board. The officers of the Board shall be a Chairperson, a Vice-Chairperson, a Secretary, and a Treasurer. They shall be elected by and from the voting membership of the Board of Trustees. The officers of the Board shall serve as the

Executive Committee. The office of Secretary/ Treasurer may be held by the same person, except that the Chairperson and Vice Chairperson of the Board of Trustees shall not hold any other offices (unless specifically permitted to do so by these Bylaws). The Board at its discretion may elect co-chairpersons or co-vice chairpersons, but the executive committee shall not be comprised of more than 5 members, or fewer than 3 members.

3.4 Election of Officers. During the month of September, the Board Chair shall appoint an ad hoc Nominating Committee composed of a chair and at least two other Board members. The Nominating Committee shall prepare a slate of proposed officers to be announced by the committee's chairperson at the October meeting of the Board, one month before the Organizational meeting. No member of the Nominating Committee is eligible for election as an officer of the Board, unless nominated from the floor. Nominations will be accepted from the floor for all positions at the reorganization meeting. The election shall be by ballot. A simple majority of the votes cast by those present shall be required for election.

At our reorganization meeting next month, there will be a ballot for the slate of candidates that the committee has recommended and be distributed to the Board for the final vote.

This report is submitted on behalf of the nomination committee, Rachel Geraci, Edward Leppert and Maryann Fox."

8.3 Trustee Activity Update.

Mr. Scanlan noted that the Foundation Ball went well. Judge Parker added that there were a good number of faculty and staff in attendance. Karen DiMaria noted that 30 volunteers helped at the event, and everyone was pleased that incoming president Dr. and Mrs. Connolly were in attendance, as well as Judge Andrew Napolitano from Fox News, who is a big supporter of the college.

Judge Parker provided an update regarding Trustee activity and attendance at events, and thanked everyone for their participation. She then noted that this would be Trustee Daniel Perez's last meeting. She read a Resolution for Mr. Perez, as follows:

WHEREAS, Daniel M. Perez served as a trustee of Sussex County Community College from April 2014 to October, 2015 and;

WHEREAS, Throughout his term distinguished himself among his fellow Trustees as a member of the Finance and Facilities Committee as well as Chair of the 2020 Committee, and provided determined direction guiding this college with his knowledge and expertise, and;

WHEREAS, Because of his recognized abilities, character and dedication, Mr. Perez is a respected member of the Sussex County Community family and is considered to be a supporter, and a true friend to the College; and

NOW, THEREFORE, BE IT RESOLVED, that the Sussex County Community College Board of Trustees and Interim President Frank Nocella do hereby extend their best wishes and life-long friendship to Daniel Perez and further wish him well in his future endeavors.

Mrs. Geraci moved to approve the Resolution. Dr. Andrews seconded the motion. Motion carried unanimously.

Mr. Perez thanked the Board and said he was honored to serve as a Trustee, and it was a priviledge to be part of the Presidential Search. He wished everyone the best on the next journey under Dr. Connolly.

8.4 President's Report.

Interim President Nocella provided a report to the Board of Trustees regarding enrollment initiatives, and updates regarding Health Sciences, athletics and the foundation. A copy of the report is on file in the Office of the President.

Interim President Nocella thanked the Board and said he is honored to have served as Interim President and looks forward to Dr. Connolly's arrival and leadership.

8.5 Chair's Comments.

Judge Parker noted that Dr. Connolly has been warmly welcomed already, and has been attending meetings and events, before he is even on the payroll. She believes he will be a very effective president as well as visible on campus and in the community. She said wonderful things are happening and the college will continue to thrive. She thanked everyone for the hard work they do.

8.6 The Annual Reorganization Meeting will Take Place at 4:30 p.m., by the Regular Meeting of the Board of Trustees at 5:00 p.m., on Tuesday, November 24, 2015 in the Executive Board Room.

9. <u>Executive Session</u> – Collective Bargaining Update.

At 6:13 p.m., Ms. McNamara moved to enter into an Executive Session in order to receive an update regarding Collective Bargaining. Mrs. Geraci seconded the motion. Motion carried unanimously.

At 7:08 p.m., Mr. Spekhardt moved to adjourn from Executive Session. Mrs. Fox seconded the motion. Motion carried unanimously.

10. <u>Adjournment</u>

At 7:08 p.m., Dr. Andrews moved to adjourn from the Regular Board Meeting. Mr. Scanlan seconded the motion. Motion carried unanimously.

Approved:

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Kathleen McNamara, Secretary, Board of Trustees

Sussex County Community College
Personnel Actions – October 2015

NEW HIRES:

Full-Time – Replacements :

- None

Part-Time - Replacements:

- Margaret Swinson – Assistant Basketball Coach
- Victor Cirringione – LACE Aid
- Diana Fleming – Accounting Intern
- Kyle Spence – Assistant Baseball Coach
- Daniel Marcine – Assistant Baseball Coach

Adjunct:

- Jeffrey Neubig – Chemistry

Health Sciences Instructors:

PROMOTIONS:

- Karen Unrath – Assistant to the VP of Institutional Advancement – to Administrative Assistant to the EVP of Finance and Operations – October 1, 2015
- Fred Mamay – PT Evening Security Concierge – to PT Evening Supervisor – October 15, 2015

PART-TIME TO FULL-TIME POSITION:

- Jennifer Vance – Development Assistant

TRANSFERS:

- None

RESIGNATIONS/TERMINATIONS/POSITION ENDED:

Voluntary Resignation:

- David Phillips – Part-Time Librarian – September 30, 2015

Involuntary Terminations:

- None

RETIREMENTS:

- Mary Ellen Donner – Interim Dean of Math, Business, Science and Law – October 9, 2015
- Donna Kurkjian – Part-Time Teen Arts Coordinator – October 31, 2015

LEAVE OF ABSENCE:

- None

FAMILY MEDICAL LEAVE:

- One (1) – Finance Department

SHORT TERM DISABILITY:

- None

LONG TERM DISABILITY:

- None

OPEN POSITIONS:

Full-Time Replacements:

- Program and Clinical Coordinator, Surgical Technology Program
- Assistant Bursar
- Programmer Analyst
- Assistant to the VP of Institutional Advancement

Part-Time Replacements:

- Head Softball Coach
- Librarian
- Math Tutor

Grant Funded Positions:

- Health Sciences Instructor – Certified Nurse Aide
- Health Sciences Instructor – MA, MOA, HHA, EKG Technician and Medical Billing and Coding

Adjuncts:

- Precalculus

STIPENDS:

- Wendy Fullem - $2,500 for support of search committee, search firm, constituent groups and candidates throughout the presidential search process (see attached).

AUDIT & POLICY COMMITTEE
SUSSEX COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES
Tuesday, February 16, 2016

MINUTES

Start: 3:25 p.m.
End: 4:13 p.m.

Present: Kate McNamara-Chair, Maryanne Fox, Lorraine Parker, Jon Connolly-President, Frank Nocella-Executive Vice President Finance and Operations, John Scully-Director of Facilities and Campus Security, Wendy Fullem-Assistant to the President and Board of Trustees, and George Morville.

POLICY REVIEW

- The committee reviewed the Weapons on Campus – Authorization to Carry RPO Policy. Insurance agent/Risk Manager George Morville (Bollingers) explained necessary insurance policies, definitions, exclusions, incremental premiums, when this policy or D&O insurance would cover. We would be the third entity in the county to have this coverage. He noted that this policy is the most comprehensive that he has reviewed. The cost would be approximately $6100 per year for $2M in coverage, with additional coverage available at $25k per $1M. He also talked about H/R policies and background checks, including allowable H/R testing/psychological testing. Mr. Morville was asked to source additional coverage, more than $2M at the best cost. Mr. Morville left at 3:50 p.m. The declaration page for insurance will be included in the Board Meeting Package.

- Ms. McNamara voiced her concerns and position with the policy, noting that she could not support it.

- Compensation will be removed from the policy because it is procedural. The title will be revised to "Weapons on Campus – Authorization to Carry Retired Police Officers (RPO)."

- ***The committee agrees to bring the policy to the Board of Trustees for review and approval. Mrs. Fox will present the policy to the Board at the meeting.***

- Judge Parker asked that 3-4 policies be presented by administration to the committee each month.

OTHER

- EVP Nocella provided an overview of the FY 2017 Budget, including challenges and various scenarios to address them.

Sussex County
COMMUNITY COLLEGE

Board of Trustees Regular Meeting
Tuesday, February 23, 2016 – 5:00 p.m. – Board Room

MINUTES

1. **General Institutional Functions**

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

1.2 Ms. McNamara 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, Ms. McNamara-Secretary/Treasurer, Dr. Andrews, Mr. Eskilson, Mrs. Fox (arrived at 5:25 p.m.), Mrs. Geraci, Dr. Lamonte (via conference call), Mr. Spekhardt, Dr. Connolly-President, Ms. Moscaguiri, and Wendy Fullem-Assistant to the President and Board of Trustees/Recording Secretary.

Also present were: Frank Nocella-EVP Finance & Operations, Dr. James Baker-Interim VP Academic Affairs, Karen DiMaria-VP Institutional Advancement & the Foundation, Dr. Kathleen Okay-Dean of Students and Interim Assistant VP Academic Affairs, Michael Gallegly-Exec. Dir. Human Resources, Curtis Biggs-Interim Dean of Student Services & Student Affairs, Cory Homer-Director of Institutional Research, Planning, Assessment, & Distance Learning, John Scully-Director Campus Safety, Security and Campus Operations, and Kate Gilfillan-College Counsel.

1.4 Judge Parker welcomed the guests.

1.5 Approval/Acceptance of Minutes and Board Action Resolutions:

1.5.1 Approval of Minutes from the Tuesday, January 25, 2016 Regular Board Meeting.

Mrs. Geraci moved to approve minutes from the Tuesday, January 25, 2016 Regular Board Meeting. Ms. McNamara seconded the motion. Motion carried unanimously.

1.5.2 Acknowledgment of Receipt of Committee Minutes.

- 2020 Committee – Wednesday, February 10, 2016
- Finance and Facilities Committee – Tuesday, February 16, 2016
- Personnel and Curriculum Committee – Tuesday, February 16, 2016
- Audit and Policy Committee – Tuesday, February 16, 2016

Dr. Andrews moved to approve committee minutes as noted above. Ms. McNamara seconded the motion. Motion carried unanimously.

1.5.3 Approval of Board Action Resolutions from the January 25, 2016 Board Meeting.

Mr. Eskilson moved to approve Board Action Resolutions from the January 25, 2016 Board Meeting. Ms. McNamara seconded the motion. Motion carried unanimously.

1.6 Courtesy of the Floor on Agenda Items Only (Public Session-5 Minutes per Speaker) - *(Introduction of the Proposed Tuition and Fee Changes)*

John Kuntz, Associate Dean of Athletics, Campus Life & Judicial Systems, addressed the Board regarding tuition increases for international students. He indicated that the athletics department are currently recruiting for next year's teams, and student athletes have been signed based on current tuition. He noted that it takes years to cultivate an international program and raising tuition for these students would be detrimental to progress. He added that the international students are good students, athletes, ambassadors for the college both inside the college and in the community.

Diana Docksey addressed the Board regarding tuition increases. She said the increases are "outrageous," stating that students work three and four jobs to afford tuition.

Philip Andujar, a non-traditional aged student, addressed the Board regarding his concerns with a tuition increase, especially for those who rely on financial aid. He said, he for one, could not afford to continue his education here if tuition increases as proposed. He feels an education at SCCC should serve to elevate, not place a burden on its students.

Associate Professor Maureen Murphy-Smolka addressed the Board regarding proposed tuition and fee increases. She said she understands the budget situation, but also that students are working longer and harder to pay for college. She asked that any possible ways to avoid tuition increases should take effect, for community college is becoming more and more prohibitive.

Adjunct Professor Hank Pomerantz also addressed the Board regarding tuition increases. He stated that a 12% increase "blows him away." He said that many students have numerous jobs, and have had hours at work cut back and in an environment of declining enrollment, administration needs to look carefully at student retention and enticing new students to enroll.

Jason Boehm, a current student, addressed the Board regarding tuition increases. He said he works 65 hours a week, supports a family and has another child on the way. He is trying to further his education in order to better his employment opportunities, but a tuition increase will keep him from continuing his education here, for he will no longer be able to afford it.

International student athletes Sam and Alex said that they traveled half way around the world to come here due to affordability and our athletics program. They do not want to see future students lose the wonderful experience of being here, and stated that they are "not walking price tags."

1.7 Acknowledgment of Receipt and Review of January, 2016 Financial Statements.

VP Nocella presented the financials, including: January YTD FY16 Credit Hour Dashboard, January YTD FY16 Dashboard, January YTD FY 15/16 Income Statement.

Mrs. Geraci moved to acknowledge receipt and review of the January, 2016 Financial Statements. Mr. Scanlan seconded the motion.

Roll call vote: Dr. Andrews, Mr. Eskilson, Mrs. Geraci, Dr. Lamonte, Ms. McNamara, Mr. Scanlan, Mr. Spekhardt and Judge Parker voted yes. Motion carried unanimously.

1.8 The Correspondence File was received, reviewed and filed.

2. Personnel

2.1 Report of the Personnel and Curriculum Chair.

Dr. Andrews, Chair of the Personnel and Curriculum Committee, noted that they:

- Reviewed personnel actions, including replacements, adjuncts, retirements, interim appointments, stipends for Bursar and MIS.
- Received an update regarding recruitment for the Director of Bursar and Agriculture and Horticulture program. Both positions are in active recruitment.
- Congratulate the negotiation teams for successful completion of the bargaining agreements.
- Reviewed Substantive Change applications.

2.2 Recommendation: Approval of Monthly Personnel Actions, as per the Attached Personnel Actions Form.

Dr. Andrews moved to approve monthly personnel actions. Ms. McNamara seconded the motion.

Roll call vote: Dr. Andrews, Mr. Eskilson, Mrs. Fox (arrived at 5:25 p.m., in time for this vote), Mrs. Geraci, Dr. Lamonte, Ms. McNamara, Mr. Scanlan, Mr. Spekhardt and Judge Parker voted yes. Motion carried unanimously.

2.3 Recommendation: Approval of Agreement between Sussex County Community College Faculty Federation, Local #4780 and Sussex County Community College.

Dr. Andrews moved to approve the Agreement between Sussex County Community College Faculty Federation, Local #4780 and Sussex County Community College. Mr. Spekhardt seconded the motion.

EVP Nocella provided an overview of the Faculty Federation and Professional Support Staff Agreements. Both are in line with the Board of Trustees' guidelines. He thanked everyone involved with negotiation of these agreements.

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

2.4 Recommendation: Approval of Agreement between The Professional Support Staff of Sussex County Community College, Local 6375 and Sussex County Community College.

Ms. McNamara moved to approve the Agreement between the Professional Support Staff of Sussex County Community College, Local 6375 and Sussex County Community College.

EVP Nocella noted that all job descriptions for those in the Professional Support Staff have been updated, along with salary ranges. He said he is pleased for all of the help, support and meaningful dialogue that took place.

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

3. Curriculum and Instruction

3.1 Recommendation: Approval of Substantive Change Applications for Business Admin. and Liberal Arts.

Dr. Andrews moved to approve the Substantive Change Applications for Business Administration and Liberal Arts. Ms. McNamara seconded the motion.

Dr. Connolly noted that this is a monumental step for us, and explained that it means we can deliver these programs online and do not have to have future programs approved.

Dr. Baker added that this is an opportunity for students to complete their degrees anywhere in the world, and reiterated that once these are approved, we do not have to have future programs approved, and it opens the world to us.

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

3.2 Presentation: Online Certification – Assistant Professor Alice Williamson.

Dr. Okay provided background regarding online certification noting that this provides us with the opportunity to offer full programs, not just courses, online, as well as support services to go with the programs. Support services include tutoring and library resources. She then introduced Assistant Professor of Mathematics Alice Williamson, who provided a presentation to the Board about Distance Education.

4. Student Services Report

4.1 The Campus Life Report was received, reviewed and filed.

4.2 SGA Report: SGA Officers Corrine Woodhead-President, Andrei Burul-Vice President, Cheyenne Cibien-Treasurer, and Mari McInerney-Secretary provided a report to the Board, regarding SGA and student club activities.

5. Community Information and Service Report

5.1 Judge Parker shared excerpts from the Community Service Report.

6. Business, Finance and Facilities

6.1 Report from the Finance and Facilities Committee Chair.

Mrs. Geraci, Chair of the Finance and Facilities Committee noted that the committee met last week and reviewed the budget, the scheduling of the Board of School Estimate Meeting, the grant application for the United States Department of Agriculture Rural Utility Services Distance Learning Telemedicine Grant, and other items that are on tonight's agenda for discussion and approval.

6.2 EVP Nocella presented the FYE 2017 Budget. A discussion followed. A copy of the FYE 2017 budget is on file in the office of the President.

6.3 Recommendation: Approval of Tuition and Fee Changes.

Mrs. Geraci moved to approve tuition and fee changes. Mr. Spekhardt seconded the motion.

Mrs. Geraci explained that the budget has a gap and that in order to close it, there needs to be a balance/control of operational costs and tuition increases. Discussion ensued. Dr. Connolly explained that the recommendation to the Board of Trustees is for tuition and fee increases up to the amounts stated in the budget. During the discussion, financial aid, scholarship opportunities and textbook costs were addressed.

Roll call vote: Dr. Andrews, Mr. Eskilson, Mrs. Fox, Mrs. Geraci, Dr. Lamonte (who noted that she concurs with others regarding the tuition rate for international students, and would prefer that tuition for veterans not increase), Ms. McNamara, Mr. Scanlan, Mr. Spekhardt and Judge Parker voted yes. Motion carried unanimously.

6.4 Recommendation: Approval of Certification of the Amount of Local Appropriation Necessary for the Operating Expenses and Capital Outlay Expense of the College for FY17 and for the President to Prepare the Final Bound FY17 Budget Document for Public Advertisement and for Submission to the Sussex County Community College Board for School Estimate. (Approval of FYE 2017 Budget.)

Mrs. Geraci moved to approve certification of the amount of local appropriation necessary for the operating expenses and capital outlay expense of the College for FY17 and for the President to prepare the final bound FY17 budget document for public advertisement and for submission to the Sussex County Community College Board for School Estimate. This is the approval of FYE 2017 budget. Dr. Andrews seconded the motion.

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

6.5 Recommendation: Authorization to Schedule Board of School Estimate Meeting and for Board Secretary to Advertise Said Meeting Along with a Summarized Statement of Both the Estimated Revenues and Anticipated Operating and Capital Expenditures.

Mr. Eskilson moved to authorize scheduling of the Board of School Estimate meeting and for the Board Secretary to advertise the meeting, along with a summarized statement of estimated revenues and anticipated operating and capital expenditures. Mrs. Fox seconded the motion.

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

6.6 Recommendation: Approval of Sussex County Community College's Application for the United States Department of Agriculture Rural Utility Services Distance Learning Telemedicine Grant.

Mr. Scanlan moved to approve the application for the United States Department of Agriculture Rural Utility Services Distance Learning Telemedicine Grant. Mrs. Fox seconded the motion.

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

6.7 Recommendation: Approval to Sell Idle Equipment Assets, for Which the College No Longer has a Current or Proposed Future Need.

Mr. Scanlan moved to approve the sale of idle equipment assets for which the college no longer has a current or proposed future need. Mr. Spekhardt seconded the motion.

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

6.8 Recommedation: Approval of Somerset County Co-op Purchasing Membership.

Mrs. Geraci moved to approve the Somerset County Co-op Purchasing Membership. Mr. Scanlan seconded the motion.

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

6.9 Recommendation: Approval of Amendment to Agreement Between Sussex County Community College and Compass Group USA, Inc. By and Through Its Canteen Vending Services Division.

Mr. Scanlan moved to approve the amendment to the agreement between Sussex County Community College and Compass Group USA, Inc. by and through its Canteen Vending Services Division. Ms. McNamara seconded the motion.

It was noted that the college has agreed to subsidize services $865 per week, in order to continue providing dining services on campus.

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

6.10 Recommendation: Approval of the Fitness Room Engineering Assessment for E Bldg. from Hatch Mott McDonald in the Amount of $27,616.

Mrs. Geraci moved to approve the fitness room engineering assessment for E. Bldg., from Hatch Mott McDonald in the amount of $27,616. Mrs. Fox seconded the motion.

Dr. Connolly explained that we are looking to modernize and increase the size of the fitness room. Our Shared Governance Space Planning and Utilization Committee recommended the location for the center, as well as for those needing to be relocated in order to accommodate the fitness center.

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

6.11 Recommendation: Approval of ADA – Doors for Student Buildings, in the Amount of $22,875, from Chapter 12 Funds.

Mr. Scanlan moved to approve ADA Doors for student buildings, in the amount of $24,500, from Chapter 12 funds. Mrs. Geraci seconded the motion.

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

6.12 Report from the Audit and Policy Committee Chair.

Ms. McNamara, Chair of the Audit and Policy Committee, noted that the committee engaged in passional conversation regarding the RPO policy and insurance required to enforce the policy. She then asked that Mrs. Fox, a member of the committee, provide the rest of the report. Mrs. Fox noted that the policy has been modified since distributed to the Trustees and explained that the last few paragraphs have been deleted. Policies presented to the Board for approval will no longer include procedures. She noted that the committee received a presentation by George Morville regarding insurance for the RPO policy.

6.13 Recommendation: Approval of Policy: Weapons on Campus – Authorization to Carry for Retired Police Officers (RPO).

Mrs. Geraci moved to approve the Weapons on Campus – Authorization to Carry for Retired Police Officers (RPO) policy. Mrs. Fox seconded the motion.

Roll call vote: Dr. Andrews, Mr. Eskilson, Mrs. Fox, Mrs. Geraci, Dr. Lamonte, Mr. Scanlan, Mr. Spekhardt and Judge Parker voted yes. Ms. McNamara, voted no. Motion carried.

6.14 Recommendation: Approval of Liability Insurance Coverage for Retired Police Officers Authorized to Carry. Premium of $6,168 per Year for $2M in Coverage.

Mr. Spekhard moved to approve the liability insurance coverage for retired police offiers authorized to carry, as noted above. Mrs. Fox seconded the motion.

It was explained that this is the most coverage we could get this year per incident or event. Coverage might go up in the future. It currently costs $25k per year per additional million in coverage.

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

6.15 Report from the 2020 Committee Chair.

Mrs. Geraci, Chair of the 2020 Committee noted that the committee met on February 10, 2016. She indicated that they have s a goal to include more people from the community, as well as school superintendents. She said the college has a new tag line, "Stay here, go far." The committee discussed new programs based on county needs and why parents send their children here.

7. <u>Courtesy of the Floor on General Matters</u> – No one spoke.

8. <u>Other Business</u>

Discussion / Reports / Announcements:

8.1 Trustee Activity Update.

Mrs. Geraci and Mrs. Fox attended the Women in business panel. They reported that the event was excellent and Professor Nancy Gallo was a fantastic moderator.

Judge Parker and Dr. Andrews attended the Nurse Pinning Ceremony. 10 students graduated from the program, which was celebrating an anniversary and was attended by former graduates.

Judge Parker reminded Trustees that the Board Retreat is on March 8th and the Veteran's breakfast at Applebee's is March 5th.

8.2 President's Report.

Dr. Connolly reported that the Strategic Enrollment Group is meeting on February 25th. During the meeting all of the teams will be getting together for a strategic planning meeting. He stressed that we have to stabilize and eventually grow enrollment. Ideas will be heard and then made real with action. He explained each of the groups and what they will do. The team consists of groups in the areas of: Retention and Completion - led by Cory Homer, Recruiting – led by Todd Poltersdorf, Campus Services (such as Bursar and payment) – led by Frank Nocella, Academic Programs – led by Dr. James Baker, Marketing/Public Relations/Community Engagement and Outreach – led by Karen DiMaria. He noted that he will be providing a monthly update to the Board regarding work being done by the SEG.

On March 15th we will welcome the annual Teen Arts Festival. Nearly 1,400 students from around the county will participate in shows, performances, art displays and presentations in venues all around campus. The event will also offer an Evening Performance Showcase on April 13th and an award ceremony in partnership with the Sussex County Arts and Heritage Council on May 24th. Both will be held in the PAC.

Tomorrow the Diversity Group will be showing "42," The Jackie Robinson Story.

On March 7th we will host Dr. John O'Malley for a Free Speech in Higher Education Colloquim at 1:40 p.m. in the PAC.

We have surpassed our goals for the HPOG (Health Professions Opportunities Grant). We have surpassed the goals for enrollment, graduation and employment. SCCC is ranked #1 in the state.

April 9, 2016 is the date for the Foundation's Ladies' Saturday Retreat.

On March 7th, in partnership with the Sussex County Chamber of Commerce and the Economic Development Partnership, SCCC will host an Employer's Roundtable Discussion. This first discussion will focus on how to attract and retain talent in the County and we hope to continue the Discussion as a series. We have already received a wonderful response from companies that are big employers in the county.

Saturday, March 5th, SCCC's Office of Student Services will offer a free Study Skills Workshop on "How to Succeed in College by Really Trying." Associate Professor Linden will teach students how to develop and strengthen the core skills needed to be successful academically. The workshop will be held in the PAC and refreshments will be provided by the SCCC Foundation.

8.3 Chairman's Comments.

Judge Parker reminded everyone that they are an ambassor for the college and for recruitment. She said it still costs substantially less to come here than a four-year institution. We provide our students with an excellent education to leave here and go into the workforce.

8.4 The Next Regular Meeting of the Board of Trustees Will Take Place on March 22, 2016 at 5:00 p.m. in the Executive Board Room. There will be a Retreat for the Board of Trustees on March 8, 2016, at Thor Labs in Newton.

9. Adjournment

At 7:20 p.m., Mrs. Geraci moved to adjourn from the meeting. Mr. Spekhardt seconded the motion. Motion carried unanimously.

Approved:

Kate McNamara

Kathleen McNamara, Secretary-Board of Trustees

Sussex County
COMMUNITY COLLEGE

RESOLUTION OF THE BOARD OF TRUSTEES

Board Resolution Number: BFF0272015-8 Date of Resolution: October 27, 2015

WHEREAS the Board of Trustees of Sussex County Community College has voted at its meeting of October 27, 2015 to take the following action under the powers granted to them by N.J.S.A. 18A:64A-12 and by N.J.A.C. 9A-1.

RESOLVED, to take the following actions related to business, finance and facilities functions of the Sussex County Community College:

Approved Weapons on Campus Policy. (Copy of Motion and Vote Attached.)

I hereby certify that the Board of Trustees of the Sussex County Community College took the above actions at the October 27, 2015 meeting:

Date: October 27, 2015 Kate McNamara

Kathleen McNamara, Secretary-Board of Trustees

CODES: GI – General Institutional Functions
P – Personnel
CI – Curriculum and Instruction
AP – Audit and Policy
SS – Student Services
FA-Facilities
BFF – Business, Finance and Facilities
OBB – Other Board Business
RO – Reorganization Meeting

Sussex County
COMMUNITY COLLEGE

RESOLUTION OF THE BOARD OF TRUSTEES

Board Resolution Number: BFF02232016-10 Date of Resolution: February 23, 2016

WHEREAS the Board of Trustees of Sussex County Community College has voted at its special meeting of January 26, 2016 to take the following action under the powers granted to them by N.J.S.A. 18A:64A-12 and by N.J.A.C. 9A-1.

RESOLVED, to take the following actions related to business, finance and facilities functions of the Sussex County Community College:

Approved the Weapons on Campus – Authorization to Carry for Retired Police Officers (RPO) policy.

I hereby certify that the Board of Trustees of the Sussex County Community College took the above actions at the February 23, 2016 meeting of the Board of Trustees:

Date: February 23, 2016 Kate McNamara
Kathleen McNamara, Secretary-Board of Trustees

CODES: GI – General Institutional Functions
P – Personnel
CI – Curriculum and Instruction
AP – Audit and Policy
SS – Student Services
BFF – Business, Finance and Facilities
OBB – Other Board Business
RO – Reorganization Meeting