



**Board of Trustees Regular Meeting  
Tuesday, January 23, 2024 – 5:00 p.m.  
Board Room**

**MINUTES**

**1. General Institutional Functions**

- 1.1 Mr. Gewecke called the meeting to order at 5:00 p.m.
- 1.2 Mr. Santillo read the Public Statement: Adequate notice of this meeting specifying the time and location was transmitted via fax, posted to the Sussex County Community College Website, and on the main entry doors to the Administration Building, on January 18, 2024, pursuant to the Open Public Meetings Act, N.J.S.A. 10:4-8.
- 1.3 Roll Call / Pledge of Allegiance

The following were present: Mr. Gewecke-Chair, Mrs. Smith-Vice Chair, Ms. Brown-Treasurer, Mr. Santillo-Secretary, Dr. Carrick, Dr. Crowley, Mrs. Frank, Mr. Hofmann, Dr. Silverthorne, Dr. Connolly-President and Ex-Officio Member, and Wendy Fullem-Recording Secretary.

Also present: Dr. Okay-Senior Vice President of Academic and Student Affairs, Dr. Homer-Vice President of Student Success and Institutional Advancement, Dr. Gallo-Associate Vice President of Academic Affairs, Mr. Gaddy-Chief Operating \ Officer, Mr. Fruge-Dean of Technical Occupations, Mr. Kula-Executive Director of the College Foundation, Mrs. Unrath-Chief Budget Officer, and Mr. Gandhi-Acting CFO.

- 1.4 Mr. Gewecke welcomed the guests and noted:  
All members of the public who provide public comment shall first identify themselves. Public comments may be submitted to the Board of Trustees Secretary via email or written letter if received at least (8) hours prior to the meeting. Written public comments shall be read at the meeting with the same time restrictions as all public comments at the meeting. Duplicative comments may be summarized at the discretion of the Board of Trustees Chair.
- 1.5 Courtesy of the Floor on Agenda Items Only (Public Session-5 Minutes per Speaker).  
No one spoke.

**ACTION**

- 1.6 Approval/Acceptance of Minutes  
Ms. Brown moved to approve/accept minutes as indicated in items 1.6.1-1.6.3. Mr. Santillo seconded the motion. The motion carried unanimously.
  - 1.6.1 Minutes from the November 28, 2023 Annual Organization Meeting. (Resolution No. GI01232024-1)

- 1.6.2 Minutes from the November 28, 2023 Regular Board Meeting. (Resolution No. GI01232024-2)
- 1.6.3 Acknowledgment of Receipt of Committee Meeting Minutes. (Resolution No. GI01232024-3)
  - Personnel and Curriculum Committee – January 16, 2024.
  - Audit and Policy Committee – January 16, 2024.
  - Finance and Facilities Committee – January 16, 2024.  
(Minutes edited to reflect 2024. The agenda said 2023.)

### **Consent Agenda – ACTION/RC**

The President recommends items 2.1 - 2.5 for Board approval, as brought forth after discussion and review by Board Committees:

Mrs. Smith moved to approve all items on the Consent Agenda. Mr. Santillo seconded the motion.

Roll call vote: Ms. Brown, Dr. Carrick, Dr. Crowley, Mrs. Frank, Mr. Hofmann, Mr. Santillo, Dr. Silverthorne, Mrs. Smith, and Mr. Gewecke voted yes. The motion carried unanimously.

- 2.1 Approval of Personnel Items
  - 2.1.1 Personnel Actions: November 13, 2023 – January 10, 2024. (Resolution No. P01232024-1)
  - 2.1.2 Appointment of Title IX Coordinator for a Year – February, 2024 – November 2024. Recommendation: Stacie Caputo. (Resolution No. P01232024-2)
  - 2.1.3 Appointment of Public Agency Compliance Officer (PACO) for Equal Employment Opportunity (EEO). Recommendation: Stacie Caputo. (Resolution No. P01232024-3)
- 2.2 Approval of Curriculum Items – None this month.
- 2.3 Approval of Policy Items
  - 2.3.1 Updated Policy No. 200.1 Policy Against Sexual Harassment (Resolution No. AP01232024-1)
  - 2.3.2 Updated Policy No. 200.6 Non-Discrimination Policy (Resolution No. AP01232024-2)
  - 2.3.3 Policy No 200.12 Equal Employment Opportunity Policy There are no changes to the policy. (Resolution No. AP01232024-3)
  - 2.3.4 Policy No. 301.17 Confidentiality of Students Records. (Resolution No. AP01232024-4)
  - 2.3.5 Policy No. 300.25 Academic Freedom (Resolution No. AP01232024-5)
  - 2.3.6 Policy No. 401.6 Procurement/Bidding (Resolution No. AP01232024-6)

2.4 Approval of Finance Items

- 2.4.1 The Lincoln Electric Company for Plasma Cutting System, Water Table Additive, with Educational Training for \$34,128. Funded by Perkins. (Resolution No. BFF01232024-1)
- 2.4.2 Luisa Surma, Career Work Shops, Post-Graduate Pathways, Strategic Partnerships and Planning for \$20,000. Funded by SCND (Some College No Degree Grant). (Resolution No. BFF01232024-2)
- 2.4.3 Dell OptiPlex All-in-one (Plus 7410) Computers (QTY 25) for \$41,647.25. Funded by Cybersecurity Education Grant. (Resolution No. BFF01232024-3)
- 2.4.4 Increase of FY24 Blanket Purchase Order, County of Sussex, Fuel Procurement for Sussex County Community College. Current PO: \$17,200 Increase by \$30,000 = Total: \$47,200. (Resolution No. BFF01232024-4)
- 2.4.5 Increase of FY24 Blanket Purchase Order, AAA Facility Solutions, LLC On-Call Janitorial Services. Current PO: \$50,000 Increase by \$50,000 = Total \$100,00. Resolution No. BFF01232024-5)
- 2.4.6 Increase to FY24 Blanket Purchase Order, The Chef's Warehouse for Food Supplies, Current PO: \$21,000 Increase by \$30,000=Total: \$51,000. (Resolution No. BFF01232024-6)
- 2.4.7 RTU Replacement TMB Services, Furnish and Install One 20-ton RTU York Brand RTU Servicing Cafeteria for \$40,500. Funded by Chapter 12 – Deferred Maintenance. (Resolution No. BFF01232024-7)
- 2.4.8 Generations Services, UPS Replacement Project: Electric Switching for UPS, Providing 24/7 Support. Current PO: \$35,000, Increase by \$30,000 = Total \$65,000. Chapter 12-Deferred Maintenance. (Resolution No. BFF01232024-8)

2.5 Approval of Facilities Items

- 2.5.1 J. Kramer Landscaping & Plowing LLC for Landscaping for Main Campus, PSTA and MTECH for the Term April 2024-2025, with Option to Renew for an Additional Two Years as Follows. Operating Expense. (Resolution No. BFF01232024-9)

	Year 1	Year 2	Year 3
Spring Clean-Up Lump Sum Pricing	\$ 5,280	\$ 5,280	\$ 5,280
Complete Landscaping Services/Visit Rate	\$ 2,895	\$ 2,895	\$ 2,895
Fall Clean-Up Lump Sum Pricing	\$ 6,215	\$ 6,215	\$ 6,215
PSTA Campus Lump Sum Pricing	\$17,270	\$17,270	\$17,270

- 2.5.2 Skylands Stadium, LLC, Facility Usage (Indoor/Outdoor) for \$20,000. Operation Expense. (Resolution No. BFF01232024-10)

**3. Finance – ACTION/RC**

- ACTION/RC** 3.1 Recommendation: Acknowledge Receipt and Review of Financial Statements – December 31, 2023 Six Months YTD FYE June 30, 2024. (Resolution No. GI01232024-4)

Dr. Homer and Mr. Gandhi presented the financial statements, including: credit hours, Income Statement, income variances, revenue (student/support), expenditures, expense variances, Operating Statement, balance sheet – assets, assets variances, balance sheet – liabilities, liabilities variances, three year comparison, current assets, staffing headcount, and CAPEX projects.

Ms. Brown moved to acknowledge receipt and review of the financial statements as noted above. Dr. Carrick seconded the motion.

Roll call vote: Ms. Brown, Dr. Carrick, Dr. Crowley, Mrs. Frank, Mr. Hofmann, Mr. Santillo, Dr. Silverthorne, Mrs. Smith, and Mr. Gewecke voted yes. The motion carried unanimously.

**ACTION/RC 3.2** Recommendation: Approve Consulting Agreement with CFO Gandhi Consulting. (Resolution No. BFF01232024-11)

Mrs. Smith moved to approve the consulting agreement with CFO Gandhi Consulting. Dr. Crowley seconded the motion.

Mr. Gewecke explained that in-depth conversation regarding Mr. Gandhi's and Mrs. Meseha's consulting agreements occurred at the committee meetings. He noted that the first contract is for Ketan Gandhi to be the CFO on an interim basis until a full-time CFO is found. Both committees agreed to move the contract forward to the Board. He asked if any trustees had any questions or wished to have further discussion.

Roll call vote: Ms. Brown, Dr. Carrick, Dr. Crowley, Mrs. Frank, Mr. Hofmann, Mr. Santillo, Dr. Silverthorne, Mrs. Smith, and Mr. Gewecke voted yes. The motion carried unanimously.

**ACTION/RC 3.3** Recommendation: Approve Consulting Agreement with Manal Meseha. (Resolution No. BFF01232024-12)

Dr. Crowley moved to approve the consulting agreement with Manal Meseha. Mrs. Frank seconded the motion.

Mr. Gewecke reiterated that this agreement was discussed at length with the committees. Both committees agreed to move the agreement forward to the Board. He further explained that we have asked Mrs. Meseha to stay on as a consultant as an interim measure in order to bridge the gap while we conduct a search and hire a new comptroller.

Roll call vote: Ms. Brown, Dr. Carrick, Dr. Crowley, Mrs. Frank, Mr. Hofmann, Mr. Santillo, Dr. Silverthorne, Mrs. Smith, and Mr. Gewecke voted yes. The motion carried unanimously.

#### **4. Reports**

4.1 The Correspondence File was received, reviewed, and filed.

#### **5. Presentations – None this month.**

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

No one spoke.

7. **Other Business**

**Discussion / Reports / Announcements:**

7.1 Trustee Activity Update – None this month.

Mrs. Smith stated that the play Arsenic and Old Lace is being presented at SCCC, and noted the importance of the arts, just like academics and sports.

7.2 President's Report – A copy of the President's Report is on file in the Office of the President. As part of the report, Todd Poltersdorf provided an update regarding sports, and Stan Kula provided an update regarding the College Foundation.

7.3 Chair's Comments

Mr. Gewecke stated his appreciation of Dr. Morgus, Mrs. Fullem, and the committee chairs, noting the amount of work put into these roles. He welcomed Dr. Silverthorne and asked her to provide brief comments about herself.

Mr. Gewecke indicated that Dr. Crowley circulated a NY Times article about the state of college education and how to pay for college. Dr. Connolly said he will share the article with all trustees.

7.4 The next meeting of the Board of Trustees will take place Tuesday, February 24, 2024, in the Executive Office Board Room.

8. **Executive Session – Personnel Matters**

At 5:40 p.m., Mr. Gewecke stated that the board would be going into an Executive Session. He read: "Now be it resolved that the Board of Trustees will now go into an Executive Session to discuss matters pertaining personnel matters. The matters discussed will be made public if and when the circumstances requiring confidentiality no longer exist, however it is not presently known if and when that will be. It is expected that the Executive Session shall last approximately 30 minutes and no action will be taken after the Executive Session."

Motion made by Mrs. Smith and seconded by Ms. Brown. The motion carried unanimously.

At 6:37 p.m., Mrs. Smith moved to adjourn the Executive Session. Dr. Crowley seconded the motion. The motion carried unanimously.

9. **Adjournment**

At 6:37 p.m. Mrs. Smith moved to adjourn from the Regular Board Meeting. Dr. Crowley seconded the motion. The motion carried unanimously.

Approved:



John Santillo, Secretary – Board of Trustees