



**Board of Trustees Regular Meeting  
Tuesday, June 25, 2024  
Boardroom**

**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 June 20, 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, Mr. Santillo-Secretary, Dr. Carrick, Mrs. Frank, Mr. Hofmann, Mr. Yardley, Dr. Connolly, President and Ex-Officio Member, and Mrs. Fullem-Recording Secretary.

Also present: Dr. Homer-Vice President of Student Success and Institutional Effectiveness, Dr. Gallo-Associate Vice-President of Academic Affairs, and Dr. Ketan Gandhi- CFO.

1.4 Mr. Gewecke welcomed the guests and stated:

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

Mrs. Smith moved to approve all minutes as noted below. Mr. Santillo seconded the motion. The motion carried unanimously.

1.6.1 Minutes from the May 28, 2024 Regular Board Meeting (Resolution No. GI06252024-1)

- 1.6.1 Minutes from the May 28, 2024 Executive Session (Resolution No. GI06252024-2)
- 1.6.2 Acknowledgment of Receipt of June 18, 2024 Committee Meeting Minutes. (Resolution No. GI05282024-3)
  - Personnel and Curriculum Committee – June 18, 2024
  - Audit and Policy Committee – June 18, 2024
  - Finance and Facilities Committee – June 18 ,2024

### **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:

Mr. Yardley moved to approve all items on the Consent Agenda. Mrs. Frank seconded the motion.

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

- 2.1 Approval of Personnel Items
  - 2.1.1 Personnel Actions: May 13, 2024 – June 06, 2024. (Resolution No. P06252024-1)
  - 2.1.2 2024 Full Time Faculty Union Increases. (Resolution No.P06252024-2)
  - 2.1.3 2024 Professional Staff Union Increases. (Resolution No. P06252024-3)
  - 2.1.4 2024 Support Staff Union Increases. (Resolution No. P06252024-4)
  - 2.1.5 2024 2024 Non-Union Staff Increases. (Resolution No. P06252024-5)
  - 2.1.6 2024 Part Time Staff Increases. (Resolution No. P06252024-6)
- 2.2 Approval of Curriculum Items – None for this month
- 2.3 Approval of Policy Items
  - 2.3.1 Policy No. 200.7 Longevity Salary Adjustment (non-bargaining unit personnel) (Resolution No. AP06252024-1)
  - 2.3.2 Policy No. 200.9 Part-Time Non-Academic / Support Staff Hours (Resolution No. AP06252024-2)
  - 2.3.3 Policy No. 200.10 Part-Time Academic Staff Calculation of Hours (Resolution No. AP06252024-3)
  - 2.3.4 Policy No. 200.22 Vacation Policy (27, Resolution No. AP06252024-4)
- 2.4 Approval of Finance Items
  - 2.4.1 Application to Apply for Carl D Perkins Career and Technical Education

Perkins V Grant - \$341,432, Starting on July 1, 2024 and Ending on June 30, 2025 (Resolution No. BFF06252024-1)

2.4.2 Dell AIO Computers for Faculty. Corrected Amount from \$25,670.70 to \$31,528.20. The amount was wrong on the agenda last month. Operating Funds. (Resolution No. BFF06252024-2)

2.4.3 SHI – to Extend Warranty and Service Coverage on Lenovo Servers, for \$37,194.36. Operating Funds. (Resolution No. BFF06252024-3)

2.5 Approval of Facilities Items

2.5.1 Cement Work at M-Tech. Murry/Gordian for \$25,954.03. Chapter 12. (Resolution No. BFF06252024-5)

2.5.2 Front Lot Mill and Pave M -Tech – Option to Include the Exclusions from Quote Exclusions: Excavation of proposal of existing sub base. Murry/Gordian for Original \$340,000.00, with exclusions added \$468,120.27. Operating Funds. (Resolution No. BFF06252024-6)

2.5.3 Kubota for PSTA from Tri-State Rentals. This utility vehicle will replace two 20+ year old golf carts we currently use to shuttle equipment and personnel around our 14-acr training facility. The plow attachment will allow us to clean up snow in a more efficient and timely fashion. Amount = \$30,486.61. Chapter 12. (Resolution No. BFF06252024-7)

2.5.4 Lighting at PSTA – Generations Services to furnish and install new exterior lighting for the PSTA for \$ 61,975. Chapter 12. Resolution No. BFF06252024-8)

**3. Finance – ACTION/RC**

**ACTION/RC** 3.1 Recommendation: Acknowledge Receipt and Review of Financial Statements – May 31, 2024 Eleven Months YTD FYE June 30, 2024. (Resolution No. GI06252024-4)

Mr. Gandhi presented the Financial Statements - May 31, 2024 Eleven Months YTD FYE June 30, 2024 including: May YTD FY24 - Credit hours, Income Statement, Balance Sheet-Assets, Balance Sheet-Liabilities, and three-year comparison.

Mr. Santillo moved to acknowledge receipt and review of the financial statements noted above. Dr. Carrick seconded the motion.

Roll call vote: Dr. Carrick, Mrs. Frank, Mr. Hofmann, Mr. Santillo, Mrs. Smith, and Mr. Gewecke voted yes. Mr. Yardley abstained from the vote. The motion carried.

**4. Reports**

4.1 The Correspondence Report – None this month.

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

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

- Maureen Murphy Smolka, Chair of the English and Humanities Department addressed the Board. She thanked Drs. Connolly, Okay, Gallo, and Homer for listening to the faculty needs and for hiring new full-time faculty.
- Men's wrestling coach Barzano, accompanied by the team, presented to the Board about their collective and individual regional and national successes and academic achievements. Dr. Homer added that Coach Barzano was awarded the Gulf Atlantic Region/District Coach of the Year.

**7. Other Business**

**Discussion / Reports / Announcements:**

**7.1 Trustee Activity Update – None this month.**

- Mrs. Frank attended the Chamber of Commerce breakfast, where she conversed with a fellow attendee who had taken classes at SCCC to enhance her business skills. This attendee expressed interest in hiring SCCC students for her company. Mrs. Frank also received excellent feedback about the culinary program. Following the breakfast, there was a small expo featuring state and other resources to support local businesses.
- Mr. Hofmann attended the NJCCC Pathways event in Atlantic City, which provided an excellent networking opportunity. He had the chance to sit next to Dr. Brian Bridges, the NJ Secretary of Higher Education, who was also present for the Culinary Institute ribbon cutting. Mr. Hofmann is pleased to have participated, as the entire event focused on workforce development. He added that a few months ago he attended an online event. Jason Fruge gave an incredible presentation about the optics program during the webinar.
- Dr. Carrick highlighted that many schools are grappling with chronic absenteeism post-pandemic, prompting the district to devise a corrective action plan. She reached out to Dr. Connolly, who then involved Dr. Okay and Mrs. Fitzgerald. Together, they proposed engaging college students to create a poster aimed at parents and students to promote school attendance. The college responded enthusiastically, and Dr. Carrick received a beautiful draft poster today. She shared it with superintendents on the chronic absenteeism committee, who agreed to fund its printing and distribution to schools, supermarkets, libraries, and other locations throughout the county, ensuring a consistent message. Additionally, they discussed organizing a contest for students to create posters motivating their peers to attend school, which would be showcased in a traveling display starting at the college.
- Mrs. Smith mentioned that she has spent time with many graduating seniors this month and always inquires about their post-graduation plans. Many students typically say they are going to CCM in Hopatcong, where she lives, and in the southern part of the county. However, she has noticed a significant trend this year: far more students are choosing SCCC. What we are doing is truly making an impact.

**7.2 The President's Report is on file in the Office of the President.**

7.3 Chair's Comments – Mr. Gewecke noted that we are moving ahead with our plan for capital projects with all due diligence.

Mrs. Smith added that the College Foundation's major funding raising event, Funding Their Future is happening on October 16<sup>th</sup>. It is earlier this year to avoid conflicts with other organizations. It is a phenomenal event.

7.4 The next meeting of the Board of Trustees will take place Tuesday, July 23, 2024, location TBD.

**8. Executive Session – Pending Ongoing, or Anticipated Litigation Attorney-Client Privilege.**

Now be it resolved that the Board of Trustees will now go into an Executive Session to discuss matters pertaining to pending litigation, attorney-client privilege, and 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 60 minutes and no action will be taken after the Executive Session.

At 5:35 p.m., Mrs. Smith moved to enter into Executive Session. Mr. Santillo seconded the motion. The motion carried unanimously.

The Executive Session ended at 8:35 p.m. upon a motion made by Dr. Carrick and seconded by Mrs. Smith. The motion carried unanimously.

**9. Adjournment**

The Regular Meeting of the Board of Trustees ended at 8:36 p.m., upon a motion made by Mrs. Smith, and seconded by Mrs. Frank. The motion carried unanimously.

Approved:



---

John Santillo, Secretary-Board of Trustees