



**Board of Trustees Regular Meeting
Executive Office Board Room**

MINUTES

1. General Institutional Functions

1.1 Mr. Yardley called the meeting to order at 5:00 p.m.

1.2 Mrs. Fullem read the Public Statement: Adequate notice of this meeting specifying the time and location was transmitted via fax and email to the County Commissioners, County Clerk, NJ Herald, posted to the Sussex County Community College website, and on the main entry doors to the Administration Building on December 6, 2024, when the yearly schedule was posted. The Executive Session public notice was transmitted on April 16, 2025, 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. Yardley-Chair, Dr. Silverthorne-Vice Chair, Mrs. Pepe-Secretary, Mrs. Frank-Treasurer, Mr. Cable, Mr. Fiore, Ms. Quinn, Mr. Santonastaso, Mr. Schick, Dr. Homer-Interim President, and Mrs. Fullem-Recording Secretary.

Also present: Dr. Okay-Senior Vice President of Academic and Student Affairs, Mrs. Pappan-Vice President of Finance and Administration, Dr. Gallo-Associate Vice-President of Academic Affairs, Mr. Fruge-Dean of Technical Occupations, Mr. Kula, Executive Director of the Foundation, Ms. Caputo-Director of Human Resources, and Mrs. Fina-College Counsel.

1.4 Welcome to Guests

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 before 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).

Ms. Quinn moved to open the floor. Mrs. Pepe seconded the motion. The motion carried unanimously.

No one spoke.

Mr. Santonastaso moved to close the floor. Mr. Cable seconded the motion. The motion carried unanimously.

ACTION 1.6 Approval/Acceptance of Minutes.

Mr. Santonastaso moved to approve all minutes as noted below. Mr. Cable seconded the motion. The motion carried unanimously.

1.6.1 Minutes from the Executive Session on March 26, 2025. (Resolution No. GI04222025-1)

1.6.2 Minutes from the Regular Meeting on March 26, 2025. (Resolution No. GI04222025-2).

1.6.3 Acknowledgment of Receipt of Committee Meeting Minutes. (Resolution No. GI04222025-3).

- Personnel and Curriculum Committee – April 15, 2025.
- Audit and Policy Committee – April 15, 2025.
- Finance and Facilities Committee – April 15, 2025.

2. Consent Agendas – ACTION/RC

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

2.1 Approval of Personnel Items

2.1.1 Personnel Actions: March 12, 2025 – April 8, 2025. Resolution No. P04222025-1)

2.1.2 Approval of One Sabbatical Leave for the 26-27 AY. This may be taken as either a one-semester leave at full pay or for one full year at one-half of the unit member's annual salary. (Resolution No. P04222025-2)

2.2 Approval of Curriculum Items

2.2.1 New Academic Certificate: Patient Care Technician.(Resolution No. CI04222025-1).

2.2.2 New Certificate of Achievement in American Sign Language. (Resolution No. CI04222025-2).

2.2.3 Change in Nomenclature from A.A.S Technical Studies: Machine Tool Technology Option to A.A.S. Technical Studies: Advanced Manufacturing Option. (Resolution No. CI04222025-3).

2.3 Approval of Policy Items

2.3.1 Policy No. 301.1 Standards for Conferring Degrees. There are no changes to the policy. There are changes in the procedures. (Resolution No. AP04222025-1).

- 2.3.2 Policy No. 301.3 Awarding of Posthumous Degree. There are no changes to the policy. There are changes in the procedures.(Resolution No. AP04222025-2).
- 2.3.3 Policy No. 500.2 Minors on Campus. There are no changes to the policy. There are changes in the procedures. (Resolution No. AP04222025-3)
- 2.4 Approval of Finance Items
 - 2.4.1 HQW for Architectural Services. ATC Building Construction Documents, Bidding/Awarding Construction Administration (Phase 3). Total: \$26,000.00. Chapter 12. (Resolution No. BFF04222025-1)
 - 2.4.2 HQW for Architectural Services. Building L - Central Building Automation System and HVAC. Total: \$35,200.00. Chapter 12. (Resolution No. BFF04222025-2)
 - 2.4.3 HQW for Architectural Services. Building L - Learning Commons Interior Finishes Selection. Total: \$19,750.00. Chapter 12. (Resolution No. BFF04222025-3)
 - 2.4.4 HQW for Architectural Services. Building R, Horton Mansion - Sewer Line/Parking Lot Coordination – Bidding & Awarding. Total: \$ 19,500.00. Chapter 12. (Resolution No. BFF 04222025-4)
 - 2.4.5 HQW for Architectural Services. New Scoreboard & Well Electric. Total: \$41,650.00. Chapter 12. (Resolution No. BFF04222025-5)
 - 2.4.6 CDW for VMware License Renewal (Renewal needed 4/10/25). Allows for many virtual servers, share drives, domain and device registries, 12 Jenzabar servers, remote access system, ID card system, and six host servers. \$93,749.76 (3-year renewal). Operating funds. (Resolution No. BFF04222025-6)
 - 2.4.7 Laerdal for Simulation Manikin. Full-body simulator that mimics human anatomy and physiology. Total: \$168,387.69. Chapter 12. (Resolution No. BFF04222025-7)
 - 2.4.8 Increase Bid Threshold Approval to \$41,600. (Resolution No. BFF04222025-8)
- 2.5 Approval of Facilities Items
 - 2.5.1 Wallkill Group for PSTA Renovation. Total: \$310,000.00. Chapter 12 (25%), Reserves (75%). (Resolution No. BFF04222025-9)

3. Finance – **ACTION/RC**

- ACTION/RC** 3.1 Recommendation: Acknowledge Receipt and Review of March 2025 Financial Statements. (Resolution No. GI04222025-4)

Mr. Santonastaso moved to acknowledge receipt and review the March 2025 Financial Statements, and Mrs. Frank seconded the motion.

Key takeaways:

- Enrollment and tuition revenue exceeded the budget.
- CARES Act funding is no longer received.
- Increased expenses from Jenzabar implementation, legal fees, and benefits.
- Market volatility was discussed concerning college investments.
- Federal and NJ budget cuts are not confirmed. We will likely not know until June 30th.

4. Reports

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

5. Presentations – Student Spotlight – Mia Sciabica

Dr. Homer introduced Mia Sciabica. He and Mr. Warhol recognized her for academic excellence, PTK leadership, service projects, and entrepreneurial achievements. President Homer presented her with a Presidential Challenge Coin.

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

Dr. Nancy Gallo introduced James James Caiazzo from the Sussex County Arts and Heritage Council (SCAHC) and Professor Sal Paolucci. Mr. James Caiazzo shared about a successful partnership project where SCCC students developed a marketing plan for the council, demonstrating student impact and community engagement, and presented Professor Paolucci with a SCAHC certificate.

7. Other Business

Discussion / Reports / Announcements:

7.1 Trustee and Alumni Trustee Activity Update

Mr. Yardley praised college leadership and recent community outreach, including a presentation that Dr. Homer gave at the Branchville Businessmen's Association.

7.2 President's Report – Dr. Homer shared updates, including:

- Student Excellence Awards
- Faculty award recognition
- New articulation agreements with Ramapo College
- Recent theater productions and upcoming PTK induction
- Certificate approvals
- Upcoming community health fair and blood drive
- Capital project updates
- Athletics and alumni engagement

7.3 Chair's Comments

Chair comments highlighted community pride and continuing excellence at SCCC.

7.4 The next meeting of the Board of Trustees will take place on Tuesday, May 27, 2025, at 5:00 p.m. in the Executive Office Board Room.

8. **Executive Session** – Be it resolved that the Board of Trustees will now go into an Executive Session to discuss 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.

The Executive Session is expected to last approximately 60 minutes. After the Executive Session, action may or may not be taken.

At 5:43 p.m., Mr. Santonastaso moved to enter into an Executive Session. Ms. Quinn seconded the motion. The motion carried unanimously.

At 6:46 p.m., Mr. Santonastaso moved to adjourn the Executive Session. Mr. Cable seconded the motion. The motion carried unanimously.

9. **Adjournment**

At 6:47 p.m., Mr. Santonastaso moved to adjourn the Regular Board Meeting. Mr. Schick seconded the motion. The motion carried unanimously.

Approved:



Katherine Pepe, Secretary – Board of Trustees