



**Board of Trustees Regular Meeting
Tuesday, July 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 pm

1.2 Mr. Gewecke 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 July 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, Dr. Crowley - Treasurer (participated via phone), Dr. Carrick, Mrs. Frank, Mr. Hofmann, Dr. Silverthorne, Dr. Connolly - President and Ex-officio member, Mrs. Fullem - Recording Secretary, and, Mr. Crispino - Alumnus Member.

Also, present: Dr. Homer - Vice President of Student Success and Institutional Effectiveness, Dr. Gallo - Associate Vice President of Academic Affairs, Dr. Okay - Senior Vice President of Academic and Student Affairs, Mr. Kula - Executive Director of the Foundation, and Dr. Gandhi - CFO.

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 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. Dr. Carrick seconded the motion. The motion carried unanimously

1.6.1 Minutes from the June 25, 2024 Regular Board Meeting. (Resolution No. GI07232024-1).

- 1.6.2 Minutes from the June 25, 2024 Executive Session. (Resolution No. GI07232024-2).
- 1.6.3 Acknowledgment of Receipt of Committee Meeting Minutes. (Resolution No. GI07232024-3).
 - Personnel and Curriculum Committee – July 16, 2024.
 - Audit and Policy Committee – July 16, 2024.
 - Finance and Facilities Committee – July 16, 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:

Mrs. Frank moved to remove item 2.4.1 from the Consent Agenda. Mrs. Smith seconded the motion. The motion carried unanimously.

Mrs. Smith moved to approve items on the Consent Agenda. Mrs. Frank seconded the motion.

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

- 2.1 Approval of Personnel Items
 - 2.1.1 Personnel Actions: June 6, 2024 – July 9, 2024. (Resolution No. P07232024-1)
 - 2.1.2 Four Updates to Salary Sheets as follows: 1) Employee missed on original spreadsheet, 2) Employee's longevity accidentally entered 2x salary on original spreadsheet, 3) Employee obtained Masters degree, 4) Employee's information updated with promotion. (Resolution No. P07232024-2)
- 2.2 Approval of Curriculum Items – None for this month
- 2.3 Approval of Policy Items
 - 2.3.1 Policy No. 200.16 Attendance Reporting Policy. The policy has no changes. (Resolution No. AP07232024-1)
 - 2.3.2 Policy No. 200.19 Employee Information Policy. The policy has no changes. (Resolution No. AP07232024-2)
 - 2.3.3 Policy No. 200.15 Attendance Policy. The policy has no changes. (Resolution No. AP07232024-3)
- 2.4 Approval of Finance Items
 - 2.4.1 July 2024 Board Designated Funds. (Resolution No. BFF07232024-1)
 - 2.4.2 Fiscal Year 24/25 Blanket Purchase Orders > \$17,500. (Resolution No. BFF07232024-2)

2.5 Approval of Facilities Items

- 2.5.1 Enhance Service Plan for Buildings A, B and C (Preventative Maintenance) with Automated Logic for 5-Year Plan in the Amount of \$181,288.00. Operating Funds. Detail below. (Resolution No. BFF07232024-3)

Amount: 5 - Year Break Down:

Year 1 - \$34,144.00

Year 2 - \$35,172.00

Year 3 - \$36,228.00

Year 4 - \$37,312.00

Year 5 - \$38,432.00

5-year plan Total - \$181,288.00 – Savings over the 5-Year period - \$14,144.00

- 2.5.2 Replacement Boiler in Building E with Aero Plumbing and Heating Co., Inc., for \$41,285.00. Operating Funds. (Resolution No. BFF07232024-4)
- 2.5.3 Main Campus Paving Projects (Catch Basins, Gazebo/First Lot, PAC Lower Lot) with Murray Paving and Concrete LLC for \$348,732.06. Chapter 12. (Resolution No. BFF07232024-5)
- 2.5.4 Transportation - Sussex County Football Team Bus Services Monroe, Hudson Valley, Lackawanna, Louisburg, with Broadway Elite Tours, Inc., for \$30,235.00. Operating Funds. (Resolution No. BFF07232024-6)
- 2.5.5 Flooring for Building D, Hannon Floors. Union NJ, for \$54,230.80, Chapter 12. (Resolution No. BFF07232024-7)
- 2.5.6 Cyber Protection with SHI for \$17,952. The Barracuda company has decided to terminate the Barracuda system that the College presently uses as of Sept 2024 Barracuda has offered the College a discounted price for their new Cloud Archive system to replace the terminated system. (Resolution No. BFF07232024-8)

At this time Mrs. Frank moved to table item 2.4.1, Board Designated Funds, in order to discuss them at the next Finance and Facilities meeting. Mrs. Smith seconded the motion. The motion carried unanimously.

3. Finance – ACTION/RC

- ACTION/RC** 3.1 Recommendation: Acknowledge Receipt and Review of Financial Statements, June 30, 2024 Twelve Months YTD FYE June 30, 2024 (Resolution No. GI07232024-4)

Dr. Gandhi presented the Financial Statements - June 30, 2024 Twelve Months including June YTD FY24 – Credit hours, Income Statements, Balance Sheet Assets, and Balance Sheet Liabilities. He noted strong financial performance for this year and stated that student revenue was up 3.1% year over year. The annual audit will begin at the end of August.

Mrs. Smith moved to acknowledge receipt and review of the financial statements noted above. Mrs. Frank seconded the motion.

Roll call vote: Dr. Carrick, Dr. Crowley, Mrs. Frank, Mr. Hofmann, 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.)

Commissioner Schick, thanked Dr. Homer for presenting at the Sussex County Commissioners meeting. He noted that the ROTC information was terrific, and thanked Drs. Connolly and Homer, and all involved in bringing the ROTC program here.

7. **Other Business**

Discussion / Reports / Announcements:

7.1 Trustee Activity Update

Mrs. Smith expressed her enthusiasm for the college's recent performing arts events, recalling a time when many were unaware of the college's offerings. This summer's production was the highlight of the season, drawing significant attention and showcasing the department's growing success in spreading the word about their work.

Michael Crispino – Alumnus Member introduced himself and thanked the Board of Trustees for the opportunity. He is excited about the position, and mentioned that he would like to help other students find their path. He said SCCC is the right place for that.

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

7.3 Chair's Comments - Mr. Gewecke noted that the Cultural Study has been completed and the draft and final report are expected soon.

7.4 The next meeting of the Board of Trustees will take place Tuesday, September 24, 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 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 5:23 p.m. Mrs. Smith moved that the Board enter into an Executive Session. Dr. Carrick seconded the motion. The motion carried unanimously.

At 7:24 p.m. Mrs. Frank moved to adjourn the Executive Session. Dr. Carrick seconded the motion. The motion carried unanimously.

9. **Adjournment**

