



COMMUNITY COLLEGE

**Board of Trustees**

**ORGANIZATION MEETING**

**Tuesday, November 26, 2024**

**Board Room**

**MINUTES**

1. Organizational Matters

- a. Mr. Gewecke called the meeting to order at 4:30 p.m.
- b. Mr. Santillo read the Public Statement: Adequate and electronic notice of this meeting specifying the time and location was transmitted via fax, email, posted to the Sussex County Community College Website, and in the main entry of the Administration Building, on Thursday, November 21, 2024, pursuant to the Open Public Meetings Act, N.J.S.A. 10:4-8.
- c. The following were present: Mr. Gewecke-Chair, Mrs. Smith-Vice Chair, Mr.Santillo-Secretary, Dr. Crowley-Treasurer, Dr. Carrick, Mrs. Frank, Mr. Hofmann, Mrs. Pepe, Dr. Silverthorne, Mr. Yardley (participated via telephone), 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, Mr. Fruge-Dean of Technical Occupations, Mr. Kula-Executive Director of the Foundation, and Dr. Gandhi-CFO

- d. Mr. Gewecke welcomed the guests.
- e. Mr. Gewecke announced the Public Session (Courtesy of the Floor) and read:

All members of the public who provide public comments 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. Duplicative comments may be summarized at the discretion of the Board of Trustees Chair.

No one spoke.

2. Election of Officers - (Resolution RO11262024-1)

Mr. Hofmann, Chair of the Nominating Committee, ran this part of the meeting. He announced the slate of officers:

Chair – Mr. Gewecke  
Vice Chair – Mrs. Smith  
Secretary – Mr. Santillo  
Treasurer – Dr. Crowley

There were no nominations from the floor.

Ballots were distributed, trustees made their selections, and then returned the ballots to Mr. Hofmann, who read aloud each trustee's name and their votes. The slate of officers put forth was voted unanimously.

**ACTION**

- a. Action on the Nominating Committee Recommendations/Election (The newly elected officers immediately assumed their respective offices once elected, and the Chair resumed with the order of the day.)

**EXECUTIVE SESSION** – Contract Discussion

At 4:36 p.m., Mrs. Smith moved to enter into Executive Session. Dr. Crowley seconded the motion. The motion carried unanimously.

Mr. Gewecke read the following: Now, be it resolved that the Board of Trustees will go into an Executive Session to discuss matters pertaining to a contract. 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 will last approximately 15 minutes.

At 4:55 p.m., Mrs. Smith moved to adjourn the Executive Session and continue with the Organization Meeting. Mr. Santillo seconded the motion. The motion carried unanimously.

3. Code of Ethics Policies Acknowledgement. Trustees signed the cover page of the Ethics Policies included in their meeting packet. The page notes their acknowledgment of receipt and understanding of the policies.

4. Appointment of Legal Counsel
- ACTION/RC** 4a. **Recommendation**: General Counsel – Florio Perrucci Steinhardt Cappelli & Tipton, LLC. (Resolution No. RO11262024-2)

Mrs. Smith moved to appoint General Counsel as noted above. Dr. Crowley seconded the motion.

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

- ACTION/RC** 4b. **Recommendation**: Special Counsel Services – General Counsel – Porzio, Bromberg & Newman. (Resolution No. RO11262024-3)

Mrs. Smith moved to appoint Special Counsel Services as noted above. Dr. Crowley seconded the motion.

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

**ACTION/RC** 4c. **Recommendation:** Special Counsel Services – Weiner Law Group. (Resolution No. RO11262024-4)

Mrs. Smith moved to appoint Special Counsel Services as noted above. Dr. Crowley seconded the motion.

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

**ACTION/RC** 4d. **Recommendation:** Special Counsel Services – Laddy, Clark, and Ryan. (Resolution No. RO11262024-5)

Mrs. Smith moved to appoint Special Counsel Services as noted above. Dr. Crowley seconded the motion.

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

**ACTION/RC** 5. Appointment of an Auditing Firm  
**Recommendation:** PKF O’Conner Davies Wiss & Co. (Resolution No. RO11262024-6)  
Mrs. Smith moved to appoint PFK O’Conner Davies Wiss & Co. as the College’s auditing firm. Dr. Crowley seconded the motion.

Mrs. Smith moved to appoint Special Counsel Services as noted above. Dr. Crowley seconded the motion.

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

**ACTION/RC** 6. Re-Appointments of On-Call Engineering and Architectural Firms  
**Recommendation:** Mott McDonald, HQW Architects, LLC, USA Architects, and J.G. Petrucci Co./Iron Hill, Inc. as Existing Service Providers. (Resolution No. RO11262024-7)

Mrs. Smith moved to re-appoint on-call engineering and architectural firms as recommended. Dr. Crowley seconded the motion.

Mrs. Smith moved to appoint Special Counsel Services as noted above. Dr. Crowley seconded the motion.

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

**ACTION/RC** 7. Appointment of Bank Depositories  
**Recommendation:** Provident Bank, and First Hope Bank (Resolution No. RO11262024-8)

Mrs. Smith moved to appoint bank depositories as recommended above. Dr. Crowley seconded the motion.

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

- ACTION/RC** 8. Appointment of Insurance Brokers of Record  
**Recommendation:** Arthur J. Gallagher Risk Management Services, LLC. and SAIF (School Alliance Insurance Fund). (Resolution No. RO11262024-9)

Mrs. Smith moved to appoint insurance brokers of record as recommended. Dr. Crowley seconded the motion.

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

- ACTION/RC** 9. **Recommendation:** IT Consulting Services for FY25 – Managed IT Services, Distinctive Voice and Data, LLC, Little Falls, NJ. (Resolution No. RO11262024-10)

Mrs. Smith moved to approve IT Consulting Services as recommended. Dr. Crowley seconded the motion.

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

- ACTION/RC** 10. **Recommendation:** Security Control System Services – Open System Integrators, Inc., Hamilton, NJ. (Resolution No. RO11262024-11)

Mrs. Smith moved to approve the College's security control system services as recommended. Dr. Crowley seconded the motion.

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

- ACTION/RC** 11. Appointments to the College's Board of School Estimate. (Resolution No. RO11262024-12)

Mr. Gewecke appointed himself and Mrs. Frank.

Mrs. Smith moved to accept the appointments. Dr. Crowley seconded the motion.

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

- ACTION/RC** 12. Naming of the Board's Official Newspaper/s of Record  
**Recommendation:** The New Jersey Herald and The New Jersey Star-Ledger (Resolution No. RO11262024-13)

Mrs. Smith moved to name the Board's official newspaper/s of record as recommended. Dr. Crowley seconded the motion.

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

Mr. Santillo, Dr. Silverthorne, Mrs. Smith, Mr. Yardley, and Mr. Gewecke voted yes. The motion carried unanimously.

**ACTION** 13. Selection of the Date, Time, and Location of Meetings (Resolution No. RO11262024-14)

Meetings will occur on the fourth Tuesday of each month, except August and December, when there are no scheduled meetings. Unless otherwise specified, meetings will begin at 5:00 p.m., and take place in the Executive Office Board Room.

Mrs. Smith moved to approve the meeting schedule. Dr. Crowley seconded the motion. The motion carried unanimously.

**(\*) ACTION** 14. Consideration of the Appointment of Standing and Ad Hoc Committees. Current Committees Include: (Resolution No. RO11262024-15)

- a. Executive Committee – The four officers of the Board
- b. Personnel and Curriculum Committee – Mrs. Smith as Chair, with members Mr. Hofmann, Dr. Crowley, and Dr. Carrick
- c. Finance and Facilities Committee – Mrs. Frank as Chair, with members Dr. Silverthorne, Mr. Santillo, and Mrs. Pepe
- d. Audit and Policy Committee – Dr. Carrick as Chair, with members Mr. Yardley, Mr. Santillo, and Mrs. Frank

Mrs. Smith moved to approve committee appointments as presented. Dr. Crowley seconded the motion. The motion carried unanimously.

**(\*) ACTION** 15. Appointment of a Representative (Board Chair) and Alternate to the New Jersey Council of County Colleges (Resolution No. RO11262024-16)

Mr. Gewecke appointed himself and Mrs. Pepe.

Mrs. Smith moved to approve the appointments. Dr. Crowley seconded the motion. The motion carried unanimously.

**ACTION** 16. Appointment of Foundation Liaison (Resolution No. RO11262024-17)

Mr. Gewecke appointed Dr. Silverthorne.

Mrs. Smith moved to approve the appointment. Dr. Crowley seconded the motion. The motion carried unanimously.

**ACTION/RC** 17. First Reading of Amended Board of Trustees Bylaws. Section 3.4, regarding the election of Board of Trustees officers, is changed to read, "The election shall be by voice vote or by written ballot providing, however, the written ballots shall be cast and read aloud during open session identifying each member's vote to the public and said votes shall be published in the meeting minutes. The change appears on page 4 of the Bylaws. (Resolution No. RO11262024-18)

Mrs. Smith moved to approve the first reading of the amended bylaws as stated above. Dr. Crowley seconded the motion.

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

**ACTION** 18. Appointment of Recording Secretary to the Board  
**Recommendation:** Wendy Fullem with Saliha Iftikhar as Alternate (Resolution No. RO11262024-19)

Mrs. Smith moved to approve the appointment of a Recording Secretary and Alternate to the Board as recommended. Dr. Crowley seconded the motion. The motion carried unanimously.

**ACTION** 19. Appointment of Title IX Coordinator for a Year – November 2023 – November 2024  
**Recommendation:** Stacie Caputo (Resolution No. RO11262024-20)

The Resolution was changed to November 2024-2025. Mrs. Smith moved to approve the recommendation and amended Resolution. Dr. Crowley seconded the motion. The motion carried unanimously.

**ACTION** 20. Appointment of Public Agency Compliant Officer (PACO) for Equal Employment Opportunity (EEO)  
**Recommendation:** Stacie Caputo (Resolution No. RO11262024-21)

Mrs. Smith moved to appoint the PACO officer as recommended. Dr. Crowley seconded the motion. The motion carried unanimously.

- 21. Other Business – None
- 22. Public Session (Courtesy of the Floor)

Mr. Gagliardi thanked the Board for two interesting years. He said he appreciates having had the opportunity to work with Dr. Connolly as president and acknowledged Dr. Connolly's grace under pressure.

Mr. Gewecke thanked Mr. Gagliardi and noted the Board's appreciation for his guidance during a difficult time.

- 23. Adjournment

At 5:12 p.m. Mrs. Smith moved to adjourn the Organization Meeting. Dr. Crowley seconded the motion. The motion carried unanimously.

(\*) Trustee Bylaws provide authorization for the Board Chair to make these appointments upon confirmation by a majority of the voting Board members.

Approved:



---

John Santillo, Secretary – Board of Trustees