



**Board of Trustees Regular Meeting  
Tuesday, January 28, 2025 – 5:00 p.m.  
Executive Office Board Room**

**MINUTES**

**1. General Institutional Functions**

- 1.1 Mrs. Smith called the meeting to Order at 5:00
- 1.2 Mrs. Smith 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 when the yearly Board Meeting Schedule was noticed on December 6, 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: Mrs. Smith-Acting Chair, Mr. Cable, Mr. Santillo, Dr. Carrick, Mrs. Pepe, Mr. Santonasto, Mr. Schick, Dr. Silverthorne, Mr. Yardley, Dr. Homer-Interim President, and Mrs. Fullem-Recording Secretary.

Mrs. Pappan-VP 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, and Katy Fina-College Counsel.

Mr. Schick took his Oath of Office.

Mrs. Smith introduced Matthew Cable, James Santonastsa and Earl Schick as new Trustees.

Mrs. Smith welcomed the Guests, noting that former board Chair Mr. Jeff Quinn, who served on the board for fifteen years and is a Trustee Emeritus, had joined us as a guest for the meeting.

- 1.4 Courtesy of the Floor on Agenda Items (5 minutes per speaker)

Mrs. Smith noted that 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.

No one spoke

- ACTION**
- 1.6 Approval/Acceptance of Minutes

Mr. Yardley requested that the minutes from the October 10, 2024, Board Retreat be voted separately.

Mrs. Pepe moved to separate the minutes from the October 10, 2024 Board Retreat. Mr. Yardley seconded the motion. The motion carried.

Mrs. Pepe moved to approve the minutes from the October 10, 2024, Board Retreat. Mr. Santillo seconded the motion. Mr. Yardley and Mr. Santonastaso abstained from the vote. The motion carried.

Mrs. Pepe moved to approve minutes from November 26, 2024, and January 21, 2024 meetings. Mr. Yardley seconded the motion. Mr. Santonasto, Mr. Schick, and Mr. Cable abstained from the vote. The motion carried.

1.6.1 Minutes from the October 10, 2024 Board Retreat. (Resolution No. GI01282025-1)

1.6.2 Minutes from the November 26, 2024 Annual Organization Meeting. (Resolution No. GI01282025-2)

1.6.3 Minutes from the November 26, 2024 Executive Session. (Resolution No. GI01282025-3)

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1.6.4 Minutes from the November 26, 2024 Regular Meeting. (Resolution No. GI01282025-4)

1.6.5 Acknowledgment of Receipt of Committee Meeting Minutes. (Resolution No. GI01282025-5)

- Personnel and Curriculum Committee – January 21, 2025.
- Audit and Policy Committee – January 21, 2025.
- Finance and Facilities Committee – January 21, 2025.
  
- At this time, Mr. Farina from PTK O'Connor Davies presented the June 30, 2024 audit. He thanked staff for their assistance with the audit and highlighted that no issues were found in the payroll, cash disbursement, revenue, or federal/ state grants, and no issues of non-compliance. He added that the College is in a great financial position.

## **2. 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. Santonasto moved to approve all items on the Consent Agenda. Mrs. Pepe seconded the motion.

Roll call vote: Mr. Cable, Dr. Carrick, Mrs. Pepe, Mr. Santonastaso, Mr. Santillo, Mr. Schick, Dr. Silverthorne, Mr. Yardley, and Mrs. Smith voted yes. The motion carried unanimously.

2.1 Approval of Personnel Items

2.1.1 Personnel Actions: November 12, 2024 – January 14, 2025. (Resolution No. P01282025-1)

2.2 Approval of Curriculum Items

2.2.1 Changes to 2025-2026 Academic Calendar. (Resolution No. CI012820251)

## 2.3 Approval of Policy Items

- 2.3.1 Re-Adopt Policy No. 200.21 Smoke & Tobacco Free Campus. ( Resolution No. AP01282025-1)
- 2.3.2 Re-Adopt Policy No. 200.26 Time Benefits for Part-Time Employees – Updated with new payment proceedings to align with the Union Contracts (pay for all PT employees during winter break regardless of time served). (Resolution No. AP01282025-2)
- 2.3.3 Re-Adopt Policy No. 200.45 Grievance Policy for Employees Not Covered Under a Collective Bargaining Agreement. (Resolution No. AP01282025-3)
- 2.3.4 Re-Adopt Policy No. 507.1 Basic Skills Placement Test Policy. (Resolution No. AP012820025-4)
- 2.3.5 Rescind Policy No. 200.49 Vaccination Policy. (Resolution No. AP012820255)

## 2.4 Approval of Finance Items

- 2.4.1 Approve the College's FY 2026 Budget. (Approval of Certification of the Amount of Local Appropriation Necessary for the Operating Expenses and Capital Outlay Expenses of the College for FY26, and for the President to Prepare the Final Bound FY26 Budget Document for Public Advertisement and for Submission to the Sussex County Community College Board for School Estimate. (Resolution No. BFF01282025-1)
- 2.4.2 Authorization to Schedule the Board of School Estimate Meeting and for The Board Secretary to Advertise Said Meeting Along with a Summarized Statement of Both the Estimated Revenues and Anticipated Operating and Capital Expenditures. (Resolution No. BFF01282025-2)
- 2.4.3 Report on Financial Statements and Schedules of Expenditures of Federal Awards and State Financial Assistance in Accordance with Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) and New Jersey OMB Circular 15-08 Years Ended June 30, 2024 and 2023. (Annual Audit) (Resolution No. BFF01282025-3)
- 2.4.4 BPO Increase for Canteen – Cafeteria Food Service - Current BPO \$40,000 – Estimated Before Activity Increase \$80,000.00. Operating funds. (Resolution No. BFF01282025-4)
- 2.4.5 Subscription Renewal with SHI for \$ 20,784.25. Renewal of Adobe Creative Suite used in multiple graphic design student labs and Adobe Acrobat Pro used by multiple faculty and staff for advanced editing of documents in PDF Format. Operating funds. (Resolution No. BFF01282025-5)
- 2.4.6 Board Resolution Authorizing the Removal of Ketan Gandhi as a Signer and the Appointment of Theresa Pappan as a Signer for the College and Foundation Bank and Investment Accounts. (Resolution No. BFF01282025-6)
- 2.4.7 Board Resolution Authorizing the Removal of Jon Connolly as a Signer and the Appointment of Cory Homer as a Signer for the College and Foundation Bank and Investment Accounts. (Resolution No.

BFF01282025-7)

2.4.8 Board Resolution Appointing Cory Homer as the School Alliance Insurance Fund (SAIF) Commissioner. (Resolution No. BFF01282025-8)

2.5 Approval of Facilities Items

2.5.1 Accept Bid from Billy Contracting & Restoration, Inc., for R Building Addition in the Amount of \$1,274,000. (Resolution No. BFF01282025-9)

2.5.2 Hannon Floors – for Carpet Removal and Install for \$ 18,822.50. Chapter 12 funded. (Resolution No. BFF012820025-10)

### 3. Personnel – **ACTION/RC**

**ACTION/RC** 3.1 Recommendation: Award Tenure to Diane Harris, Instructor of Mathematics. (Resolution No. P01282025-2)

Mr. Santillo moved to approve the resolution. Dr. Carrick seconded the motion.

Drs. Homer and Gallo praised Mrs. Harris for dedication to student success and academic excellence and expressed their gratitude for working with her for over a decade.

Mr. Yardley playfully asked Mrs. Harris to explain the “new math” in sixty seconds. Mrs. Harris answered his question wonderfully and with humor.

Roll call vote: Mr. Cable, Dr. Carrick, Mrs. Pepe, Mr. Santonastaso, Mr. Santillo, Mr. Schick, Dr. Silverthorne, Mr. Yardley, and Mrs. Smith voted yes. The motion carried unanimously.

Mrs. Smith expressed gratitude to Mrs. Harris for her willingness to step in and take on responsibilities where needed.

Mrs. Harris thanked the board and expressed her gratitude to the faculty and staff for their support.

### 4. Finance – **ACTION/RC**

**ACTION/RC** 4.1 Recommendation: Acknowledge Receipt and Review of Financial Statements: December 31, 2024, Six Months YTD FY25 Budget. (Resolution No. GI01282025-6)

Mrs. Pappan presented the financial statements for December 31, 2024, Six Months YTD FY25 Budget, including credit hours, income statements, and assets. She highlighted the 6% enrollment increase and additional expenses for staff and professional fees.

Dr. Silverthorne moved to acknowledge receipt and review of the above financial statements. Mrs. Pepe seconded the motion.

Roll call vote: Mr. Cable, Dr. Carrick, Mrs. Pepe, Mr. Santonastaso, Mr. Santillo, Mr. Schick, Dr. Silverthorne, Mr. Yardley, and Mrs. Smith voted yes. The motion carried unanimously.

### 5. **Reports**

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

**6. Presentations – Student Spotlight**

Mrs. Smith introduced the new monthly tradition of student spotlight, highlighting a student club, or activity each month.

Executive Director Mrs. Borger introduced Roman Citro as our first student to be spotlighted. She noted his recent success in wrestling and praised his significant academic improvements from his freshman to sophomore year.

Dr. Homer presented Mr. Citro with a challenge coin from the president's office, noting that we will do this each month to highlight some of the students who are living up to the challenge of being a Skylander.

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

Mr. Yardley moved to open the floor. Mr. Santonastaso seconded the motion. The motion carried unanimously.

Maureen Murphy-Smolka congratulated Mrs. Harris on her achievement.

Mr. Gewecke thanked everyone and just wanted to say goodbye. He expressed his gratitude to each member of the board and the administration, acknowledging the inspiring work they do.

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

**8. Other Business**

- ACTION/RC** 8.1 Second Reading and Adoption 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. AP01282025-6)

Mrs. Pepe moved to approve the second reading and adopt the amended bylaws as noted above. Mr. Santillo seconded the motion.

Roll call vote: Mr. Cable, Dr. Carrick, Mrs. Pepe, Mr. Santonastaso, Mr. Santillo, Mr. Schick, Dr. Silverthorne, Mr. Yardley, and Mrs. Smith voted yes. The motion carried unanimously.

- ACTION** 8.2 Appointment of the Nominating Committee. Mrs. Smith appointed:

Chair – Dr. Carrick

Members – Dr. Silverthorne and Mr. Schick

Mrs. Smith moved to approve the motion, and Mr. Yardley seconded the motion. The motion carried unanimously.

- ACTION** 8.3 Appointments to Board of School Estimate. Mrs. Smith appointed:

Mrs. Smith (as acting board chair)

Mrs. Frank  
Alternate Mr. Yardley

Mrs. Smith moved to approve the motion. Mr. Cable seconded the motion. The motion carried unanimously.

**Discussion / Reports / Announcements:**

8.4 Trustee Activity Update

Dr. Carrick acknowledged the transition of leadership at SCCC. She congratulated Dr. Homer on his new role and thanked Dr. Connolly for his contributions. She welcomed the new board of trustees and expressed her gratitude to the departing trustees.

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

8.6 Chair's Comments

Mrs. Smith welcomed and thanked Dr. Homer and Mrs. Pappan and expressed her enthusiasm for having them on the team. She acknowledged college administration all of their hard work for the college's success and also acknowledged the collective efforts of everyone involved.

8.7 The next meeting of the Board of Trustees will take place on Tuesday, February 25, 2025, in the Executive Office Board Room.

9. **Executive Session** – None this month.

10. **Adjournment**

At 5:57 p.m., Mr. Santonastaso moved to adjourn the meeting. Mr. Cable seconded the motion. The motion carried unanimously.

Approved:



Wendy Fullem, Recording Secretary