



**Board of Trustees Regular Meeting
Tuesday, September 24, 2024
Board Room**

MINUTES

1. General Institutional Functions

- 1.1 Mr. Gewecke called the meeting to order at 5:00 pm
- 1.2 Mr. Santillo read the Public Statement: Adequate notice of this meeting specifying the time and location was transmitted via fax and posted to the Sussex County Community College website and on the main entry doors to the Administration Building on September 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, Mr. Santillo – Secretary, Dr. Crowley - Treasurer, Dr. Carrick, Mrs. Frank, Mrs. Pepe, Mr. Hofmann, Mr. Yardley, Dr. Silverthorne, Dr. Connolly - President and Ex-officio member, Mrs. Fullem - Recording Secretary, and, Mr. Crispino - Alumnus Member.

Also present: Dr. Okay-Senior Vice President of Academic and Student Affairs, 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. 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 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.

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. Mr. Yardley abstained from the vote. The motion carried.

- 1.6.1 Minutes from the July 23, 2024, Regular Board Meeting. (Resolution No. GI09242024-1)
- 1.6.2 Minutes from the July 23, 2024, Executive Session. (Resolution No. GI09242024-2)
- 1.6.3 Acknowledgment of Receipt of Committee Meeting Minutes. (Resolution No. GI09242024-3)
 - Audit and Policy Committee – September 17, 2024
 - Personnel and Curriculum Committee – September 17, 2024
 - Finance and Facilities Committee – September 17, 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. Smith moved to approve all items on the Consent Agenda. Dr. Crowley seconded the motion.

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

- 2.1 Approval of Personnel Items
 - 2.1.1 Personnel Actions July 9, 2024 - September 10, 2024. Resolution No. P09242024-1)
 - 2.1.2 Title Update: Chief of Staff and Liaison to the Board of Trustees, formerly Chief of Staff and Executive Assistant to the Board of Trustees. This update more accurately defines the role, with no adjustments to job duties or salary. (Resolution No. P09242024-2)
 - 2.1.3 Ratify the Executed Separation Agreement with Mr. James Gaddy. The Agreement is signed by Mr. James Gaddy and by Dr. Jon Connolly on behalf of Sussex County Community College. (Resolution No. P09242024-3)
- 2.2 Approval of Curriculum Items
 - 2.2.1 New Degree Program: Associate of Science in Engineering. (Resolution No. CI09242024-1)
- 2.3 Approval of Policy Items
 - 2.3.1 Adopt New Policy No. 102.12 Campus Demonstrations and Gatherings. (Resolution No. AP09242024-1)
 - 2.3.2 Ratify Updates to Policy No. 200.5 Title IX Prohibition Against Sexual Violence. The updated policy was legally mandated to be posted in August. (Resolution No. AP09242024-2)
 - 2.3.3 Ratify New Policy No. 200.1 Title IX Pregnancy or Related Conditions.

The policy was legally mandated to be posted in August.
(Resolution No. AP09242024-3)

2.3.4 Adopt New Policy No. 200.52 Lactation Support.
(Resolution No. AP09242024-4)

2.3.5 Re-adopt Policy No. 600.01 Annual Security Reporting. The policy has been updated with the proper contact names, and MTEC has been added as a location. (Resolution No. AP09242024-5)

2.4 Approval of Finance Items

2.4.1 Board Designated Funds FY24. (Resolution No BFF09242024-1).

2.4.2 Capital Request for Projects FY25. (Resolution No. BFF09242024-2)

2.4.3 Additional FY25 Blanket Orders (Resolution No. BFF09242024-3)

2.4.4 Compass Group USA, Inc., DBA Canteen, for \$40,000.00 - Food Service for the SCCC Cafeteria. Operating Funds.
(Resolution No. BFF09242024-4)

2.4.5 Lakeside Counseling Associates, LLC for \$30,000 – Counseling Services. Mental Health Grant. (Resolution No. BFF09242024-5).

2.5 Approval of Facilities Items

2.5.1 HQW to Provide Architectural Services for Building E Dorm Project (Chapter 12), as Follows (Resolution No. BFF09242024-6):

50% Schematic Design: \$35,000.00

Design Development: \$85,000.00

Construction Cost Estimate: \$8,500.00

Total: \$128,500.00

Reimbursable Expenses – Estimated \$1,000.00

2.5.2 HQW to Provide Architectural Services for 2nd Floor Library Renovations (Chapter 12), as Follows (Resolution No. BFF09242024-7):

Design Development: \$26,100.00

Construction Documents: \$35,800.00

Total: \$61,900.00

2.5.3 Unitemp Mechanical for \$54,588.00 - Installation of Trane RTU Unit for PSTA. Chapter 12. (Resolution No. BFF09242024-8)

2.5.4 Unitemp Mechanical for \$30,810.00 – ATC -Install New Package Heat Pump HVAC System. Chapter 12. (Resolution No. BFF09242024-9)

2.5.5 Unitemp Mechanical for \$25,800.00 - ATC - RTU Installation Only. Chapter 12. (Resolution No. BFF09242024-10)

2.5.6 Weather Proofing Technologies for \$21,475.00 - Pool Shed Flat Roof Replacement. Chapter 12. (Resolution No. BFF09242024-11)

2.5.7 CMF Business Supplies for \$26,360.79 - Furniture for Student Success Center. Chapter 12. (Resolution No. BFF09242024-12)

3. Finance – ACTION/RC

ACTION/RC 3.1 Recommendation: Acknowledge Receipt and Review of Financial Statements: August 31, 2024, Two Months YTD, FYE June 30, 2025. (Resolution No. GI09242024-4)

Dr. Gandhi presented the Financial Statements for August 31, 2024, Two Months YTD, FYE June 30, 2025, including Credit Hours, Income Statement, and Assets. He stated that compared to last year, we are up 1.7%. He added that we are in a good financial position and are currently undergoing the annual audit.

Mrs. Smith moved to acknowledge receipt and review of the above financial statements. Mr. Santillo 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. Yardly abstained from the vote. The motion carried.

4. Reports

4.1 Correspondence Report.

Drs. Connolly and Homer spoke about the Navy's effort to partner with community colleges and finding effective pathways for military personal to obtain an associate degree through community college partnerships.

5. Presentations – None this month.

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

No one spoke

7. Other Business

Discussion / Reports / Announcements:

ACTION 7.1 Appointment of the Nominating Committee. (Resolution No. OBB09242024-1)

Appointed Trustee Hofmann as Chair of the Nominating Committee, with members Dr. Carrick and Dr. Silverthorne.

7.2 Trustee Activity Update

Dr. Crowley mentioned how great it was to see SCCC fields bustling with both soccer and football activities. It looked wonderful.

Mr. Crispino – Alumnus Member, spoke about a meeting with Dr. Homer, Mrs. Fullem, and Mr. Poltersdorf to discuss establishing a Sussex County Community College Alumni Association. This association would involve

sending out newsletters to keep alumni updated on college affairs, possibly on a monthly or bi-monthly basis. Additionally, they are considering an alumni-funded scholarship for exceptional students and exploring options for reunion events, such as an alumni football game.

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

7.4 Chair's Comments

Mr. Gewecke indicated that the PACE climate survey report will be released on the SCCC website tomorrow, and thanked everyone who participated in the survey.

7.5 The Board of Trustees Retreat will take place at 9:00 a.m. on Thursday, October 10, 2024, at Project Self Sufficiency, Community Room.

7.6 Funding Their Future will take place at 5:30 p.m. on Wednesday, October 16, 2024, at Perona Farms.

7.7 The next meeting of the Board of Trustees will take place at 5:00 p.m. on Tuesday, October 22, 2024, in the Executive Board Room, unless otherwise Specified via public notice.

8. Executive Session – Attorney-Client Privilege

Be it resolved that the Board of Trustees will now go into Executive Session to discuss matters under attorney-client privilege. 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 5:30 p.m. Mrs. Smith moved that the Board enter into an Executive Session. Dr. Carrick seconded the motion. The motion carried unanimously.

At 7:10 pm Mrs. Smith moved to adjourn the Executive Session. Dr. Crowley seconded the motion. The motion carried unanimously.

9. Adjournment

At 7:11 pm Mrs. Smith moved to adjourn the Regular meeting. Mr. Yardly seconded the motion. The action carried unanimously.

Approved:



John Santillo, Secretary-Board of Trustees