



**Board of Trustees Regular Meeting  
Tuesday, June 24, 2025  
Executive Office Board Room**

**MINUTES**

**1. General Institutional Functions**

- 1.1 Mr. Yardley called the meeting to order at 4:00 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, County Administrator, and the NJ Herald on June 19, 2025. It was also posted on the Sussex County Community College website and on the main entrance doors of the Administration Building on June 19, 2025. The Executive Session public notice was transmitted to the same distribution as noted above, on June 19, 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. Frank-Treasurer, Mr. Cable, Dr. Carrick, Mr. Fiore, Mr. Giardullo, Ms. Quinn, Mr. Santonastaso, Dr. Homer-Interim President and Ex-Officio Member, and Mrs. Fullem-Recording Secretary.

Also present: Dr. Okay, Mrs. Pappan, Dr. Gallo, Mr. Kula, and, Mrs. Fina-College Counsel.

**1.4 Mr. Yardley welcomed the guests and noted:**

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 under the same time restrictions as all other public comments. Duplicative comments may be summarized at the discretion of the Board of Trustees Chair.

**The Executive Session was moved to the end of the meeting**

**1.5 Courtesy of the Floor on Agenda Items Only (Public Session-5 Minutes per Speaker).**

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

Dr. Anthony Balzano addressed the Board, expressing support for item 3.1, awarding Faculty Emerita status to Dr. Eleanor Carducci. He shared her contributions to the

college and the significance of the Emerita honor. A copy of his comments are attached to these minutes.

There being no further comments, Mr. Santonastaso moved to close the floor. Mr. Cable seconded the motion. The motion carried unanimously.

**ACTION** 1.6 Approval/Acceptance of Minutes

Ms. Quinn moved to approve/accept minutes as noted below. Mr. Cable seconded the motion. Mr. Santonastaso abstained from the vote. The motion carried.

1.6.1 Minutes from the Regular Meeting on May 27, 2025. (Resolution No. GI06242025-1).

1.6.2 Minutes from the Executive Session on May 27, 2025. (Resolution No. GI06242025-2)

1.6.3 Acknowledgment of Receipt of Committee Meeting Minutes. (Resolution No. GI06242025-3).

- Personnel and Curriculum Committee – June 17, 2025.
- Audit and Policy Committee – June 17, 2025.
- Finance and Facilities Committee – June 17, 2025.

**ACTION** 1.7 Approval to Extend the Current Strategic Plan to 2027 (Resolution No. GI06242025-4).

The administration recommends extending the College's current strategic plan by one additional year. This extension will allow the ongoing Middle States self-study to serve as an internal environmental scan, providing valuable insights to inform the development of the next strategic plan.

Additionally, due to continued regional uncertainty, particularly in labor market data typically used for the external scan, it is prudent to allow more time for key variables to stabilize. With several major projects and curricular initiatives underway, the one-year extension provides an opportunity to evaluate and incorporate these developments into a more informed and responsive strategic framework for the College's future.

Dr. Carrick moved to extend the current Strategic Plan to 2027. Ms. Quinn seconded the motion. The motion carried unanimously.

**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:

Dr. Silverthorne moved to approve all items on the Consent Agenda. Mrs. Frank seconded the motion.

Roll call vote: Mr. Cable, Dr. Carrick, Mr. Fiore, Mrs. Frank, Mr. Giardullo, Ms. Quinn, Mr. Santonastaso, Dr. Silverthorne, and Mr. Yardley voted yes. The motion carried

unanimously.

2.1 Approval of Personnel Items

2.1.1 Personnel Actions May 8 - June 11, 2025. (Resolution No. P06242025-1)

2.2 Approval of Curriculum Items – None this month.

2.3 Approval of Policy Items

2.3.1 Re-adopt Policy No. 200.2 Nepotism with Policy and Procedures Updates.  
(Resolution No. AP0624025-1)

2.3.2 Adopt New Policy No. 200.53 Dress Code. (Resolution No. AP06242025-2)

2.4 Approval of Finance Items

2.4.1 Blanket Purchase Orders FY 25/26. (Resolution No. BFF06242025-1)

2.4.2 Application to Apply for the Carl D Perkins Career and Technical  
Education Perkins V Grant for FY 2026 for \$327,320, Starting on July 1,  
2025, and Ending on June 30, 2026 (Resolution No. BFF06242025-2)  
AOF-1.

2.5 Approval of Facilities Items

2.5.1 M-Tech Building B Renovation. Wallkill Group for \$1,147,000.00.  
Funding: Personal Donation (9%), Chapter 12 (43%), Reserves (48%).  
SCCC will renovate the building located behind the McGuire Technical  
Education Center (known as MTEC B) to create additional space for  
hands-on learning in the Diesel Technology and Building Construction  
Trades Programs. The project is set to include additional classroom space and  
new lab space for the SCCC's upcoming HVAC training program.  
(Resolution No. BFF06242025-3) AOF-1.

2.5.2 Building R, Horton Mansion – Sewer Line/Parking to ADS Contractors  
LLC, for \$150,000. Funding: Chapter 12. (Resolution No. BFF06242025-4)  
AOF-1

2.5.3 Campus Lighting Energy Efficient Upgrade – CMC Energy Services –  
JCP&L:  
Total Project Cost: \$416,044.00  
Utility Reimbursement: \$201,992.00  
SCCC Portion: \$214,052.00  
Annual Payments: \$42,910.00 (Paid over 5 years, 0% interest through our  
monthly utility Bill)  
Funding source: Chapter 12  
(Resolution No. BFF06242025-5) AOF-3

3. **Personnel – ACTION/RC**

3.1 Recommendation: Awarding of Faculty Emerita Status to Dr. Eleanor Carducci.

(Resolution No. P06242025-2) (This was moved to later in the meeting)

Ms. Quinn moved to award Faculty Emerita status to Dr. Eleanor Carducci.  
Mr. Santonastaso seconded the motion.

Drs. Homer and Okay delivered remarks celebrating Dr. Carducci's contributions to SCCC, in recognition of her extraordinary service, academic contributions, and long-standing dedication to the college. Dr. Carducci was honored for her innovative work, including the founding of the College Novel tradition, her academic excellence, and her enduring impact on campus culture. Dr. Carducci expressed her deep gratitude and reflected on the caring spirit of the College, concluding with heartfelt thanks to the Board and community.

Roll call vote: Mr. Cable, Dr. Carrick, Mr. Fiore, Mrs. Frank, Mr. Giardullo, Ms.

Quinn,

Mr. Santonastaso, Dr. Silverthorne, and Mr. Yardley voted yes. The motion carried unanimously.

#### **4. Finance – ACTION/RC**

##### **4.1 Recommendation: Acknowledge Receipt and Review of May 2025 Financial Statements. (Resolution No. GI06242025-4)**

Mrs. Frank moved to acknowledge receipt and review of the May 2025 financial statements. Mr. Cable seconded the motion.

Vice President Pappan presented the financial results through May 31, 2025. Enrollment revenue continues to perform well, currently 15% over budget and 6% above the prior year. Other revenue increases were noted due to the one-time receipt of the Employee Retention Credit in the amount of \$2.8 million in April and \$800,000 in capital gains from the liquidation of the Morgan Stanley investment portfolio in February. These funds were subsequently transferred to the College's new investment firm, Biondo Group. A year-over-year decline in total revenue was attributed to the expiration of CARES Act funding received in 2024.

Expense pressures continue to be driven by consulting and professional services (including legal fees and Jenzabar support), facilities repairs and maintenance, and health insurance benefits. The College is actively working with both a county-appointed broker and a consulting group to explore potential cost savings on employee health plans. Due to collective bargaining agreements, however, plan changes cannot occur until June 2027. Increased participation in the NJ Well Program is also being encouraged, as meeting a 25% participation threshold would result in a reduction in premium costs for the institution.

Variances in grants and financial aid are attributed to timing and a higher level of student need compared to the prior year.

Vice President Pappan also reported on encouraging developments regarding state funding. A legislative resolution is expected to restore \$20 million in operating aid to New Jersey's community colleges. The Board recognized and

thanked the students, faculty, staff, and parents who advocated for the restoration. Despite this anticipated funding, it was noted that reductions in student financial aid and grant opportunities are still expected.

The College's financial position remains strong, with a working capital ratio of 7.6 (benchmark: 2–4) and 12.6 months of operating expenses in reserve (benchmark: 3.5). The College carries no institutional debt.

Roll call vote: Mr. Cable, Dr. Carrick, Mr. Fiore, Mrs. Frank, Mr. Giardullo, Ms.

Quinn,

Mr. Santonastaso, Dr. Silverthorne, and Mr. Yardley voted yes. The motion carried unanimously.

**5. Reports**

- 5.1 The Correspondence File was received, reviewed, and filed. Letters received commended staff and recent initiatives. The letters included: HSE graduation

success,

State commendation on mental health efforts, transfer partnership praise from Ramapo College, and positive feedback from a parent.

**6. Presentations – Student Spotlight – Moved to August.**

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

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

Dr. Anthony Balzano addressed the Board, expressing thanks for the faculty bonuses and highlighting upcoming negotiations and shared governance document revisions. A copy of his comments are attached to these minutes.

There being no further comments from the floor, Mr. Santonastaso moved to close the floor. Mr. Giardullo seconded the motion. The motion carried unanimously.

**8. Other Business**

**Discussion / Reports / Announcements:**

- 8.1 Trustee Activity Update – None this month.
- 8.2 Dr. Homer provided high-level updates on student and faculty accomplishments, including Nathan Henry's acceptance to Lehigh University and Dr. Richard Owens' fellowship at Cornell. He highlighted new partnerships with Barn Light Studios and the NJ School of Conservation, as well as expanded outreach to county nonprofits. Over \$300,000 in Perkins funding was received to support career and technical programs, alongside several additional grants supporting Allied Health, theater, and fitness initiatives. The College continues to advance in AI and optics technology, with innovative programming and external collaborations. The SCCC Foundation surpassed \$3 million in total gifts over the last five years. A copy of the President's Report is on file in the Office of the President.

8.3 Chair's Comments - Chairman Yardley expressed appreciation for the commitment and engagement of Board members who serve actively on committees such as Finance & Facilities, Audit & Policy, Personnel & Curriculum. He acknowledged their ongoing contributions beyond the regular Board meetings, and shared his optimism for the coming academic year, noting the continued progress and positive momentum at the College.

8.4 The next meeting of the Board of Trustees will take place on Tuesday, August 26, 2025, at 5:00 p.m. in the Executive Office Board Room.

**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.

At 5:03 p.m., Ms. Quinn moved for the Board of Trustees to enter into an Executive Session at 5:15 p.m., after a short break to celebrate Dr. Carducci's honor. Mr. Santonastaso seconded the motion. The motion carried unanimously.

At 7:10 p.m., Ms. Quinn moved for the Board of Trustees to adjourn the Executive Session. Mr. Santonastaso seconded the motion. The motion carried unanimously.

After the Executive Session, the following Resolution was added to the agenda as item 8.5:

**ACTION/RC 8.5** Recommendation: Approve the appointment of Cory Homer as President of Sussex County Community College, effective July 1, 2025, and the approval of the employment contract between the Sussex County Community College and Cory Homer in the form provided by the general counsel.

Mr. Santonastaso moved to approve the Resolution. Ms. Quinn seconded the motion.

Roll call vote: Mr. Cable, Dr. Carrick, Mr. Fiore, Mrs. Frank, Mr. Giardullo, Ms. Quinn, Mr. Santonastaso, Dr. Silverthorne, and Mr. Yardley voted yes. The motion carried unanimously.

9. **Adjournment**

At 7:15 p.m., Mr. Cable moved to adjourn the meeting. Mr. Santonastaso seconded the motion. The motion carried unanimously.

Approved:

A handwritten signature in black ink, appearing to read "Herb Yardley", written over a horizontal line.

Herbert Yardley, Chair – Board of Trustees