



**Board of Trustees Regular Meeting
Tuesday, October 25, 2022
Performing Arts Center Atrium**

MINUTES

1. General Institutional Functions

1.1 Dr. Crowley called the meeting to order at 5:00 p.m.

1.2 Dr. Crowley 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 Thursday, October 20, 2022, 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: Dr. Crowley-Acting Chair, Ms. Brown-Treasurer, Mr. Gewecke-Secretary, Mr. Castner, Dr. Digby, Mrs. Fox, Mr. Hofmann, Mr. Santillo, Mrs. Smith, Dr. Conolly-President, Mrs. Fullem-Chief of Staff/EA to the Board of Trustees/Recording Secretary, and Ms. Cunniffe-Alumna Member.

Also present: Dr. Okay-Senior Vice President of Academic and Student Affairs, Dr. Homer-Vice President of Student Success and Institutional Effectiveness, Mr. Gaddy-Chief Operating and Human Resources Officer, Mrs. Gallo-Dean of Professional Studies, Social Sciences, and STEM, Mr. Kuntz-Dean of Student Affairs and Director of Athletics, Mr. Fruge-Dean of Technical Occupations, Mr. Kula-Executive Director of the SCCC Foundation, Mrs. Meseha-Institutional Comptroller, Mrs. Unrath-Chief Budget Officer, and Mr. Kienz-College Counsel.

1.4 Dr. Crowley welcomed the guests and noted:

All members of the public that 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/accept all minutes as noted below. Mr. Castner seconded the motion. The motion carried unanimously.

- 1.6.1 Minutes from the Tuesday, September 27, 2022, Board Workshop. (Resolution No. GI10252022-1)
- 1.6.2 Minutes from the Tuesday, September 27, 2022, Regular Board Meeting. (Resolution No. GI10252022-2)
- 1.6.3 Acknowledgment of Receipt of Committee Meeting Minutes. (No. GI10222022-3)
 - Personnel and Curriculum Committee – October 18, 2022.
 - Audit and Policy Committee – October 18, 2022.
 - Finance and Facilities Committee – October 18, 2022.

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. Mr. Castner seconded the motion.

Roll call vote: Ms. Brown, Mr. Castner, Dr. Crowley, Dr. Digby, Mrs. Fox, Mr. Gewecke, Mr. Hofmann, Mr. Santillo, and Mrs. Smith voted yes. The motion carried unanimously.

- 2.1 Approval of Personnel Items
 - 2.1.1 September 13, 2022 – October 14, 2022 Personnel Actions. (Resolution No. P10252022-1)
- 2.2 Approval of Curriculum Items
 - 2.2.1 2023-2024 Academic Calendar. (Resolution No. CI10252022-1)
- 2.3 Approval of Policy Items – None This Month for Consent Agenda.
- 2.4 Approval of Finance Items
 - 2.4.1 Securing Our Children’s Future Board Resolution. Resolutions have already been adopted by our Board of Trustees and the County Commissioners, however, the New Jersey Educational Facilities Authority/OSHE has asked for additional information in our Board Resolution (i.e. authorized signatories). (Resolution No. BFF10252022-1)
 - 2.4.2 Sign Language Interpreting Services – Sign Language Resources, Blanket Order for \$25,000.00 September 2022 through December 2022 (Operating budget). (Resolution No. BFF10252022-2)
 - 2.4.3 Copy Machine Lease -- Replacement of two black and white copy machines for the Faculty area and a replacement for the Registrar area with one color unit. Leasing Company: Kansas State Bank for \$27,912.48 – \$581.51/month, 48-month lease (Operating budget). (Resolution No. BFF10252022-3)
 - 2.4.4 Natural Gas Supply with Constellation NewEnergy, for a November 1, 2022 – October 31, 2024 term. \$8.183/dekatherm FY23 Blanket Purchase Orders of \$150,000 SCCC, \$16,000 PSTA Current UGI BPOs

to be reduced accordingly (Prior contract pricing was \$4.233/dekatherm. Energy costs almost doubled.) (Operating expense) (Resolution No. BFF10252022-4)

2.5 Approval of Facilities Items

- 2.5.1 Firing Range Upgrade – Upgrade firing range target system with Model XWT to match and integrate with existing InVeris system for \$114,582.70 (Chapter 12). (Resolution No. BFF10252022-5)
- 2.5.2 Tables for Machine Tool Program – Six Maker Tables with Butcher Block top and Metal Frame for Thor Labs location in Andover, from Allied Equipment, for \$30,773.52 (Perkins Grant) (Resolution No. BFF10252022-6)
- 2.5.3 Lockers and Benches for Locker Room 42 lockers and 36 benches for two locker rooms from CMF Business Supplies for \$26,982.26. (Chapter 12) (Resolution No. BFF10252022-7)

3. Policy

- ACTION/RC** 3.1 First Reading of Amended Board of Trustees Bylaws – As per Redlined Copies Included in Meeting Packet. (Resolution No. AP10252022-1)

Mrs. Smith moved to approve the first reading of the amended Board of Trustees Bylaws. Mr. Castner seconded the motion.

Mrs. Fox explained the amendments in the bylaws. Mrs. Smith thanked Mrs. Fox for all of the work put into the policies and amended bylaws, and for her tutelage.

Roll call vote: Ms. Brown, Mr. Castner, Dr. Crowley, Dr. Digby, Mrs. Fox, Mr. Gewecke, Mr. Hofmann, Mr. Santillo, and Mrs. Smith voted yes. The motion carried unanimously.

4. Finance – ACTION/RC

- ACTION/RC** 4.1 Recommendation: Acknowledge Receipt and Review of Financial Statements – September 30, 2022, Three Months YTD FYE June 30, 2023. (Resolution No. GI10252022-4)

Dr. Homer, Mrs. Unrath, and Mrs. Meseha presented the financial statements, as noted above, including August YTD FY23 Credit Hours, Income Statement, Major Revenue Variances to Budget and LY, Revenue (Student/Support), Expenses, Major Expense Variances to Budget and LY, and Operating Statement.

Ms. Brown moved to acknowledge receipt and review of financial statements as noted above. Mr. Gewecke seconded the motion.

Roll call vote: Ms. Brown, Mr. Castner, Dr. Crowley, Dr. Digby, Mrs. Fox, Mr. Gewecke, Mr. Hofmann, Mr. Santillo, and Mrs. Smith voted yes. The motion carried unanimously.

5. Reports

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

6. **Presentations** – None this month.
7. **Courtesy of the Floor on General Matters** (Public Session-5 Minutes per Speaker)
No one spoke.
8. **Other Business**

Discussion / Reports / Announcements:

- 8.1 Report of the Nominating Committee

Mr. Hofmann, Chair of the Nominating Committee, noted that the ballot has been prepared for next month.
- 8.2 Trustee Activity Update – None this month.
- 8.3 Alumni Trustee Report – Ms. Cuniffie reported that she is creating a plan to encourage students to become more motivated. She noted some reasons for the more recent lack of student motivation and outlined some of the ways she plans to accomplish her goal. A copy of her report is on file in the Office of the President.
- 8.4 A copy of the President's Report is on file in the Office of the President.
- 8.5 Chair's Comments – Dr. Crowley asked Mr. Gewecke to read the Board Resolution for Mrs. Fox:

**RESOLUTION OF THE BOARD OF TRUSTEES
OF THE SUSSEX COUNTY COMMUNITY COLLEGE**

WHEREAS, Maryanne Fox served as a Trustee of Sussex County Community College from July 2014 through October 2022, and;

WHEREAS, Throughout her term distinguished herself among her fellow Trustees as Chair of the Audit and Policy Committee, Chair of the Bylaws Committee, Chair of the Special Policy Committee, Trustee Liaison to the SCCC Foundation, Trustee Representative, and Trustee Ambassador to the New Jersey Council of County Colleges (NJCCC), and recipient of the NJCCC Trustee Spotlight Award; and provided monthly updates to the Board of Trustees regarding county, state, and national news in higher education; and helped guide SCCC with her knowledge and participation, and;

WHEREAS, Because Mrs. Fox is a respected member of the Sussex County Community College family and is considered to be a supporter, a colleague, and a friend of the College;

NOW, THEREFORE, BE IT RESOLVED, that the Sussex County Community College Board of Trustees and President Jon H. Connolly do hereby extend their best wishes and life-long friendship to Maryanne Fox and further wish her well in her future endeavors.

Dr. Crowley thanked Mrs. Fox for all that she has done during her time as a Trustee, and for her involvement with the College Foundation.

Mrs. Fox said, that it has been a pleasure to be a part of this group. 'When we attend conferences on a regional and national level, we realize that we are truly

ahead of the curve and we should be very proud of it. It will be helpful to have the Culinary Institute available to the public so that they can get a feeling about what we do here. It is so impressive and amazing – the kitchen, the lab, the setup, and when they start doing service there with the restaurant, it will help us to get the recognition that we really deserve for being such a great institution. Being a part of it all has never felt like work.

8.6 The Annual Organization Meeting of the Board of Trustees will take place Tuesday, November 22, 2022, at 4:30 p.m. in the Performing Arts Center Atrium.

8.7 The next meeting of the Board of Trustees will take place Tuesday, November 22, 2022, at 5:00 p.m. in the Performing Arts Center Atrium.

9. **Executive Session** – None This Month

10. **Adjournment**

At 5:45 p.m. Mrs. Smith moved to adjourn the board meeting. Ms. Brown seconded the motion. Motion carried unanimously.

Approved:



Kurt Gewecke, Secretary-Board of Trustees