



**Board of Trustees Regular Meeting
Tuesday, March 28, 2023
Performing Arts Center Atrium**

MINUTES

1. General Institutional Functions

1.1 Dr. Crowley called the meeting to order at 5:00 p.m. and 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, on December 5, 2022 when the 2023 Board Meeting Schedule was noticed, 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, Mr. Gewecke, Mr. Hofmann, Mr. Santillo, Mrs. Smith, Dr. Connolly-President and Ex-Officio member, and Mrs. Fullem-Chief of Staff/EA to the Board of Trustees/Recording Secretary.

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

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

1.6.1 Minutes from the Tuesday, February 28, 2023 Regular Board of Trustees Meeting. (Resolution No. GI03282023-1)

1.6.2 Minutes from the Tuesday, February 28, 2023 Executive Session. (Resolution No. GI03282023-2)

1.6.3 Acknowledgment of Receipt of Committee Meeting Minutes. (Resolution

No. GI03282023-3)

- Personnel and Curriculum Committee – March 21, 2023.
- Audit and Policy Committee – March 21, 2023.
- Finance and Facilities Committee – March 21, 2023.

Mrs. Smith moved to approve/accept all minutes as noted above. Mr. Castner seconded the motion. Motion carried unanimously.

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. Ms. Brown seconded the motion.

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

- 2.1 Approval of Personnel Items
 - 2.1.1 February 17, 2023 – March 15, 2023 Personnel Actions. (Resolution No. P03282023-1)
- 2.2 Approval of Curriculum Items – None this month.
- 2.3 Approval of Policy Items
 - 2.3.1 The following policies are being presented for a 3-year review.
 - a. 300.1 Faculty Requirements Policy. (Resolution No. AP03282023-1)
 - b. 300.5 Faculty Professional Development Policy. (Resolution No. AP03282023-2)
- 2.4 Approval of Finance Items
 - 2.4.1 Recommendation: An increase to FY23 blanket purchase order for Vertiv Corporation for IT power and AC sys maintenance. The estimated maintenance amount is \$23,000. The actual contract amount is \$26,136.32. Increase of blanket purchase order of \$3,136.32. (Resolution No. BFF03282023-1)
- 2.5 Approval of Facilities Items
 - 2.5.1 Recommendation: Approve a Resolution Authorizing Sussex County Community College to Sell Surplus Personal Property No Longer Needed for Public Use via an Online Auction Website. Prices are based on Fair Market Value (FMV). (Resolution No. BFF03282023-2)

3. Finance – ACTION/RC

- 3.1 Recommendation: Acknowledge Receipt and Review of Financial Statements – February 28, 2023 Eight Months YTD FYE June 30, 2023 (Resolution No. GI03282023-4)

Dr. Connolly presented the financial statements as noted above, including credit hours, income statement, income variances, revenue (student/support), expenditures, expense variances, operating statement, balance sheet-assets,

assets variances, balance sheet-liabilities, liabilities variances, three-year comparison, current assets, and staffing headcount.

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, Mr. Gewecke, Mr. Hofmann, Mr. Santillo, and Mrs. Smith voted yes. Motion carried unanimously.

ACTION/RC 3.2 Recommendation: Approval of 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 OBM Circular 15-08, Years Ended June 30, 2022 and 2021. (Annual Audit) (Resolution No. AP03282023-3)

Mr. Farina provided a report about the annual audit. He noted:

- In the past the audit would have been completed in November. They had to wait for pension and benefit information from the state that they are required to report about. They received the first round of information late January. They received revised numbers early March.
- The most important part of the audit is the opinion. It is a clean, unmodified opinion, which is the highest possible audit report.
- There were good results during the audit. Controls are working well and the College is in good shape.
- A lot of COVID money is still be utilized. Administration is aware that these funds will not be available forever.

Mr. Gewecke moved to approve the audit reports as stated above. Mr. Castner seconded the motion.

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

4. **Reports**

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

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:

7.1 Trustee Activity Update

- Dr. Connolly noted that he and Dr. Carrick attended the last New Jersey Council of County Colleges meeting and found the experience beneficial.
- Ms. Brown noted that the Board of School Estimate meeting went well and we received approvals for all request.
- She also indicated that the 100 Women event was very successful. Mr. Kula agreed and said that the event was filled with great energy.

- 7.2 President's Report – A copy of the President's Report is on file in the Office of the President.
- 7.3 Chair's Comments – Dr. Crowley reminded Trustees about upcoming events.
- 7.4 The next meeting of the Board of Trustees will take place Tuesday, April 25, 2023, at 5:00 p.m. in the Performing Arts Center Atrium.

8. Adjournment

At 5:41 p.m. Mrs. Smith moved to adjourn the meeting. Ms. Brown seconded the motion. Motion carried unanimously.

Approved:



Kurt Gewecke, Secretary-Board of Trustees