



**Board of Trustees Regular Meeting
Tuesday, September 26, 2023
Board Room**

MINUTES

1. General Institutional Functions

- 1.1 Acting Chair Dr. Crowley called the meeting to order at 5:00 p.m. and read the Public Statement:
- 1.2 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 September 21, 2023, pursuant to the Open Public Meetings Act, N.J.S.A. 10:4-8.
- 1.3 Roll Call / Pledge of Allegiance

The following people were present: Dr. Crowley – Acting Chair, Mr. Gewecke-Secretary, Ms. Brown-Treasurer, Dr. Digby (via Zoom), Mrs. Fox, Mr. Hofmann, Mr. Santillo, Mrs. Smith, Dr. Connolly-President and Ex-Officio Member, and Mrs. Lynch-Recording Secretary.

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. Gaddy-Chief Operating and Human Resources Officer, Mr. Fruge-Dean of Technical Occupations, Mr. Kula-Executive Director, Foundation, Mrs. Meseha-Institutional Comptroller (via Zoom), and Mr. Gandhi-Financial Consultant (via Zoom).

- 1.4 Dr. Crowley 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 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.
- 1.6 Approval/Acceptance of Minutes
 - 1.6.1 Minutes from the July 25, 2023 Board of Trustees Meeting. (Resolution No. GI09262023-1)
Mrs. Smith moved to approve items 1.6.1. Mr. Santillo seconded the motion. The motion carried unanimously. Dr. Crowley abstained because he was not in attendance in July.

1.6.2 Acknowledgment of Receipt of Committee Meeting Minutes. (Resolution No. GI09262023-2)

- Personnel and Curriculum Committee – September 19, 2023.
- Audit and Policy Committee – September 19, 2023.
- Finance and Facilities Committee – September 19, 2023.

Mrs. Fox moved to approve items 1.6.2. Mr. Gewecke seconded the motion. The motion carried unanimously.

Consent Agenda

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, Dr. Carrick, Dr. Digby, Mrs. Fox, Mr. Gewecke, Mr. Hofmann, Mr. Santillo, Mrs. Smith, and Dr. Crowley voted yes. The motion carried unanimously.

2.1 Approval of Personnel Items

2.1.1 Personnel Actions – July 11, 2023 – September 12, 2023. (Resolution No. P09262023-1)

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 three-year review.

Policy No. 200.2 Nepotism (Resolution No. AP09262023-1)

Policy No. 200.3 Code of Ethics Pertaining to Conflicts of Interest for College Employees (Resolution No. AP09262023-2)

2.3.2 Policy No. 102.11 Off-Campus Student Housing (Resolution No. AP09262023-3)

2.4 Approval of Finance Items

2.4.1 CampusWorks budget for the Jenzabar work. Payments for these services will be due as per the following payment schedule: (Resolution No. BFF09262023-1)

October 1, 2023–September 30, 2024

12 monthly payments of \$25,180.17 due on the 1st of the month starting October 1, 2023.

October 1, 2024-September 30, 2025

12 monthly payments of \$15,793.75 due on the 1st of the month starting October 1, 2024.

2.4.2 Athletic Training and Physical Therapy Services for the 23/24 School Year Ivy Rehab Network. \$20,000, for August 28, 2023 through May 5, 2024. (Operating Budget) (Resolution No. BFF09262023-2)

- 2.4.3 Vending Machines on Campus - Culinary Ventures Vending. Monthly Sales Commission payable to the College: 20%. (Resolution No. BFF09262023-3)
- 2.4.4 Vertiv Replacement UPS Backup Unit - Replace the main server room UPS backup unit. Vendor Stillwell-Hansen, for \$62,625.00. (Chapter 12) (Resolution No. BFF09262023-4.)
- 2.5 Approval of Facilities Items
 - 2.5.1 Electrical Work for the Adult Transition Center – Vendor Power with Prestige Inc. for \$48,000. (Adult Transition Center Grant) (Resolution No. BFF09262023-5)
 - 2.5.2 Carpeting D-Building (glue) – Vendor Flemington Department Store, for \$27,855.64. (Chapter 12) (Resolution No. BFF09262023-6.)
 - 2.5.3 Swede Survival Class Training Structures for PSTA – Vendor Draeger, Inc., for \$83,653.81. (\$50k PSTA Chapter 12 - Balance Chapter 12 new programming SCCC.) (Resolution No. BFF09262023-7)
 - 2.5.4 Festo Equipment for Maker Space – Vendor Educational Solutions Enterprises, for \$47,201.44. (Perkins Grant) (Resolution No. BFF09262023-8)
 - 2.5.5 On-Call HVAC Service – Vendor Unitemp Mechanical Degrees, LLC, for \$60,000 Blanket Order for FY24. (Operating Budget) (Resolution No. BFF09262023-9)
 - 2.5.6 Snow Removal – Vendor Garma Energy Solution Inc., for FY24 Blanket \$200,000, Term 3 Years. (Operating Budge) (BFF09262023-10)
 - 2.5.7 Five Dell 86” Classroom Display Package and Installation – Vendor Dell, Inc., for \$69,528.47. (ELF Grant) (Resolution No. BFF09262023-11)
 - 2.5.8 Dell, Inc. Added Installation to Purchase Order for a New Total of \$25,446.92. Original: \$20,808.52, Change Order: \$4,638.40. (ABE Grant) (Resolution No. BFF09262023-12)
 - 2.5.9. 200 Workstations for Classrooms – Vendor Dell, Inc., for \$240,720.00. (ELF Grant) (Resolution No. BFF09262023-13)

3. Finance – ACTION/RC

- 3.1 Recommendation: Acknowledge Receipt and Review Financial Statements – August 31,2023 Two Months YTD FYE June 30, 2024. (Resolution No. GI09262023-3)

Financials were presented including August 31,2023 Two Months YTD FYE June 30, 2024, 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, Staffing Headcount, and CAPEX Projects. Mr. Gandhi explained that FA23 is not yet included in the budget so the numbers inaccurately appear low. Mr. Gandhi and Mrs. Meseha also provided an update regarding the ERC applications and noted that the process is still moving forward but the large volume of applications has slowed the progress. Dr. Homer provided an update on

enrollment and steady growth due to retention efforts made by all.

Mrs. Smith moved to acknowledge receipt and review Financial Statements – August 31, 2023 Two Months YTD FYE June 30, 2024. Mrs. Fox seconded the motion.

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

- 3.2 Recommendation: Approve Resolution of the Board of Trustees and the College to Commit to the Development of Building E Area into Residence Halls. (Resolution No. BFF09262023-14)

Dr. Carrick thanked the group for the tour of Building E and noted we are on the forefront on housing in particular.

Mrs. Smith moved to approve the Resolution of the Board of Trustees and the College to Commit to the Development of Building E Area into Residence Halls. as indicated above. Ms. Brown seconded the motion.

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

4. **Reports**

- 4.1 Correspondence File – 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)

Professor Maureen Murphy-Smolka stated that he semester is off to a great start and students are engaged.

7. **Other Business**

Discussion / Reports / Announcements:

7.1. Trustee Activity Update – Mrs. Fox stated there are no updates but there are national concerns regarding declining enrollments, and believes that we are on the forefront regarding housing.

7.2 A copy of the President's Report is on file in the Office of the President.

7.3 Chair's Comments

7.3.1 Appointment of the Nominating Committee. Mr. Hofmann was appointed as the Chair of the Nominating Committee. He will be sending emails to members shortly.

7.3.2 Resolution from the Board of Trustees and President for David Castner. (Resolution No. GI09262023-4).

Dr. Crowley noted that Mr. Castner's loss was a shock to all and was a loss of a young and energetic man to the board and his family. Dr. Crowley

asked Mr. Gewecke to read the resolution for Mr. Castner. Mrs. Smith noted that Mr. Castner was the real deal, his loss was a tragedy and he remains a positive presence on the board.

Mrs. Smith moved to approve the resolution from the Board of Trustees and President for David Castner as indicated above. Mr. Santillo seconded the motion. The motion carried unanimously.

7.4 The next meeting of the Board of Trustees will take place Tuesday, October 24, 2023, in the Board Room. Dr. Crowley added a reminder about the reorganization meeting in November and urged everyone to make sure it is on their calendars.

8. **Executive Session** – None

9. **Adjournment**

At 5:43 p.m. Mrs. Smith moved to adjourn the meeting. Ms. Brown seconded the motion. The motion carried unanimously.

Approved:



Kurt Gewecke, Secretary – Board of Trustees