



**Board of Trustees Regular Meeting
Tuesday, November 26, 2024
Executive Office Board Room**

MINUTES

1. General Institutional Functions

- 1.1 Mr. Gewecke called the meeting to order at 5:13 p.m.
- 1.2 Mr. Santillo 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 November 21, 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, Dr. Silverthorne, Mr. Yardley (participated via phone), Dr. Connolly - President and Ex-officio member, and Mrs. Fullem - Recording Secretary.

Also present: 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. 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 prior to 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. Crowley seconded the motion. Mr. Yardley abstained. The motion carried.

1.6.1 Minutes from the October 22, 2024, Regular Board Meeting (Resolution No. GI11262024-1).

1.6.2 Acknowledgment of Receipt of Committee Meeting Minutes. (Resolution No. GI11262024-2).

- Personnel and Curriculum Committee – November 19, 2024.
- Audit and Policy Committee – November 19, 2024.
- Finance and Facilities Committee – November 19, 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, Mrs. Pepe, Mr. Hofmann, Mr. Santillo, Dr. Silverthorne, Mrs. Smith, Mr. Yardley, and Mr. Gewecke voted yes. The motion carried unanimously.

2.1 Approval of Personnel Items

2.1.1 Personnel Actions: October 7, 2024 – November 12, 2024. (Resolution No. P11262024-1)

2.2 Approval of Curriculum Items – None this month.

2.3 Approval of Policy Items

2.3.1 New Policy No. 508.7 Athletic Department Drug Testing Program. (Resolution No. AP11262024-1)

2.3.2 Re-adoption of the following policies. There are no changes:

- Policy No. 200.35 Termination of Employment Policy (Resolution No. AP11262024-2).
- Policy No. 200.37 Retirement Policy (Resolution No. AP11262024-3).
- Policy No. 200.39 Overtime Compensation Policy (Resolution No. AP11262024-4).
- Policy No. 200.40 Pay Procedures Policy (Resolution No. AP11262024-5).
- Policy No. 200.42 Expenditure Decisions in Outside Grants Policy (Resolution No. AP11262024-6)

2.4 Approval of Finance Items

2.4.1 CampusWorks Contract Extension: December 1, 2024, through May 31, 2025. The total cost of the remote services described in the Scope of Work is \$186,702. The monthly cost is \$31,117/month. (Resolution No. BFF11262024-1)

2.4.2 Kubota - Skid Steer from Tri-State Rentals for \$54,830.16. (Chapter 12) (Resolution No. BFF11262024-2)

- 2.4.3 Kubota Training Program from Kubota – Loader Landscaper series B26TLB Tractor Loader Backhoe - for \$44,887.57. (Perkins Grant) (Resolution No. BFF11262024-3)
- 2.4.4 Kubota Training Program from Kubota - V Series RTV-X1140W-H – Full Size Diesel Utility Vehicle, for \$20,005.60. (Perkins Grant) (Resolution No. BFF11262024-4)
- 2.4.5 Kubota Training Program from Kubota - ZD1000 Series – Zero Turn Mower, for \$14,379.72. (Perkins Grant) (Resolution No. BFF11262024-5)
- 2.5 Approval of Facilities Items
 - 2.5.1 Cafeteria Floor - Ratify the purchase of repair/replacement for demolition and site preparation and concrete slab installation to CS Construction as follows: \$3,800.00 (Purchase Order # 108758), \$106,675.00 (Purchase Order # 108759). (Insurance claims) (Resolution No. BFF11262024-6)
 - 2.5.2 Emergency Operations Plan. (Resolution No. BFF11262024-7)

3. Finance – ACTION/RC

- ACTION/RC** 3.1 Recommendation: Acknowledge Receipt and Review of Financial Statements – October 31, 2024, Four Months YTD FYE June 30, 2025. (Resolution No. G11262024-3)

Dr. Gandhi presented the October 31, 2024 financial statements, Four Months YTD FYE June 30, 2025, including credit hours, income statements, and assets. He highlighted a 7% increase in credit hours and a 1.4% decrease from last year. He mentioned that salaries and benefits are up this year, driving the increase in losses.

Dr. Carrick moved to acknowledge receipt and review of the above financial statements. Mrs. Pepe seconded the motion.

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

4. Reports

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

- 5. Presentations** – John Dixon, Director of the Public Safety Training Academy, presented a detailed SWOT analysis of the PSTA's capital facilities plan to the Board. Key highlights included the need to expand the classroom building, which is 60-70 years old, to accommodate increasing student enrollment and recent technology upgrades. He also noted that the concrete residential burn house, built in the late 1980s, requires a \$3-6 million replacement due to its imminent condemnation.

Additionally, he emphasized the revitalization of the Hampton fire ground, which received \$25,000 in in-house improvements, and the 42-year-old training tower, which will need replacement within the next five years.

Improvement proposals included paving the grounds, constructing an outdoor rifle range, and enhancing the main street through sponsorship opportunities.

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

Mr. Hofmann expressed his gratitude for the opportunity to attend the October ACCT meeting in Seattle, emphasizing the value of the experience. He noted the opportunities and resources identified at the conference with Dr. Connolly and the Board of Trustees, exploring whether they could benefit the colleges.

Mrs. Smith shared her enthusiasm about attending a production of "12 Angry Jurors", praising the college theater performance. She commended both the director and the actors.

7.2 The President's Report included the introduction of administration's Responsive Action Plan to the PACE Study. The President's Report is on file in the Office of the President.

7.3 Chair's Comments

Mr. Gewecke expressed his appreciation for Drs. Connolly and Gandhi, emphasizing their contributions to the college's administration and financial stability. He also thanked Dr. Gandhi for his strategic insights and vision.

7.4 The next meeting of the Board of Trustees will take place on Tuesday, January 28, 2025, in the Executive Office Board Room.

8. **Executive Session** – None this month.

9. **Adjournment**

At 6:30 p.m., Mrs. Smith moved to adjourn the Regular meeting. Dr. Crowley seconded the motion. The motion carried unanimously.

Approved:



John Santillo, Secretary – Board of Trustees