



**Board of Trustees Regular Meeting
Tuesday, July 25, 2023
Board Room**

MINUTES

1. General Institutional Functions

- 1.1 Acting Chair Mr. Gewecke called the meeting to order at 5:02 p.m.
- 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 July 20, 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: Mr. Gewecke-Acting Chair/Secretary, Ms. Brown-Vice Chair, Mr. Castner, Dr. Digby (via Zoom), Mrs. Fox, Mr. Hofmann, Mr. Santillo, Mrs. Smith, Dr. Connolly-President and Ex-Officio Member, and Mrs. Fullem-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, Mrs. Unrath-Chief Budget Officer, and Mr. Gandhi-Financial Consultant.

- 1.4 Mr. Gewecke 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
Mrs. Smith moved to approve items 1.6.1-1.6.5. Mrs. Fox seconded the motion. The motion carried unanimously.
 - 1.6.1 Minutes from the June 27, 2023 Board of Trustees Meeting. (Resolution No. GI07252023-1)
 - 1.6.2 Minutes from the June 27, 2023 Executive Session. (Resolution No. GI07252023-2)

- 1.6.3 Minutes from the July 19, 2023 Open Public Meeting Before and After the Executive Session. (Resolution No. GI07252023-3)
- 1.6.4 Minutes from the July 19, 2023 Executive Session. (Resolution No. GI07252023-4)
- 1.6.5 Acknowledgment of Receipt of Committee Meeting Minutes. (Resolution No. GI07252023-5)
 - Personnel and Curriculum Committee – July 18, 2023.
 - Audit and Policy Committee – July 18, 2023.
 - Finance and Facilities Committee – June 29, 2023, and July 18, 2023.

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. Mrs. Fox seconded the motion.

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

- 2.1 Approval of Personnel Items
 - 2.1.1 Personnel Actions – June 8, 2023 – July 10, 2023. (Resolution No. P07252023-1)
 - 2.1.2 MOA/Contract Between the Negotiating Teams of Professional Staff Federation Local 6374 and Sussex County Community College. (Resolution No. P07252023-2)
 - 2.1.3 Full-time Faculty and Staff Reappointments. (Resolution No. P07252023-3)
 - 2.1.4 Support Staff Salary Increases 2024. (Resolution No. P07252023-4)
- 2.2 Approval of Curriculum Items – None this month.
- 2.3 Approval of Policy Items
 - 2.3.1 Policy No. 200.32 Tuition Waiver for Part-Time SCCC Employees is being presented for re adoption after a review by the Audit and Policy Committee. (Resolution No. AP07252023-1)
- 2.4 Approval of Finance Items
 - 2.4.1 Additional Increases to FY23 Blanket Purchase Orders.(Resolution No. BFF07252023-1)
 - 2.4.2 Correction to Fiscal Year 23/24 Blanket Purchase Orders Exceeding \$17,500 Approved Last Month. Constellation NewEnergy to ready \$100,000 (not \$10,000). (Resolution No. BFF07252023-2)
 - 2.4.3 Final Board Designated Funds FY23. (Resolution No. BFF07252023-3)

2.4.4 MOU with Bridgeway Behavioral Health Services, estimated usage for FY24 of \$46,000. (NJ State Mental Health in Higher Education Grant) (Resolution No. BFF07252023-4)

2.4.5 Information regarding SCCC vehicles and equipment sold through govdeals.com. (Resolution No. BFF07252023-5)

2.5 Approval of Facilities Items

2.5.1 Air Conditioner Rental from United Rentals for \$20,498.20. Two-month rental of two 12-ton air conditioners for the Administration Building while the air conditioning upgrade is underway. (Facilities Operating Budget). (Resolution No. BFF07252023-6)

3. Finance – ACTION/RC

3.1 Recommendation: Approve Agreement and Release, and Website Transfer Agreement between SCCC and a Former Student in the Amount of \$18,893.00. (Resolution No. GI07252023-7)

Mrs. Smith moved to approve the Agreement and Release, and Website Transfer Agreement between SCCC and a former student in the amount of \$18,893. Mr. Castner seconded the motion.

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

3.2 Recommendation: Acknowledge Receipt and Review of Financial Statements – June 30, 2023, Twelve Months YTD FYE June 30, 2023. (Resolution No. GI07252023-6)

Financials were presented, including June YTD FY23 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.

Mrs. Smith moved to acknowledge receipt and review of Financial Statements, as indicated above. Ms. Brown seconded the motion.

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

4. Reports

4.1 Correspondence File – None this month.

5. Presentations – Liz Murphy, Chief Executive Officer & Chairman of the Board of CampusWorks presented an overview of the work that CampusWorks will be doing when the College migrates from Jenzabar CX to Jenzabar One. Judy Lovas, SCCC's Director of Information Technology also joined the conversation.

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 – None this month.

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

7.3 Chair's Comments – On behalf of the Board, Mr. Gewecke thanked the Strategic Enrollment Group for all of the work done.

7.4 The next meeting of the Board of Trustees will take place Tuesday, September 26, 2023, in the Board Room.

8. **Executive Session** – None

9. **Adjournment**

At 5:46 p.m. Mrs. Smith moved to adjourn the meeting. Mrs. Fox seconded the motion. The motion carried unanimously.

Approved:



Kurt Gewecke, Secretary – Board of Trustees