



**Board of Trustees Regular Meeting
Tuesday, October 22, 2024
Executive Office Board Room**

MINUTES

1. General Institutional Functions

- 1.1 Mr. Gewecke called the meeting to order at 5:00 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 October 18, 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, Mrs. Frank, Mrs. Pepe, Mr. Hofmann, Dr. Silverthorne, Dr. Connolly - President and Ex-officio member, Mrs. Fullem - Recording Secretary and, Mr. Crispino - Alumnus Member.

Also present: Dr. Okay - Senior Vice President of Academic and Student Affairs, Dr. Homer - Vice President of Student Success and Institutional Effectiveness, Mr. Fruge - Dean of Technical Occupations, Mr. Kula-Executive Director of the Foundation and Dr. Gandhi - CFO, was present via Zoom.

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 before 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 all minutes, as noted below. Dr. Crowley seconded the motion. The motion carried.

1.6.1 Minutes from the September 24, 2024 Board of Trustees Meeting.
(Resolution No. GI10222024-1)

- 1.6.2 Minutes from the September 24, 2024 Executive Session. (Resolution No. GI10222024-2)
- 1.6.3 Acknowledgment of Receipt of Committee Meeting Minutes. (Resolution No. GI10222024-3)
 - Personnel and Curriculum Committee – October 15, 2024.
 - Audit and Policy Committee – October 15, 2024.
 - Finance and Facilities Committee – October 15, 2024.

2. 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. Yardley seconded the motion.

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

- 2.1 Approval of Personnel Items
 - 2.1.1 Personnel Actions September 10, 2024 - October 10, 2024. (Resolution No. P10222024-1)
 - 2.1.2 2025-2026 Administrative Calendar (Resolution No. P10222024-2)
- 2.2 Approval of Curriculum Items – None this month.
- 2.3 Approval of Policy Items
 - 2.3.1 The Following Policies are Presented for Re-adoption. There are no changes to the policies.
 - Policy No. 200.18 Employee Classifications Policy (Resolution No. AP10222024-1)
 - Policy No. 200.33 Insurance Benefits and Pension Policy (Resolution No. AP10222024-2)
 - Policy No. 200.34 Worker’s Compensation Policy (Resolution No. AP10222024-3)
 - Policy No. 200.44 Reasonable Accommodation Policy (Resolution No. AP10222024-4)
- 2.4 Approval of Finance Items
 - 2.4.1 Educational Solutions for \$42,393.00 & \$7,935.00 - Robotics Universal Robots UR3E and Robotics Allen Bradley PLC1400. Funded by Perkins. (Resolution No. BFF10222024-1)

- 2.4.2 Fire Fighter One for \$113,721.82 - Purchase (10) sets of packs, (20) cylinders, (12) regulators, and (20) facepieces. Compliant to NFPA 1981, Standard on Open-Circuit Self-Contained Breathing Apparatus (SCBA) for Emergency Services, 2018 Edition. Funded by the Booker Congressional District Spending Grant (Department of Education) (Resolution No. BFF10222024-2)
- 2.4.3 North American Rescue for \$31,883.94 - TCCCMAN® training simulator provides enhanced in Tactical Combat Training Care (TCCC) from Point of Injury to transfer of higher care. Funded by the Booker Congressional District Spending Grant (Department of Education). (Resolution No. BFF10222024-3)
- 2.4.4 Stillwater Township for \$50,000 - 2003 Pierce Pumper Fire Truck for PSTA. Funded by the Booker Congressional District Spending Grant (Department of Education). (Resolution No. BFF10222024-4)
- 2.4.5 City Of Sun Prairie for \$220,000 - 2007 Pierce Enforcer 75' Fire Truck for PSTA. Funded by the Booker Congressional District Spending Grant (Department of Education). (Resolution No. BFF10222024-5)
- 2.4.6 KFT Fire Trainer for \$20,255.00 - Live Fire Roof Prop (Container) Roof Prop to safely replicate roof operations at structure fires under live fire conditions. Funded by the Booker Congressional District Spending Grant (Department of Education). (Resolution No. BFF10222024-6)
- 2.4.7 KFT Fire Trainer for \$18,405.00 - Live Fire Roof Prop (Ground) Roof Prop to safely replicate roof operations at structure fires under live fire conditions. Funded by the Booker Congressional District Spending Grant (Department of Education). (Resolution No. BFF10222024-7)
- 2.4.8 KFT Fire Trainer for \$57,560.00 (Pilot Burn Box \$18,750.00, Plane \$38,810.00) - KFT's Portable Aircraft FireTrainer® O-100 replicates the fire of a small, single-engine aircraft. The O-100 Cessna has a fire in the engine space and cockpit that utilizes vapor propane for a single-stage fire that requires firefighters to make a proper approach and extinguishment of the fire in the confined area of a small aircraft engine compartment. Funded by the Booker Congressional District Spending Grant (Department of Education). (Resolution No. BFF10222024-8)
- 2.4.9 Satisloh North America for \$24,201.88 - To ratify the purchase of repair/ replacement of work spindle component. Satisloh technician per diem and travel expense to perform repair. This was an imminent need to enable the continuation of optics technology instruction. Funded \$21,701.88 from the insurance claim and \$2500 from Optics Technology – Instructional budget. (Resolution No. BFF10222024-9)

2.5 Approval of Facilities Items – None this month.

3. **Finance – ACTION/RC**

Dr. Gandhi arrived a bit late, so items 3.1 and 3.2 were moved to after item 7.1.

ACTION/RC 3.1 Recommendation: Acknowledge Receipt and Review of Financial Statements:

September 30, 2024, Three Months YTD, FYE June 30, 2025. (Resolution No. GI10222024-4)

Dr. Gandhi presented the financial statements for September 30, 2024, three months YTD, and FYE for June 30, 2025, including credit hours, income statements, and assets. He stated that net assets are up by 7% year over year, starting the year on a strong footing. He also mentioned that the college audit has been completed. The audit report will be presented to the Board in November.

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

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

- ACTION/RC** 3.2 Recommendation: Approve the letter from The Board of Trustees of Sussex County Community College entrusting Jon Connolly, President, to act on behalf of the organization in all matters related to the College's SNAP (EBT) application and the College's status as a SNAP Retailer Service Center. This authorization, effective October 22, 2024, will remain in effect unless the Board of Trustees notifies otherwise. (Resolution No. OBB10222024-1)

Dr. Homer indicated that the college aims to provide SNAP benefits to eligible students on campus.

Mrs. Smith moved to acknowledge receipt and review of the above-noted letter. Dr. Crowley seconded the motion.

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

4. **Reports**

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

4.2 Report of the Nominating Committee.

Mr. Hofmann indicated that the four current board officers expressed willingness to continue in their roles. Trustees should forward any additional nominations to him.

The ballot will be presented on November 26th at the annual Organization Meeting.

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

Mrs. Smith praised the college foundation for the Funding their Future event, highlighting the success of the silent auction, beautiful music, and wonderful food. She indicated the event attracted many prominent individuals from the county, making it a significant social gathering. Next year's event is scheduled for October 15, 2025.

Mrs. Smith expressed excitement about the upcoming live theater production of "12 Angry Jurors" in November. The production involves students and community members and showcases our local talent.

Mr. Yardley noted his completion of trustee training, which he found interesting. He said that Mrs. Pepe was there, too. Mrs. Pepe indicated that she missed the second training session but found the first session very informative and enlightening.

Mr. Yardley informed the Board that he could not attend the November meeting and requested that any appointments be postponed to the following meeting so he could participate and cast his vote. Mr. Gewecke explained that this happens at a separate meeting, the Reorganization Meeting at 4:30 next month, before the regular board meeting. He said he would have to ask for advice on the protocol. Mr. Yardley indicated that he would like to know what the options are. He understands we are interviewing for auditors and attorneys, there were other issues discussed, and he has questions. Mr. Gewecke shared his belief that the appointment can be changed even if a firm is appointed. For instance, the search for an auditor will be incomplete for next month, so if we appoint auditors in November, we can subsequently change the appointment without waiting a year. Mr. Yardley asked if we could get a legal opinion on whether they serve until told they are not needed. He knows that if a trustee's term is over or if they are not reappointed, they serve until replaced. He asked if that was the case in this situation. Mr. Gewecke replied that we have never sought a legal opinion and we will do so.

It was noted that trustees can call or "Zoom" in for meetings upon occasion. Mr. Yardley said he is willing to do so next month.

Mr. Gewecke asked if there was anything Mr. Yardley would like to discuss now, publicly. Mr. Yardley said he would like to see who applied and what our options are, adding that he has not received anything, including the auditor's information. He asked if we were looking for attorneys.

Mrs. Smith asked if it is within the Board's purview to decide which auditors and attorneys to hire or if that is an administrative decision?

Dr. Connolly noted that it has historically been an administrative decision presented by the administration to the Board. It does not happen without discussion with the Board in advance, and then that slate of service providers is available. With auditing, that involves an RFP process. Architects, engineers, and professional services do not.

Mr. Gewecke indicated that several auditors have made an application.

Mrs. Frank noted that the selection process for the auditors is in the bylaws. She believes it is a joint effort.

Mr. Gandhi said that the Audit and Policy Committee Chair is usually very involved, along with one other board member. Mr. Yardley is on the A&P Committee. Mr. Gewecke suggested that Mr. Yardley speak with Dr. Carrick, Chair of the Audit and Policy Committee.

Mr. Crispino noted there are updates to the alumni foundation website, including spotlights of former students.

The Board returned to items 3.1 and 3.2 at this time. After items 3.1 and 3.2, the meeting continued with 7.2.

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

7.3 Chair's Comments

Mr. Gewecke indicated that last month's Board Retreat was highly successful. He highlighted the significant progress on capital projects, especially the dormitory developments. He also mentioned that the Board is actively working to improve communication and coordination with the Commissioners, and plans to meet with them more often, possibly semi-annually or quarterly.

7.4 The Annual Organization Meeting of the Board of Trustees will take place at 4:30 p.m. on Tuesday, November 26, 2024, in the Executive Office Board Room.

7.5 The next meeting of the Board of Trustees will take place on Tuesday, November 26, 2024, in the Executive Office Board Room.

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

9. **Adjournment**

At 5:46 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