



**Board of Trustees Regular Meeting
Tuesday, November 28 2023
Board Room**

MINUTES

1. General Institutional Functions

1.1 Mr. Gewecke called the meeting to order at 5:00 p.m.

1.2 Mr. Gewecke 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 17, 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-Chair, Mrs. Smith-Vice Chair, Ms. Brown-Treasurer, Mr. Santillo-Secretary, Dr. Carrick, Dr. Crowley, Mrs. Frank, Mr. Hofmann, Dr. Connolly-President and Ex-Officio Member, and Mrs. Fullem-Chief of Staff and Recording Secretary.

Also present were: Dr. Okay-Senior Vice President of Academic and Student Affairs, Dr. Homer-Vice President of Student Success and Institutional Advancement, Dr. Gallo-Associate Vice President of Academic Affairs, Mr. Gaddy-Chief Operating and Human Resources Officer, Mr. Fruge-Dean of Technical Occupations, Mrs. Meseha-Institutional Comptroller, Mrs. Unrath-Chief Budget Officer, and Mr. Gandhi-Chief Financial Officer Consultant.

1.4 Mr. Gewecke welcomed the guests.

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.

ACTION 1.6 Approval/Acceptance of Minutes

Ms. Brown moved to approve/accept minutes as indicated in items 1.6.1-1.6.4. Mrs. Smith seconded the motion. The motion carried unanimously.

1.6.1 Minutes from the September 12, 2023 Board of Trustees Retreat. (Resolution No. GI11282023-1)

1.6.2 Minutes from the October 24, 2023 Regular Board Meeting. (Resolution No. GI11282023-2)

1.6.3 Minutes from the October 24, 2023 Executive Session. (Resolution No. GI11282023-3)

1.6.4 Acknowledgment of Receipt of Committee Meeting Minutes. (Resolution No. GI11282023-4)

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

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: Ms. Brown, Dr. Carrick, Dr. Crowley, Mrs. Frank, 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: October 11, 2023 – November 13, 2023. (Resolution No. P11282023-1)

2.1.2 Memorandum of Agreement Between the Negotiating Teams of Sussex County Community College Support Staff Federation, Local #6375 and Sussex County Community College. (Resolution No. P11282023-2)

2.1.3 Professional Staff Salaries FY 2024. (Resolution No. P11282023-3)

2.1.4 Memorandum of Agreement Between the Negotiating Teams of Sussex County Community College Faculty Federation AFT Local 4780 and Sussex County and Sussex County Community College July 1, 2023 to June 30, 2026. (Resolution No. P11282023-4)

2.1.5 Non-Union Salaries. (Resolution No. P11282023-5)

2.2 Approval of Curriculum Items

2.2.1 2024-2025 Academic Calendar. (Resolution No. CI11282023-1)

- 2.3 Approval of Policy Items
 - 2.3.1 Policy No. 200.5 Title IX: Prohibition Against Sexual Violence Policy. The policy format has changed to match our policy formatting and the procedures have been rewritten. (Resolution No. AP11282023-1)
- 2.4 Approval of Finance Items
 - 2.4.1 Increase to FY24 Blanket Purchase Order, The Chef's Warehouse for Food Supplies, Current PO: \$14,000 Increase by \$7,000 = Total: \$21,000. (Resolution No. BFF11282023-1)
 - 2.4.2 Increase to FY24 Blanket Purchase Order, Aero Plumbing & Heating, On-call Plumbing Services, Current PO: \$43,000 Increase by \$25,000 = Total: \$68,000. (Resolution No. BFF11282023-2)
 - 2.4.3 Higher One (Transact) Tuition Payment Software, for 1 Year (8/1/2023-7/31/2024), for \$90,216.30. (OPEX) (Chapter 12) (Resolution No. BFF11282023-3)
 - 2.4.4 Rex Technology Solutions Inc. DBA Super Droid Robots, Surveillance Robot for Student Training, for \$18,792.10. (Perkins Grant) (Resolution No. BFF11282023-4)
- 2.5 Approval of Facilities Items
 - 2.5.1 Open Systems Integrators Inc., Installation of Cameras in Building V, Installation of Card Reader in Building D, for \$18,961 Building V (\$13,742), Building D (\$5,219). (Chapter 12) (Resolution No. BFF11282023-5)
 - 2.5.2 Weather Proofing Technologies Inc., Roof Repair – Library Roof, Building E Roof, for \$20,245 – Library Roof (\$12,745), Building E Roof (\$7,500). (Chapter 12) (Resolution No. BFF11282023-6)

3. **Finance – ACTION/RC**

- ACTION/RC** 3.1 Recommendation: Acknowledge Receipt and Review of Financial Statements – October 31, 2023 Four Months YTD FYE June 30, 2024. (Resolution No. GI11282023-5)

Dr. Homer and Mr. Gandhi presented the financial statements, 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 recommended. Mrs. Carrick seconded the motion.

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

4. **Reports** – None this month.

5. **Presentations** – Professor Michael Hughes presented about the College's trip to the Metropolitan Museum of Art.

6. **Courtesy of the Floor on General Matters** (Public Session-5 Minutes per Speaker.)

Professor Dr. Balzano addressed the Board of Trustees on behalf of the Faculty Federation, thanking everyone for the positive interactions and results of negotiations. A copy of his letter is on file with the Board minutes.

7. **Other Business**

Discussion / Reports / Announcements:

7.1 Trustee Activity Update – Mrs. Smith reminded everyone that tomorrow is Funding Their Future, the College Foundation’s annual fundraising event.

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

Mr. Gewecke thanked his fellow trustees for the opportunity to serve as the Board Chair.

Mr. Gewecke recognized Trustee Dr. Digby, who recently passed away, and told a story that illustrated Dr. Digby’s sense of humor and spirit. He then read a Board Resolution about and for Dr. Digby.

Mrs. Smith moved to adopt the Resolution. Mr. Hofmann seconded the motion. The motion carried unanimously.

7.4 The next meeting of the Board of Trustees will take place Tuesday, January 23, 2024, in the Executive Office Board Room.

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

9. **Adjournment**

At 5:47 p.m. Mrs. Smith moved to adjourn the meeting. Ms. Brown seconded the motion. The motion carried unanimously.

Approved:



John Santillo, Secretary – Board of Trustees