



**Board of Trustees
ORGANIZATION MEETING
Tuesday, November 28, 2023
Board Room
MINUTES**

1. Organizational Matters

- a. Dr. Crowley called the meeting to order at 4:30 p.m.
- b. Dr. Crowley read the Public Statement: Adequate and electronic notice of this meeting specifying the time and location was transmitted via fax, email, posted to the Sussex County Community College Website, and in the main entry of the Administration Building, on Thursday, November 16, 2023, pursuant to the Open Public Meetings Act, N.J.S.A. 10:4-8.
- c. Roll Call: The following people were present: Ms. Brown, Dr. Carrick, Dr. Crowley, Mr. Gewecke, Mr. Hofmann, Mr. Santillo, Dr. Connolly-President and Ex-Officio Member, and Mrs. Fullem-Chief of Staff and Recording Secretary.

Also present: 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, and Mr. Kula-Executive Director of the Foundation.

- d. Dr. Crowley welcomed the guests.
- e. Public Session (Courtesy of the Floor)
All members of the public that 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.

No one spoke.

2. Election of Officers

The meeting will be chaired by the Chair of the Nominating Committee during the election of officers. Votes will be cast via paper ballot and the results relayed to the Nominating Committee Chair who will, in turn, report the results to the Board and public. (Resolution RO11282023-1)

Ballots were passed and counted by Mr. Hofmann, Chair of the Nominating Committee. The election results are as follows:

Chair – Mr. Gewecke
Vice Chair-Mrs. Smith
Treasurer-Ms. Brown
Secretary-Mr. Santillo

ACTION

a. Action on the Nominating Committee Recommendations/Election (The newly elected officers immediately assume their respective offices once elected. After any comments elected officers wish to make, the Chair resumes with the order of the day.)

3. Code of Ethics Policies Acknowledgement. Trustees either handed signed copies of their acknowledgement to Mrs. Fullem or emailed them.

4. Appointment of Legal Counsel

ACTION/RC

4a. **Recommendation:** General Counsel – Porzio, Bromberg & Newman. (Resolution No. RO11282023-4)

Mrs. Smith moved to appoint general counsel as per the recommendation. Mr. Santillo seconded the motion.

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

ACTION/RC

4b. **Recommendation:** Special Counsel Services – Florio, Perrucci, Steinhardt, Cappelli, Tipton, & Taylor. (Resolution No. RO11282023-5)

Mrs. Smith moved to appoint special counsel services as per the recommendation above. Mr. Santillo seconded the motion.

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

ACTION/RC

4c. **Recommendation:** Special Counsel Services – Weiner Law Group. (Resolution No. RO11282023-6)

Mrs. Smith moved to appoint special counsel services as per the recommendation above. Mr. Santillo seconded the motion.

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

ACTION/RC 4d. **Recommendation:** Special Counsel Services – Laddy, Clark, and Ryan.
(Resolution No. RO11282023-7)

Mrs. Smith moved to appoint special counsel services as recommended above.
Mr. Hofmann seconded the motion.

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

ACTION/RC 5. Appointment of an Auditing Firm

Recommendation: PKF O’Conner Davies Wiss & Co. for 23/24. (Resolution No. RO11282023-8)

Mrs. Smith moved to appoint PFK O’Connor Davies Wiss & Co. for 23/24. Mr. Santillo seconded the motion.

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

ACTION/RC 6. Re-Appointments of On-Call Engineering and Architectural Firms

Recommendation: Mott McDonald, HQW Architects, LLC, USA Architects, and J.G. Petrucci Co./Iron Hill, Inc. as Existing Service Providers. (Resolution No. RO11282023-9)

Mr. Hofmann moved to re-appoint the engineering firms as recommended. Ms. Brown seconded the motion.

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

ACTION/RC 7. Appointment of Bank Depositories

Recommendation: Lakeland Bank, Provident Bank, and First Hope Bank
(Resolution No. RO11282023-10)

Mrs. Smith moved to appoint bank depositories as recommended. Mr. Santillo seconded the motion.

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

ACTION/RC 8. Appointment of Insurance Brokers of Record

Recommendation: The Morville Agency (a Division of Bollinger) through June 30, 2024 and SAIF (School Alliance Insurance Fund). RFP in Spring 2023 to be considered.
(Resolution No. RO11282023-11)

Mrs. Smith moved to removed “RFP in Spring 2023” from the recommendation. Ms. Brown seconded the motion.

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

Mrs. Smith moved to approve the revised resolution. Mr. Hofmann seconded the motion.

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

- ACTION/RC** 9. **Recommendation:** IT Consulting Services for FY24 – Managed IT Services, Distinctive Voice and Date, LLC, Little Falls, NJ. (Resolution No. RO11282023-12)

Mrs. Smith moved to approve IT consulting services as recommended. Ms. Brown seconded the motion.

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

- ACTION/RC** 10. **Recommendation:** Security Control System Services – Open System Integrators, Inc., Hamilton, NJ. (Resolution No. RO11282023-13)

Ms. Smith moved to appoint security control system services as recommended. Mr. Santillo seconded the motion.

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

- ACTION/RC** 11. Appointments to the College's Board of School Estimate. (Resolution No. RO11282023-14)

Mr. Gewecke appointed Ms. Brown and Dr. Crowley. Mr. Santillo will serve as the Secretary.

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

- ACTION/RC** 12. Naming of the Board's Official Newspaper/s of Record

Recommendation: The New Jersey Herald and The New Jersey Star Ledger. (Resolution No. RO11282023-15)

Ms. Brown moved to name the board's official newspaper/s of record as recommended. Mrs. Smith seconded the motion.

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

- ACTION** 13. Selection of the Date, Time, and Location of Meetings (Resolution No. RO11282023-16)

Ms. Brown moved to approve the selection of the date, time, and location of meetings. Mr. Santillo seconded the motion. The motion carried unanimously.

- (*) ACTION** 14. Consideration of the Appointment of Standing and Ad Hoc Committees. Current Committees Include: (Resolution No. RO11282023-17)
- a. Executive Committee – The four officers of the Board
 - b. Personnel and Curriculum Committee
 - c. Finance and Facilities Committee
 - d. Audit and Policy Committee

Mr. Gewecke is keeping committee appointments as they currently exist. He will appoint new Trustees to committees.

Mrs. Smith moved to approve the committee appointments. Ms. Brown seconded the motion. The motion carried unanimously.

- (*) ACTION** 15. Appointment of a representative (Board Chair) and Alternate to the New Jersey Council of County Colleges (Resolution No. RO11282023-17)

Mr. Gewecke appointed Dr. Carrick, and if anyone else wishes to be the alternate they should reach out to him.

Mrs. Smith moved to approve the appointment of a representative to the NJCCC. Ms. Brown seconded the motion. The motion carried unanimously.

- ACTION** 16. Appointment of Foundation Liaison (Resolution No. RO11282023-18)

Mr. Gewecke appointed Mrs. Smith.

Ms. Brown moved to approve the appointment of a foundation liaison. Mrs. Smith seconded the motion. The motion carried unanimously.

- ACTION** 17. Re-adoption of the Board of Trustees Bylaws. (Resolution No. RO11282023-19)

Mrs. Smith moved to re-adopt the Board of Trustees Bylaws. Ms. Brown seconded the motion. The motion carried unanimously.

- ACTION** 18. Appointment of Recording Secretary to the Board

Recommendation: Wendy Fullem with Maureen Lynch as Alternate (Resolution No. RO11282023-20)

Ms. Brown moved to appoint the Recording Secretary to the Board, and alternate, as recommended. Mr. Santillo seconded the motion. The motion carried unanimously.

- ACTION** 19. Appointment of Title IX Coordinator for a Year – November 2023 – November 2024
Recommendation: James Gaddy (Resolution No. RO11282023-21)

Ms. Brown moved to appoint the Title IX Coordinator as recommended. Mrs.

Smith seconded the motion. The motion carried unanimously.

- ACTION** 20. Appointment of Public Agency Compliance Officer (PACO) for Equal Employment Opportunity (EEO)

Recommendation: James Gaddy (Resolution No. RO11282023-22)

Mrs. Smith moved to appoint the Public Agency Compliance Officer for Equal Employment Opportunity as recommended. Mr. Santillo seconded the motion. The motion carried unanimously.

21. Other Business -- None
22. Public Session (Courtesy of the Floor)

No one spoke.

23. Adjournment

At 4:54 p.m. Mrs. Smith made a motion, seconded by Ms. Brown, to adjourn the meeting. The motion carried unanimously.

- (*) Trustee Bylaws provide authorization for the Board Chair to make these appointments upon confirmation by a majority of the voting Board members.



Approved:

John Santillo, Secretary – Board of Trustees