



**Board of Trustees Regular Meeting
Tuesday, May 27, 2025
PAC Atrium**

MINUTES

1. General Institutional Functions

- 1.1 Mr. Yardley called the meeting to order at 5:00 p.m.
- 1.2 Mrs. Fullem read the Public Statement: Adequate notice of this meeting specifying the time and location was transmitted via fax and email to the County Commissioners, County Clerk, County Administrator, NJ Herald on May 21, 2025, and posted to the Sussex County Community College website, and on the main entry doors to the Administration Building on May 22, 2025. The Executive Session public notice was transmitted to the same distribution as noted above, on May 21, 2025, 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. Yardley-Chair, Dr. Silverthorne-Vice Chair, Mrs. Frank-Treasurer, Mrs. Pepe-Secretary, Mr. Cable, Mr. Fiore, Mr. Giardullo, Ms. Quinn, Mr. Schick, Dr. Homer-Interim President and Ex-Officio Member, and Mrs. Fullem-Recording Secretary.

Also present: Mrs. Pappan (via Zoom call), Mr. Fruge, and Mr. Kula.

1.4 Welcome to 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 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).

Mr. Cable moved to open the floor. Mr. Schick seconded the motion. The motion carried unanimously.

- Dave Haslip, Veteran SEO at Sussex County Community College, shared the recent progress of the college's Veteran Services department, highlighting its mission to support military-affiliated students. Over the past two years, the department has seen notable growth and strengthened ties with the veteran

community. Since Spring 2023, the number of students using VA educational benefits has increased from 39 to 70, representing a 79.46% rise. Additionally, 53 veteran students were retained for Spring 2025, the highest number in three years.

Key initiatives driving this success include the free Veterans Counseling Services launched in December 2023, as well as community events such as the 9/11 Remembrance Ceremony, Veterans Day Observance, and the “Boots on the Ground” 10K run, all of which are supported by local VFW, American Legion, and PBA groups. Internally, Haslip reestablished the Veteran Advisory Board with the support of President Homer, ensuring that veteran input was incorporated into college decisions. A new veteran orientation launching in August aims to streamline benefit processing and housing stipends.

Despite operating under a part-time staffing model, the department has achieved remarkable results. Haslip emphasized the importance of dedication and collaboration, calling for continued support to help veteran students thrive at Sussex County Community College.

With no one else wishing to address the Board, Ms. Quinn moved to close the floor. Mrs. Pepe seconded the motion. The motion carried unanimously.

ACTION 1.6 Approval/Acceptance of Minutes

Mr. Schick moved to approve/accept the minutes, as indicated below. Mrs. Frank seconded the motion. The motion carried unanimously.

1.6.1 Minutes from the Regular Meeting on April 22, 2025. (Resolution No. GI05272025-1).

1.6.2 Minutes from the Executive Session on April 22, 2025. (Resolution No. GI05272025-2)

1.6.3 Acknowledgment of Receipt of Committee Meeting Minutes. (Resolution No. GI05202025-3).

- Personnel and Curriculum Committee – May 20, 2025.
- Audit and Policy Committee – May 20, 2025.
- Finance and Facilities Committee – May 20, 2025.

2. Consent Agendas – ACTION/RC

The President recommends items 2.1 - 2.5 for Board approval, as brought forth after discussion and review by Board Committees:

Dr. Silverthorne moved to approve all items on the Consent Agenda. Mrs. Pepe seconded the motion.

It was noted that a small percentage of employees utilize tuition reimbursement, most often because they already hold degrees that align with their current positions.

Roll call vote: Mr. Cable, Mr. Fiore, Mrs. Frank, Mr. Giardullo, Mrs. Pepe, Ms. Quinn, Mr. Schick, Dr. Silverthorne, and Mr. Yardley voted yes. The motion carried unanimously.

2.1 Approval of Personnel Items

2.1.1 Personnel Actions April 9 - May 7, 2025. (Resolution No. P05272025-1)

2.1.2 Staff and Faculty Salary Increases. (Resolution No. P05272025-2)

2.2 Approval of Curriculum Items

2.2.1 Change in nomenclature from A.S. Human Services Degree to “A.S. Human Services: Pre-Social Work Degree”. This nomenclature change from Human Services to Human Services: Pre-Social Work is supported by the descriptions from academic partners at various transfer schools, and serves to better inform students of the direct applicability of this 60-credit associate degree to future career paths. (Resolution No. CI05272025-1)

2.2.2 New Academic Certificate: Geographic Information Systems. (Resolution No. CI05272025-2)

2.2.3 New Academic Certificate: CDL (Commercial Driver’s License) Owner Operator Certificate. (Resolution No. CI05272025-3)

2.3 Approval of Policy Items

2.3.1 Rescind Policy No. 301.40 Definition of Developmental Student. (Resolution No. AP05272025-1)

2.3.2 Re-adopt Policy No. 200.30 Implementation of the Tuition Reimbursement for Full-Time Non-Faculty College Employees Policy. (Resolution No. AP05272025-2)

2.3.3 Re-adopt Policy No. 503.2 Nepotism in the Classroom. (Resolution No. AP05272025-3)

2.3.4 Adopt New Policy No. 600.04 Guests on Campus. (Resolution No. AP05272025-4)

2.4 Approval of Finance Items

2.4.1 June Employee One-Time Payments – Funded by ERC. (Resolution No. BFF05272025-1)

2.4.2 HQW Architectural Services - Floor Shell and Construction Administration Services (Building A, Floor 2) for \$119,000. Chapter 12. (Resolution No. BFF05272025-2)

2.4.3 HQW Architectural Services - Learning Commons Bidding/Awarding and Construction Administration for \$48,000. Chapter 12. (Resolution No. BFF05272025-3)

2.4.4 Dell - PC's for the Learning Commons Renovation for \$62,163.20. ELF Grant. (Resolution No. BFF05272025-4)

2.5 Approval of Facilities Items – None this month.

3. Finance – ACTION/RC

3.1 Recommendation: Acknowledge Receipt and Review of April 2025 Financial Statements. (Resolution No. GI05272025-4)

Mr. Cable moved to acknowledge receipt and review of the April 2025 Financial Statements. Ms. Quinn seconded the motion.

Cerene Belli, Director of Finance, and Dr. Homer presented the financial statements. Key points included:

- Financial Status (as of April 30, 2025):
 - Revenue has exceeded the FY25 budget by 6% and is 2% over prior year.
 - Major revenue boosts include:
 - \$2.8M Employee Retention Credit (ERC)
 - \$0.8M capital gains from Morgan Stanley investment sale.
 - Expense pressures noted:
 - Consulting/professional costs (e.g., Jenzabar)
 - Repairs and maintenance (e.g., plumbing, boiler, snow removal)
 - Health insurance premiums
 - Grant/aid timing differences
 - Administration has developed plans to “rightsize” these areas, such as reducing outside consulting, handling more maintenance in-house, and reviewing all health insurance options.
- Strong enrollment growth across most sessions.
 - Total FY25 credit hours: 54,515, a 15% increase over budget and 5.9% over FY24.
 - Each semester (Fall, Winter, Spring, Summer) showed positive growth compared to the budget and the previous year.
- Growth attributed to:
 - Expanded high school outreach and on-site registration
 - Strategic Enrollment Team efforts
 - Strong support from departments such as Veterans Services
- Balance Sheet and Financial Health
 - Working capital ratio: 7.66, far exceeding the standard benchmark (2–4).
 - Operating cash and investments: Healthy and improving.
 - Net contribution to fund balance: \$4.1M YTD.

- External Funding Risks. Concerns raised about:
 - Possible elimination of NJ Tuition Aid Grant (TAG) and Community College Opportunity Grant (CCOG)
 - Potential federal aid reductions
 - These funding cuts could significantly impact low-income students and require ongoing vigilance.
- Strategic Opportunities and Next Steps
 - Discussions around leveraging the College's program diversity (e.g., culinary, trades, veterans programs) to access alternative or targeted funding.
 - Board retreat in late June will focus on reallocation strategies and long-term planning to sustain program growth and adapt to funding pressures.
 - Ongoing effort to align college offerings with county business needs, referencing a recent business-education roundtable hosted by the Chamber of Commerce.

Roll call vote: Mr. Cable, Mr. Fiore, Mrs. Frank, Mr. Giardullo, Mrs. Pepe, Ms. Quinn, Mr. Schick, Dr. Silverthoren, and Mr. Yardley voted yes. The motion carried unanimously.

4. **Reports**

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

5. **Presentations** – Student Spotlight – Sonel Pagan: Graduated from the Adult Transition Center and Wallkill High School on April 29, 2025. Student of Wallkill High School and SCCC Began with ATC/SCCC Fall 2023

Sonel has truly exemplified determination and resilience in his journey. During his time with us, Sonel embraced opportunities in our campus kitchen, engaging in food service internships that honed his culinary skills and instilled a sense of responsibility and teamwork. He worked closely with Chefs David, Anissa, and Rebecca, who provided invaluable mentorship and guidance. Their support helped Sonel develop his culinary techniques and gain confidence in a professional kitchen environment. His commitment to excellence led him to advocate for the ServSafe certification, a significant achievement he pursued diligently. I am proud to share that he not only took the test but passed it with flying colors, showcasing his dedication to professional standards in food safety. While attending the Adult Transition Center, Sonel expanded his capabilities by learning vital employment skills. He developed his resume writing and interview skills, demonstrating impressive workplace professionalism that will serve him well in future endeavors. Moreover, Sonel actively participated in various community career exploration opportunities, including a unique experience with the iHeartRadio station. These experiences have broadened his horizons and allowed him to connect with professionals in diverse fields. Sonel Pagan's journey is a testament to hard work and a growth mindset.

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

Mr. Cable moved to open the floor. Mr. Schick seconded the motion. The motion carried unanimously.

No one spoke.

Mrs. Frank moved to close the floor. Mrs. Pepe seconded the motion. The motion carried unanimously.

7. Other Business

Discussion / Reports / Announcements:

7.1 Trustee Activity Update – No update this month.

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. Yardley extended his sincere thanks to the Board of Commissioners, faculty, staff and students who came together to make our commencement ceremony truly memorable. It was also a historic occasion, the first time in 30 years that we had to activate a lightning delay protocol.

7.4 The next meeting of the Board of Trustees will take place on Tuesday, June 24, 2025, at 5:00 p.m. in the Executive Office Board Room.

8. Executive Session – Be it resolved that the Board of Trustees will now go into an Executive Session to discuss personnel matters and pending litigation. The matters discussed will be made public if and when the circumstances requiring confidentiality no longer exist. However, it is not presently known if and when that will be.

The Executive Session is expected to last approximately 60 minutes. No action will be taken after the Executive Session.

At 5:35 p.m. Mr. Schick moved that the Board enter into an Executive Session. Mr. Cable seconded the motion. The motion carried unanimously.

At 6:37 p.m., Mrs. Pepe moved to adjourn the Executive Session. Mr. Cable seconded the motion. The motion carried unanimously.

9. Adjournment

The Regular Meeting was adjourned at 6:47 p.m. upon a motion made by Dr. Silverthorne and seconded by Mr. Schick. The motion carried unanimously.

Approved:



Herbert Yardley, Chair-Board of Trustees