



**Board of Trustees Regular Meeting  
Tuesday, August 26, 2025  
4:00 p.m. Executive Session  
4:30 p.m. Workshop  
5:00 p.m. Regular Meeting  
Executive Office Board Room**

**MINUTES**

**1. General Institutional Functions**

- 4:00 p.m. 1.1 Mr. Yardley called the meeting to order at 4:00 p.m.
- 1.2 Mrs. Fullem read the Public Statement: Adequate notice of this meeting specifying the time and the location was transmitted via fax and email to the County Commissioners, County Clerk, County Administrator, and the NJ Herald on August 21, 2025. It was also posted on the Sussex County Community College website and on the main entrance doors of the Administration Building on August 22, 2025. The Executive Session and workshop public notice was transmitted to the same distribution as noted above, on August 21, 2025, pursuant to the Open Public Meetings Act, N.J.S.A. 10:4-8.
- 1.3 Roll Call / Pledge of Allegiance
- Mr. Yardley-Chair, Dr. Silverthorne-Vice Chair, Mrs. Frank-Treasurer, Mrs. Pepe-Secretary, Mr. Cable, Dr. Carrick, Mr. Giardullo (via Zoom/phone), Ms. Quinn, Mr. Santonastaso, Mr. Schick, Dr. Homer-President and Ex-Officio Member, Mr. Prior-Alumni Member, and Mrs. Fullem-Chief of Staff and Recording Secretary.
- Also present: Dr. Okay, Senior Vice President of Academic and Student Affairs, Mrs. Pappan, Vice President of Finance and Administrative Services, Dr. Gallo, Associate Vice-President of Academic Affairs, Mr. Fruge, Dean of Technical Occupations, Mr. Kula, Executive Director of the Foundation, Ms. Caputo, Executive Director of Human Resources, and Mrs. Fina, College Counsel.
- 1.4 **Executive Session**
- At 4:03 p.m., Mr. Cable moved for the Board to enter Executive Session. Mr. Santonastaso seconded the motion. The motion carried unanimously.
- Mrs. Fullem read the resolution: Be it resolved that the Board of Trustees will now go into an Executive Session to discuss personnel matters. The matters discussed will be made public if and when the circumstances require confidentiality no longer exists. However, it is not presently known if and when that will be.
- The Executive Session is expected to last approximately 30 minutes.

At 4:37 p.m. Mr. Cable moved for the Board to adjourn Executive Session. Mrs. Frank seconded the motion. The motion carried unanimously.

At this time the Board took a short break and resumed at 4:40 p.m.

4:40 p.m. 1.5 Board Workshop on Capital Projects (See separate minutes).

5:00 p.m. 1.6 The Regular meeting resumed at 5:00 p.m.. Mr. Yardley welcomed the guests.

Mr. Yardley and Dr. Homer introduced Mr. James Prior, Alumni Trustee, noting his role as 2025 Commencement Speaker. Mr. Prior expressed his enthusiasm for serving in this role.

1.7 Courtesy of the Floor on Agenda Items Only (Public Session-5 Minutes per Speaker).

Mr. Santonastaso moved to open the floor to the public on agenda items. Mr. Cable seconded the motion. The motion carried unanimously.

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 under the same time restrictions as all other public comments. Duplicative comments may be summarized at the discretion of the Board of Trustees Chair.

No one spoke.

Mr. Santonastaso moved to close the floor. Dr. Carrick seconded the motion. The motion carried unanimously.

**ACTION** 1.8 Approval/Acceptance of Minutes

1.8.1 Minutes from the Regular Meeting on June 24, 2025. (Resolution No. GI08262025-1).

1.8.2 Minutes from the Executive Session on June 24, 2025. (Resolution No. GI08262520-2)

Mrs. Pepe moved to approve minutes as noted in agenda items 1.8.1 and 1.8.2. Dr. Carrick seconded the motion. The motion carried unanimously.

1.8.3 Acknowledgment of Receipt of Committee Meeting Minutes. (Resolution No. GI08262025-3).

- Personnel and Curriculum Committee – August 19, 2025.
- Audit and Policy Committee – August 19, 2025.
- Finance and Facilities Committee – August 19, 2025.

Mr. Santonastaso moved to acknowledge receipt and review of the committee meeting minutes. Mr. Cable seconded the motion. The motion carried unanimously.

## **2. Consent Agendas – ACTION/Roll Call**

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

Mr. Cable moved to approve all items (2.12.5) on the Consent Agenda. Ms. Quinn seconded the motion.

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

### **2.1 Approval of Personnel Items**

#### **2.1.1 Personnel Actions June 12, 2025 – August 7, 2025. (Resolution No. P08262025-1)**

### **2.2 Approval of Curriculum Items – None this month.**

### **2.3 Approval of Policy Items**

#### **2.3.1 Adopt Updated Policy No. 102.2 Policy Regarding the Use of Human Subjects in Research. (Resolution No. AP08262025-1)**

#### **2.3.2 Adopt Updated Policy No. 102.7 State-Backed Bonds and Other Grants Policy. (Resolution No. AP08262025-2)**

#### **2.3.3 Readopt Policy No. 102.8 Naming of Schools, Departments, Programs, And Institutes. There are no changes. (Resolution No. AP08262025-3)**

#### **2.3.4 Adopt Updated Policy No. 102.9 Policy Governing Conscientious Employee Protection Act (CEPA), also known as “Whistleblower Protection.” (Resolution No. AP08262025-4)**

### **2.4 Approval of Finance Items**

#### **2.4.1 Resolution Authorizing Sussex County Community College to Submit a Grant Application to the Secretary of Higher Education for Grant Funding Under the Summer 2025 Cycle of the Higher Education Capital Facilities Program for the Purpose of Providing Funding for One or More Projects of the Institution and Authorizing All Other Necessary Actions Required in Connection Therewith. The application is for the HEFT Grant in the amount of \$3.85M. (Resolution No. BFF08262025-1) (AOF3)**

#### **2.4.2 Change of Approvers on the First Hope Bank SCCC CDs from Dr. Connolly and Manal Meseha to Dr. Homer and Theresa Pappan. (Resolution No. BFF08262025-5)**

## 2.5 Approval of Facilities Items

- 2.5.1 Fitness Court Outdoor Facility for Recreational Activities and Body Building from NFC (National Fitness Campaign), for \$205,000.00. (Funding - Horizon Blue Cross/Blue Shield \*\$45,000.00 and Chapter 12 \$160,000). (Resolution No. BFF08262025-2) (AOF3)

\*This amount has been corrected for the minutes. It was incorrectly written as \$40,000 on the agenda. The total amount remains the same.

- 2.5.2 L Building Management System to Unitemp Mechanical Degrees, LLC, for \$282,000 (Funding - Chapter 12). (Resolution No. BFF08262025-3)

## 3. Facilities – **ACTION/Roll Call**

- 3.1 Naming of Soccer Field – First Responders Field. (Resolution No. BFF08262025-4)

Mr. Cable moved to approve naming the soccer field the First Responders Field. Ms. Quinn seconded the motion.

Dr. Homer noted that the field dedication is Friday.

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

## 4. Finance – **ACTION/Roll Call**

- 4.1 Recommendation: Acknowledge Receipt and Review of June 2025 Financial Statements. (Resolution No. GI08262025-4)

Mrs. Pappan presented unaudited results:

- Enrollment revenue exceeded budget by 15%.
- \$2.8M Employee Retention Credit received; \$800K capital gains from Morgan Stanley liquidation.
- Expenses pressured by consulting, litigation, and state health benefit costs (expected 32% increase).
- Fund balance strengthened; current assets rising.

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

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

## 5. **Reports**

- 5.1 The Correspondence File was received, reviewed, and filed.

## 6. **Presentations** – None this month.

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

Mr. Schick moved to open the floor to the public on general matters. Mrs. Frank seconded the motion. The motion carried unanimously.

- Ms. Alissa Isaacson (Foundation Board) spoke on the upcoming *Funding Their Future* event, highlighting its importance for student scholarships, the goal of exceeding \$100,000, honoree Al Dorsal (Skylands Stadium), and student ambassador involvement.

Mr. Schick moved to close the floor. Mr. Santonastaso seconded the motion. The motion carried unanimously.

8. **Other Business**

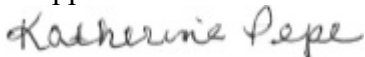
**Discussion / Reports / Announcements:**

- 8.1 Trustee Activity Update – Trustees noted recent campus events and community engagement.
- 8.2 President’s Report – the President’s Report is on file in the Office of the President.
- 8.3 Chair’s Comments - Mr. Yardley echoed optimism for the year ahead. He highlighted:
  - Medical labs ribbon cutting
  - Optics tour this morning.
  - Orientation staff and faculty.
  - Very happy people and positive change going on.
- 8.4 Reminder: Board of Trustees Meet & Greet Events – Wednesday, September 17, 2025 and Wednesday, September 24, 2025, 5:30 p.m. at the Arbor Restaurant.
- 8.5 The next meeting of the Board of Trustees will take place on Tuesday, September 23, 2025, at 5:00 p.m. in the Executive Office Board Room.
  - Also noted: October 2, 2025 Golf Outing.

9. **Adjournment**

At 5:54 p.m., Mr. Santonastaso moved to adjourn the meeting. Mr. Schick seconded the motion. The motion carried unanimously.

Approved:



Katherine Pepe, Secretary-Board of Trustees