



**Board of Trustees Regular Meeting  
Wednesday, March 26, 2025  
Executive Office Board Room**

**MINUTES**

**1. General Institutional Functions**

- 1.1 Mr. Yardley, Chair, called the meeting to order at 4:02 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, NJ Herald, posted to the Sussex County Community College website, and on the main entry doors to the Administration Building on Wednesday, March 12, 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, Dr. Carrick, Mr. Fiore, Ms. Quinn, Mr. Santonastaso, Mr. Schick, Dr. Homer-Interim President and Ex-Officio Member, and Mrs. Fullem-Chief of Staff/Liaison to the Board, and Recording Secretary.

Also present: Mrs. Pappan-Vice President of Finance and Administration, Dr. Gallo-Associate Vice-President of Academic Affairs, Mr. Fruge-Dean of Technical Occupations, Mr. Kula-Executive Director of the Foundation, Ms. Caputo-Director of Human Resources, and Mrs. Fina-College Counsel.

- 1.4 **Executive Session** – 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 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 50 minutes. After the Executive Session, action may or may not be taken.

At 4:04 p.m., Mr. Schick moved to enter into Executive Session. Mr. Cable seconded the motion. The motion carried unanimously.

At 4:50 p.m., Mr. Santonastaso moved to adjourn from the Executive Session. Mr. Schick seconded the motion. The motion carried unanimously.

- 1.5 Mr. Yardley welcomed the guests and noted:

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.

At this time, Mr. Santonastaso requested recognition. Mr. Yardley said, "Recognized." Mr. Santonastaso indicated that he would like to have a vote on the separation agreement, as discussed by the board.

Mrs. Fina, college counsel, said the Board needs a motion on the additional agenda item to approve "the separation agreement between Sussex County Community College and Jon Connolly."

Mr. Santonastaso moved to approve the separation agreement between Sussex County Community College and Jon Connolly. Mr. Cable seconded the motion.

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

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

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

No one spoke.

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

**ACTION** 1.7 Approval/Acceptance of Minutes

Dr. Silverthorne moved to approve/accept all minutes noted below. Mrs. Pepe seconded the motion. The motion carried unanimously.

1.7.1 Minutes from the Executive Session on February 13, 2025. (Resolution No. GI03262025-1)

1.7.2 Minutes from the Special Meeting on February 13, 2025. (Resolution No. GI03262025-2)

1.7.3 Minutes from the Executive Session on February 25, 2025. (Resolution No. GI03262025-3)

1.7.4 Minutes from the Regular Board Meeting on February 25, 2025. (Resolution No. GI03262025-4)

1.7.5 Acknowledgment of Receipt of Committee Meeting Minutes. (Resolution No. GI03262025-5)

- Personnel and Curriculum Committee – March 18, 2025.
- Audit and Policy Committee – March 18, 2025.
- Finance and Facilities Committee – March 18, 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:

- The Chair of the Personnel and Curriculum Committee indicated that the committee met last week and discussed new hires. There is also a resolution to consider a change in nomenclature to better align with industry standards.
- The Chair of the Audit and Policy Committee indicated that all is quiet and that the audit and policy items on the agenda appear to be in order.
- The Chair of the Finance and Facilities Committee indicated that everything stands as it is on the Consent Agenda.

Ms. Quinn moved to approve all items on the Consent Agenda. Mr. Schick seconded the motion.

Roll call vote: Mr. Cable, Dr. Carrick, Mr. Fiore, Mrs. Frank, 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: Personnel Actions: February 11, 2025 – March 11, 2025. (Resolution No. P03262025-1)

### 2.2 Approval of Curriculum Items

- 2.2.1 Change in nomenclature for the 32-credit academic certificate, currently entitled, “Machine Tool Technology” to “Advanced Manufacturing”. (Resolution No. CI03262025-1)

### 2.3 Approval of Policy Items

- 2.3.1 Re-adopt Policy No. 301.87.1 Medical Appeal Policy. Changes to procedures. (Resolution No. AP03262025-1)
- 2.3.2 Re-adopt Policy No. 401.6 Purchasing Policy. Policy name change from “Procurement/Bidding” to “Purchasing.” Changes to procedures. (Resolution No. AP03262025-2)
- 2.3.3 Adopt Policy No. 401.11 SCCC Credit Card Policy. This is a new policy. (Resolution No. AP03262025-3)

- 2.3.4 Adopt Policy No. 401.12 SCCC Meal Reimbursement Policy. This is a new policy. (Resolution No. AP03262025-4)
- 2.3.5 Adopt Policy No. 401.13 Fixed Asset Policy. This is a new policy. (Resolution No. AP03262025-5)
- 2.4 Approval of Finance Items
  - 2.4.1 Change of signers on CDs that SCCC holds with First Hope Bank from Dr. Jon Connolly and Manal Meseha to Theresa Pappan and Cerene Belli. (Resolution No. BFF03262025-1)
  - 2.4.2 Microsoft OVS License Renewal from Dell for \$30,690.33. Operating Funds. (Resolution No. BFF03262025-2)
  - 2.4.3 All in One Workstations – Learning Commons from Dell for \$45,357. ELF Grant. (Resolution No. BFF03262025-3)
  - 2.4.4 Agreement with Skylands Stadium for athletic events including football, men's and women's soccer, and baseball, aligning with SCCC's fiscal year (July 1, 2025- June 30, 2026), for \$70,000/year. The total rental fee shall be paid in two equal installments: 50% (\$35,000) due before Fall sports begin (August 1, 2025), and 50% (\$35,000) due before Spring baseball begins (January 15, 2026). (Resolution No. BFF 03262025-4)
  - 2.4.5 Blanket P.O. Increase for Baldor Specialty Foods – Culinary Food Supplies. Current BPO \$15,000.00, Increase \$8,000.00, Total – \$23,000.00. Operating Funds. (Resolution No.BFF03262025-5)
  - 2.4.6 Website Upgrades with Hanson for an Estimated \$26,000-\$30,000. Chapter 12. (Resolution No. BFF03262025-6)
  - 2.4.7 Investment Firm Selection – The Investment Firm Selection Committee recommends Biondo as the new investment firm. They have lower fees and are a local firm with strong portfolio management. (Resolution No. BFF03262025-7)
- 2.5 Approval of Facilities Items
  - 2.5.1 Building A Second Floor Carpet – Hannon Floors. Remove old carpet and base and install new carpet tile for \$61,246.45. Chapter 12. (Resolution No. BFF03262025-8)
  - 2.5.2 Building L Second Floor Library Renovations – G. Meyer Group, for Base Bid: \$1,315,535, and Alternate: \$435,000.00 for a total of \$1,750,535. Reserves. (Resolution No. BFF03262025-9)

### 3. Finance – ACTION/RC

**ACTION/RC 3.1** Readopt Policy No. 401.10 Cash Management. There are no changes.

Concerns were raised about risk allocation and investment strategy related to college cash reserves.

Mr. Santonastaso moved to table Policy No. 401.10 Cash Management for further review. Ms. Quinn seconded the motion. The motion carried unanimously.

**ACTION/RC 3.2** Recommendation: Acknowledge Receipt and Review of February 2025 Financial Statements. (Resolution No. GI03262025-6)

- **Enrollment & Tuition:**  
Enrollment remains strong for Spring, Summer, and Fall. Fall registration opened Monday and is already up 18% over last year. Tuition revenue is up 18% over February 2024 and exceeds the budget.
- **Investments:**  
The College sold its Morgan Stanley portfolio in February, realizing a gain of \$800,000. Funds are temporarily held at Providence Bank. A new investment firm has been selected, and the Finance Committee will discuss reinvestment strategy based on the prior 50/50 equity-fixed allocation.
- **Revenue & Expenses:**  
Year-over-year revenue is lower due to the end of CARES Act funding. Expenses are in line, with continued pressure from health benefits. Variances in grants and aid are due to timing.
- **County Support:**  
The Board of School Estimate approved the College's FY26 budget.
- **Credit Hours:**  
Credit hours are above pandemic-year levels, with continued strong enrollment activity.

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

Roll call vote: Mr. Cable, Dr. Carrick, Mr. Fiore, Mrs. Frank, Mrs. Pepe, Ms. Quinn, Mr. Santonastaso, Mr. Schick, Dr. Silverthorne, 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 - Jilyssa Stevens

Jilyssa Stevens did not apply to be a writing consultant. She earned it. Jilyssa has been a genuine asset to the Writing Center.

Jilyssa brings her driven personality to every aspect of the center, from coming to work early, having the most appointments, creating new ways to engage with the students, and decorating the center to keep the spirits high.

Because of her work to support students, she will also be earning the Presidential Award for Service to the Community later this semester.

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

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

Maureen Murphy-Smolka, English faculty, addressed the board, noting her congratulations to Jilyssa, and a heartfelt acknowledgment of her well-deserved recognition.

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

7. **Other Business**

**Discussion / Reports / Announcements:**

7.1 Trustee and Alumni Trustee Activity Update – None this month.

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

7.3 The Board Chair commended the ongoing hard work of all Board members and their respective committees, noting that the results of these efforts are becoming increasingly evident. He expressed appreciation for the dedication shown by both the college staff and the Board, particularly highlighting the positive impact on student engagement and in-person learning. He emphasized the value of the college as not only an educational institution but also a place for social interaction, support, and the exchange of ideas. Congratulations were extended to the Interim President and the entire team for their continued progress, with encouragement to maintain this positive momentum.

7.4 The next meeting of the Board of Trustees will take place on Tuesday, April 22, 2025, at 5:00 p.m. in the Executive Office Board Room.

8. **Adjournment**

At 5:42 p.m., Mr. Schick moved to adjourn the meeting. Mr. Cable seconded the motion. The motion carried unanimously.

Approved:



Katherine Pepe, Secretary – Board of Trustees