Board of Trustees Regular Meeting
Tuesday, February 22, 2011 – 5:00 p.m. – Board Room

AGENDA

1. **General Institutional Functions**
   
   1.1 Call to Order
   
   1.2 Public Statement
   Adequate notice of this meeting has been provided at least 48 hours in advance of its commencement by posting in at least one public place reserved for such or similar announcements and by mail, telephone, or hand delivery to all appropriate parties pursuant to the Open Public Meetings Act, N.J.S.A. 10:4.1.
   
   1.3 Roll Call / Pledge of Allegiance / Welcome to Guests

EXECUTIVE SESSION (If Needed)

1.4 Approval/Acceptance of Minutes:

   ACTION 1.4.1 Acceptance of Minutes from the Special Finance and Facilities Meeting of January 14, 2011.

   ACTION 1.4.2 Acceptance of Minutes from the Personnel and Curriculum Meeting of January 18, 2011.

   ACTION 1.4.3 Acceptance of Minutes from the Finance and Facilities Meeting of January 19, 2011

   ACTION 1.4.4 Approval of Minutes from the January 20, 2011 Special Meeting.

   ACTION 1.4.5 Approval of Minutes from the January 20, 2011 Executive Session.

   ACTION 1.4.6 Approval of Minutes of from the January 25, 2011 Regular Meeting.

   ACTION 1.4.7 Approval of Minutes of the February 7, 2011 Special Meeting.

1.5 Courtesy of the Floor (Public Session)


1.7 Correspondence File

ACTION/RC 1.8 Consideration of the Legally Mandated Agenda Items (As Noted on the Agenda by an *). The Detail of Each Item is Presented in the Main Body of the Agenda Under its Appropriate Classification. (Item 2.1)
2. Personnel

(*) 2.1 Recommendation: Approval of the Attached List of Part-Time Faculty Employed to Teach Credit, Noncredit or Independent Study (IS) Courses/Seminars That Achieved a Supporting Enrollment During Spring 2011 Semester. Said Appointments are Made in Accordance with the Policies, Procedures, and Salary Guidelines Established by the Board of Trustees.

2.2 Report of the Personnel and Curriculum Chair.

ACTION/RC 2.3 Recommendation: Approval to Create Two Full-Time Positions Under the Northern New Jersey Health Professions Pathways Grant – Secretary and Site Coordinator.


3. Curriculum and Instruction

3.1 Academic Affairs Highlights – Sussex County Community College Ready Consortium and SUCCESS (Support for College Concurrent Enrollment in Secondary Schools) with Math Department.

ACTION/RC 3.2 Recommendation: Approval of MOU Between Newton Memorial Hospital and Sussex County Community College.

ACTION/RC 3.3 Recommendation: Approval of Web Study Contract.

4. Student Services Report

5. Community Information and Service Report

6. College Facilities

ACTION/RC 6.1 Recommendation: Approval of Facility Rental Policy.

6.2 Recommendation: Approval of Bid Award Contracts for Janitorial, Plumbing, & Carpentry Services.

ACTION/RC 6.2.1 Award of Contract for Janitorial Services to Carroll Services

ACTION/RC 6.2.2 Award of Contract for Carpentry Services to RayO Construction

ACTION/RC 6.2.3 Award of Contract for Plumbing Services to Aero Plumbing and Heating

6.3 Report from the Finance and Facilities Committee Chair.
7. **Business and Finance**

7.1 Report from the Audit Committee Chair.

**ACTION/RC** 7.2 Recommendation: Certification of the amount of local appropriation necessary for the operating expenses and capital outlay expense of the college for FY.

**ACTION/RC** 7.3 Recommendation: Authorization for President to prepare the final bound FY budget document for public advertisement and for submission to the Sussex County Community College Board for School Estimate.

**ACTION/RC** 7.4 Recommendation: Authorization to Schedule Board of School Estimate Meeting and Board Secretary authorization to advertise said meeting along with a summarized statement of both the estimated revenues and anticipated operating and capital expenditures.

**ACTION/RC** 7.5 Recommendation: Approval of Citibank P Cards -- NJ State contract #TT-1654-52561.

**ACTION/RC** 7.6 Recommendation: Approval to Transfer and Consolidate Upon Expiration Cash, CD’s from NJ Cash Management Fund and Hudson City Savings Bank to Key College Banks – Lakeland and Valley National.

**ACTION/RC** 7.7 Recommendation: Approval to Increase Snow Removal Budget from $60,000 to $100,000 for FYE June 30, 2011.

8. **Courtesy of the Floor (Public Session)**

9. **Other Business**

**Discussion / Reports / Announcements:**

9.1 President’s Report

9.2 Chairman’s Comments

9.3 The Next Regular Meeting of the Board of Trustees Will Take Place on Tuesday, March 22, 2011 p.m., Unless Scheduled Otherwise.

**EXECUTIVE SESSION (If Needed)**

10. **Adjournment**