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
   
   1.4 Approval/Acceptance of Minutes:
   
   **ACTION** 1.4.1 Approval of Minutes from the January 25, 2011 Board Meeting.
   
   **ACTION** 1.4.2 Acceptance of Minutes from the February 14, 2011 Finance and Facilities Committee Meeting.
   
   **ACTION** 1.4.3 Acceptance of Minutes from the February 15, 2011 Personnel and Curriculum Committee Meeting.
   
   **ACTION** 1.4.4 Acceptance of Minutes from the February 16, 2011 Special Finance and Facilities Committee Meeting.
   
   **ACTION** 1.4.5 Approval of Minutes from the February 22, 2011 Board 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. (Items 2.1 & 2.2)

2. **Personnel**

   (*) 2.1 Recommendation: Approval of the Attached List of Part-Time Faculty Employed to Continuing Education Courses. Said Appointments are
2.2 Recommendation: Appointment of the Attached List of Part-Time Support/Non-Faculty Staff Employed for FY ’10/11. Said Appointment is in Accordance with the Policies, Procedures, and Salary Guidelines Established by the Board of Trustees.

2.3 Report of the Personnel and Curriculum Chair.

**ACTION/RC** 2.4 Recommendation: Approval of and Payment for the Attached List of Full-Time Faculty Teaching and/or Administrative Work Overload Assignments for the Spring 2011 Semester.

**ACTION/RC** 2.5 Recommendation: Effective April 1, 2011, the Appointment of Kathleen Nelson to the Position of Assistant Dean of the Division of Community Education and Workforce Development.

**ACTION/RC** 2.6 Recommendation: Effective April 1, 2011, the Appointment of Dr. Kathleen Okay to the Position of Associate Dean of the Division of Learning Resources.

**ACTION/RC** 2.7 Recommendation: Effective April 1, 2011, Elimination of Two Part-Time Custodial Positions in the Facilities Department and the Conversion of Two Full-Time Custodial Positions to Part-Time custodial Positions.

**ACTION/RC** 2.8 Recommendation: Effective April 1, 2011, a Change in Title for Jacqueline Teune from Administrative Manager of Continuing Education and Workforce Development to Administrative Manager of Continuing Education and Workforce Development and the Public Safety Training Academy and an Annual stipend of $3,600 Added to Base Salary for this Increase in Responsibility.

3. **Curriculum and Instruction**
   
   3.1 Academic Affairs Highlights – Communication/Broadcasting Option.

4. **Student Services Report**

5. **Community Information and Service Report**
   
   5.1 Monthly Report of Community Services provided by the College.

6. **College Facilities**
   
   6.1 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: 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 7.3 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 7.4 Recommendation: Approval of First Hope Checking Transfer to Valley National CD.

ACTION/RC 7.5 Recommendation: Approval to Add SAIF as Another Insurance Broker of Record, in Addition to The Morville Agency.

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, April 26, 2011 p.m., Unless Scheduled Otherwise.

Executive Session - Collective Bargaining Agreements, Pending or Anticipated Litigation/Attorney-Client Privilege.

10. Adjournment