1. **General Institutional Functions**

1.1 Chairman Smith called the meeting to order at 10:03 a.m.

1.2 Secretary Vetrano read the 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

   Dr. Andrews (via telephone), Mr. Gavan, Dr. Lamonte (via telephone), Judge Parker, Mr. Vetrano, Mr. Senker (via telephone at 10:10 a.m.), Mr. Smith and Dr. Mazur attended the meeting.

   Also in attendance were: Sr. VP Academic and Student Affairs Harry Damato, VP Finance and Operations Frank Nocella and Assistant to the President and Board of Trustees/Recording Secretary Wendy Fullem. Attorney Eric Andrews attended the meeting via telephone.

1.5 Courtesy of the Floor (Public Session) – No one spoke.

2. **College Facilities**

2.1 Recommendation: Approval to Accept Cabling Bid from PJ Smith Electric – Hamburg, NJ – Base bid plus alternate one in the amount of $476,280.00.

   Discussion ensued and included:

   - The range of costs in the bids - Eric Andrews noted that he looked at the low bid to make sure it met all of the bid requirements. Inside staff and Birdsall have also reviewed the bids.
   - Change orders - There is a 20% threshold by law for change orders.
   - Time frame for project - The contract has a $1,000 a day penalty for not reaching milestones. There will be tight accounting and tracking. Our Facilities Director as well as Birdsall will be supervising the project.
   - Finances of contractor - PJ Smith provided audited financials and it appears they are in strong financial health.

   Mr. Gavan moved to approve acceptance of the cabling bid from PJ Smith Electric as noted above. Mr. Vetrano seconded the motion.

   Roll call vote: Dr. Andrews, Mr. Gavan, Dr. Lamonte, Judge Parker, Mr. Senker, Mr. Vetrano and Mr. Smith voted yes. Motion carried unanimously.
3. **Courtesy of the Floor (Public Session)** – No one spoke.

4. **Other Business**
   
   4.1 The Next Regular Meeting of the Board of Trustees Will Take Place on Tuesday July 24, 2012.

5. **Adjournment**

   At 10:15 a.m., Mr. Gavan moved to adjourn the meeting. Judge Parker seconded the motion. Motion carried unanimously.

Approved:

Glen Vetrano, Secretary