



**Board of Trustees Regular Meeting
Tuesday, February 27, 2018 – 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.

1.4 Welcome to Guests.

1.5 Approval/Acceptance of Minutes:

1.5.1 Minutes from the Tuesday, January 23, 2018 Regular Meeting.

1.5.2 Minutes from the Tuesday, January 23, 2018 Executive Session.

1.5.3 Acknowledgment of Receipt of Committee Meeting Minutes – Tuesday, February 20, 2018:

- Audit and Policy Committee
- Personnel and Curriculum Committee
- Finance and Facilities Committee

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

ACTION/RC 1.7 Acknowledgment of Receipt and Review of Financial Statements - Month End CFO Report - January 31, 2018 - Seven Months YTD FYE June 30, 2018.

1.8 Correspondence File

2. Policy

2.1 Report of the Audit and Policy Committee Chair.

ACTION/RC 2.2 Recommendation: Approval to Rescind Policy No. 7.1.1 Budgeting.

ACTION/RC 2.3 Recommendation: Approval of Policy No. 401.3 Annual Budget. (Replaces Policy No. 7.1.1 Budgeting.)

- ACTION/RC** 2.4 Recommendation: Approval to Rescind Policy No. 7.1.2 Financial Reporting and Policy No. 7.1.3 Accounting.
- ACTION/RC** 2.5 Recommendation: Approval of Policy No. 401.4 Financial Reporting. (Replaces Policy No. 7.1.2 Financial Reporting and Policy No. 7.1.3 Accounting.)
- ACTION/RC** 2.6 Recommendation: Approval to Rescind Policy No. 7.1.4 Internal Audit/Unit Budget Directors. It is no longer an applicable policy.
- ACTION/RC** 2.7 Recommendation: Approval to Rescind Policy No. 7.1.5 Revenues/Cash Receipts.
- ACTION/RC** 2.8 Recommendation: Approval of Policy No. 401.5 Cash Receipts/Bank Depositories. (Replaces Policy No. 7.1.5 Revenues/Cash Receipts.)
- ACTION/RC** 2.9 Recommendation: Approval to Rescind Policy No. 7.1.7 Disbursement.
- ACTION/RC** 2.10 Recommendation: Approval of Policy No. 401.7 Disbursement. (Replaces Policy No. 7.1.7 Disbursement.)

3. Personnel

- 3.1 Report of the Personnel and Curriculum Committee Chair.
- ACTION/RC** 3.2 Recommendation: Approval of Monthly Personnel Actions.

4. Curriculum – None this Month.

5. Student Services

- 5.1 SGA Report.
- 5.2 Campus Life Report.

6. College Service Report

7. Business and Finance

- 7.1 Report of the Finance and Facilities Committee Chair.
- 7.2 Presentation and Discussion of FY19 Budget.
- ACTION/RC** 7.3 Recommendation: Approval of Certification of the Amount of Local Appropriation Necessary for the Operating Expenses and Capital Outlay Expense of the College for FY19 and for the President to Prepare the Final Bound FY19 Budget Document for Public Advertisement and for Submission to the Sussex County Community College Board for School Estimate. (Approval of FY19 Budget.)

ACTION/RC 7.4 Recommendation: Authorization to Schedule Board of School Estimate Meeting and for Board Secretary 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 to Accept Proposal from SHI for Desktop/Laptop/ Monitor Purchases, Totaling \$211,393.68, Costs as Follows:

- 177 Desktop units for campus distribution-Lenovo ThinkCentre M910s, in the amount of \$174,228.72.
- 24 Lenovo Laptops, model E570, (20 for Automotive Dept. and 4 for Writing Center) at a cost of \$17,336.16.
- 5 Lenovo ThinkCentre M910s w/extended service agreement for IT spares at a cost of \$5,898.00.
- 102 ACER 24" Monitors at a cost of \$13,930.80.

ACTION/RC 7.6 Recommendation: Approval to Accept Proposal from Four Winds Interactive, Denver CO-Contract for TV and Announcement Software for Galleria and Elsewhere First Year Commitment, in the Amount of \$19,114.50, Costs as Follows:

Annual Software License	\$ 7,000.00
Hardware	\$ 4,022.00
Professional Services	\$ 6,592.50
<u>Travel</u>	<u>\$ 1,500.00</u>
Total	\$19,114.50

ACTION/RC 7.7 Recommendation: Approval of Canteen Blanket Order Extension for Subsidy \$20,760 Extension for 6 Months Based on \$865/Week.

7.8 Report: Detail for Purchases Over \$10,000.

8. Facilities

ACTION/RC 8.1 Recommendation: Approval to Accept Proposal from JG Petrucci Co, Inc. as CM Advisor for the New Building, for 19 Months \$12,250 per Month (flat fee starting Feb 2018). Total Cost \$232,750.

ACTION/RC 8.2 Recommendation: Approval to Accept Proposal from VDA (Van Deusen & Associates) to Act as Owner's Agent/Project Manager for the Entire Elevator Upgrade Project, in the Amount of \$19,500.

ACTION/RC 8.3 Recommendation: Reject all Welding Bids.

9. Security Discussion

9.1 Fred Mamay, Director of Campus Safety and Security, will lead this discussion.

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

11. Other Business

Discussion / Reports / Announcements:

- 11.1 Trustee Activity Update.
- 11.2 Alumni Trustee Report – None this month.
- 11.3 President’s Report.
- 11.4 Chair’s Comments.
- 11.5 The Next Regular Meeting of the Board of Trustees Will Take Place on March 27, 2018 at 5:00 p.m. in the Executive Board Room.

12. Executive Session – Contract Negotiation and Personnel Matter.

13. Adjournment