



**Board of Trustees Regular Meeting
Tuesday, October 24, 2017 – 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.

EXECUTIVE SESSION - Attorney/Client Privilege-Professional Services Contractual Matter.

- 1.5 Approval/Acceptance of Minutes and Board Action Resolutions:
 - 1.5.1 Minutes from the Tuesday, September 26, 2017 Regular Meeting.
 - 1.5.2 Acknowledgment of Receipt of Committee Meeting Minutes:
 - Audit and Policy Committee – Tuesday, October 17, 2017.
 - Personnel and Curriculum Committee – Tuesday, October 17, 2017.
 - Finance and Facilities Committee – Tuesday, October 17, 2017.
 - 1.5.3 Approval of Board Action Resolutions from the September 26, 2017 Board Meeting.
- 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 September 30, 2017 Three-Months YTD FYE June 30, 2018 Financial Statements.

- 1.8 Correspondence File.

2. Audit

- 2.1 Presentation of the Audit Reports – Scott Clelland, Wiss & Company, LLP.

- Sussex County Community College - Report on the College's Accounting System, Management's Responsibilities and Internal Control Related Matters – June 30, 2017.
- Sussex County Community College – Report on Financial Statements and Federal Awards and State Financial Assistance in Accordance with Uniform Administrative Requirements, Costs Principles and Audit Requirements for Federal Awards (Uniform Guidance) and New Jersey OMB Circular 15-08 – Years Ended June 30, 2017 and 2018.
- Sussex County Community College – Report on Agreed-Upon Procedures of Base Chargeback Rate Per Credit Hour – Year Ended June 30, 2017.
- Sussex County Community College – Agreed-Upon Procedures of Total Credit-Hour Enrollments – Year Ended June 30, 2017.

- ACTION/RC** 2.2 Recommendation: Approval of Sussex County Community College - Report on the College's Accounting System, Management's Responsibilities and Internal Control Related Matters – June 30, 2017.
- ACTION/RC** 2.3 Recommendation: Approval of Sussex County Community College – Report on Financial Statements and Federal Awards and State Financial Assistance in Accordance with Uniform Administrative Requirements, Costs Principles and Audit Requirements for Federal Awards (Uniform Guidance) and New Jersey OMB Circular 15-08 – Years Ended June 30, 2017 and 2018.
- ACTION/RC** 2.4 Recommendation: Approval of Sussex County Community College – Report on Agreed-Upon Procedures of Base Chargeback Rate Per Credit Hour – Year Ended June 30, 2017.
- ACTION/RC** 2.5 Recommendation: Approval of Sussex County Community College – Report on Agreed-Upon Procedures of Total Credit-Hour Enrollments – Year Ended June 30, 2017.

3. Policy

- 3.1 Report of the Audit and Policy Committee Chair.
- ACTION/RC** 3.2 Recommendation: Rescind Policy No. 3.3.1 Academic Distinction at Graduation Policy.
- ACTION/RC** 3.3 Recommendation: Approval of Policy No. 300.54 Academic Distinction at Graduation Policy.
- ACTION/RC** 3.4 Recommendation: Rescind Policy No. 3.4.1 Cheating and Plagiarism Academic Integrity Policy.
- ACTION/RC** 3.5 Recommendation: Approval of Policy No. 301.2 Academic Integrity Policy.
- ACTION/RC** 3.6 Recommendation: Rescind Policy No. 3.15.1 Independent Study Policy.
- ACTION/RC** 3.7 Recommendation: Approval of Policy No. 301.34 Directed Study Policy.
- ACTION/RC** 3.8 Recommendation: Rescind Policy No. 3.18.2 Waiver & Substitution Policy.

ACTION/RC 3.9 Recommendation: Approval of Policy No. 301.30 Waiver and Substitution Policy.

4. Personnel

4.1 Report of the Personnel and Curriculum Committee Chair.

ACTION/RC 4.2 Recommendation: Approval of Monthly Personnel Actions.

ACTION/RC 4.3 Recommendation: Approval to Ratify Payments Made to Dr. Baker for Work During Transitions from Him to Mr. Gandhi and Dr. Aguirre-Batty.

5. Curriculum – None This Month.

6. Student Services

6.1 SGA Report – None This Month.

6.2 Campus Life Report – None This Month.

7. College Service Report – None This Month.

8. Business and Finance

8.1 Report of the Finance and Facilities Committee Chair.

ACTION/RC 8.2 Recommendation: Approval of Contract between Sussex County Community College and Sanger & Eby, for Website Redesign, in the Amount of \$130,100, Cost Break Down:

- Phase 1: \$35,000 + \$5,000 for outside costs.
- Phase 2 \$90,000

Initial payment – 33%
Phase 2 launch – 33%
Completion of project – 34%

9. Facilities

ACTION/RC 9.1 Recommendation: Approval to Award Snow Plowing Bid to J. Kramer Landscaping.

ACTION/RC 9.2 Recommendation: Approval of Contract Award to The Gordian Group/Murray Paving and Concrete for Campus Improvement Projects, in the Amount of \$106,891.03, Cost Break Down:

- Yellow-College Hill Road \$ 84,209.81
- Pink-A Building crosswalk, E Building walkway by the new Fitness Center \$ 8,790.50
- Railings-(ADA improvements) L Building H/C entrance and E Building H/C entrance \$ 13,890.72

\$106.891.03

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.

11.3 Report of the Nominating Committee.

11.4 President's Report.

11.5 Chair's Comments.

11.6 There Will Be a Retreat for the Board of Trustees on Wednesday, November 8, 2017, 5:00 p.m., in Project Self Sufficiency's Community Room.

11.7 The Annual Reorganization Meeting will Begin at 4:30 p.m., on Tuesday, November 28, 2017. It Will Be followed at 5:00 p.m., by the Regular Meeting of the Board of Trustees. Meetings Will Take Place in the Executive Board Room.

12. **Adjournment**