



**Board of Trustees Regular Meeting  
Tuesday, January 23, 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 Thursday, November 30, 2017 Regular Meeting.
  - 1.5.2 Minutes from the Thursday, November 30, 2017 Annual Reorganization Meeting.
  - 1.5.3 Acknowledgment of Receipt of Committee Meeting Minutes – Tuesday, January 16, 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 - December 31,2017 Six Months YTD FYE June 30, 2018.

1.8 Correspondence File

**2. Policy**

- 2.1 Report of the Audit and Policy Committee Chair.

### **3. Personnel**

3.1 Report of the Personnel and Curriculum Committee Chair.

**ACTION/RC** 3.2 Recommendation: Approval of Monthly Personnel Actions.

### **4. Curriculum**

**ACTION/RC** 4.1 Recommendation: Approval New Degree Option and Certificate:

- A.A.S. Technical Studies: Machine Tool Technology Option.
- Machine Tool Technology Certificate.

### **5. Student Services**

5.1 SGA Report

5.2 Campus Life Report – None this Month

### **6. College Service Report**

### **7. Business and Finance**

7.1 Report of the Finance and Facilities Committee Chair.

**ACTION/RC** 7.2 Recommendation to Extend Blanket P.O. for Ergos. Looking to Increase \$113,250, Which is \$18,875 for 6 Months.

**ACTION/RC** 7.3 Recommendation: Re-Appointments of On-Call Engineering Firms: Mott McDonald, HQW Architects, LLC, KS Engineers, PC, Partner Engineering and Science, Inc., T & M Associates, and J.G. Petrucci Co., Inc. as Existing Service Providers.

**ACTION/RC** 7.4 Recommendation: Approval of Laptop Computer Purchase from SCW, for 20 Computers, Priced at \$733.30 Each, for a Total Amount of \$14,666.

**ACTION/RC** 7.5 Recommendation: Approval of U.S.A. Architects for Design of the New Academic and High Technology Center at Sussex County Community College, in the Amount of \$365,364.

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

### **8. Facilities**

**ACTION/RC** 8.1 Recommendation: Award of Contract to KI for D Building Galleria Furniture Project through ESCNJ Cooperative, in the Amount of \$72,100.60, Broken Down as follows:

Product: \$55,462

Installation: \$16,638.60

**ACTION/RC** 8.2 Recommendation: Approval to Engage Rayo Construction (currently awarded

College's carpentry contract) for Ceiling Tile/Grid Work, in the Amount of \$32,263.75, Broken Down as Follows:

- D Bldg. stairwells \$7,880.80
- E Building stairwell \$2,927.17
- Classrooms (B 303-304-305) \$14,221.92
- Executive Office (older sections only) \$7,233.86

**ACTION/RC 8.3** Recommendation: Award of Contract to Encore LED for Upgrades to Current Lighting in Parking Areas 5, 5A and 8, in the Amount of \$16,025, Broken Down as Follows:

- LED fixtures \$12,895/Installation \$7,100.00 = \$19,925
- Rebate estimation of \$3,900
- Net cost to college \$16,025

**ACTION/RC 8.4** Recommendation: Award of Contract to Business Systems, Inc. for IT Cabling Assessment, in the Amount of \$33,880, to Provide Campus-Wide IT Cabling Assessment that will Include: Testing of All Cable Connections and Capabilities, Provide Complete Mapping of Campus Cabling and Networks, Provide Detailed Drawings of Campus Fiber and Test Results, Broken Down as Follows:

Base Scope of Work

Qty	Description	Unit	Ext. Cost
20	Project Management	\$120.00	\$ 2,400.00
120	Foreman	\$114.00	\$13,680.00
120	Journeyman	\$ 80.00	<u>\$9,600.00</u>
Total Investment:			\$25,680.00

Optional Scope of Work

Qty	Description	Unit	Ext. Cost
36	Project Management	\$120.00	\$4,320.00
20	Foreman	\$114.00	\$2,280.00
20	Journeyman	\$ 80.00	\$1,600.00
Additional Investment:			<u>\$8,200.00</u>

**ACTION/RC 8.5** Recommendation: Approval of Emergency Operations Plan.

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

**10. Other Business**

**Discussion / Reports / Announcements:**

- 10.1 Trustee Activity Update.
- 10.2 Alumni Trustee Report – None this Month.
- 10.3 President's Report.
- 10.4 Chair's Comments.

10.5 The Next Regular Meeting of the Board of Trustees Will Take Place on February 27, 2018 5:00 p.m. in the Executive Board Room.

11. **Executive Session** – President’s Evaluation

12. **Adjournment**