



**Board of Trustees
REORGANIZATION MEETING
Tuesday, November 27, 2018 – 4:30 p.m.
Board Room**

AGENDA

1. Organizational Matters
 - a. Call to Order
 - b. Public Notice
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.
 - c. Roll Call
 - d. Welcome to Guests
 - e. Public Session (Courtesy of the Floor)
2. Report of the Nominating Committee
Meeting will be chaired by the Chair of the Nominating Committee during the election of officers. Members of the Nominating Committee shall count the ballots and report results to the Nominating Committee Chair who will, in turn, report the results to the Board and public.

ACTION

- a. Action on the Nominating Committee Recommendations/Election (The newly elected officers immediately assume their respective offices once elected. After any comments elected officers wish to make, the Chair resumes with the order of the day.)

3. Ethics Presentation / Collection of Signed Ethics Policy Documents (Insert)
4. Appointment of Legal Counsel

ACTION/RC

- 4a. **Recommendation:** Ms. Katherine A. Gilfillan, Designated Counsel, Schenk, Price, Smith, & King, LLP with an Annual Retainer of \$60,000 Payable by \$5,000 per Month.

ACTION/RC

- 4b. **Recommendation:** Labor Counsel Services - Schenk Price, Smith, King LLP. Services Shall Be Paid at a Rate of \$195.00 per Hour for Services Rendered by Any Partner or Counsel, \$150 per Hour for Associate Attorney Services, \$95.00

per Hour for Paralegal Services for legal services above and beyond those covered in the retainer agreement dated. They Shall Be Paid for Billable Hours, Based Upon Receipt of Detailed Monthly Invoices.

- ACTION/RC** 4c. **Recommendation:** Real Estate Counsel Services – Weiner Law Group, LLC – Partner \$195 per Hour, Associate - \$150 per Hour, Paralegal and Law Clerk Time - \$95 per Hour.
- ACTION/RC** 4d. **Recommendation:** Special/Conflict Counsel Services - Porzio, Bromberg & Newman, at \$375 per Hour for Principals, \$300 per Hour for Counsel, \$210 per Hour for Associate Attorneys, and \$135 per Hour for Paralegals.
- ACTION/RC** 5. Appointment of an Auditing Firm
- Recommendation:** Wiss & Co. of Livingston, NJ for Fiscal Year Ending June 30, 2019, in the Amount of \$67,000 for the College Audit, Which Includes the Credit Hour/Charge Back Enrollment Audits.
- ACTION/RC** 6. Appointment of On-Call Engineering & Architectural Firms
- Recommendation:** Re-Appointments of On-Call Engineering Firms: Mott McDonald, HQW Architects, LLC, and J.G. Petrucci Co./Iron Hill, Inc. as Existing Service Providers.
- ACTION/RC** 7. Appointment of Bank Depositories
- Recommendation:** Lakeland Bank, Sussex Bank and First Hope Bank
- ACTION/RC** 8. Appointment of Insurance Brokers of Record
- Recommendation:** The Morville Agency (a Division of Bollinger) through June 30, 2019 and SAIF.
- ACTION/RC** 9. Appointments to the College’s Board of School Estimate
- ACTION/RC** 10. Naming of the Board’s Official Newspaper/s of Record
- Recommendation:** The New Jersey Herald/The New Jersey Star Ledger/The New Jersey Sunday Herald.
- ACTION** 11. Selection of the Date, Time, Location of Meetings (Attachment pg. 1)
- (*) ACTION** 12. Consideration of the Appointment of Standing and Ad Hoc Committees. Current Committees Include:
- a. Executive Committee – The four officers of the Board
 - b. Personnel and Curriculum Committee
 - c. Finance and Facilities Committee
 - d. Audit and Policy Committee

- (*) ACTION** 13. Appointments to NJ Council of County Colleges
- a. Representative (Chair) and Alternate
 - b. Two Trustees to the Ambassador Program
- ACTION** 14. Appointment of Foundation Liaison
- ACTION** 15. Adoption/Re-Adoption of the Trustee Bylaws (Attachments pgs. 2-21)
- ACTION** 16. Appointment of Recording Secretary to the Board
- Recommendation**: Wendy Fullem with Patricia Shatsoff as Alternate.
- ACTION** 17. Appointment of Reappoint Title IX Coordinator for a Year – November, 2018 – November, 2019.
- Recommendation**: Michael Gallegly
18. Other Business
19. Public Session (Courtesy of the Floor)
20. Adjournment

(*) Trustee Bylaws provide authorization for the Board Chair to make these appointments upon confirmation by a majority of the voting Board members.