



**Board of Trustees Regular Meeting
Tuesday, November 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: (Attachment pgs. 1-12)

1.5.1 Minutes from the Tuesday, October 23, 2018 Regular Meeting.
(Attachment pgs. 1-7)

1.5.2 Acknowledgment of Receipt of Committee Meeting Minutes – Tuesday,
November 20, 2018:

- Audit and Policy Committee (Attachment pgs. 8 & 9)
- Personnel and Curriculum Committee (Attachment pg. 10)
- Finance and Facilities Committee (Attachment pgs. 11 & 12)

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: October 31, 2018, Four Months YTD FYE June 30, 2019. (Attachment pgs. 13-25)

1.8 Correspondence File. (Attachment pgs. 26 & 27)

2. Policy

2.1 Report of the Audit and Policy Committee Chair.

ACTION/RC 2.2 Recommendation: Rescind Policy No. 3.11.2. It was replaced with policy no. 300.1, and is now renumbered as policy no. 301.30. (Attachment pg. 28)

- ACTION/RC** 2.3 Recommendation: Approval of Revised Policy No. 101.2 Code of Ethics Pertaining to Conflicts of Interest for College Trustees and Officers. (Attachment pgs. 29-34)
- ACTION/RC** 2.4 Recommendation: Approval of Policy No. 101.3 Presidential Succession and Search Policy. (Attachment pgs. 35 & 36)
- ACTION/RC** 2.5 Recommendation: Approval of Policy No. 101.4 Trustee Orientation. (Attachment pgs. 37 & 38)
- ACTION/RC** 2.6 Recommendation: Approval of New Policy, No. 101.5 Policy on Policy Approval. (Attachment pgs. 39 & 40)

3. Personnel

- 3.1 Report of the Personnel and Curriculum Committee Chair.
- ACTION/RC** 3.2 Recommendation: Approve Monthly Personnel Actions – November, 2018. (Attachment pgs. 41 & 42)
- ACTION/RC** 3.3 Recommendation: Approve Adjunct Faculty MOA 2018 – 2021 (Attachment pgs. 43-44)

4. Curriculum – None

5. Student Services

- 5.1 SGA Report
- 5.2 Campus Life Report – None this month.

6. College Service Report (Attachment pg. 45)

7. Audit

- 7.1 Presentation of Audit reports: Scott Clelland, Wiss & Company, LLP (Attachment pgs. 46-126)
- ACTION/RC** 7.2 Recommendation: Approval of June 30, 2018 Audit and Management Reports: Management Letter – Report on the College’s Accounting System, Management Responsibilities and Internal Control Related Matters. (Attachment pgs. 46-53)
- ACTION/RC** 7.3 Recommendation: Approval of June 30, 2018 Audit and Management Reports: Report on Financial Statements and Federal Awards and State Financial Assistance Years Ended June 30, 2018 and 2017. (Attachment pgs. 54-116)
- ACTION/RC** 7.4 Recommendation: Approval of June 30, 2018 Credit Hour Audit Report. (Attachment pgs. 117-122)
- ACTION/RC** 7.5 Recommendation: Approval of June 30, 2018 Charge Back Rate Audit Report. (Attachment pgs. 123-126)

8. Business and Finance

- 8.1 Report of the Finance and Facilities Committee Chair.
- 8.2 Report: October 2018 Purchases Over \$10,000. (Attachment pg. 127)

9. Facilities

- ACTION/RC** 9.1 Recommendation: Approve Bid for Metabolic Measurement System (Bid 18-00-0094) from ParvoMedics, Inc., in the Amount of \$45,151.00 - Funded by Perkins Grant. (Attachment pg. 128)
- ACTION/RC** 9.2 Recommendation: Sole Source Purchase of Automotive Equipment – Snap-on Industrial, in the Total Amount of \$65,992.96, as Follows – Funded by Perkins Grant. (Attachment pgs. 129-134):
- Multi-Meter Certification Kit in the Amount of \$10,784.75.
 - Battery/Start/Charge Cert. Station in the Amount of \$ 5,810.00.
 - Procut Certification Kit in the Amount of \$10,245.59.
 - Locking/Inventory Control Tool Boxes in the Amount of \$39,152.62.
- ACTION./RC** 9.3 Recommendation: Addition of \$20,000.00 to the Board Resolution Number BFF04242018-4, dated April 24, 2018 “Awarded Landscaping Contract to Kramer Landscaping – Up to \$60,000.00.” This is due to additional mowing needed for athletic fields during soccer season. Mowing on campus is usually performed once per week, but due to the weather this season, twice a week was necessary. There are funds available in the facilities budget to cover this additional cost request. (Attachment pg. 135)
- 9.4 Report: Monthly Campus Safety Incident Log for October 2018. (Attachment pg. 136)

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 President’s Report.
- 11.4 Chair’s Comments.
- 11.5 The Next Meeting of the Board of Trustees Will Take Place on Tuesday, January 22, 2019, in the Executive Board Room.

12. Adjournment