



**Board of Trustees Regular Meeting
Tuesday, January 22, 2019 – 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:

ACTION 1.5.1 Minutes from the Tuesday, November 27, 2018 Regular Meeting. (Attachment pgs. 1-9)

ACTION 1.5.2 Minutes from the Tuesday, November 27, 2018 Annual Reorganization Meeting. (Attachment pgs. 10-15)

ACTION 1.5.3 Acknowledgment of Receipt of Committee Meeting Minutes – Tuesday, January 15, 2019: (Attachment pgs. 16-20)

- 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, 2018, Six Months YTD FYE June 30, 2019. (Attachment pages 21-33)

1.8 Correspondence File (Attachment pgs. 34-39)

2. Policy

2.1 Report of the Audit and Policy Committee Chair.

- ACTION/RC 2.2** Recommendation: Rescind the Following Policies: (Attachment pgs. 40-51)
- 500.9 Transcripts. (It is being replaced with policy no. 301.16 Transcript Requests.)
 - 500.11 Confidentiality of Student Records. (It is being replaced with policy no. 301.17 Confidentiality of Student Records.)
 - 500.12 Student Review of Records. (It is being replaced with policy no. 301.18 Student Review of Records.)
 - 500.16 Re-Issuance of Diplomas. (It is being replaced with policy no. 301.19 Re-Issuance of Diplomas.)
 - 500.21 Background Check on Students Information Release. (It is being replaced with policy no. 301.20 Background Check on Students Information Release.)
 - 500.22 Timeline to Complete a Discontinued Academic Program. (It is being replaced with policy no. 301.95 Timeline to Discontinue an Academic Program.)
- ACTION/RC 2.3** Recommendation: Approval of Policy No. 301.16 Transcript Requests. (Attachment pgs. 52 & 53)
- ACTION/RC 2.4** Recommendation: Approval of Policy No. 301.17 Confidentiality of Student Records. (Attachment pgs. 54 & 55)
- ACTION/RC 2.5** Recommendation: Approval of Policy No. 301.18 Student Review of Records. (Attachment pgs. 56 & 57)
- ACTION/RC 2.6** Recommendation: Approval of Policy No. 301.19 Re-Issuance of Diplomas. (Attachment pgs. 58 & 59)
- ACTION/RC 2.7** Recommendation: Approval of Policy No. 301.20 Background Check on Students Information Release. (Attachment pgs. 60 & 61)
- ACTION/RC 2.8** Recommendation: Approval of Policy No. 301.95 Timeline to Discontinue an Academic Program. (Attachment pgs. 62 & 63)
- ACTION/RC 2.9** Recommendation: Approval of Academic Affairs Policy Number Changes. (Attachment pgs. 64 & 65)

3. Personnel

3.1 Report of the Personnel and Curriculum Committee Chair.

- ACTION/RC 3.2** Recommendation: Approval of Monthly Personnel Actions. (Attachment pgs. 66 & 67)

4. Curriculum – None this month.

5. Student Services

- 5.1 SGA Report.
- 5.2 Campus Life Report – None this Month.
- 5.3 Information: Student Profile. (attachment pg. 68)

6. **College Service Report** – None this month.

7. **Business and Finance**

7.1 Report of the Finance and Facilities Committee Chair.

ACTION/RC 7.2 Recommendation: Approval of Certification of the Amount of Local Appropriation Necessary for the Operating Expenses and Capital Outlay Expense of the College for FY20, and Revised Capital Outlay for the FY19, and for the President to Prepare the Final Bound FY20 Budget Document for Public Advertisement and for Submission to the Sussex County Community College Board for School Estimate. (Attachment pgs. 69-93)

ACTION/RC 7.3 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 7.4 Recommendation: Approval of Additional Expenditure for EcoSciences, Inc. in the Amount of \$6,100.00 in Excess of the \$58,030.00 Originally Approved for Phase II During the Board of Trustees July 2018 Meeting. (Attachment pgs. 94-97)

Original July 2, 2018 Contract – Phase II Estimate \$58,030.00

Invoice #2 dated 9/14/18 \$29,850.00

Invoice #3 dated 10/22/18 \$34,280.00

Amount Due in Excess of Original Approval \$ 6,100.00

7.5 Report: November – December 2018 Purchases Over \$10,000. (Attachment pg. 98)

8. **Facilities**

ACTION/RC 8.1 Recommendation: Approval of Polycom Systems for 3 Classrooms at SCCC, Vernon Township High School, and Newton High School – State Contract in the Amount of \$147,591.00 (\$49,197.00 x 3) from Tele-Measurements Inc. (Attachment pgs. 99 & 100)

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.

10.3 President's Report.

10.4 Chair's Comments. (Attachment pgs. 101 & 102)

10.5 The Next Regular Meeting of the Board of Trustees Will Take Place on February 26, 2019 5:00 p.m. in the Executive Board Room.

11. **Adjournment**