



**Board of Trustees Regular Meeting  
Tuesday, May 28, 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 Oath of Office – Ms. Elizabeth J. Brown
- 1.4 Roll Call / Pledge of Allegiance
- 1.5 Welcome to Guests
- 1.6 Courtesy of the Floor on Agenda Items Only (Public Session-5 Minutes per Speaker)

**ACTION**

- 1.7 Approval/Acceptance of Minutes: (Resolutions GI05282019-2 & GI05282019-3, pgs. 1-15)
  - 1.7.1 Minutes from the Tuesday, April 23, 2019, Regular Meeting. (Resolution GI-05282019-2)
  - 1.7.2 Acknowledgment of Receipt of Committee Meeting Minutes – Tuesday, May 21, 2019 (Resolution GI05282019-3):
    - Audit and Policy Committee
    - Personnel and Curriculum Committee
    - Finance and Facilities Committee
- 1.8 Committee Chair Reports
  - Audit and Policy Committee Chair
  - Personnel and Curriculum Committee Chair
  - Finance and Facilities Committee Chair

**2. Consent Agenda – ACTION/RC**

The President recommends items 2.1 - 2.5.7 for Board approval, as brought forth after discussion and review by Board Committees:

- 2.1 Approval of Monthly Personnel Actions: New hires, resignations, retirements, open positions, title changes, and stipends. (Resolution P05282019-1, pgs. 16-17)
- 2.2 Annual Faculty and Staff Reappointments and Salary Increases for 2019-2020. (Resolution P05282019-2, pgs. 18-21)
- 2.3. Approval of Policy Items (Resolutions AP05282019-1 – AP05282019-3, pgs. 22-26)
  - 2.3.1 Rescind the following policies:
    - 4.4.7 NJ National Guard Tuition-Free Program (5/92)
    - 500.8 NJ National Guard Tuition-Free Program (3/24/14)
    - 500.24 Open Registration Policy for Veterans (6/23/15)
  - 2.3.2 Approve the following policies:
    - 508.3 Priority Registration Policy for Service Members and Dependents
    - 508.5 New Jersey National Guard Tuition Waiver Program
- 2.4. Approval of Curriculum Items (Resolutions CI05282019-1 – CI05282019-4, pg. 27)
  - 2.4.1 Retire the following programs:
    - Food and Beverage Management Option under A.A.S. Business Management
    - A.A.S. Criminal Justice Studies
  - 2.4.2 Approve the following new certificate.
    - Culinary Arts
  - 2.4.3 Approve the new option under A.A.S. Technical Studies
    - Optics Technology
- 2.5 Approval of Finance Items (Resolutions BFF05282019-1 – BFF 05282019-8, pgs. 28-53)
  - 2.5.1 RFP for Cafeteria Award to Canteen Services to Operate the Café Along with Catering and Vending Services for the Annual Subsidy Cost of \$63,544. (Resolution BFF05282019-1, pgs. 28-30)
  - 2.5.2 Marquee Digital Sign Replacement on Route 519, Newton, New Jersey Property for \$26,490 from Sign-Express Funded by CCOG. (Resolution BFF05282019-2, pgs. 31-34)

**Display Specifications**

Physical Pitch & Matrix: 16mm at 80 x 140  
 Active Viewing Area: 4'-2 3/8" x 7'-4 3/16"  
 Color Capability: Full Color  
 Pixel Composition: 1 Red / 1 Green / 1 Blue  
 Brightness: >10,000  
 Viewing Angle: 160 degree  
 Contrast Ratio: 1000:1  
 LED Life-span: 100,000 Hrs  
 Video Capability: Included with all models  
 Minimum Character Height: 4.4 inch

Max Lines: 10  
 Max Characters: 28  
 Max Amps: @120VAC(10) Amps / @240VAC (5) Amps Per Face

Lifetime Diagnostics and Troubleshooting Support – Included  
 Extended 5 Year Parts and Factory Labor Warranty  
 Lifetime Training Support – Included

2.5.3 Computers for Vernon Township School District (20 Computers/20 Monitors – Dell, Inc. – New Jersey State Contract) for Further Development of Their ITV Lab and to Provide a Higher Standard of Computer to be Used for Additional Joint Programs and Concurrent Courses for \$18,365.20 Funded by HEFT. (Resolution BFF04232019-3, pgs. 35-40)

<u>Product</u>	<u>Unit Price</u>	<u>Qty</u>	<u>Subtotal</u>
SI# 350002 OptiPlex 7060 SFF	\$761.21	20	\$15,224.20
Dell 24 Monitor - P2419H	\$157.05	20	\$ 3,141.00
Total			<u>\$18,365.20</u>

2.5.4 Additional Funds of \$8,740 Needed to Complete FY19 Landscaping Needs Approved by Board Resolution Number BFF04242018-4, dated April 24 2018, “Awarded Landscaping Contract to Kramer Landscaping – Up to \$60,000.00.” (Resolution BFF05282019-4, pg. 41)

2.5.5 HQW Architects Proposal for Architectural Service for the HVAC Upgrades at the PSTA Building Funded Through Chapter 12 in the Amount of \$21,000. (Resolution BFF05282019-5, pgs. 42-49)

Existing Conditions Survey & Schematic Design	\$ 9,500
Construction Documents	<u>11,500</u>
Total Cost	<u>\$21,000</u>

2.5.6 Air & Gas Technologies, Inc. Air Compressor for PSTA in the Amount of \$26,000 Funded Through Chapter 12. (Resolution BFF05282019-6, pgs. 50-52)

VTC13–E3 230 VAC/60 Hz Breathing Air Compressor	\$17,900
Optional - CFS5.5-2S with Top Mount Cascade Panel	
SCBA Fill Station	<u>8,100</u>
5 Year Municipal Warranty – Included	
Installation and Training - Included	
Project Total	<u>\$26,000</u>

2.5.7 April, 2019 Purchases Over \$10,000. (Resolution BFF05282019-7, pg. 53)

### 3. Finance

**ACTION/RC 3.1** Recommendation: Acknowledgment of Receipt and Review of Financial Statements – April 30, 2019 Ten Months YTD FYE June 30, 2019, including: Credit hours,

income statement, balance sheet, expenses, head count, Chapter 12 summary and analysis, and SCCC Project Tracker. (Resolution GI05282019-1, pgs. 54-67)

- ACTION/RC** 3.2 Recommendation: Approval of SHI International Corporation (NJ State Vendor) Quote for 21 Microsoft Surface Studio 2 – All-in-Ones for Lab E206 for a Total Cost of \$88,725.84. Capex Funded from This Year’s Net Contribution. (Resolution BFF05282019-8, pgs. 68-69)

Microsoft Surface Studio 2 - All-in-one - 1 x Core i7 7820HQ / 2.9 GHz - RAM 32 GB - SSD 1 TB - NVMe - GF GTX 1070 - GigE - WLAN: Bluetooth 4.0, 802.11a/b/g/n/ac - Win 10 Pro - monitor: LCD 28" 4500 x 3000 touchscreen  
Quantity: 21 x \$3,927.82 = \$82,484.22

Microsoft Extended Hardware Service Plan - Extended service agreement - replacement - 3 years (from original purchase date of the equipment) - response time: 3-5 business days - commercial - for Surface Studio = \$6,241.62

**4. Reports**

- 4.1 April, 2019 Incident Log (pg. 70)
- 4.2 Comments about Correspondence Report (pgs. 71-76)
- 4.3 Comments about Campus Life Report (pgs. 77-79)

**5. Presentations**

- 5.1 EOF Presentation – Ann Bruno, Educational Opportunity Fund Program Coordinator
- 5.2 Student Government

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

**7. Other Business**

**Discussion / Reports / Announcements:**

- 7.1 Trustee Activity Update
- 7.2 President’s Report
- 7.3 Chair’s Comments
- 7.4 The Next Regular Meeting of the Board of Trustees Will Take Place Tuesday, June 25, 2019, 5:00 p.m. in the Executive Board Room.

**8. Executive Session - President’s Evaluation Review Discussion**

**9. Adjournment**