



**Board of Trustees Regular Meeting
Tuesday, September 24, 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 Courtesy of the Floor on Agenda Items Only (Public Session-5 Minutes per Speaker)

ACTION

- 1.6 Approval/Acceptance of Minutes: (Resolutions GI09242019-2 - GI09242019-5, pgs. 1-31)
 - 1.6.1 Minutes from the Tuesday, July 23, 2019, Regular Meeting. (Resolution GI09242019-2)
 - 1.6.2 Minutes from the Tuesday, August 20, 2019, Board of Trustees Special Meeting Executive Session. (Resolution GI09242019-3)
 - 1.6.3 Minutes from the Tuesday, August 20, 2019, Board of Trustees Special Meeting Public Session. (Resolution GI09242019-4)
 - 1.6.4 Acknowledgment of Receipt of Committee Meeting Minutes – Tuesday, September 17, 2019 (Resolution GI09242019-5):
 - Audit and Policy Committee
 - Personnel and Curriculum Committee
 - Finance and Facilities Committee
- 1.7 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 - 2.4 for Board approval, as brought forth after discussion and review by Board Committees:

- 2.1 Approval of Monthly Personnel Actions: New Part-Time Faculty and Staff Hires, Promotions, Transfers, Grant-Funded Positions, Voluntary Resignations, Open Full and Part-Time Positions. (Resolution P09242019-1, pgs. 32-34)
- 2.2 Approval of Policy Items (Resolutions AP09242019-1 – AP09242019-3, pgs. 35-37)
 - 2.2.1 Rescind the following policies:
102.4 Naming of Facilities (10/13)
 - 2.2.2 Approve the following policies:
101.6 Naming of Facilities
505.1 Administrative Requirements and Registration Guidelines for International Students
- 2.3 Approval of Finance Items (Resolutions BFF09242019-1 – BFF09242019-12 pgs.)
 - 2.3.1 Six Month Extension of Blanket Purchase Order with CenturyLink for FY20 in the Amount of \$24,000 at \$4,000 per Month. Phone Line Assessment to Follow When Completed. (Resolution BFF09242019-1, pg. 38)
 - 2.3.2 Quote from Distinctive Voice and Data in the Amount of \$2,400 per Month (5-Year Term) Plus a One-Time Fee of \$10,000 for Off-Site Backup and Disaster Recovery Services for College Servers to Prevent ‘Hacks’ and Ransomware. This is a Cloud-Based Service. (Resolution BFF09242019-2 pgs. 39-41)

Storage Device, 10TB (One-Time Device Fee)	\$10,000
Chapter 12 Funded.	
Cloud Backup and Disaster Recovery Service per Month	\$2,400
Five Year Term Service Agreement	
Annual Fees:	\$28,800
 - 2.3.3 Higher One, Inc. (CASHNet) Renewal Invoice – Annual Dues to Maintain Student Web Payment Subscription with Transact (Previously Blackboard) in the Amount of \$67,843. (Resolution BFF09242019-3, pgs. 42-46)
 - 2.3.4 Purchase of Two Diesel Engine Bench Trainers from Creative Custom Products of Phoenix, Arizona in the Amount of \$96,300 for Students to Perform Engine Performance and Electrical/Electronic Tasks Aligning with National Automotive Technicians Educations Foundation (NATEF) Standards. Funded by Chapter 12. (Resolution BFF09242019-4, pgs. 47-64)
 - 2.3.5 Quote from Dell, Inc. for Ten 84” Classroom Dell 86 Touch Interactive Monitors (Smart Boards) in the Amount of \$88,100.60 to Replace Outdated Smart Boards. Chapter 12 Funded. (Resolution BFF09242019-5, pgs. 65-72))

- 2.3.6 Quote from RFS Commercial, Inc. to Replace Old Carpeting with New Flooring in Building D Classrooms in the Amount of \$63,830.24. (Resolution BFF09242019-6, pgs. 73-77)
- 2.3.7 Quote from the Gordian Group/Murray Paving and Concrete, a State-Approved Contractor, for the Repaving of Areas Around E Building, Parking Lot 5A, and a Section of College Hill Road Prior to the Winter of 2019 in the Amount of \$85,676.23. Chapter 12 Funded. (Resolution BFF09242019-7, pgs. 78-91)
- 2.3.8 Purchase from Kruger International for the Following in the Amount of \$29,284.38 (Delivered and Installed). Chapter 12 Funded. (Resolution BFF09242019-8, pgs. 92-99)
- Additional Student Desks and Seating for Building D Classrooms: D207, D208, and D304
 - New Student Seating and Teacher's Station for Computer Classroom D203
 - Custom Storage/Printer Units for KI Furnished Classrooms in Buildings B, D, and E
- 2.3.9 Kidde Fire Trainers Renewal (Year Two) Maintenance Agreement for Equipment at the SCCC Public Safety Training Academy in the Amount of \$22,096 to Cover July 1, 2019 – June 30, 2020. (Resolution BFF09242019-9, pgs. 100-109)
- 2.3.10 Bid Quote from Rayo Construction (Current Contractor) for On-Call Carpentry Contracting. (Resolution BFF09242019-10, pgs. 110-127)
- Rates: 0% Mark-Up Over Prevailing Wage Rates and Cost of Materials
Contract Term: Two Years
- 2.3.11 Bid Quote from Generations Services (Current Contractor – Formerly Tatbit) for On-Call Electrical Work Contracting. (Resolution BFF09242019-11, pgs. 128-147)
- Rates: 0% Mark-Up Over Prevailing Wage Rates and Cost of Materials
Contract Term: Two years
- 2.3.12 July - August 2019 Purchases Over \$10,000. (Resolution BFF09242019-12, pg. 148-149)

3. Finance

- ACTION/RC** 3.1 Recommendation: Acknowledgment of Receipt and Review of Financial Statements – August 31, 2019 Two Months YTD FYE June 30, 2020, Including: Credit Hours, Income Statement, Revenue, Expenses, Operating Statement, Head Count, Updates with Sussex Bank and Lakeland Bank, Expense Variances to Budget, Change in Reporting, and Campus Book Store Update. (Resolution GI09242019-1, pgs. 150-162)
- ACTION/RC** 3.2 Recommendation: Purchase Order for Month-to-Month Extension of Current Lease for the McGuire Building, Located at 41-63 Main Street, Newton in the Amount

of \$6,666.67 per Month. Six Months Suggested from September 2019 through February 2020 for a Total of \$40,000.02. (Resolution BFF09242019- 13, 163-168)

4. Reports

- 4.1 July-August 2019 Incident Log (pg. 169)
- 4.2 Comments about Correspondence Report (pgs. 170-179)
- 4.3 Campus Life Report (pg. 180-182)

5. Presentations

- 5.1 SOAR Program - Kathi Gallichio, Director of Counseling and the Advising Center
- 5.2 SCCC Foundation Update (pgs. 183-188)
- 5.3 Student Government

6. Appointment of the Nominating Committee

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

8. Other Business

Discussion / Reports / Announcements:

- 8.1 Trustee Activity Update
- 8.2 Alumni Trustee Report
- 8.3 President's Report
- 8.4 Chair's Comments
- 8.5 The Next Regular Meeting of the Board of Trustees Will Take Place Tuesday, October 22, 2019, at 5:00 p.m. in the Executive Board Room.

9. Executive Session

10. Adjournment