



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

ACTION

1.6 Approval/Acceptance of Minutes: (Resolutions GI10222019-2 – GI10222019-3, pgs.1-16)

1.6.1 Minutes from the Tuesday, September 24, Regular Meeting. (Resolution GI10222019-2)

1.6.2 Acknowledgment of Receipt of Committee Meeting Minutes – Tuesday, October 15, 2019 (Resolution GI10222019-3):

- 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 - 2.5 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 P010222019-1, pgs.17-18)
- 2.2 Approval of Curriculum Items (Resolutions CI10222019-1 – CI10222019-8, pgs. 19-20)
 - 2.2.1 Approval of the Following New Certificates
 - Optics Technology Certificate: Conventional
 - Optics Technology Certificate: Metrology
 - Optics Technology Certificate: CNC
 - Optics Technology Certificate of Achievement: Conventional
 - Optics Technology Certificate of Achievement: Metrology
 - Optics Technology Certificate of Achievement: CNC
 - 2.2.2 Approval of the Following New Programs
 - Robotics Technology
 - Medical Assistant
- 2.3 Approval of Policy Items (Resolutions AP10222019-1 – AP10222019-3, pgs. 21-24)
 - 2.3.1 Rescind the Following Policies:
 - 500.17 Return of Title IV Refund Policy.
 - 500.13 Financial Aid Satisfactory Academic Progress.
 - 2.3.2 Approve the Following Policies:
 - 504.1 Return of Title IV Refund Policy.
 - 504.2 Financial Aid Satisfactory Academic Progress.
- 2.4 Approval of Finance Items (Resolutions BFF10222019-1 – BFF10222019-3, pgs. 25-35)
 - 2.4.1 Quote from Snap-on Industrial in the Amount of \$29,832 for Snap-On Wheel Balancing and Tire Changing Training Equipment for Automotive Program Classes. Perkins Funded. This is a state contract. (BFF10222019-1, pgs. 25-27)
 - 2.4.2 Sign Language Resources Increase in Blanket P.O. from \$5,000 to \$35,000 (Opex budgeted) as Needed Due to Increase in Student Assistance and Special Events at the Following Rates of \$85/Hour-Standard Rate, \$95/Hour-Evenings, \$105/Hour Weekends & Holidays – Plus Travel. (BFF10222019-2, pgs. 28-34)
 - 2.4.3 September 2019 Purchases Over \$10,000 Report. (BFF10222019-3, pg. 35)
- 2.5 Approval of Facility Items (Resolutions BFF10222019-4 – BFF10222019-8, pgs. 36-66)
 - 2.5.1 Yearly Approval of the Emergency Operations Plan and Procedures. (BFF10222019-4, pgs. 36-43)

- 2.5.2 Quote from Murray Paving and Concrete, a State Approved Contractor, in the Amount of \$200,142.44 for Site Improvements to the Parking Lot by the Soccer Field. Funded by Chapter 12. (BFF10222019-5, pgs. 44-51)
- 2.5.3 Architectural Master Planning Services Scope from HQW Architects, LLC for SCCC Campus Wide Master Plan Update Proposal with Relevant Planning to the Year 2030 in the Amount of \$80,000. Opex Funded. (BFF10222019-6, pgs. 52-62)

Basic Architectural Services Fees

- Phase 1 Investigation: \$26,000
- Phase 2 Programming: \$24,000
- Phase 3 Conceptual Plan: \$20,000
- Phase 4 Master Plan: \$6,000
- Phase 5 Presentation: \$4,000

Hourly Rates:

Administrative	\$65 per hour
Designer	\$85 per hour
Intern Architect	\$100 per hour
Project Manager	\$115 per hour
Architect	\$125 per hour
Estimator	\$135 per hour
Associate Principal	\$145 per hour
Principal	\$165 per hour

- 2.5.4 Quote from Airgas USA, LLC for Expansion of Welding Stations in Preparation of the Spring 2020 Semester in the Amount of \$31,817. Funded by Chapter 12. (BFF10222019-7, pg. 63)
- 2.5.5 Generations Services Inc. Quote for New Panel Installation in the McGuire Welding Shop in the amount of \$49,900. Opex Funded. (BFF10222019-8, pgs. 64-66)

3. Finance

- ACTION/RC** 3.1 Recommendation: Acknowledgment of Receipt and Review of Financial Statements – September 30, 2019 Three Months YTD FYE June 30, 2020, including: Credit Hours, Income Statement, Revenue, Expenses, Major Expense Variances to Budget, Operating Statement, Balance Sheet, Three-Year Comparison, Current Assets, # of Month of OPEX covered by Liquid Assets & Current Ratio, Headcount, and CAPEX Projects. (Resolution GI10222019-1, pgs. 67-84)

4. Reports

- 4.1 September 2019 Incident Log (pg. 85)

- 4.2 Comments about Correspondence Report (pgs. 86-93)
- 4.3 Campus Life Report – None this month.

5. **Presentations**

- 5.1 Student Government Association (SGA)

6. **Report 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 Reorganization of the Board of Trustees Will Take Place Tuesday, November 26, 2019 at 4:30 p.m. The Regular Meeting of the Board of Trustees Will Follow at 5:00 p.m. in the Executive Board Room.

9. **Executive Session**

10. **Adjournment**