



**Board of Trustees Regular Meeting
Tuesday, January 28, 2020 – 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 GI01282020-2 – GI01282020-6, pgs. 1-24)

1.6.1 Minutes from the Tuesday, November 26, 2019, Regular Meeting.
(Resolution GI01282020-2)

1.6.2 Minutes from the Tuesday, November 26, 2019, Annual Reorganization Meeting. (Resolution GI01282020-3)

1.6.3 Minutes from the Wednesday, December 11, 2019, Executive Session.
(Resolution GI01282020-4)

1.6.4 Minutes from the Wednesday, December 11, 2019, Special Meeting.
(Resolution GI01282020-5)

1.6.5 Acknowledgment of Receipt of Committee Meeting Minutes – Tuesday, January 21, 2019 (Resolution GI01282020-6):

- Personnel and Curriculum Committee
- Audit and Policy Committee
- Finance and Facilities Committee

1.7 Committee Chair Reports

- Personnel and Curriculum Committee Chair
- Audit and Policy 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 Personnel Actions (Resolution P01282020-1 – P01282020-2, pgs. 25-28)
 - 2.1.1 Monthly Personnel Actions: New Hires, Promotions, Part-Time to Full-Time Positions, Resignations/Terminations/Positions Ended, Open Positions, and Stipends.
 - 2.1.2 Approval of Proposed Regular Pay Rate Increases for Part-Time Personnel.
- 2.2 Approval of Curriculum Items – None this Month.
- 2.3 Approval of Policy Items (Resolutions AP01282020-1 – AP01282020-6, pgs. 29-35)
 - 2.3.1 Rescind the Following Policy:
200.8 Mandatory Direct Deposit.
 - 2.3.2 Approve the Following Policies. These Policies Have Completed the Three-Year Review Process and Have Been Updated.
200.9 Part-Time Non-Academic Support Staff Hours.
200.10 Part-Time Academic Staff Calculation of Hours.
200.11 Faculty Absences, Substitutes, and Compensation.
200.12 Equal Employment Opportunity Policy.
200.13 Employment Practices Policy
- 2.4 Approval of Finance Items (Resolutions BFF01282020-1 – BFF01282020-9, pgs. 36-76)
 - 2.4.1 Quote from Tele-Measurements, Inc. in the Amount of \$51,964.50 for New Jersey State Contract T1466 System for Remote Instruction. HEFT Funded. (Resolution BFF01282020-1, pg. 36)
 - 2.4.2 Quote from RFP Solutions Inc. for a Two-Year Contract in the Amount of \$19,409.42 per Year for the Continuation of a Warranty and Maintenance Agreement for Alcatel-Lucent Enterprises IP Phone System, Software Support Services, Paging System, Clock System, and Emergency Strobe System. (Resolution BFF01282020-2, pgs. 37-38)

- 2.4.3 Quote Request Summary from Granite Telecommunications, LLC Under the National Cooperative Purchasing Alliance (NCPA) to Act as Agent for Century Link Phone Service to Provide Voice and Data Lines. (Resolution BFF01282020-3, pgs. 39-46)
- Current Century Link Direct Monthly Billing is Approximately \$4,000 per Month
 - Granite will Reduce Our Monthly Cost to Approximately \$2,500 per Month
- 2.4.4 CDW-G Quote LDHW327 for Building A Addition IDF/Network Servers in the Amount of \$58,417.38. Chapter 12 Funded. (Resolution BFF01282020-4, pgs. 47-50)
- 2.4.5 CDW-G Quote LDNK799 in the Amount of \$9,990.18 for Building A Annex Network Equipment – Wireless Access Points. Chapter 12 Funded. (BFF01282020-5, pg. 51)
- 2.4.6 Charles Schaffer Associates LLC as an Approved Architect for Sussex County Community College. (BFF01282020-6)
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|------------------|--------------------|
| Charles Schaffer | \$160/Hour |
| Associates | \$110 - \$120/Hour |
- 2.4.7 Professional Services Agreement with John Carney as SCCC Foundation Consultant for Services from January 3, 2020 – April 3, 2020. (BFF01282020-7, pgs. 52-65)
- 14 Weeks at a Fixed Payment of \$1,500 per Week = \$21,000
- 2.4.8 November – December 2019 Purchases Over \$10,000 Report. (BFF01282020-8, pgs. 66-67)
- 2.5 Approval of Facility Items
- 2.5.1 Total Construction Estimate Proposal from HQW Architects for Renovations to the SCCC McGuire Campus Technical Education Center for the Culinary Program in the Amount of \$1,330,198. Chapter 12 Funded. (Resolution BFF01282020-9, pgs. 68-76)

3. Finance

- ACTION/RC** 3.1 Recommendation: Acknowledgment of Receipt and Review of Financial Statements – December 31, 2019 Six Months YTD FYE June 30, 2020. (Resolution GI01282020-1, pgs. 77-94)
- ACTION/RC** 3.2 Recommendation: Approval of Certification of the Amount of Local Appropriation Necessary for the Operating Expenses and Capital Outlay Expense of the College for FY21, and Capital Outlay for FY21, and for the President to Prepare the Final Bound FY21 Budget Document for Public Advertisement and for Submission to the Sussex County Community College Board for School Estimate. (BFF01282020-10, pgs. 95-117)

ACTION/RC 3.3 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. (Resolution BFF01282020-11)

ACTION/RC 3.4 Recommendation: Approval of Wiss & Company, LLP Final FY19 Audit Report and FY19 Management Letter. (Resolution BFF01282020-12, pgs. 118-205)

4. Reports

- 4.1 November - December 2019 Incident Log (pg. 206)
- 4.2 Comments about Correspondence Report (pgs. 207-214)
- 4.3 Campus Life Report (pgs. 215-216)
- 4.4 SGA Report

5. Presentations – None this Month.

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 Alumni Trustee Report
- 7.3 President's Report
- 7.4 Chair's Comments
- 7.5 The Next Regular Meeting of the Board of Trustees Will Take Place Tuesday, February 25, 2020, at 5:00 p.m. in the Executive Board Room.
- 7.6 The Board of School Estimate Meeting Will Take Place on Wednesday, March 11, 2020, at 4 p.m. in the County Administration Building Freeholder Meeting Room.

8. Executive Session

9. Adjournment