



**Board of Trustees Regular Meeting
Tuesday, September 22, 2020 – 5:00 p.m. – Zoom Virtual Meeting**

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: (Attachment pgs.)
 - 1.6.1 Minutes from the Tuesday, July 28, 2020 Regular Meeting. (Attachment pgs. 1-3, Resolution No. GI09222020-1)
 - 1.6.2 Acknowledgment of Receipt of Committee Meeting Minutes – Tuesday, September 15, 2020. (Attachment pgs. 4-7, Resolution No. GI09222020-2)
 - Personnel and Curriculum Committee
 - Audit and Policy Committee
 - Finance and Facilities Committee

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 Items (Attachment pgs. 8 & 9)
 - 2.1.1 Monthly Personnel Actions (Resolution No. P09222020-1)
- 2.2 Approval of Curriculum Items – None this month.
- 2.3 Approval of Policy Items – The following policies are being presented for 3-year review. (Attachment pgs. 10-12, Resolution No. AP09222020-1)
 - 2.3.1 Policy No. 200.18 Employee Classifications Policy.
 - 2.3.2 Policy No. 200.19 Employee Information Policy.
 - 2.3.3 Policy No. 200.20 Alcohol and Drug Free Workplace Policy

- 2.4 Approval of Finance Items (Attachment pgs. 13-47)
 - 2.4.1 Purchases Over \$10k Report. (Attachment pgs. 13 & 14, Resolution No. BFF09222020-1)
 - 2.4.2 Contract for Sign Language Resources, Inc.– Newburgh, NY, in the Amount of \$80/hr year 1, \$85/hr year 2 – Base Price, with Additional Fees as per Attachment – Opex Funded. (Attachment pgs. 15-38, Resolution No. BFF09222020-2)
 - 2.4.3 CashNet, dba Higher One, dba Transact Annual Subscription in the Amount of \$71,086, for Bursar’s Office – Opex Funded. (Attachment pgs. 39-41, Resolution No. BFF09222020-3)
 - 2.4.4 (Ratify) Purchase of 25 Dell Latitude 3410 in the Amount of \$19,192.25 @ \$767.69 Each for EOF Program – EOF Grant Funded. (Attachment pgs. 42-47, Resolution No. BFF09222020-4)
 - 2.4.5 Approval to Ask BOSE for County Bond in lieu of Chapter 12 Funds in the Amount of \$200,000, for the PSTA HVAC. (Resolution No. BFF09222020-5)
- 2.5 Approval of Facility Items (Attachment pgs. 48-191)
 - 2.5.1 McGuire Building B – HQW Arch/Engineering Quote for Building Trades Program for \$18,800. Chapter 12 Funded. (Attachment pgs. 48-55, Resolution No. BFF09222020-6)
 - Phase 1: \$13,600 Construction Documents
 \$ 5,200 Bidding and Award/Construction Administration
 - 2.5.2 McGuire Center Renovations for Culinary Program—Reject Bids and Rebid The project with Revised Scope. (Attachment pgs. 56 & 57, Resolution No. BFF09222020-7)
 - 2.5.3 Indoor WiFi Upgrades in the Amount of \$55,774 – Opex Funded (CARES Act). (Attachment pgs. 58-61, Resolution No. BFF09222020-8)
 - \$17,850 Parts and Installation Install (Distinctive Voice and Data)
 - \$37,924 Hardware (CDW)
 - 2.5.4 KFT Fire Trainer Maintenance Contract in the Amount of \$22,758.00 for Annual Renewal 7/1/2020-6/30/2021 – PSTA Operating Expense. (Attachment pgs. 62-72, Resolution No. BFF09222020-9)
 - 2.5.5 (Ratify) Purchase of Outdoor Wireless System (Wifi), Due to COVID, in the Amount of \$23,280.60, PO 103678. Opex Funded (CARES Act). (Attachment pgs. 73 & 74, Resolution No. BFF09222020-10)
 - 2.5.6 Retrofit of Building R in the Amount of \$284,797.95, for moving the Optics Program from Thorlabs. Board Designated Funds (Attachment pgs. 75-114, Resolution No. BFF09222020-11)
 - 2.5.7 On-Call HVAC Services – Echelon Services – 50% Mark-up over prevailing wage rates, 20% mark-up over material cost FY21 blanket purchase order up to \$60,000. Opex Funded. (Attachment pgs. 115-191, Resolution No. BFF09222020-12)

2 **Finance**

ACTION/RC 3.1 Recommendation: Acknowledgment of Receipt and Review of Financial Statements – August 31, 2020 Two Months YTD FYE June 30, 2021. (Attachment pgs. 192-200, Resolution No. G109222020-3)

4. **Reports**

4.1 Correspondence File – None this month.

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 President's Report

7.2 Chair's Appointments to Nominating Committee

7.3 Chair's Appointments to President's Contract Review Committee

7.4 Chair's Comments

7.5 The Next Regular Meeting of the Board of Trustees Will Take Place Tuesday, October 27, 2020, at 5:00 p.m. Location or Conference Call TBD.

8. **Executive Session**

9. **Adjournment**