



**Board of Trustees Regular Meeting
Tuesday, January 26, 2021 – 5:00 p.m. – Zoom Virtual Meeting**

AGENDA

1. General Institutional Functions

- 1.1 Call to Order
- 1.2 Public Statement: Adequate and electronic notice of this meeting specifying the time, virtual meeting link, and phone conference number, was transmitted via fax, email, posted to the Sussex County Community College Website, and on the main entry doors to the Administration Building, on Friday, January 22, 2021, pursuant to the Open Public Meetings Act, N.J.S.A. 10:4-8.
- 1.3 Roll Call / Pledge of Allegiance
- 1.4 Welcome to Guests

All members of the public that provide public comment shall first identify themselves. Members of the public may make public comments through audio and video. Public comments may be submitted to the Board of Trustees Secretary via email or written letter, if received at least (8) hours prior to the meeting. Written public comments shall be read at the remote meeting with the same time restrictions of all public comments at the meeting. Duplicative comments may be summarized at the discretion of the Board of Trustees Chair.

Members of the public must remain on mute during remote meetings, until such time that they address the Board of Trustees.

- 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. 1-18)
 - 1.6.1 Minutes from the Tuesday, November 24, 2020 Regular Meeting. (Attachment pgs. 1-6, Resolution No. GI01262021-1)
 - 1.6.2 Minutes from the Tuesday, November 24, 2020 Reorganization Meeting. (Attachment pg. 7-12, Resolution No. GI01262021-2)
 - 1.6.3 Acknowledgment of Receipt of Committee Meeting Minutes – Tuesday, January 19, 2021. (Attachment pgs. 13-18, Resolution No. GI01262021-3)
 - Personnel and Curriculum Committee
 - Audit and Policy Committee
 - Finance and Facilities Committee

1 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. 19-21)
 - 2.1.1 Monthly Personnel Actions (Attachment pgs. 19 & 20, Resolution No. P01262021-1)
 - 2.1.2 Proposed Regular Pay Rate Increases for Part-Time Personnel (Attachment pg.21, Resolution No. P01262021-2)
- 2.2 Approval of Curriculum Items – (Attachment pg. 22)
 - 2.2.1 New Certificate of Achievement - Strength Coach, 20-Credit Certificate of Achievement. (Resolution No. CI01262021-1)
 - 2.2.2 New Option under A.F.A. Studio Arts - Fashion Merchandising, 60-credit A.F.A. Program. (Resolution No. CI01262021-2)
- 2.3 Approval of Policy Items – None this month.
- 2.4 Approval of Finance Items (Attachment pg. 23)
 - 2.4.1 December, 2020 Purchases Over \$10k Report. (Resolution No. BFF01262021-1)
- 2.5 Approval of Facilities Items (Attachment pgs. 24-84)
 - 2.5.1 Murray Paving and Concrete – Change Orders Building R – Optics Program change order request to add funds to the existing POs (Murray & Generations), for electrical trench work to provide additional power needed to the R Building/Optics. Request includes extending the lines to Horton Mansion. Work is needed due to JCP&L requirements and are crucial to the time frame to complete this project (Spring start). Chapter 12 Funded. (Attachment pgs. 24-57, Resolution No. BFF01262021-2)

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|--------------|---------------|
| \$ 80,684.37 | Murray Paving |
| \$ 65,720.45 | Generations |
| \$146,404.82 | Total |
 - 2.5.2 UVC Lighting Upgrades. (CARES Funded) Adding to PO 103901. (Attachment pgs. 58-66, Resolution No. BFF01262021-3)

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|-----------------|--------------|
| Building D | \$110,945.00 |
| Cafeteria | \$ 15,050.00 |
| Financial Aid | \$ 4,630.00 |
| + other areas | \$ 46,332.50 |
| | |
| New total on PO | \$176,957.50 |
 - 2.5.3 HQW Architectural Services - Architectural design services and construction documents for classroom expansion to Building R to include two classrooms and two lab spaces. Note: Construction-ready plans are required for the application of the Securing Our Children’s Future Bond Act Grant. Cost \$51,100 Funding: Operating Expense (Securing Our Children’s Future Bond-pending approval). (Attachment pgs. 67-74, Resolution No. BFF01262021-4)

- 2.5.4 Distinctive Voice & Data – Items ordered so that parts can be obtained and work completed in time for Spring classes. (HEFT funded) (Attachment pgs. 75-78, Resolution No. BFF01262021-5)

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|---|----------|
| Polycom system bundle for new Academic Center upgrade license - | |
| Labor to install/Crestron programming | \$21,850 |
| Lecture Hall Polycom Director II Tracking System | \$30,538 |
| Total | \$52,388 |

- 2.5.5 Maker Space Electrical Upgrades for Academic center, to Generations, in the Amount of \$46,915.09. (Chapter 12 funded) (Attachment pgs.79-84, Resolution No. BFF01262021-6)

- 2.5.6 Master Plan and Deferred Maintenance Chart. (This action does not approve all of the recommendations in the Master Plan. It is the acceptance of the overall direction and concepts presented in the plan.) (Emailed, Resolution No. BFF01262021-7)

2 **Finance**

- ACTION/RC** 3.1 Recommendation: Acknowledge Receipt and Review of Financial Statements – December 31, 2020, Four Months YTD, FYE June 30, 2021. (Attachment pgs. 85-103, Resolution No. GI01262021-4)
- 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 FY22, and Capital Outlay for FY22, 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. (Emailed, Resolution No. BFF01262021-8)
- 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 No. BFF01262021-9)
- ACTION/RC** 3.4 Recommendation: Approval of Resolution to Apply for the Securing Our Children’s Future Bond Act Grant. SCCC’s application will be for \$1M, with \$750,000 requested from the state, and \$250,000 requested from the County. (Attachment pgs. 104-121, Resolution No. BFF01262021-10)

4. **Reports**

- 4.1 Correspondence File (Attachment pgs.122-126)

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 23, 2021, at 5:00 p.m. Location or Virtual Meeting TBD.

7.6 There Will Be a Virtual Trustee Retreat in March, 2021. Date Confirmation TBD.

8. Executive Session

Now be it resolved that the Board of Trustees will now go into an Executive Session to discuss matters pertaining to pending or anticipated litigation, and attorney-client privilege. The matters discussed will be made public if and when the circumstances requiring confidentiality no longer exist, however it is not presently known if and when that will be.

It is expected that the Executive Session shall last approximately 60 minutes and it is not expected that action shall be taken.

9. Adjournment