



**Board of Trustees Regular Meeting
Tuesday, April 27, 2021 – 5:00 p.m. – Zoom Virtual Meeting**

Join Zoom Meeting

<https://zoom.us/j/92255193553?pwd=cG5MQ3ZEWGZoSHhGWU12MIRRWmJmUT09>

Dial in 1(929) 205-6099

Meeting ID: 922 5519 3553

Passcode: 628788

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 Thursday, April 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
 - 1.6.1 Minutes from the Friday, March 19, 2021 Board Retreat. (Attachment pgs. 1 & 2, Resolution No. GI04272021-1)
 - 1.6.2 Minutes from the Tuesday, March 23, 2021 Regular Meeting. (Attachment pg. 3-7, Resolution No. GI0427202-2)
 - 1.6.3 Minutes from the Tuesday, March 23, 2021 Executive Session. (Attachment pg. 8, Resolution No. GI04272021-3)

- 1.6.4 Acknowledgment of Receipt of Committee Meeting Minutes – Tuesday, April 20, 2021. (Attachment pgs. 9-15, Resolution No. GI04272021-4)
- 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
- 2.1.1 Monthly Personnel Actions (Attachment pgs. 16 & 17, Resolution No. P04272021-1)
- 2.2 Sabbatical Leave for AY 2022-2023. Recommendation: One sabbatical, with choice of one-semester at full-pay, or one-year at half-pay. (Resolution No. P04272021-2)
- 2.3 Approval of Curriculum Items
- 2.2.1 Medical Assistant Certificate Program (Attachment pg. 18, Resolution No. CI04272021-1)
- 2.4 Approval of Policy Items
- 2.3.1 Policy No. 200.37 Retirement Policy, 3-Year Review (Attachment pgs. 19 & 20, Resolution No. AP04272021-1)
- 2.3.2 Policy No. 200.39 Overtime Compensation Policy, 3-Year Review (Attachment pgs. 21 & 22, Resolution No. AP04272021-2)
- 2.3.3 Policy No. 200.40 Pay Procedures Policy, 3-Year Review (Attachment pgs. 23 & 24, Resolution No. AP07242021-3)
- 2.5 Approval of Finance Items
- 2.5.1 March, 2021 Purchases Over \$10k Report. (Attachment pg. 25, Resolution No. BFF04272021-1)
- 2.5.2 County of Sussex – BPO for salt/grit increased \$15k to current BPO. OPEX funded. (Attachment pg. 26, Resolution No. BFF04272021-2)
- 2.5.3 Jenzabar – Additional 118 hours of project management and consulting hours. (1 year) Pool hours to be payable in three monthly installments (\$7,276.67 [2] and \$7276.66 final). CCOG funded. (Attachment pgs. 27-29, Resolution No. BFF04272021-3)
- 2.5.4 NJ Edge Renewal – Campus and McGuire, for 5-years in the amount of \$50,688/year. OPEX funded. (Attachment pgs. 30 & 31), Resolution No. BFF04272021-4)
- 2.5.5 Failover Internet Service – Planet Networks 5 years at \$20,340/year. OPEX funded (Attachment pgs. 32-37, Resolution No. BFF04272021-5)

2.5.6 A Book Company dba Ecampus – BPO \$150k to accommodate pass thru student book purchases. February 14, 2020 – February 13, 2024, estimated at \$150,000/year. (Student Fees Funded) (Attachment pgs. 38-44, Resolution No. BFF04272021-6)

2.5.7 A Party Center – Tent rental outdoor classrooms for 4 months at a total amount of \$32,126.11. (Cares Act Funded) (Attachment pgs. 45-47, Resolution No. BFF04272021-7)

2.5 Approval of Facilities Items

2.5.1 Reject responses to the McGuire PPP RFQ. Only one qualified package was received. (Resolution No. BFF04272021-8)

2.5.2 HQW Consulting for water/sewer (R Building & Horton). Total estimate \$18,000, Existing Conditions Survey & drafting lump sum \$4,500.00, construction documents & specs lump sum \$6,000.00. Bidding/award & construction administration hourly estimated \$7,500.00. (CAPEX Chapter 12 funded) (Attachment pgs. 48-56, Resolution No. BFF04272021-9)

2.5.3 HQW consulting for water/sewer (MTEC Building B). Total estimate \$23,500. Existing Conditions Survey & drafting lump sum \$5,000.00, DOT application (if required), hourly estimated \$4,000.00, construction documents & specs lump sum \$7,000.00. Bidding/award & construction administration hourly estimated \$7,500.00.

Description: Architectural services to design water/sewer line connections for Buildings R, Horton, and MTEC Building B to accommodate increasing usage and future expansion. Vendor Name: HQW Architects Amount: \$41,500 (above #2 & #3). (CAPEX Chapter 12 funded) (Attachment pgs. 48-55, Resolution No. BFF04272021-10)

2.5.4 Renovations to the McGuire Campus for the Culinary Arts Program, Frankoski Construction Co., Inc. (Funding: Base Bid Chapter 12, Alternates 1-4 Cares Act) (Attachment pgs. 56-170, Resolution No. BFF04272021-11)

Amount: Base Bid: \$1,612,000.00
Alternate 1: \$ 32,000.00
Alternate 2: \$ 67,000.00
Alternate 3: \$103,000.00
Alternate 4: \$ 71,000.00

3. **Finance**

ACTION/RC 3.1 Recommendation: Acknowledge Receipt and Review of Financial Statements – March 31, 2021 Nine Months YTD FYE June 30, 2021 (Attachment pgs. 171-189, Resolution No. GI04272021-5)

4. **Reports**

4.1 Correspondence File (Attachment pgs. 190-194)

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, May 25, 2021, at 5:00 p.m. Location or Virtual Meeting 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 legal and contractual matters. 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