



**Board of Trustees Regular Meeting  
Tuesday, September 28, 2021 – 5:00 p.m. – Zoom Virtual Meeting**

Join Zoom Meeting

<https://us06web.zoom.us/j/85778955795?pwd=b2x5T2ZialBUWklTTFFUDlzMDFGZz09>

Meeting ID: 857 7895 5795

Passcode: 071963

Dial In: (929) 205-6099

**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, September 23, 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 Tuesday, July 27, 2021, Regular Meeting. (Attachment pgs. 1-5, Resolution No. GI09282021-1)
  - 1.6.2 Acknowledgment of Receipt of Committee Meeting Minutes – Tuesday, September 21, 2021. (Attachment pgs. 6-11, Resolution GI09282021-2)
    - Personnel and Curriculum Committee
    - Audit and Policy Committee
    - Finance and Facilities Committee

- ACTION** 1.7 Approval of New SCCC Mission Statement. (Attachment pg. 12, Resolution No. GI09282021-3)

## 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 August/September 2021 Personnel Actions. (Attachment pgs.13-17, Resolution No. P09282021-1)

- 2.2 Approval of Curriculum Items

- 2.2.1 2021-2022 Academic Calendar (Attachment pgs. 18-21, Resolution No. CI09282021-1)

- 2.3 Approval of Policy Items

The Following Policies are Being Presented for 3-Year Review:

- 2.3.1 Policy No. 401.8 Tuition and Fees (Attachment pg. 22, Resolution No. AP09282021-1)
  - 2.3.2 Policy No. 401.9 Annual Audit (Attachment pg. 23, Resolution No. AP09282021-2)

The Following New Policies are Being Presented for Approval:

- 2.3.3 Policy No. 401.10 Cash Management (Attachment pg. 24, Resolution No. AP09282021-3)
  - 2.3.4 Policy No. 508.6 Student-Athlete Insurance (Attachment pg. 25, Resolution No. AP09282021-4)

- 2.4 Approval of Finance Items

- 2.4.1 July/August 2021 Purchases Over \$10k Report. (Attachment pg. 26, Resolution No. BFF09282021-1)
  - 2.4.2 Athletic Insurance Price Increase for Fiscal Years 20/21 and 21/22. Fiscal Year 20/21 Additional Cost \$55,000 (\$110,842 total) Fiscal Year 21/22 Total Cost \$99,820 + \$19,737 (excess coverage) + \$25,000 estimated deductible costs - Total \$144,557. (Opex Funded) (Attachment pgs. 27-31, Resolution No. BFF09282021-2)
  - 2.4.3 Higher One (Transact) for Tuition Payment Software in the Amount of \$71,627.05, for One Year, 8/1/21-7/31/22 (OPEX Funded). (Attachment pgs. 32-26, Resolution No. BFF09282021-3)
  - 2.4.4 Agreement with Passaic County Community College to Provide Associate of Applied Science in Nurse Education courses at Sussex County Community College per two year contract: Cost FY22 \$115,000 / FY23 \$125,000 (OPEX Funded). (Attachment pgs. 37-41, Resolution BFF09282021-4)

2.5 Approval of Facilities Items

- 2.5.1 Architectural Services for HVAC Upgrades to Buildings B/C and L. HQW Architects, as Follows (Cares Act Funded). (Attachment pgs. 42-57, BFF09282021-5)

**Building B/C**

Basic Architectural Services:	\$ 73,000
Structural Engineering up to:	\$ 10,000
Construction Management up to:	\$ 7,500
	\$ 90,500

**Building L**

Basic Architectural Services:	\$ 72,500
Boiler Replacement:	\$ 12,600
Commissioning:	\$ 19,500
Structural Engineering up to:	\$ 10,000
Construction Management up to:	<u>\$ 7,500</u>
	\$122,100

- 2.5.2 Snap-On Automated Tool Control System in the Amount of \$45,474.60 (Perkins Funded). (Attachment pgs. 58-62, Resolution BFF09282021-6)
- 2.5.3 Agricultural Program Equipment from Storr Tractor Company in the Amount of \$57,747.33 (Perkins Funded). (Attachment pgs. 63 & 64, Resolution No. BFF09282021-7)
- 2.5.4 Multi-Process Power Wave Welding Equipment from Airgas USA, in the Amount of \$24,260.00 (Perkins Funded). (Attachment pgs. 65 & 67 BFF09282021-8)
- 2.5.5 Renovations to 2nd Floor Building D Restrooms to Aero Plumbing & Heating Co., in the Amount of \$144,000 (Chapter 12 Funded). (Attachment pgs. 68-80, Resolution No. BFF09282021-9)
- 2.5.6 Audio Visual Maintenance Support Agreement with Premier HT Inc. for Crestron Audio Visual Hardware, 3-Years, as Follows (OPEX Funded). (Attachment pgs. 81-84, Resolution No. BFF09282021-10)
- Year 1 - \$36,000  
Year 2 - \$35,000  
Year 3 - \$30,000
- 2.5.7 Additional UVC Lighting from Generations Services, in the Amount of \$52,400 (Cares Act Funded). (Attachment pgs. 85 & 86, Resolution No. BFF09282021-11)
- 2.5.8 Frankoski Construction: Change order requested by SCCC to connect water and sewer utilities to the McGuire Campus Building B in conjunction with the Culinary renovations project: CO Proposal 3(a) install new water/sewer utility connections \$84,088. ( Chapter 12 Funded) (Attachment pgs. 87-94, Resolution No. BFF09282021-12)

3. **Finance – ACTION/RC**

- 3.1 Recommendation: Financial Statements – August 31, 2021 Two Months YTD  
FYE June 30, 2022. (Attachment pgs. 95-104, Resolution No. GI09282021-4)

4. **Reports**

- 4.1 Correspondence File (Attachment pgs. 105-117)

5. **Presentations** – None This Month

6. **Courtesy of the Floor on General Matters** (Public Session-5 Minutes per Speaker)

8. **Other Business**

**Discussion / Reports / Announcements:**

**ACTION** 8.1 Appointment of Nominating Committee.

8.2 Trustee Activity Update

8.3 Alumni Trustee Report

8.4 President's Report

8.5 Chair's Comments

8.6 The SCCC Scholarship (Virtual) Reception Will Take Place Thursday, October 7,  
2021 at 4:00 p.m. Participation Link will be Forthcoming.

8.7 The Next Regular Meeting of the Board of Trustees Will Take Place Tuesday,  
October 26, 2021, at 5:00 p.m. Location TBD.

9. **Executive Session** – Collective Bargaining.

Now be it resolved that the Board of Trustees will now go into an Executive Session to discuss matters pertaining to collective bargaining. 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 30 minutes and it is/is not expected that action shall be taken.

10. **Adjournment**