



**Board of Trustees Regular Meeting
Tuesday, November 23, 2021 – 5:00 p.m. – Zoom Virtual Meeting
Join Zoom Meeting**

<https://us06web.zoom.us/j/83945102414?pwd=cFhPVkJudkRkVFhKQlhnWW1YUDZTZz09>

Meeting ID: 839 4510 2414

Passcode: 078801

Phone: (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, November 18, 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
- 1.5 Courtesy of the Floor on Agenda Items Only (Public Session-5 Minutes per Speaker).

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.

ACTION

- 1.6 Approval/Acceptance of Minutes:
 - 1.6.1 Minutes from the Tuesday, October 26, 2021 Regular Meeting. (Attachment pgs. 1-5, Resolution No. G11232021-1)
 - 1.6.2 Minutes from the Tuesday, October 26, 2021 Executive Session. (Attachment pg. 6, Resolution No. G11232021-2)
 - 1.6.3 Acknowledgment of Receipt of Committee Meeting Minutes (Attachment pgs. 7-11, Resolution No. G11232021-3)

- Personnel and Curriculum Committee – Tuesday, November 16, 2021
- Audit and Policy Committee – Tuesday, November 16, 2021
- Finance and Facilities Committee
 - Special Meeting – Monday, November 8, 2021
 - Finance and Facilities Committee – Tuesday, November 16, 2021

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. 12 & 13, Resolution No. P11232021-1)
 - 2.1.2 2022 NJ First Report. (Attachment pgs. 3 & 4, Resolution No. P11232021-2)
- 2.2 Approval of Curriculum Items
 - 2.2.1 New Certificate – Baking & Pastry Arts. (Attachment pg. 15, Resolution No. CI11232021-1)
 - 2.2.2 New Degree Option Under A.A.S. Technical Studies – Baking & Pastry Arts Option. (Attachment pg. 15, Resolution No. CI11232021-2)
- 2.3 Approval of Policy Items
 - 2.3.1 Policy No. 102.1 Emergency Closings. (Attachment pg. 16, Resolution No. AP11232021-1)
 - 2.3.2 Policy No. 102.10 Retaliatory Action. (Attachment pg. 17, Resolution No. AP11232021-2)
- 2.4 Approval of Finance Items
 - 2.4.1 October 2021 Purchases Over \$10k Report. (Attachment pg. 18, Resolution No. BFF11232021-1)
 - 2.4.2 Autoclave Purchase from Fisher Science Education, for \$19,299.57. OPEX Funded. (Attachment pgs. 19 & 20, Resolution No. BFF11232021-2)
 - 2.4.3 Blanket Purchase Order for Canteen Catering for One Year, at \$40,000 (estimated spend). OPEX Funded. (Attachment pg. 21, Resolution No. BFF11232021-3)
 - 2.4.4 Cash Management – seeking approval to use SCCC Foundation Investment advisors, Bell Brothers at Morgan Stanley Wealth Management to invest College's liquid assets by following the Cash Management Policy (policy #401.10) criteria. The College is asking to start with the investment of \$1,000,000 in November-December 2021. The College will then look to add to the investment after quarterly review with the Bell Brothers and the Board's Finance Committee. The total investment made will never exceed 50% of the available Liquid Assets.

Balances and performance with Morgan Stanley will be part of the monthly Financial Statement presentation. In addition, the portfolio mix will be achieved in a consultative manner between the Bell Brothers and the Board of Trustees Finance Committee. The mix will not be less than 50% in the fixed income component and not more than 30% in equity on an average monthly basis. (Attachment pgs. 22-21, Resolution No. BFF11232021-4)

2.5 Approval of Facilities Items

- 2.5.1 MTEC Construction Project – Project Management with HQW Architects, for \$55,000 (estimated). Chapter 12 Funded. (Attachment pgs. 32-60, Resolution No. BFF11232021-5)
- 2.5.2 Culinary/Singer – Change Order #3, Chapter 12 Funded, in the Amount of \$100,704.21. (Attachment pgs. 61-85, Resolution No. BFF11232021-6)
- 2.5.3 Frankoski – Change Order #4, Chapter 12 Funded, in the Amount of \$14,194. (Attachment pgs. 86-94, Resolution No. BFF11232021-7)
- 2.5.4 MTEC – Change Order #5 for Water Mitigation, in the Amount of \$252,298. Chapter 12 Funded. (Attachment pgs. 95-98, Resolution No. BFF11232021-8)
- 2.5.5 Fire Trainer System Maintenance with Kiddie Fire Training Systems at the Public Safety Training Academy, for One Year at \$22,758. PSTA County Funded Operating Expense. (Attachment pgs. 99-106, Resolution No. BFF11232021-9)
- 2.5.6 Preventive Maintenance Agreements for HVAC Systems at SCCC Main Campus and the PSTA for One Year at \$35,343. PSTA Portion Will Be \$6,393 and is County Funded. (Attachment pgs. 107-119, Resolution No. BFF11232021-10)

3. **Finance**

- ACTION/RC** 3.1 Recommendation: Acknowledge Receipt and Review of Financial Statements – October 31, 2021, Four Months YTD FYE June 30, 2022. (Attachment pgs. 120-134, Resolution No. G11232021-4)

4. **Reports**

- 4.1 Correspondence File (Attachment pgs. 135-138)

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, January 25, 2021, at 5:00 p.m. Location or Virtual Meeting TBD.

8. **Executive Session** – None this month.

9. **Adjournment**