



**Board of Trustees Regular Meeting  
Tuesday, February 28, 2023 – 5:00 p.m.  
Performing Arts Center Atrium**

**AGENDA  
(Revised 2/24/2023)**

**1. General Institutional Functions**

- 1.1 Call to Order
- 1.2 Public Statement: Adequate notice of this meeting specifying the time and location was transmitted via fax, posted to the Sussex County Community College Website, and on the main entry doors to the Administration Building, on Thursday, February 23, 2023, 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. 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 meeting with the same time restrictions as all public comments at the meeting. Duplicative comments may be summarized at the discretion of the Board of Trustees Chair.
- 1.5 Courtesy of the Floor on Agenda Items Only (Public Session-5 Minutes per Speaker).
  - 1.5.1 (Introduction of the Proposed Fee Changes as per attachment pgs.)

**ACTION**

- 1.6 Approval/Acceptance of Minutes
  - 1.6.1 Minutes from the Tuesday, January 24, 2023 Regular Board of Trustees Meeting. (Attachment pgs. 1-4, Resolution No. GI02282023-1)
  - 1.6.2 Acknowledgment of Receipt of Committee Meeting Minutes. (Attachment pgs. 5-8, Resolution No. GI02282023-2)
    - Personnel and Curriculum Committee – February 21, 2023.
    - Audit and Policy Committee – February 21, 2023.
    - Finance and Facilities Committee – February 21, 2023.

**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 January 11, 2023 - February 17, 2023 Personnel Actions. (Attachment pgs. 9 & 10, Resolution No. P02282023-1)
- 2.2 Approval of Curriculum Items – None this month.
- 2.3 Approval of Policy Items
  - 2.3.1 200.50 Probationary Period – The policy was approved last month, but the policy number was a duplicate of a different policy. (Attachment pg. 11, Resolution No. AP02282023-1)
  - 2.3.2 The following policies are being presented for a 3-year review.
    - a. 301.50 Academic Distinction at Graduation. (Attachment pg. 12, Resolution No. AP02282023-2)
    - b. 301.56 Course Changes After Drop/Add Period. (Attachment pg. 13, Resolution No. AP02282023-3)
    - c. 301.57 Waiver and Substitution. (Attachment pg. 14, Resolution No. AP02282023-4)
- 2.4 Approval of Finance Items
  - 2.4.1 Recommendation: Approval of Certification of the Amount of Local Appropriation Necessary for the Operating Expenses and Capital Outlay Expense of the College for FY24, and for the President to Prepare the Final Bound FY24 Budget Document for Public Advertisement and for Submission to the Sussex County Community College Board for School Estimate. (Attachment pgs. 15-30, Resolution No. BFF02282023-1)
  - 2.4.2 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. BFF02282023-2)
  - 2.4.3 Renewal of 106 Adobe Licenses with SHI, in the Amount of \$20,880.34 (OPEX). (Attachment pgs. 31-33, Resolution No. BFF02282023-3)
  - 2.4.4 Campuswide Microsoft Software License Renewal with Dell, for \$33,389.10 (OPEX). (Attachment pgs. 34 & 35, Resolution No. BFF02282023-4)
- 2.5 Approval of Facilities Items – None This Month.

**3. Finance – ACTION/RC**

- ACTION/RC** 3.1 Recommendation: Acknowledge Receipt and Review of Financial Statements – January 31, 2023 Seven Months YTD FYE June 30, 2023.. (Attachment pgs. 36-52, Resolution No. GI02282023-3)
- ACTION/RC** 3.2 Recommendation: Approve Agreement with Ketan Gandhi and Sussex County Community College in the amount and for services as outlined in the Agreement, effective as of February 22, 2023. (Emailed, Resolution No. GI02282023-4)

**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 Trustee Activity Update

7.2 President's Report

7.3 Chair's Comments

7.4 The next meeting of the Board of Trustees will take place Tuesday, March 28, 2023, at 5:00 p.m. in the Performing Arts Center Atrium.

8. **Executive Session** – Personnel Items – The President's Review/Process.

Now be it resolved that the Board of Trustees will now go into an Executive Session to discuss matters pertaining to personnel matters-specifically the College President's yearly review and review process. 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 no action will be taken after the Executive Session.

9. **Adjournment**