



**Board of Trustees Regular Meeting
Tuesday, July 23, 2024 – 5:00 p.m.
Board Room**

AGENDA

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 July 18, 2024, 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 who 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).

ACTION

- 1.6 Approval/Acceptance of Minutes
 - 1.6.1 Minutes from the June 25, 2024 Regular Board Meeting. (Attachment pgs.1-5, Resolution No. GI07232024-1).
 - 1.6.2 Minutes from the June 25, 2024 Executive Session. (Attachment pg. 6, Resolution No. GI07232024-2).
 - 1.6.3 Acknowledgment of Receipt of Committee Meeting Minutes. (Attachment pgs. 7-11, Resolution No. GI07232024-3).
 - Personnel and Curriculum Committee – July 16, 2024.
 - Audit and Policy Committee – July 16, 2024.
 - Finance and Facilities Committee – July 16, 2024.

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 Personnel Actions: June 6, 2024 – July 9, 2024. (Attachment pgs. 12 & 13, Resolution No. P07232024-1)
- 2.1.2 Four Updates to Salary Sheets as follows: 1) Employee missed on original spreadsheet, 2) Employee's longevity accidentally entered 2x salary on original spreadsheet, 3) Employee obtained Masters degree, 4) Employee's information updated with promotion. (Attachment pgs. 14-18, Resolution No. P07232024-2)
- 2.2 Approval of Curriculum Items – None for this month
- 2.3 Approval of Policy Items
 - 2.3.1 Policy No. 200.16 Attendance Reporting Policy. The policy has no changes. (Attachment pg. 19, Resolution No. AP07232024-1)
 - 2.3.2 Policy No. 200.19 Employee Information Policy. The policy has no changes. (Attachment pg.20, Resolution No. AP07232024-2)
 - 2.3.3 Policy No. 200.15 Attendance Policy. The policy has not changes. (Attachment pg. 21, Resolution No. AP07232024-3)
- 2.4 Approval of Finance Items
 - 2.4.1 July 2024 Board Designated Funds. (Attachment pg. 22, Resolution No. BFF07232024-1)
 - 2.4.2 Fiscal Year 24/25 Blanket Purchase Orders > \$17,500. (Attachment pgs. 23 & 24, Resolution No. BFF07232024-2)
- 2.5 Approval of Facilities Items
 - 2.5.1 Enhance Service Plan for Buildings A, B and C (Preventative Maintenance) with Automated Logic for 5-Year Plan in the Amount of \$181,288.00. Operating Funds. Detail below. (Attachment pgs. 25-46, Resolution No. BFF07232024-3)

Amount: 5 - Year Break Down:
 Year 1 - \$34,144.00
 Year 2 - \$35,172.00
 Year 3 - \$36,228.00
 Year 4 - \$37,312.00
 Year 5 - \$38, 432.00
 5-year plan Total - \$181,288.00 – Savings over the 5-Year period - \$14,144.00
 - 2.5.2 Replacement Boiler in Building E with Aero Plumbing and Heating Co., Inc., for \$41,285.00. Operating Funds. (Attachment pgs. 47-51, Resolution No. BFF07232024-4)
 - 2.5.3 Main Campus Paving Projects (Catch Basins, Gazebo/First Lot, PAC Lower Lot) with Murray Paving and Concrete LLC for \$348,732.06. Chapter 12. (Attachment pgs. 52-65, Resolution No. BFF07232024-5)
 - 2.5.4 Transportation - Sussex County Football Team Bus Services Monroe, Hudson Valley, Lackawanna, Louisburg, with Broadway Elite Tours, Inc., for \$30,235.00. Operating Funds. (Attachment pgs. 66-73, Resolution No. BFF07232024-6)

2.5.5 Flooring for Building D, Hannon Floors. Union NJ, for \$54,230.80, Chapter 12. (Attachment pgs. 74 & 75, Resolution No. BFF07232024-7)

2.5.6 Cyber Protection with SHI for \$17,952. The Barracuda company has decided to terminate the Barracuda system that the College presently uses as of Sept 2024 Barracuda has offered the College a discounted price for their new Cloud Archive system to replace the terminated system. (Attachment pgs. 76-78, Resolution No. BFF07232024-8)

3. Finance – ACTION/RC

ACTION/RC 3.1 Recommendation: Acknowledge Receipt and Review of Financial Statements, June 30, 2024 Twelve Months YTD FYE June 30, 2024. (Attachment pgs. 79-89, Resolution No. GI07232024-4)

4. Reports

4.1 Correspondence File. (Attachment pgs. 90-98)

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, September 24, 2024, Location TBD.

8. Executive Session – Pending, Ongoing, or Anticipated Litigation/Attorney-Client Privilege

Now be it resolved that the Board of Trustees will now go into an Executive Session to discuss matters pertaining to Attorney-Client Privilege, and personnel 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 no action will be taken after the Executive Session.

9. Adjournment