



**Board of Trustees Regular Meeting
Tuesday, September 26, 2023 – 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 September 21, 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 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 July 25, 2023 Board of Trustees Meeting. (Attachment pgs. 1-4, Resolution No. GI09262023-1)
 - 1.6.2 Acknowledgment of Receipt of Committee Meeting Minutes. (Attachment pgs.5-9, Resolution No. GI09262023-2)
 - Personnel and Curriculum Committee – September 19, 2023.
 - Audit and Policy Committee – September 19, 2023.
 - Finance and Facilities Committee – September 19, 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 Personnel Actions – July 11, 2023 – September 12, 2023. (Attachment pgs. 10 & 11, Resolution No. P09262023-1)
- 2.2 Approval of Curriculum Items – None this month.

2.3 Approval of Policy Items

2.3.1 The following policies are being presented for three-year review.

Policy No. 200.2 Nepotism (Attachment pg. 12, Resolution No. AP09262023-1)

Policy No. 200.3 Code of Ethics Pertaining to Conflicts of Interest for College Employees (Attachment pg. 13, Resolution No. AP09262023-2)

2.3.2 Policy No. 102.11 Off-Campus Student Housing (Attachment pg. 14, Resolution No. AP09262023-3)

2.4 Approval of Finance Items

2.4.1 CampusWorks budget for the Jenzabar work. Payments for these services will be due as per the following payment schedule: (Attachment pgs. 15-32, Resolution No. BFF09262023-1)

October 1, 2023–September 30, 2024

12 monthly payments of \$25,180.17 due on the 1st of the month starting October 1, 2023.

October 1, 2024-September 30, 2025

12 monthly payments of \$15,793.75 due on the 1st of the month starting October 1, 2024.

2.4.2 Athletic Training and Physical Therapy Services for the 23/24 School Year Ivy Rehab Network. \$20,000, for August 28, 2023 through May 5, 2024. (Operating Budget) (Attachment pgs. 33-41, Resolution No. BFF09262023-2)

2.4.3 Vending Machines on Campus - Culinary Ventures Vending. Monthly Sales Commission payable to the College: 20%. (Attachment pgs. 42-70, Resolution No. BFF09262023-3)

2.4.4 Vertiv Replacement UPS Backup Unit - Replace the main server room UPS backup unit. Vendor Stillwell-Hansen, for \$62,625.00. (Chapter 12) (Attachment pgs. 71-76, Resolution No. BFF09262023-4.)

2.5 Approval of Facilities Items

2.5.1 Electrical Work for the Adult Transition Center – Vendor Power with Prestige Inc. for \$48,000. (Adult Transition Center Grant) (Attachment pgs. 77-119, Resolution No. BFF09262023-5)

2.5.2 Carpeting D-Building (glue) – Vendor Flemington Department Store, for \$27,855.64. (Chapter 12) (Attachment pgs. 120-122, Resolution No. BFF09262023-6.)

2.5.3 Swede Survival Class Training Structures for PSTA – Vendor Draeger, Inc., for \$83,653.81. (\$50k PSTA Chapter 12 - Balance Chapter 12 new programming SCCC.) (Attachment pgs. 123-131, Resolution No. BFF09262023-7)

- 2.5.4 Festo Equipment for Maker Space – Vendor Educational Solutions Enterprises, for \$47,201.44. (Perkins Grant) (Attachment pgs. 132-135, Resolution No. BFF09262023-8)
- 2.5.5 On-Call HVAC Service – Vendor Unitemp Mechanical Degrees, LLC, for \$60,000 Blanket Order for FY24. (Operating Budget) (Attachment pgs. 136-164, Resolution No. BFF09262023-9)
- 2.5.6 Snow Removal – Vendor Garme Energy Solution Inc., for FY24 Blanket \$200,000, Term 3 Years. (Operating Budge) (Attachment pgs. 165-195, BFF09262023-10)
- 2.5.7 Five Dell 86” Classroom Display Package and Installation – Vendor Dell, Inc., for \$69,528.47. (ELF Grant) (Attachment pgs. 196-203, Resolution No. BFF09262023-11)
- 2.5.8. Dell, Inc. Added Installation to Purchase Order for a New Total of \$25,446.92. Original: \$20,808.52, Change Order: \$4,638.40. (ABE Grant) (Attachment pgs. 204-210, Resolution No. BFF09262023-12)
- 2.5.9. 200 Workstations for Classrooms – Vendor Dell, Inc., for \$240,720.00. (ELF Grant) (Attachment pgs. 211-216, Resolution No. BFF09262023-13)

3. Finance – ACTION/RC

- ACTION/RC**
- 3.1 Recommendation: Acknowledge Receipt and review Financial Statements – August 31,2023 Two Months YTD FYE June 30, 2024. (Attachment pgs. 217-226, Resolution No. GI09262023-3)
 - 3.2 Recommendation: Approve Resolution of the Board of Trustees and the College to Commit to the Development of Buliding E Area into Residence Halls. (Attachment pg. 227, Resolution No. BFF09262023-14)

4. Reports

- 4.1 Correspondence File – (Attachment pgs. 228-230)

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
 - 7.3.1 Appointment of the Nominating Committee.

7.3.2 Resolution from the Board of Trustees and President for David Castner.
(Attachment pg. 231, Resolution No. GI09262023-4

7.4 The next meeting of the Board of Trustees will take place Tuesday, October 24, 2023, in the Board Room.

8. **Executive Session** – None

9. **Adjournment**