



**Board of Trustees Regular Meeting
Tuesday, February 25, 2025 – 5:00 p.m.
Executive Office 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 and email to the County Commissioners, County Clerk, NJ Herald and posted to the Sussex County Community College website and on the main entry doors to the Administration Building on Wednesday, February 19, 2025 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 before 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 January 17, 2025 Special Board Meeting. (Attachment pgs. 1-5, Resolution No. GI02252025-1)
 - 1.6.2 Minutes from the January 17, 2025 Executive Session. (Attachment pg. 6, Resolution No. GI02252025-2)
 - 1.6.3 Minutes from the January 28, 2025, Regular Board Meeting. (Attachment pgs. 7-12, Resolution No. GI02252025-3)
 - 1.6.4 Acknowledgment of Receipt of Committee Meeting Minutes. (Attachment pgs. 13-17, Resolution No. GI02252025-4)
 - Personnel and Curriculum Committee – February 18, 2025.
 - Audit and Policy Committee – February 18, 2025.
 - Finance and Facilities Committee – February 18, 2025.

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 Personnel Actions: January 14, 2025 – February 11, 2025. (Attachment pgs. 18 & 19, Resolution No. P02252025-1)
- 2.2 Approval of Curriculum Items – None this month.
- 2.3 Approval of Policy Items
 - 2.3.1 Re-Adopt Policy No. 200.11 Faculty Absences with edits as noted. (Attachment pg. 20, Resolution No. AP02252025-1)
 - 2.3.2 Re-Adopt Policy No. 200.41 Compensation for Teaching by Admin Staff with edits as noted. (Attachment pg. 21, Resolution No. AP02252025-2)

The following policies are presented for re-adoption. There are no changes.

 - 2.3.3 Re-Adopt Policy No. 200.28 Bereavement. (Attachment pg. 22, Resolution No. AP02252025-3)
 - 2.3.4 Re-Adopt Policy No. 200.29 FMLA. (Attachment pg. 23, Resolution No. AP02252025-4)
 - 2.3.5 Re-Adopt Policy No. 200.46 Presidential Evaluation. (Attachment pg. 24, Resolution No. AP02252025-5)
 - 2.3.6 Re-Adopt Policy No 200.47 Reimbursement for Expenses. (Attachment pg. 25, Resolution No. AP02252025-6)
- 2.4 Approval of Finance Items
 - 2.4.1 Appointment of Nisivoccia as the Auditing Firm for the Sussex County Community College Audit Engagement for FY 2025 through FY 2028, in the Amount of \$48,000. (Attachment pg. 26, Resolution No. AP02252025-7)
 - 2.4.2 Dykstra Walker Design Group - Engineering, Environmental and Survey Services - Exploration of Health Science Lab Expansion for \$39,700.00. Chapter 12. (Attachment pgs. 27-32, Resolution No. BFF02252025-1)
 - 2.4.3 USDA Rural Business Development Grant Application – Resolution approving and authorizing the college to submit a grant application, which if successful commits the college to undertake and implement a project consisting of upgrades and equipment, and authorizing the financing of all or a portion of the project through the Rural Business Development Grant Program made available by the USDA. Dr. Cory Homer, Interim President of Sussex County Community College, is authorized to sign any grant applications, documents, and agreements. The project paid and/or financed through all sources in an amount not to exceed \$50,000. (Attachment pg. 33, Resolution No. BFF02252025-2)

- 2.5 Approval of Facilities Items
 - 2.5.1 Unitemp/MDI - furnish and Install a New Rooftop Package for RTU-2, for \$56,163. Chapter 12. (Attachment pgs. 34-40, Resolution No. BFF02252025-3)
 - 2.5.2 Hannon Floors - Abatement and Installation of Building C Faculty Flooring for \$83,679.88. Chapter 12. (Attachment pgs. 41 & 42, Resolution No. BFF02252025-4)
 - 2.5.3 HQW - Architectural Service for Renovations at MTEC Building B (Reserves (Attachment pgs. 43-49, Resolution No. BFF02252025-4), as follows:
 - Construction Documents - \$18,900.00
 - Bidding and Award - \$7,500.00
 - Construction Admin (Billed Hourly) Estimated - \$20,000.00
 - Reimbursable Expenses- Estimated \$500.00
 - 2.5.4 KI – Training tables and chairs at the PSTA for \$89,278.50. Chapter 12. (Attachment pgs. 50-58, Resolution No. BFF02252025-5)
 - 2.5.5 Planet Networks - PSTA Fiber Connection to College Main Campus for \$1,199.95/Month, 5 Year Agreement \$71,997.00. PSTA County Funded. (Attachment pgs. 59-61, Resolution No. BFF02252025-6)
 - 2.5.6 J. Kramer Landscaping and Snow Plowing – Snow services as follows: The original blanket purchase order under Garme (PB 101716) was \$200,000.00, with a balance carried over from Garme blanket purchase order for \$115,000.00. Operating. (Attachment pgs. 62-95, Resolution No. BFF02252025-7)

3. Finance – ACTION/RC

- ACTION/RC** 3.1 Recommendation: Acknowledge Receipt and Review of Financial Statements: Financial Statements – Results as of January 31, 2025. (Attachment pgs. 96-102, Resolution No. GI002252025-5)

4. Reports

- 4.1 Correspondence File – (Attachment pgs. 103-109)

5. Presentations – Student Spotlight - Aleah McCormick

For 3 years we have run an Automotive Jump Start program for eligible HS seniors. To date, we have served close to 24 HS seniors, and they worked toward the HS diploma and earned 12 credits in the SCCC Automotive Program. These students can complete these courses at a reduced tuition rate, and further financial assistance is supported through grants such as Perkins. The total cost to the students and family was just over \$1200 for two semesters and 12 credits in 2024. Aleah McCormick from High Point HS and Brian Drelick, Supervisor of STEM, will attend to say a few words. Aleah’s experience in the electrical-focused automotive courses has steered her passion for applying to NJIT and pursuing a degree in engineering. Jessica Kuntz (Director of Guidance) from Newton HS will briefly describe this ongoing initiative. In spring 25, we will have our first cohort of students graduating from SCCC who started this program.

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

7. **Other Business**

Discussion / Reports / Announcements:

7.1 Board Chair's Appointment of an Alternate to the Board of School Estimate.

7.2 Trustee Activity Update

7.3 President's Report

7.4 Chair's Comments

7.5 The next meeting of the Board of Trustees will take place on Wednesday, March 26, 2025, at 5:30 p.m. in the Executive Office Board Room.

8. **Executive Session** – Be it resolved that the Board of Trustees will now go into an Executive Session to discuss 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.

The Executive Session is expected to last approximately 60 minutes. No action will be taken after the executive session.

9. **Adjournment**