



**Board of Trustees Regular Meeting
Tuesday, April 23, 2024 – 5:00 p.m.
Performing Arts Center Atrium**

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 April 18 and 19, 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 March 26, 2024 Regular Board Meeting (Emailed, Resolution No. GI04232024-1)
 - 1.6.2 Minutes from the March 26, 2024 Executive Session (Attachment pg. 1, Resolution No. GI04232024-2)
 - 1.6.3 Acknowledgment of Receipt of April 16, 2023 Committee Meeting Minutes. (Attachment pgs. 2-6, Resolution No. GI04232024-3)
 - Personnel and Curriculum Committee.
 - Audit and Policy Committee.
 - Finance and Facilities Committee.

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: March 13, 2024 – April 9, 2024. (Attachment pgs. 7 & 8, Resolution No. P04232024-1)
- 2.1.2 Recommendation to Approve One Sabbatical Leave for the '25-'26 AY. (Attachment pg. 9, Resolution No. P04232024-2)
- 2.2 Approval of Curriculum Items
 - 2.2.1 New Academic Certificate: Liberal Arts & Sciences. (Attachment pg. 9, Resolution No. CI04232024-1)
 - 2.2.2 Terminate Degree Option: Computer Information Systems: Digital Forensics, A.A.S. (Attachment pgs. 9 & 10, Resolution No. CI04232024-2)
 - 2.2.3 Approval to Terminate Certificate of Achievement: Cyber Crime Investigation. (Attachment pg. 10, Resolution No. CI04232024-3)
- 2.3 Approval of Policy Items
 - 2.3.1 Re-adopt the Following Policies for Three-Year Review with No Changes. :
 - Policy No. 200.23 Sick Days. (Attachment pg. 11, Resolution No. AP04232024-1)
 - Policy No. 200.24 Personal Days. (Attachment pg. 12, Resolution No. AP04232024-2)
 - Policy No. 200.27 Jury Duty. (Attachment pg. 13, Resolution No. AP04232024-3)
 - 2.3.1 Approval to Re-adopt Policy No. 200.25 Holiday Policy. The following language was added to the policy: “Part-time employees who are actively employed on the day of the holiday are granted time off with pay only for Winter Break.” (Attachment pg. 14, Resolution No. AP04232024-4)
- 2.4 Approval of Finance Items
 - 2.4.1 Change Order for Vertiv Services. Original board approval for \$23,000. Renewal rates increased. Amount for Change Order = \$28,175.17. Operating Funds. (Attachment pgs. 15-18, Resolution No. BFF04232024-1)
 - 2.4.2 Increase to FY24 Blanket Purchase Order, The Chef’s Warehouse, for food supplies for culinary. Current PO: \$14,000 Increase by \$6,000= Total: \$20,000. Operating Funds. (Attachment pg. 19, Resolution BFF04232024-2)
 - 2.4.3 GIS/Engineering for laptops and cart with Dell, in the amount of \$23,595.00. Laptops to run GIS and physics/engineering software to add to class set. Updated and energy efficient laptop cart to hold larger units. Funding: Carolyn Jane Scott Charitable Trust. (Attachment pgs. 20-24, Resolution No. BFF04232024-3)
 - 2.4.4 Virtual Internet Phone System with Distinctive VoIP, Install \$10,000.00 – Monthly recurring charges \$4586.65. Funding: Installation - Chapter 12, Monthly charges operations. Operating Funds. (Attachment pgs. 25-31, Resolution No. BFF04232024-4)

- 2.4.5 Distinctive Voice and Data in the Amount of \$23,500.00, to replace older style fiber within buildings. This will greatly improve WIFI and all campus network services. Operating Funds. (Attachment pgs. 32 & 33, Resolution No. BFF04232024-5)
- 2.4.6 Distinctive Voice and Data for Phone Hardware in the Amount of \$36,729. Upgrading phone systems – Phase 1, replace generic phone system with internet virtual phone system. Operating Funds. (Attachment pgs. 34-36, Resolution No. BFF04232024-6)
- 2.4.7 SHI to Replace Fiber Switches, in the Amount of \$26,353.69. Operating Funds. (Attachment pgs. 37 & 38, Resolution No. BFF04232024-7)
- 2.4.8 Revision to Prudential BPO. Increase to FY24 BPO for the Defined Contribution Retirement Program. Originally submitted and approved as Current PO: \$300,000 Increase by \$100,000= Total: \$400,000. The correct amount for approval is as follows: Current PO: \$19,250 Increase by \$25,000 – Total \$44,250. (Attachment pgs. 39-42, Resolution No. BFF04232024-8)
- 2.5 Approval of Facilities Items
 - 2.5.1 Murray Contracting for Pavement Repair at MTEC, in the Amount of \$340,000. Operating Funds. (Attachment pgs. 43-46, Resolution No. BFF04232024-9)
 - 2.5.2 Open Systems Integrators for Feenics Security System at MTEC in the Amount of \$29,926. Operating Funds. (Attachment pgs. 47-51, Resolution No. BFF04232024-10)
 - 2.5.3 Open Systems Integrators for Feenics Security System at the PSTA, in the Amount of \$18,321. Chapter 12. (Attachment pgs. 52-55, Resolution No. BFF04232024-11)
 - 2.5.4 SHI to Upgrade Classroom. Replace older out of warranty and failing Microsoft Surface Studio Workstations Graphic design classroom, in the Amount of \$133,449.12. ELF Grant. (Attachment pgs. 56-59, Resolution No. BFF04232024-11)
 - 2.5.5 Unitemp MD, LLC for Building C HVAC, in the Amount of \$39,981. Operating Funds. (Attachment pgs. 60-64, Resolution No. BFF04232024-12)
 - 2.5.6 Walkkill Group, LLC for Exterior Wall and Roof repair, Interior Renovation in the Adult Transition Center, in the Amount of \$448,000. Funding: Partial - ATC Grant, Operating Funds (estimated funding breakout to follow from Walkkill). (Attachment pgs. 65-69, Resolution No. BFF04232024-13)

3. Finance – ACTION/RC

- ACTION/RC** 3.1 Recommendation: Acknowledge Receipt and Review of Financial Statements - March 31, 2024 Nine Months YTD FYE June 30, 2024. (Attachment pgs. 70-83, Resolution No. GI04232024-4)

4. Reports

- 4.1 Correspondence Report. (Attachment pgs. 84 & 85)

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, May 28, 2024, location TBD.

8. **Executive Session** – Pending Litigation, Attorney-Client Privilege, and Personnel Matters

Be it resolved that the Board of Trustees will now go into an Executive Session to discuss matters pertaining to pending litigation, 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**