



**Board of Trustees  
ORGANIZATION MEETING  
Tuesday, November 28, 2023 – 4:30 p.m.  
Board Room  
AGENDA**

1. Organizational Matters

- a. Call to Order
- b. Public Statement: Adequate and electronic notice of this meeting specifying the time and location was transmitted via fax, email, posted to the Sussex County Community College Website, and in the main entry of the Administration Building, on Thursday, November 16, 2023, pursuant to the Open Public Meetings Act, N.J.S.A. 10:4-8.
- c. Roll Call
- d. Welcome to Guests
- e. Public Session (Courtesy of the Floor)

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.

2. Election of Officers

The meeting will be chaired by the Chair of the Nominating Committee during the election of officers. Votes will be cast via paper ballot and the results relayed to the Nominating Committee Chair who will, in turn, report the results to the Board and public. (Resolution RO11282023-1)

**ACTION**

- a. Action on the Nominating Committee Recommendations/Election (The newly elected officers immediately assume their respective offices once elected. After any comments elected officers wish to make, the Chair resumes with the order of the day.)

3. Code of Ethics Policies Acknowledgement. (Attachment pgs. 1-16)
4. Appointment of Legal Counsel
- ACTION/RC** 4a. **Recommendation:** General Counsel – Porzio, Bromberg & Newman. (Resolution No. RO11282023-4)
- ACTION/RC** 4b. **Recommendation:** Special Counsel Services – Florio, Perrucci, Steinhardt, Cappelli, Tipton, & Taylor. (Resolution No. RO11282023-5)
- ACTION/RC** 4c. **Recommendation:** Special Counsel Services – Weiner Law Group. (Resolution No. RO11282023-6)
- ACTION/RC** 4d. **Recommendation:** Special Counsel Services – Laddy, Clark, and Ryan. (Resolution No. RO11282023-7)
- ACTION/RC** 5. Appointment of an Auditing Firm  
**Recommendation:** PKF O’Conner Davies Wiss & Co. this year. (Resolution No. RO11282023-8)
- ACTION/RC** 6. Re-Appointments of On-Call Engineering and Architectural Firms  
**Recommendation:** Mott McDonald, HQW Architects, LLC, USA Architects, and J.G. Petrucci Co./Iron Hill, Inc. as Existing Service Providers. (Resolution No. RO11282023-9)
- ACTION/RC** 7. Appointment of Bank Depositories  
**Recommendation:** Lakeland Bank, Provident Bank, and First Hope Bank (Resolution No. RO11282023-10)
- ACTION/RC** 8. Appointment of Insurance Brokers of Record  
**Recommendation:** The Morville Agency (a Division of Bollinger) through June 30, 2024 and SAIF (School Alliance Insurance Fund). RFP in Spring 2023 to be considered. (Resolution No. RO11282023-11)
- ACTION/RC** 9. **Recommendation:** IT Consulting Services for **FY24** – Managed IT Services, Distinctive Voice and Date, LLC, Little Falls, NJ. (Resolution No. RO11282023-12)
- ACTION/RC** 10. **Recommendation:** Security Control System Services – Open System Integrators, Inc., Hamilton, NJ. (Resolution No. RO11282023-13)
- ACTION/RC** 11. Appointments to the College’s Board of School Estimate. (Resolution No. RO11282023-14)

- ACTION/RC** 12. Naming of the Board's Official Newspaper/s of Record  
**Recommendation:** The New Jersey Herald and The New Jersey Star Ledger. (Resolution No. RO11282023-15)
- ACTION** 13. Selection of the Date, Time, and Location of Meetings (Attachment pgs. 17 & 18, Resolution No. RO11282023-16)
- (\*) ACTION** 14. Consideration of the Appointment of Standing and Ad Hoc Committees. Current Committees Include: (Resolution No. RO11282023-17)
- a. Executive Committee – The four officers of the Board
  - b. Personnel and Curriculum Committee
  - c. Finance and Facilities Committee
  - d. Audit and Policy Committee
- (\*) ACTION** 15. Appointment of a representative (Board Chair) and Alternate to the New Jersey Council of County Colleges (Resolution No. RO11282023-17)
- ACTION** 16. Appointment of Foundation Liaison (Resolution No. RO11282023-18)
- ACTION** 17. Re-adoption of the Board of Trustees Bylaws. (Attachment pgs. 19-37, Resolution No. RO11282023-19)
- ACTION** 18. Appointment of Recording Secretary to the Board  
**Recommendation:** Wendy Fullem with Maureen Lynch as Alternate (Resolution No. RO11282023-20)
- ACTION** 19. Appointment of Title IX Coordinator for a Year – November 2023 – November 2024  
**Recommendation:** James Gaddy (Resolution No. RO11282023-21)
- ACTION** 20. Appointment of Public Agency Compliant Officer (PACO) for Equal Employment Opportunity (EEO)  
**Recommendation:** James Gaddy (Resolution No. RO11282023-22)
21. Other Business
22. Public Session (Courtesy of the Floor)
23. Adjournment
- (\*)** Trustee Bylaws provide authorization for the Board Chair to make these appointments upon confirmation by a majority of the voting Board members.