

**SUSSEX COUNTY COMMUNITY COLLEGE**  
**Board of Trustees**

Sussex  County  
COMMUNITY COLLEGE  
*Commencement*



**Tuesday, May 28, 2024 - 5:00 p.m.**  
**Performing Arts Center Atrium**



**Board of Trustees Regular Meeting  
Tuesday, May 28, 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 May 22, 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 April 23, 2024 Regular Board Meeting (Attachment pgs. 1-6, Resolution No. GI05282024-1).
  - 1.6.2 Minutes from the April 23, 2024 Executive Session (Attachment pg. 7, Resolution No. GI05282024-2).
  - 1.6.3 Acknowledgment of Receipt of Committee Meeting Minutes. (Attachment pgs. 8-11, Resolution No. GI05282024-3).
    - Personnel and Curriculum Committee – May 21, 2024.
    - Audit and Policy Committee – May 21, 2024.
    - Finance and Facilities Committee – May 21, 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: April 9, 2024 - May 13, 2024. (Attachment pgs. 12 & 13) Resolution No. P05282024-1)

- 2.2 Approval of Curriculum Items
  - 2.2.1 Nurse Education Contract Between Passaic County College and Sussex County Community College. (Attachment pgs. 14-17, Resolution No. CI05282024-1)

- 2.3 Approval of Policy Items
  - 2.3.1 Policy No. 200.36 Resignation Policy – There are no changes. (Attachment pg. 18, Resolution No.AP05282024-1)
  - 2.3.2 Policy No. 200.38 Inclement Weather – Changed from “Rave” to “Regroup” for the Provider (Attachment pg. 19, Resolution No.AP05282024-2)
  - 2.3.3 Policy No. 200.43 Reporting of Convivtions for Offenses or Crime for Currently Employed Faculty and Staff Policy – Title changed from “ Execuitve Director of HR” to “ Director of HR”. (Attachment pg. 20, Resolution No. No.AP05282024-3)

- 2.4 Approval of Finance Items
  - 2.4.1 Increase to FY24 Blanket Purchase Order for Shoprite for Food Supplies (Culinary)Current PO : \$17,000 Increase by \$2,500 = Total: \$19,250. Operating Funds. (Attachment pg. 21, Resolution No.BFF05282024-1)
  - 2.4.2 Dell Laptops – 20 Computers for Adult Students Returning to College in the Amoiunt of \$25,670.70. SCND Grant. (Attachment pgs. 22-27, Resolution No. BFF05282024-2)
  - 2.4.3 Dell Laptops – 20 Loaner Laptop in the Amoiunt of \$25,670.70. SCND Grant. (Attachment pgs. 28-33, Resolution No. BFF05282024-3)
  - 2.4.4 Dell Computers – 20 AIO Work Stations for Faculty in the Amount of \$25,670.70 Operating Funds. (Attachment pgs. 34-40, Resolution No. BFF05282024-4)

- 2.5 Approval of Facilities Items
  - 2.5.1 Grading/Paving at the Chapel for the Adult Transition Center, from Murray Paving and Concrete LLC/Gordian, in the Amount of \$104,068.11 ATC Grant. (Attachment pgs. 41-50, Resolution No. BFF05282024-5)
  - 2.5.2 Walkkill Group Change Order for Adult Transition Center Rear Masonry Wall, Current PO \$448,000, Increase \$41,044.58, Total \$489,044.58. ATC Grant. (Attachment pgs. 51-54, Resolution No. BFF05282024-6)
  - 2.5.3 ABCode Security for New Fire Panel and Detectors in the Amount of \$33,080. Chapter 12. (Attachment pgs. 55-58, Resolution No.BFF05282024-7)
  - 2.5.4 Weather Proofing Technologies Inc. for Roof Restoration (M-tech) In the Amount of \$238,000.00. Chapter 12. (Attachment pgs. 59-63, Resolution No.BFF05282024-8)

**3. Finance – ACTION/RC**

**ACTION/RC** 3.1 Recommendation: Acknowledge Receipt and Review of Financial Statements – April 30, 2024 Ten Months TYD FYE June 30, 2024 (Attachment pgs. 64-74, Resolution No. GI05282024-4)

**4. Personnel**

**ACTION/RC** 4.1. Promotion of Sherry Fitzgerald from Associate Professor to Full Professor. (Attachment pgs. 75 & 76, Resolution No. P05282024-2)

**ACTION/RC** 4.2 Promotion of Michael Hughes from Associate Professor to Full Professor. (Attachment pgs. 77 & 78, Resolution No. P05282024-3)

**ACTION/RC** 4.3 Promotion of Salvatore Paolucci from Instructor to Assistant Professor (Attachment pgs. 79 & 80, Resolution No. P05282024-4)

**5. Reports**

5.1 Correspondence File (Attachment pgs. 81-88)

**6. Presentations**

6.1 State of the College

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

**8. Other Business**

**Discussion / Reports / Announcements:**

8.1 Trustee Activity Update

8.2 President's Report

8.3 Chair's Comments

8.4 The Next Meeting of the Board of Trustees Will Take Place Tuesday, June 25, 2024, Location TBD.

**9. 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 pending, ongoing, or anticipated litigation/Attorney-Client Privilege. 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.

**10. Adjournment**



**Board of Trustees Regular Meeting  
Tuesday, April 23, 2024  
Performing Arts Center Atrium**

**MINUTES**

**1. General Institutional Functions**

- 1.1 Mr. Gewecke called the meeting to order at 5:00 p.m.
- 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

The following were present: Mr. Gewecke-Chair, Mrs. Smith-Vice Chair, Dr. Crowley-Treasurer, Mr. Santillo-Secretary, Dr. Carrick, Mrs. Frank, Mr. Hofmann, Dr. Silverthorne, Mr. Yardley, Dr. Connolly-Ex-Officio Member, and Mrs. Fullem-Recording Secretary.

Also present: Dr. Okay-Senior Vice President of Academic and Student Affairs, Dr. Homer-Vice President of Student Success and Institutional Effectiveness, Dr. Gallo-Associate Vice-President of Academic Affairs, Mr. Fruge-Dean of Technical Occupations, Mr. Kula-Executive Director of the Foundation.

1.4 Mr. Gewecke welcomed the guests and stated:

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).

No one spoke.

**ACTION**

1.6 Approval/Acceptance of Minutes

Mrs. Smith moved to approve/acknowledge receipt of all minutes noted below. Dr. Crowley seconded the motion. The motion carried unanimously.

- 1.6.1 Minutes from the March 26, 2024 Regular Board Meeting (Resolution No. GI04232024-1)

- 1.6.2 Minutes from the March 26, 2024 Executive Session (Resolution No. GI04232024-2)
- 1.6.3 Acknowledgment of Receipt of April 16, 2023 Committee Meeting Minutes. (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:

Mrs. Smith moved to approve all items on the Consent Agenda. Dr. Crowley seconded the motion.

Roll call vote: Dr. Carrick, Dr. Crowley, Mrs. Frank, Mr. Hofmann, Mr. Santillo, Dr. Silverthorne, Mrs. Smith, Mr. Yardley, and Mr. Gewecke voted yes. The motion carried unanimously.

- 2.1 Approval of Personnel Items
  - 2.1.1 Personnel Actions: March 13, 2024 – April 9, 2024. (Resolution No. P04232024-1)
  - 2.1.2 Recommendation to Approve One Sabbatical Leave for the '25-'26 AY. (Resolution No. P04232024-2)
- 2.2 Approval of Curriculum Items
  - 2.2.1 New Academic Certificate: Liberal Arts & Sciences. (Resolution No. CI04232024-1)
  - 2.2.2 Terminate Degree Option: Computer Information Systems: Digital Forensics, A.A.S. (Resolution No. CI04232024-2)
  - 2.2.3 Approval to Terminate Certificate of Achievement: Cyber Crime Investigation. (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. (Resolution No. AP04232024-1)
    - Policy No. 200.24 Personal Days. (Resolution No. AP04232024-2)
    - Policy No. 200.27 Jury Duty. (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.” (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. (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. (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. (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. (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. (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. (Resolution No. BFF04232024-6)
- 2.4.7 SHI to Replace Fiber Switches, in the Amount of \$26,353.69. Operating Funds. (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. (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. (Resolution No. BFF04232024-9)
- 2.5.2 Open Systems Integrators for Feenics Security System at MTEC in the Amount of \$29,926. Operating Funds. (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. (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. (Resolution No. BFF04232024-11)
- 2.5.5 Unitemp MD, LLC for Building C HVAC, in the Amount of \$39,981. Operating Funds. (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). (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. (Resolution No. GI04232024-4)

Mr. Gandhi presented the Financial Statements - March 31, 2024 Nine Months YTD FYE June 30, 2024 including: Overall financial status - current and year end, key financial statement historical trend, conversation about why we need cash reserves (see presentation), March YTD FY24 Credit Hours, Income Statement and discussion, Balance Sheet-Assets, Balance Sheet-Liabilities, three-year comparison, and status of CAPEX projects funded through Chapter 12.

Dr. Crowley moved to acknowledge receipt and review of the financial statements noted above. Mr. Santillo seconded the motion.

Roll call vote: Dr. Carrick, Dr. Crowley, Mrs. Frank, Mr. Hofmann, Mr. Santillo, Dr. Silverthorne, Mrs. Smith, and Mr. Gewecke voted yes. Mr. Yardley abstained from the vote. The motion carried.

### 4. Reports

- 4.1 The Correspondence Report was received, reviewed, and filed.

### 5. Presentations – None this month.

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

James Gaddy addressed the Board of Trustees. He said, "I am tired of hearing myself talk so I apologize in advance that you have to hear me talk. I'm here again. It has been almost two months since Jon Connolly called me at 9:20 at night and put me on administrative leave. Why I was put on administrative leave I still really don't have a clue. The letter says something about an online petition, the creation of one, which I promise you I did not do. Instead, what I think really happened here was that as a result of me speaking up at the County Commissioner's Meeting about the working conditions here at the college...to be clear, it's not about the colleagues I worked with. It was a wonderful team. But my comments were specifically about Jon Connolly. Coming back after I made those comments it was reported to me that Dr. Connolly said to a colleague that he couldn't stand to look at me. It was on that Wednesday evening that I...at 9:20 at night, I'm not sure why he felt the need to call me after hours, an exasperated Jon Connolly placed me on administrative leave. It makes me wonder is this the reason that you were chased out of Maine three times according to you. Jon Connolly said to me in a recorded conversation that he was chased out of Maine three times for exactly the same thing that was happening with the receipt of Jason Boehm's letter. And so it says to me that Dr. Connolly thinks that this is his school and not the county's school. This is a school that is here to support the students and it's here to support the community. But Jon continues to run it like it's his. And so my leave is complete retaliation for speaking up about the conditions. Again, I don't want to go into all the details but he had a gun on campus. He admitted to that. He was hiding money that...congratulations on the college being able to save. That puts the college in a really good place, but that was on the backs of everyone else. It wasn't me who decided to hide that money. It was Dr. Connolly who said we can't let the County Commissioners know

about this sort of thing. So, you know, it's not lost on me that I was put on administrative leave. Every day I have to wonder if today is the day that I get the phone call where my kids lose their health insurance. Every day I have to wonder, you know, what is next from Jon Connolly and it's really depressing. Meanwhile, I violated no policies of the college and I was placed on administrative leave. I've never been pointed to any policy that I violated. Jon Connolly has violated policies. He brought a gun to campus. I know it's exhausting, but this is my life since Jon Connolly decided to take retaliation against me. And so I just urge you, contact me about an investigation. It's been over two months since I sent a letter to the Board. I sent a follow up letter and simply asked if you would acknowledge receipt of my email, and I haven't even heard from anyone about that. This personal investigation that it references in the letter that verified my leave I heard nothing. So I just hope you wonder what is really going on here. I don't know what's going on and I haven't heard from anybody on the board as far as any investigation. I tried to handle this in the most appropriate way. I tried to handle it like adults. I've written to you. I brought it up. I spoke at every board meeting. I will continue to do so because I don't want to take legal action. The students of this college and the tax payers should not suffer because I asked for an investigation. So I urge you to do that investigation and I urge you for someone to be in contact with me about the status of my employment. And Dr. Connolly, what you've done to me is shameful. It really is. I've been nothing but loyal to this college and the fact that you couldn't stand to look at me is not the basis for putting someone on administrative leave. It will all come out."

Racquel Robyo addressed the Board of Trustees. She said, "My name is Racquel Robyo. I am speaking to you now for the third time to implore you once again to rectify the situation created by the blatantly illegal actions of Dr. Connolly. We're all very well aware of the abuse of power, sexual harassment, and illegal firearm, just to name a few. There is a new allegation actually, relatively new, is the suspected asbestos in the mansion where students work. Instead of reporting the suspicion, Dr. Connolly took it upon himself to personally test for the asbestos in direct violation of health codes. However, facilities took care of reporting it to the Department of Environmental Health, as per the law. But enough of that. I would rather not beat the horse Dr. Connolly has personally killed. Instead, I'd like to speak to you directly, the members of the Board. Any new trustees please heed my warning. Inaction has consequences. As promised, I, along with a few others, went to the County Commissioners board meetings and they are less than impressed with the inactions of this board. As I'm sure you are all well aware at this point they've expressed concerns with the increasing severity of these legal allegations against our president and have indicated that they will look into these actions or lack thereof. Quite unprompted actually the subject of the missing financial statements from the school's website was brought up well before the open forum and was a topic brought up at several of these board meetings that fell on perpetually deaf ears. Understand this, not as a threat, but as the natural consequence of any continue irresponsibility. It is quickly coming to a point where it will be you or him. Four of the previous board members have resigned for fear of personal liability lawsuits which would not have been necessary had proper action been taken. Remember, we have heard from several members of staff at these meetings that they have seen, quote, many presidents come and go. There have been multiple presidents in the history of this school, and for whatever reason, ineffectuality or illegality they're not employed here anymore. This is no different. If you don't do something about Dr. Connolly the Commissioners will do something about you. You are in appointed and elected positions and if you don't do your jobs, someone else will. Do you see how many people are behind me right now? And I'm not talking about the administrative audience. Students. People. Just like me. There will be more of this. We're not stopping. I'm not going anywhere. I have nothing to lose. You're the ones being put under the microscope and if you won't do it for the betterment of the school do it for yourselves. I've said before that as a member of the Student Government Association and the Student Ambassadors, I feel as though I can't properly do my job under Dr. Connolly and now it is at a point where you can't either. Thank you."

No one else spoke.

Mrs. Smith moved to close the floor. Mr. Yardley seconded the motion. The motion carried unanimously.

**7. Other Business**

**Discussion / Reports / Announcements:**

- 7.1 Trustee Activity Update – Mrs. Smith noted that she will be here to see the college play, Arsenic and Old Lace.
- 7.2 President’s Report - A copy of the President’s Report is on file in the office of the president.
- 7.3 Chair’s Comments

Ms. Brown, who is no longer on the Board of Trustees had been appointed to Sussex County Community College’s Board of School Estimate. Mr. Gewecke appointed himself to replace Ms. Brown. Mr. Santillo moved to approve the appointment. Mrs. Smith seconded the motion. The motion carried unanimously.

- 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.

At 5:26 p.m. Mrs. Smith moved to enter into Executive Session. Dr. Crowley seconded the motion. The motion carried unanimously.

The Executive Session ended at 7:35 p.m. upon a motion made by Mrs. Smith and seconded by Mrs. Frank. The motion carried unanimously.

**9. Adjournment**

At 7:37 p.m., Dr. Carrick moved to adjourn the public meeting. Mrs. Smith seconded the motion. The motion carried unanimously.

Approved:



Board of Trustees  
Tuesday, April 23, 2024  
Executive Session  
Minutes

Start: 5:26 p.m.

End: 7:35 p.m.

Present: Dr. Carrick, Dr. Crowley, Mrs. Frank, Mr. Gewecke, Mr. Hofmann, Mr. Santillo, Dr. Silverthorne, Mrs. Smith, Mr. Yardley, Dr. Connolly, Mrs. Fullem (not for full session), and Mr. Gagliardi-Porzio, Bromberg, & Newman.

At 5:26 p.m., Mrs. Smith motioned for the Board of Trustees to enter into an Executive Session. Dr. Crowley seconded the motion. The motion carried unanimously.

During the Executive Session, Trustees discussed personnel issues and legal matters that fall under attorney-client privilege.

At 7:35 p.m. Mrs. Smith motioned for the Board of Trustees to adjourn the Executive Session. Mrs. Frank seconded the motion. The motion carried unanimously.

Approved:

**PERSONNEL & CURRICULUM COMMITTEE**  
**SUSSEX COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**Tuesday, May 21, 2024**  
Zoom Virtual Meeting

**MINUTES**

Start: 3:00 p.m.

End: 3:41 p.m.

Present: Mrs. Smith-Chair, Mr. Hofmann, Dr. Carrick, Dr. Silverthorne, Mr. Gewecke, Dr. Connolly, Dr. Okay, Dr. Homer, Dr. Gallo, Mrs. Fullem, and Mrs. Caputo.

**PERSONNEL** – The committee reviewed:

- Personnel Actions: April 9, 2024 – May 13, 2024 including: Full-time and part-time new hires, Resignations/terminations/positions ended, Leaves, Full-time and part-time open positions. The list will be updated to include all leaves, not just medical leave. ***The committee agrees to bring to the Board of Trustees for approval.***
- Promotion of Sherry Fitzgerald from Associate Professor to Full Professor. Drs. Connolly and Okay spoke about Professor Fitzgerald's history with SCCC, her successes as both a faculty member and as a member of the Executive Team. The hierarchy of faculty positions was discussed (Instructor, Assistant Professor, Associate Professor, Professor). The criteria and the process for faculty promotion were also addressed. ***The committee agrees to bring to the Board of Trustees for approval.***
- Promotion of Michael Hughes from Associate Professor to Full Professor. Drs. Connolly and Okay spoke about Professor Hughes's history with SCCC, his successes as a faculty member, and as a productive and enthusiastic member of the SCCC community. ***The committee agrees to bring to the Board of Trustees for approval.***
- Promotion of Salvatore Paolucci from Instructor to Assistant Professor. Drs. Connolly and Okay spoke about Professor Paolucci's history with SCCC, his successes as a faculty member, and as an enthusiastic contributor to the SCCC community. The difference between tenure and promotion were also discussed. ***The committee agrees to bring to the Board of Trustees for approval.***

**CURRICULUM** – The committee reviewed:

- Nurse Education Contract Between Passaic County College and Sussex County Community College. In-county tuition agreement, costs of having our own nursing program, and SCCC's relationship with Passaic County College and the impact of shared services with Middle States were discussed. ***The committee agrees to bring to the Board of Trustees for approval.***

**OTHER BUSINESS**

- The committee reviewed Incident Reports from May 7, 2024-May 14, 2024.
- Mr. Gewecke provided the committee with an update regarding the environmental survey and interviews. The board should receive a preliminary report in June and the full report in July.

**AUDIT & POLICY COMMITTEE**  
**SUSSEX COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**Tuesday, May 21, 2024**

Zoom Virtual Meeting

**MINUTES**

Start: 4:00 p.m.

End: 4:27 p.m.

Present: Dr. Carrick-Chair, Mrs. Frank, Mr. Santillo, Mr. Yardley, Dr. Connolly, Dr. Okay, Dr. Homer, Dr. Gallo, Dr. Gandhi, Mrs. Fullem, and Mrs. Caputo.

**POLICY** -- The committee reviewed:

- Policy No. 200.22 Vacation Policy - New language added regarding the cash out option. Mrs. Caputo noted that she is now putting forth policies from the oldest to the newest in need of board review. After discussion about language in this policy, ***the committee agreed to table until the updated language is confirmed.***
- Policy No. 200.36 Resignation Policy – There are no changes. ***The committee agrees to bring to the Board of Trustees for re-adoption.***
- Policy No. 200.38 Inclement Weather - Changed from “Rave” to “Regroup” for the Provider. Dr. Connolly explained the “formula” used for inclement weather closings and delayed openings. The college looks at the Vernon, Newton, and Hopatcong school districts and does the same as 2 of the 3 districts. We do not base coordinate closing with the county. The committee agrees to bring to the Board of Trustees for re-adoption.
- Policy No. 200.43 Reporting of Convictions for Offenses or Crimes for Currently Employed Faculty and Staff Policy - Title changed from “Executive Director of HR” to “Director of HR.” ***The committee agrees that a confidentiality clause should be added to the policy. The committee agrees to bring to the Board of Trustees for re-adoption.***
- The committee engaged in a discussion about developing an On Campus Protest Policy. Dr. Connolly explained that the prosecutor’s office received a call from the NJ Attorney General’s office. The Attorney General’s office has asked all prosecutor’s offices to reach out to local colleges to see if the colleges have On-Campus Protest policies, and to offer help in creating policies and plans. The college needs to engage to develop policies and campus management plans. This should be part of the Policy and Procedure manual. The Campus Management Plan will be a separate document. The Attorney General has not put a timeline on the request.

**AUDIT** – None this month.

**OTHER BUSINESS**

- The committee reviewed the Incident Report that covers May 7, 2024-May 14, 2024.
- The committee received an update regarding the environmental survey and interviews. The board should receive a preliminary report in June and the full report in July.

**FINANCE & FACILITIES COMMITTEE**  
**SUSSEX COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**Tuesday, May 21, 2024**  
Zoom Virtual Meeting  
Phone: (929) 205-6099

**MINUTES**

Start: 5:02 p.m.

End: 6:44 p.m.

Present: Dr. Crowley-Chair, Mr. Santillo, Mrs. Frank, Mr. Gewecke, Dr. Connolly, Dr. Okay, Dr. Homer, Dr. Gandhi, Dr. Gallo, Mrs. Fullem, Mrs. Unrath, Mr. Stoppay, and Mrs. Meseha. Guests for Cyber Security were Judy Lovas and Peter Komanecki. The guest for Residence Halls was Carmen Andrade from Porzio.

**FINANCE**

- The meeting began with a presentation regarding the College's Cyber Security. A copy of the presentation is on file. The presentation and copy provided to the committee is a shortened version of a longer presentation. The full presentation is being send to the entire Board of Trustees.
- Dr. Connolly and Carmen Andrade from Porzio led a discussion about residence halls. They explained different funding sources, including ground leases and public/private partnerships. The conversation also covered the bidding process, costs to the College, and the costs to students, emphasizing that the funding mechanism and student expenses must support the business model. Considering seeking bids for both models simultaneously and consulting with the architects who created the preliminary plans.
- Dr. Gandhi presented the Financial Statements April 30, 2024 Ten Months YTD FYE June 30, 2024, including: April YTD FY24 - Credit Hours, Income Statement, Balance Sheet-Assets, Balance Sheet-Liabilities, and Three-Year Comparison. ***The committee agrees to bring to the Board of Trustees for acknowledgement of receipt and review.***
- Increase to FY24 Blanket Purchase Order for Shoprite for Food Supplies (Culinary). Current PO: \$17,000 Increase by \$2,500= Total: \$19,250. Operating Funds. ***The committee agrees to bring to the Board of Trustees for approval.***
- Dell Laptops – 30 Computers for Adult Students Returning to College in the Amount of \$25,670.70. SCND Grant. ***The committee agrees to bring to the Board of Trustees for approval.***
- Dell Laptops - 20 New Loaner Laptops in the Amount of \$21,500.00. ELF Grant. ***The committee agrees to bring to the Board of Trustees for approval.***
- Dell Computers – 20 AIO Work Stations for Faculty in the Amount of \$25,670.70. Operating Funds. ***The committee agrees to bring to the Board of Trustees for approval.***

**FACILITIES**

- Grading/Paving at the Chapel for the Adult Transition Center, from Murray Paving and Concrete LLC/Gordian, in the Amount of \$104,068.11. ATC Grant. Funding from the ATC Grant was explained. SCCC received \$500k and then received another \$500k. All must be encumbered by June 30<sup>th</sup>, and spent by the end of August. ***The committee agrees to bring to the Board of Trustees for approval.***
- Wallkill Group Change Order for Adult Transition Center Rear Masonry Wall, Current PO \$448,000, Increase \$41,044.58, Total \$489,044.58. ATC Grant. ***The committee agrees to bring to the Board of Trustees for approval.***
- ABCode Security for New Fire Panel and Detectors for buildings B and C, in the Amount of \$33,080. Chapter 12. ***The committee agrees to bring to the Board of Trustees for approval.***
- Weather Proofing Technologies Inc. for Roof Restoration (M-tech) in the Amount of \$238,000.00. Chapter 12. ***The committee agrees to bring to the Board of Trustees for approval.***

## **SAFETY AND SECURITY**

- The committee received Incident Reports dated May 7, 2024-May 14, 2024. The incident at Thorlabs was explained.

## **OTHER BUSINESS**

- Hiring of a full-time, temporary Capital Facilities Project Manager was discussed.

**Sussex County Community College**  
Personnel Actions: April 9, 2024 – May 13, 2024

**NEW HIRES:**

---

Full-time

- Austin Sullivan – Student Athlete Success Advisor
- Jacquelyn Jaretsky – Staff Accountant

Part-Time:

- Sean Fallon – Tutor
- Elizabeth Rees – PT Custodian
- Lara Ressler – PT Custodian

**RESIGNATIONS/TERMINATIONS/POSITION ENDED:**

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- Mary Elaine Stanton – retired
- Michael DeMarco – accepted another job opportunity
- Daniel Cosentino – non renewal of contract

**ON LEAVE:**

---

- James Gaddy – Administrative Leave

**OPEN POSITIONS:**

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Full-Time:

- Chief Financial Officer
- Director of Finance
- Assistant Professor/ Program Coordinator Criminal Justice Tenure Track
- Writing Center Coordinator
- Optics Technology Supervisor
- Program Supervisor Hospitality
- Coordinator Student Engagement and Inclusion

Part-Time:

- Adjunct – Fire Science
- Adjunct – Legal Studies
- PT Campus Security Specialist
- PT Campus Security Officer
- Adjunct – Cosmetology
- PT Head Coach Women’s Wrestling
- Adjunct – Biology
- Adjunct - Geology
- Adjunct – Accounting
- Adjunct - Computer Science
- PT Custodian

- Adjunct – Graphic Design
- PT Coach Esports
- PT Kitchen Lab Assistant
- Adjunct - Chemistry
- PT Service Staff
- Adjunct – Criminal Justice
- Adjunct – Math
- Adjunct – Printmaking
- Adjunct – Environmental Science
- Adjunct – Education
- Adjunct - Sociology
- PT Development Assistant
- PT Laboratory Assistant
- PT Assistant Coach Football Wide Receiver
- PT Assistant Coach Football Defensive Line
- PT Assistant Coach Football Running Backs
- PT Assistant Coach Football Quarterbacks

## Agreement

### **NURSE EDUCATION CONTRACT BETWEEN PASSAIC COUNTY COMMUNITY COLLEGE AND SUSSEX COUNTY COMMUNITY COLLEGE**

WHEREAS, Sussex County Community College (“SCCC”) and Passaic County Community College (“PCCC”) wish to enter into the following Agreement, hereinafter the “Contract”, for the purposes set forth therein, therefore, the parties agree as follows:

The purpose of this Contract is to enable the students of Sussex County Community College to pursue an Associate of Applied Science degree in Nurse Education. Students who enroll in the program option defined by this Contract will be permitted to complete the first- and second-year course requirements of PCCC’s Nurse Education Program by taking clinical courses offered by PCCC at SCCC:

Accordingly, SCCC and PCCC agree to the following stipulations:

1. PCCC agrees to enroll a class of 20 SCCC students in a two-year day program of Nurse Education to commence in Fall semester 2024. PCCC agrees to enroll 20 SCCC students in a two-year evening program to commence in Fall 2024. If all enrolled students do not complete Nursing I, SCCC may enroll qualified LPN students in NUR 195 (to be taught in the PCCC summer session). SCCC students enrolled in PCCC Nurse Education courses at PCCC will pay tuition and fees directly to PCCC.
2. Clinical experiences for Nurse Education Program courses will be conducted at clinical agencies located in Sussex County when possible. It will be PCCC’s responsibility to establish appropriate affiliation agreements with the participating agencies.
3. The Nurse Education degree shall be awarded by PCCC. PCCC will retain sole jurisdiction of the program including, but not limited to, responsibility for curriculum and instruction, licensure by the State Board of Nursing and the specialized accreditation granted by the Accreditation Commission for Education in Nursing (ACEN).
4. SCCC agrees to offer on the SCCC campus all general education, science, and non-nursing courses required in the PCCC Nurse Education curriculum.
5. All students entering the Nurse Education program will be subject to PCCC’s guidelines for admission. The Admission Committee will include faculty/administrators from both SCCC and PCCC.

6. Personnel from the Registrars' offices at SCCC and PCCC will jointly develop policies and procedures for the registration of students into the Nurse Education courses offered on the SCCC campus and for the maintenance of official records at both institutions. Nursing students transferring general education courses to PCCC through SCCC will not be expected to submit an original transcript from the primary school.
7. SCCC students enrolled in PCCC's Nurse Education Program will be governed by the same academic policies and procedures under which PCCC students enrolled in the Nurse Education program are governed.
8. Any external document developed by SCCC that references the program will indicate that the program is an official academic program of PCCC.
  - a) SCCC catalog and registration materials will indicate that Sussex County Community College students may enroll in the Associate in Applied Science Degree Program in Nurse Education of PCCC.
  - b) The SCCC student's program on the SCCC transcript will be identified as *PCCC A.A.S. degree in Nurse Education*.
  - c) Graduation information will show clearly that the degree was awarded by PCCC.
9. The Pinning Ceremony for SCCC students enrolled in the program will be held at SCCC.
10. Nursing students will be allowed to walk in the SCCC graduation ceremony with recognition that their degrees have been awarded by PCCC.
11. Each institution's Chief Academic Officer will designate a coordinator(s) to provide communication, coordination, and administration relative to the respective contract responsibilities of each institution.
12. PCCC will provide the staff for all Nurse Education courses and the Nurse Education laboratory; SCCC will be responsible for capital and non-capital instructional resources. Responsibility for the selection, supervision, and evaluation of the Nurse Education faculty and staff members will reside solely with PCCC.
13. SCCC will provide the instructors and bear all costs for all required first and second year general education courses in the Nurse Education curriculum. Responsibility for the selection, supervision, and evaluation of this faculty will reside solely with SCCC.
14. SCCC will collect all tuition and fees for general education courses taught at SCCC. SCCC will receive State funding for all first- and second-year general education, science, and non-nursing courses. PCCC will charge the students for all tuition and fees for nursing courses and process financial aid, and PCCC will produce student bills and collect the students' payments for the charges billed each semester. Sussex County residents enrolled in this program will be charged the Passaic County in-county tuition

rate. PCCC will receive State (Categorical) funding for all nursing courses. PCCC will assume cost for malpractice insurance.

15. SCCC will pay \$135,000 for the FY25 academic year and \$140,000 for FY26 to cover for instructional services provided by PCCC. Capital instructional resource costs will be the sole responsibility of SCCC.
16. This agreement shall become effective August 19, 2024, and continue until Aug 21, 2026. Renegotiation of this agreement should be completed not later than May 22, 2026. If the agreement is not renegotiated at that time, SCCC agrees to pay costs of the program until the class that entered in the Fall 2025 semester graduates from the Nurse Education Program in June, 2026.
17. a) Indemnification PCCC agrees and does hereby indemnify and hold harmless SCCC, its servants, agents, members, trustees, directors, officers, officials and employees for all damages, losses, claims, suits, actions or judgments, and expenses, including court costs and reasonable attorney's fees, which may be brought against any or all of them that arise as a result in whole or in part out of the intentional acts, negligence, errors, omissions, failure to perform or non-compliance with federal, state or local laws or regulations by PCCC, its employees, agents, consultants or students.  
  
b) Indemnification SCCC agrees and does hereby indemnify and hold harmless PCCC, its servants, agents, members, trustees, directors, officers, officials and employees for all damages, losses, claims, suits, actions or judgments, and expenses, including court costs and reasonable attorney's fees, which may be brought against any or all of them that arise as a result in whole or in part out of the intentional acts, negligence, errors, omissions, failure to perform or non-compliance with federal, state or local laws or regulations by SCCC, its employees, agents, consultants or students.
18. Insurance PCCC will carry appropriate general liability, auto, and worker's compensation insurance covering its activities, vehicles, and employees during the term of this contract in the following amounts:
  - a) General liability insurance having a combined single limit of not less than \$1,000,000 per occurrence;
  - b) Automobile Liability insurance having a combined single limit of not less than \$1,000,000 per occurrence covering claims arising out of ownership, maintenance, or use of owned or non-owned automobiles.
  - c) Worker's Compensation insurance having limits not less than those required by applicable statute: and
  - d) Excess or Umbrella Liability insurance in the amount of at least \$2,000,000.

Proof of all insurance shall be submitted by PCCC to SCCC at the time this contract is signed and promptly when a material change in coverage, carriers, or underwriters occurs. PCCC shall provide written notice to the SCCC at least 30 (thirty) days prior to any cancellation, non-renewal, or material modification of the aforementioned policies.

SCCC shall be named as an additional insured on PCCC's insurance policies for work under this contract.

19. Entire Agreement This Agreement: (i) is the sole expression of the understanding of the parties; (ii) supersedes all prior statements and agreements with respect thereto; and, (iii) may not be modified, amended or waived except in writing signed by an authorized representative of the party against whom such modification, amendment or waiver is sought to be enforced.

20. Severability If any provision of this Contract shall be held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall in no way be affected or impaired hereby and shall remain in full force and effect. The failure of either party to enforce at any time any of the provisions of this agreement shall not be construed to be a waiver of such provisions or the right of such party thereafter to enforce any such provision.

Passaic County Community College

Sussex County Community College

\_\_\_\_\_  
Steven M. Rose, Ed.D.  
President

\_\_\_\_\_  
Jon H. Connolly, Ph.D. President

Date:

Date:  
\_\_\_\_\_

## **200.36 Resignation Policy**

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### **PURPOSE OF POLICY**

To allow Sussex County Community College (“College”) sufficient time for filling job vacancies and for completing employment-related business prior to termination of employment.

### **GENERAL STATEMENT OF RESIGNATION POLICY**

An employee who voluntarily resigns his/her position is required to provide a minimum of two (2) weeks written notice of the intended resignation.

**Sussex County Community College**  
**Policy No.: 200.38**  
**Area: Human Resources**  
**Adopted: September 27, 2016**

**200.38 Inclement Weather Policy**

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**PURPOSE OF THE POLICY**

To provide for notification to employees of Sussex County Community College (“College”) of emergency closings and delayed openings during times of hazardous weather conditions.

**GENERAL STATEMENT OF INCLEMENT WEATHER POLICY**

The President of the College or the President’s designee shall declare emergency closings and delayed openings of the school due to inclement weather. Employee notifications will be made using the alert system.

**Sussex County Community College**  
**Policy No.: 200.43**  
**Area: Human Resources**  
**Adopted: 10/25/16**

**200.43 Reporting of Convictions for Offenses or Crimes for Currently Employed Faculty and Staff Policy**

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**PURPOSE OF THE POLICY**

Sussex County Community College (“College”) is committed to assuring a safe and secure environment for its faculty, staff, students, visitors, and others who may receive services from or have contact with College employees. For this reason, the College has enacted this policy which provides a mandatory process by which all employees (as defined below) must report any conviction(s) of crimes or offenses to appropriate College administrators and outlines standards by which any convictions will be evaluated and acted on.

**GENERAL STATEMENT OF REPORTING OF CONVICTIONS OF OFFENSES OR CRIMES FOR CURRENTLY EMPLOYED FACULTY AND STAFF POLICY**

This policy sets forth a process which enables the College to review the circumstances of the conviction(s) for offenses or crimes to assure that the employee in question does not pose an unreasonable safety risk to fellow employees, students, and visitors or indicate conduct inconsistent with the employee’s assigned job duties, the employee’s access to College resources or facilities or which may otherwise be detrimental to the reputation, image or the business of the College. The standards contained in this policy shall apply to convictions for offenses or crimes reported directly by the employee or identified independently by the College through any other means. This policy also applies to any employee who has been formally offered and accepted employment but who has been convicted or who has taken a plea agreement on a reportable offense prior to reporting for work.

The intent of this policy is to ensure the safety of the College community and to properly protect the College’s resources and reputation. It is not the intent of this policy that every conviction for offenses or crimes will result in taking an action that would adversely affect an individual’s employment or affiliation with the College. It is anticipated that certain offenses will not necessitate the College taking adverse action against the employee’s employment.

Any information reported regarding items mentioned above are confidential to all, except those who have an immediate need to know in order to carry out the functions of their College position. Only authorized people shall have access to any reports of convictions or crimes made to the Human Resources Department.

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## PROCUREMENT MEMO

**TO:** Sussex County Community College Board of Trustees,  
Dr. Jon Connolly

**CC:** Wendy Fullem, Karen Unrath

**FROM:** Matthew Stoppay, Purchasing

**DATE:** November 14, 2024

**SUBJECT:** Increase to FY24 Blanket Purchase Order

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**Description:** Food Supplies (Culinary)

**Vendor Name:** ShopRite

**Procurement Method:** Exception to Bidding 18A:64A-25.5 (7) Food Supplies

**Amount:** Current PO: \$17,000 Increase by \$2,500= Total: \$19,250

**Funding:** Operating Funds



## PROCUREMENT MEMO

**TO:** Sussex County Community College Board of Trustees,  
Dr. Jon Connolly

**CC:** Wendy Fullem, Karen Unrath,

**FROM:** Matthew Stoppay, Purchasing Manager

**DATE:** May 14, 2024

**SUBJECT:** Laptops

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**Description:** Intended for adult students returning to college

**Vendor Name:** Dell

**Amount:** \$25,670.70

**Procurement Method:** State Contract - Dell NASPO Computer Equipment PA - New Jersey

**Funding:** SCND Grant

**Attachments:** Dell Quote



## Your quote is ready for purchase.

Complete the purchase of your personalized quote through our secure online checkout before the quote expires on **Jun. 05, 2024**.

You can download a copy of this quote during checkout.

[Place your order](#)

<b>Quote Name:</b>	Grant Funded Laptops	<b>Sales Rep</b>	Jordyn Farrar
<b>Quote No.</b>	3000175406289.1	<b>Phone</b>	(800) 456-3355, 80000
<b>Total</b>	\$25,670.70	<b>Email</b>	Jordyn.Farrar@Dell.com
<b>Customer #</b>	4466333	<b>Billing To</b>	ACCOUNTS PAYABLE
<b>Quoted On</b>	May. 06, 2024		SUSSEX COUNTY COMM
<b>Expires by</b>	Jun. 05, 2024		COLLEGE
<b>Contract Name</b>	Dell NASPO Computer		1 COLLEGE HILL RD
	Equipment PA - New		ACCOUNTS PAYABLE
	Jersey		NEWTON, NJ 07860-1149
<b>Contract Code</b>	C000001128033		
<b>Customer Agreement #</b>	23026 / M0483/24-TELE-		
	71883		
<b>Deal ID</b>	26399333		

### Message from your Sales Rep

Please use the Order button to securely place the order with your preferred payment method online. You may contact your Dell sales team if you have any questions. Thank you for shopping with Dell.

Regards,  
Jordyn Farrar

### Shipping Group

<b>Shipping To</b>	<b>Shipping Method</b>
CENTRAL RECEIVING	Standard Delivery
SUSSEX COUNTY COMM COLLEGE	
ONE COLLEGE HILL	
BLDG E	
NEWTON, NJ 07860	
(973) 300-2189	

Product	Unit Price	Quantity	Subtotal
Dell Latitude 3450	\$855.69	30	\$25,670.70

Subtotal:	\$25,670.70
Shipping:	\$0.00
Environmental Fee:	\$0.00
Non-Taxable Amount:	\$25,670.70
Taxable Amount:	\$0.00
Estimated Tax:	\$0.00

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**Total:** \$25,670.70

**License Subtotal for Commitment Term: \$0.00**

\*Excludes Taxes

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## Shipping Group Details

<b>Shipping To</b> CENTRAL RECEIVING SUSSEX COUNTY COMM COLLEGE ONE COLLEGE HILL BLDG E NEWTON, NJ 07860 (973) 300-2189	<b>Shipping Method</b> Standard Delivery
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<b>Dell Latitude 3450</b>	<b>Unit Price</b>	<b>Quantity</b>	<b>Subtotal</b>
Estimated delivery if purchased today: May. 14, 2024 Contract # C000001128033 Customer Agreement # 23026 / M0483/24-TELE-71883	\$855.69	30	\$25,670.70

Description	SKU	Unit Price	Quantity	Subtotal
Dell Latitude 3450, BTX	210-BLLK	-	30	-
13th Gen Intel Core i7-1355U (12 MB cache, 10 cores, up to 5.00 GHz Turbo)	379-BFBM	-	30	-
Windows 11 Pro, English, Brazilian Portuguese PT-BR, French, Spanish	619-ARSB	-	30	-
No Microsoft Office License Included - 30 day Trial Offer Only	658-BCSB	-	30	-
Intel 13th Generation i7-1355U, Intel Integrated Graphics	338-CNLT	-	30	-
Intel Rapid Storage Technology Driver	409-BCXQ	-	30	-
16 GB: 2 x 8 GB, DDR5, 5600 MT/s (5200 MT/s with 13th Gen Intel Core processors)	370-BBTL	-	30	-
256GB, M.2 2230, TLC PCIe Gen 4 NVMe	400-BQZS	-	30	-
14.0" FHD (1920x1080) Non-Touch, AG, IPS, 250 nits, FHD Cam, WLAN	391-BHXM	-	30	-
English US backlit AI hotkey keyboard, 79-key	583-BLMY	-	30	-
Wireless Intel AX211 WLAN Driver MOD-SRV, + Bluetooth Wireless Card	555-BKKT	-	30	-
Intel Wi-Fi 6E (6 if 6E unavailable) AX211, 2x2, 802.11ax, Bluetooth Wireless Card	555-BKLT	-	30	-
3- cell, 54Wh Battery, Express Charge, Express Charge Boost capable	451-BDGP	-	30	-
65W AC adapter, USB Type-C, EcoDesign	492-BDMN	-	30	-
Single Pointing Keyboard, No Finger Print Reader, No SIM	346-BKHK	-	30	-
E4 Power Cord 1M for US	450-AMEI	-	30	-
Quick Start Guide for 3450	340-DMKH	-	30	-
ENERGY STAR Qualified	387-BBLW	-	30	-
Fixed Hardware Configuration	998-GZGC	-	30	-
Dell Additional Software	658-BFQB	-	30	-
Min Package	340-DNZN	-	30	-
POD Label, 100% tie to L10 BTS & BTP	389-EFCN	-	30	-
Latitude 3450 Laptop Bottom Door, Integrated Graphics	321-BKQR	-	30	-
EPEAT 2018 Registered (Gold)	379-BDZB	-	30	-
FHD HDR RGB Camera, TNR, Camera Shutter, Microphone	319-BBKK	-	30	-

Dell Limited Hardware Warranty Extended Year(s)	975-3461	-	30	-
Dell Limited Hardware Warranty	997-6727	-	30	-
Onsite/In-Home Service After Remote Diagnosis, 1 Year	997-6735	-	30	-
Onsite/In-Home Service After Remote Diagnosis, 1 Year Extended	997-6736	-	30	-

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<b>Subtotal:</b>	<b>\$25,670.70</b>
<b>Shipping:</b>	<b>\$0.00</b>
<b>Environmental Fee:</b>	<b>\$0.00</b>
<b>Estimated Tax:</b>	<b>\$0.00</b>

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<b>Total:</b>	<b>\$25,670.70</b>
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## Important Notes

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### Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to [Tax\\_Department@dell.com](mailto:Tax_Department@dell.com) or [ARSalesTax@emc.com](mailto:ARSalesTax@emc.com), as applicable.

**Governing Terms:** This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at [www.dell.com/terms](http://www.dell.com/terms) or [www.dell.com/oemterms](http://www.dell.com/oemterms)), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

**Supplier Software Licenses and Services Descriptions:** Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on [www.Dell.com/eula](http://www.Dell.com/eula). Descriptions and terms for Supplier-branded standard services are stated at [www.dell.com/servicecontracts/global](http://www.dell.com/servicecontracts/global) or for certain infrastructure products at [www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm](http://www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm).

**Offer-Specific, Third Party and Program Specific Terms:** Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on [www.dell.com/offeringspecificterms](http://www.dell.com/offeringspecificterms) ("Offer Specific Terms").

**In case of Resale only:** Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

**In case of Financing only:** If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.



## PROCUREMENT MEMO

**TO:** Sussex County Community College Board of Trustees,  
Dr. Jon Connolly

**CC:** Wendy Fullem, Karen Unrath,

**FROM:** Matthew Stoppay, Purchasing Manager

**DATE:** May 14, 2024

**SUBJECT:** Laptops

---

**Description:** 20 new Loaner laptops

**Vendor Name:** Dell

**Amount:** \$21,500.00

**Procurement Method:** State Contract - Dell NASPO Computer Equipment PA - New Jersey

**Funding:** ELF Grant

**Attachments:** Dell Quote



## Your quote is ready for purchase.

Complete the purchase of your personalized quote through our secure online checkout before the quote expires on **Apr. 28, 2024**.

You can download a copy of this quote during checkout.

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<b>Quote No.</b>	<b>3000174137081.1</b>	<b>Sales Rep</b>	Jordyn Farrar
<b>Total</b>	<b>\$21,500.00</b>	<b>Phone</b>	(800) 456-3355, 80000
<b>Customer #</b>	4466333	<b>Email</b>	Jordyn.Farrar@Dell.com
<b>Quoted On</b>	Mar. 29, 2024	<b>Billing To</b>	ACCOUNTS PAYABLE
<b>Expires by</b>	Apr. 28, 2024		SUSSEX COUNTY COMM
<b>Contract Name</b>	Dell NASPO Computer Equipment PA - New Jersey		COLLEGE
<b>Contract Code</b>	C000001128033		1 COLLEGE HILL RD
<b>Customer Agreement #</b>	23026 / M0483/24-TELE- 71883		ACCOUNTS PAYABLE
<b>Deal ID</b>	26399333		NEWTON, NJ 07860-1149

### Message from your Sales Rep

Please use the Order button to securely place the order with your preferred payment method online. You may contact your Dell sales team if you have any questions. Thank you for shopping with Dell.

Regards,  
Jordyn Farrar

### Shipping Group

<b>Shipping To</b>	<b>Shipping Method</b>
CENTRAL RECEIVING SUSSEX COUNTY COMM COLLEGE ONE COLLEGE HILL BLDG E NEWTON, NJ 07860 (973) 300-2189	Standard Delivery

Product	Unit Price	Quantity	Subtotal
Dell Latitude 3450	\$1,075.00	20	\$21,500.00

---

Subtotal:	\$21,500.00
Shipping:	\$0.00
Environmental Fee:	\$0.00
Non-Taxable Amount:	\$21,500.00
Taxable Amount:	\$0.00
Estimated Tax:	\$0.00

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**Total:** \$21,500.00

**License Subtotal for Commitment Term: \$0.00**

\*Excludes Taxes



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## Shipping Group Details

<b>Shipping To</b>	<b>Shipping Method</b>
CENTRAL RECEIVING SUSSEX COUNTY COMM COLLEGE ONE COLLEGE HILL BLDG E NEWTON, NJ 07860 (973) 300-2189	Standard Delivery

	Unit Price	Quantity	Subtotal
<b>Dell Latitude 3450</b>	<b>\$1,075.00</b>	<b>20</b>	<b>\$21,500.00</b>
Estimated delivery if purchased today: Apr. 22, 2024 Contract # C000001128033 Customer Agreement # 23026 / M0483/24-TELE-71883			

Description	SKU	Unit Price	Quantity	Subtotal
Dell Latitude 3450, XCTO	210-BLLF	-	20	-
13th Gen Intel Core i7-1355U (12 MB cache, 10 cores, up to 5.00 GHz Turbo)	379-BFBM	-	20	-
Windows 11 Pro, English, Brazilian Portuguese PT-BR, French, Spanish	619-ARSB	-	20	-
No Microsoft Office License Included - 30 day Trial Offer Only	658-BCSB	-	20	-
Intel 13th Generation i7-1355U, Intel Integrated Graphics	338-CNLT	-	20	-
Intel Rapid Storage Technology Driver	409-BCXQ	-	20	-
16 GB: 2 x 8 GB, DDR5, 5600 MT/s (5200 MT/s with 13th Gen Intel Core processors)	370-BBTL	-	20	-
512GB, M.2 2230, TLC PCIe Gen 4 NVMe	400-BQZR	-	20	-
14.0" FHD (1920x1080) Non-Touch, AG, IPS, 250 nits, FHD Cam, WLAN	391-BHXM	-	20	-
English US backlit AI hotkey keyboard, 79-key	583-BLMY	-	20	-
Wireless Intel AX211 WLAN Driver MOD-SRV, + Bluetooth Wireless Card	555-BKKT	-	20	-
Intel Wi-Fi 6E (6 if 6E unavailable) AX211, 2x2, 802.11ax, Bluetooth Wireless Card	555-BKLT	-	20	-
3- cell, 42Wh Battery, Express Charge, Express Charge Boost capable	451-BDGN	-	20	-
65W AC adapter, USB Type-C, EcoDesign	492-BDMN	-	20	-
Single Pointing Keyboard, No Finger Print Reader, No SIM	346-BKHK	-	20	-
E4 Power Cord 1M for US	450-AMEI	-	20	-
Quick Start Guide for 3450	340-DMKH	-	20	-
ENERGY STAR Qualified	387-BBLW	-	20	-
Custom Configuration	817-BBBB	-	20	-
Dell Additional Software	658-BFQB	-	20	-
Mix Model Packaging 65W Type-C Adapter	340-DNZD	-	20	-
Latitude 3450 Laptop Bottom Door, Integrated Graphics	321-BKQR	-	20	-
EPEAT 2018 Registered (Gold)	379-BDZB	-	20	-
FHD HDR RGB Camera, TNR, Camera Shutter, Microphone	319-BBKK	-	20	-
Dell Limited Hardware Warranty Extended Year(s)	975-3461	-	20	-

Dell Limited Hardware Warranty	997-6727	-	20	-
ProSupport Plus: Accidental Damage Service, 5 Years	997-6748	-	20	-
ProSupport Plus: Keep Your Hard Drive, 5 Years	997-6757	-	20	-
ProSupport Plus: Next Business Day Onsite, 1 Year	997-6762	-	20	-
ProSupport Plus: Next Business Day Onsite, 4 Year Extended	997-6766	-	20	-
ProSupport Plus: 7x24 Technical Support, 5 Years	997-6775	-	20	-
Thank you for choosing Dell ProSupport Plus. For tech support, visit www.dell.com/contactdell or call 1-866-516-3115	997-8367	-	20	-

---

<b>Subtotal:</b>	<b>\$21,500.00</b>
<b>Shipping:</b>	<b>\$0.00</b>
<b>Environmental Fee:</b>	<b>\$0.00</b>
<b>Estimated Tax:</b>	<b>\$0.00</b>
<hr/>	
<b>Total:</b>	<b>\$21,500.00</b>

# Important Notes

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## Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to [Tax\\_Department@dell.com](mailto:Tax_Department@dell.com) or [ARSalesTax@emc.com](mailto:ARSalesTax@emc.com), as applicable.

**Governing Terms:** This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at [www.dell.com/terms](http://www.dell.com/terms) or [www.dell.com/oemterms](http://www.dell.com/oemterms)), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

**Supplier Software Licenses and Services Descriptions:** Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on [www.Dell.com/eula](http://www.Dell.com/eula). Descriptions and terms for Supplier-branded standard services are stated at [www.dell.com/servicecontracts/global](http://www.dell.com/servicecontracts/global) or for certain infrastructure products at [www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm](http://www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm).

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**In case of Resale only:** Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

**In case of Financing only:** If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.



## PROCUREMENT MEMO

**TO:** Sussex County Community College Board of Trustees,  
Dr. Jon Connolly

**CC:** Wendy Fullem, Karen Unrath,

**FROM:** Matthew Stoppay, Purchasing Manager

**DATE:** May 15, 2024

**SUBJECT:** AIO Work Stations

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**Description:** AIO Work Stations for Faculty

**Vendor Name:** Dell

**Amount:** \$25,670.70

**Procurement Method:** State Contract - Contract # C000001128033

**Funding:** Operating Funds

**Attachments:** Dell Quote



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You can download a copy of this quote during checkout.

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<b>Quote No.</b>	<b>3000175510745.1</b>	Sales Rep	Jordyn Farrar
<b>Total</b>	<b>\$31,528.20</b>	Phone	(800) 456-3355, 80000
Customer #	4466333	Email	Jordyn.Farrar@Dell.com
Quoted On	May. 08, 2024	<b>Billing To</b>	ACCOUNTS PAYABLE
Expires by	Jun. 07, 2024		SUSSEX COUNTY
Contract Name	Dell NASPO Computer Equipment PA - New Jersey		COMM COLLEGE
Contract Code	C000001128033		1 COLLEGE HILL RD
Customer Agreement #	23026 / M0483/24- TELE-71883		ACCOUNTS PAYABLE
Deal ID	26399333		NEWTON, NJ 07860- 1149

### Message from your Sales Rep

Please use the Order button to securely place the order with your preferred payment method online. You may contact your Dell sales team if you have any questions. Thank you for shopping with Dell.

Regards,  
Jordyn Farrar

Product	Unit Price	Quantity	Subtotal
OptiPlex All-in-One (Plus 7420)	\$1,576.41	20	\$31,528.20
	<b>Subtotal:</b>		<b>\$31,528.20</b>
	<b>Shipping:</b>		<b>\$0.00</b>
	<b>Environmental Fee:</b>		<b>\$0.00</b>

Non-Taxable Amount:	\$31,528.20
Taxable Amount:	\$0.00
Estimated Tax:	\$0.00

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<b>Total:</b>	<b>\$31,528.20</b>
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### Shipping Group Details

<b>Shipping To</b> CENTRAL RECEIVING SUSSEX COUNTY COMM COLLEGE ONE COLLEGE HILL BLDG E NEWTON, NJ 07860 (973) 300-2189	<b>Shipping Method</b> Standard Delivery
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<b>OptiPlex All-in-One (Plus 7420)</b> Estimated delivery if purchased today: May. 10, 2024 Contract # C000001128033 Customer Agreement # 23026 / M0483/24-TELE-71883	<table> <tr> <td><b>Unit Price</b></td> <td><b>Quantity</b></td> <td><b>Subtotal</b></td> </tr> <tr> <td>\$1,576.41</td> <td>20</td> <td>\$31,528.20</td> </tr> </table>	<b>Unit Price</b>	<b>Quantity</b>	<b>Subtotal</b>	\$1,576.41	20	\$31,528.20
<b>Unit Price</b>	<b>Quantity</b>	<b>Subtotal</b>					
\$1,576.41	20	\$31,528.20					

Description	SKU	Unit Price	Quantity	Subtotal
Intel Core i7 processor 14700 vPro (33 MB cache, 20 cores, 28 threads, up to 5.3 GHz Turbo, 65W)	338-CNCK	-	20	-
Windows 11 Pro, English, Brazilian Portuguese PT-BR, French, Spanish	619-ARSB	-	20	-
No Microsoft Office License Included - 30 day Trial Offer Only	658-BCSB	-	20	-
16GB DDR5 Memory, 1X16GB, 5600, Non-ECC, SoDIMM	370-BBPX	-	20	-
M.2 2230 512GB PCIe NVMe Class 35 Solid State Drive	400-BQTN	-	20	-

Thermal Pad, Screw and Rubber for SSD	412-ABEK	-	20	-
Intel Integrated Graphics	490-BBFG	-	20	-
Intel(R) AX211 Wi-Fi 6E 2x2 and Bluetooth	555-BH DU	-	20	-
Screw for WLAN card	555-BIGS	-	20	-
Wireless Driver, Intel AX211 Wi-Fi 6E 2x2 (6GHz), BT 5.3	555-BKJC	-	20	-
OptiPlex All-in-One Plus 7420, 65W CPU, Touch, 5MP IR cam, GFX option, 240W Platinum, DAO/ BCC	329-BJXH	-	20	-
Dell Pro Wireless Keyboard and Mouse - KM5221W - English - Black	580-AJGG	-	20	-
Mouse included with Keyboard	570-AADI	-	20	-
No Cover Selected	325-BCZQ	-	20	-
Height Adjustable Stand for OptiPlex All-in-One Plus	575-BCNO	-	20	-
Dell Additional Software	634-CHFP	-	20	-
ENERGY STAR Qualified	387-BBLW	-	20	-
NO RAID	817-BBBN	-	20	-
System Power Cord (Philippine/TH/US)	450-AAOJ	-	20	-
Watch Dog SRV	379-BFMR	-	20	-
Quick Start Guide, OptiPlex All-in-One Plus 7420	340-DMJL	-	20	-
Print on Demand Label	389-BDQH	-	20	-
Trusted Platform Module (Discrete TPM Enabled)	329-BBJL	-	20	-

Package for Fixed/ HAS/ no stand (DAO, CCC)	340-DDGK	-	20	-
DAO factory Information	340-DFWR	-	20	-
Shipping Label	389-BBUU	-	20	-
Regulatory Label for OptiPlex All-in-One Plus 7420, 240W Platinum, FSJ	389-FGBM	-	20	-
SW Driver, Intel Rapid Storage Technology, OptiPlex All-in-One	658-BFST	-	20	-
Intel Core i7 vPro Enterprise Processor Label	389-EDDR	-	20	-
Desktop BTS/BTP Shipment	800-BBIP	-	20	-
Fixed Hardware Configuration	998-GSGT	-	20	-
OptiPlex All-in-One Plus 7420	210-BKVX	-	20	-
OptiPlex All-in-One Touch Panel	391-BDPU	-	20	-
EPEAT 2018 Registered (Silver)	379-BDTO	-	20	-
Intel vPro Enterprise	631-BBPZ	-	20	-
ProSupport Plus : 4-hour 7x24 Onsite Service After Remote Diagnosis, 2 Years Extended	819-4616	-	20	-
ProSupport Plus : 4-hour 7x24 Onsite Service After Remote Diagnosis, 3 Years	819-4618	-	20	-
Dell Limited Hardware Warranty Plus Service, Extended Year(s)	975-3462	-	20	-
Dell Limited Hardware Warranty Plus Service	997-6870	-	20	-
ProSupport Plus: Accidental Damage Service, 5 Years	997-6942	-	20	-
ProSupport Plus: Keep Your Hard Drive, 5 Years	997-6952	-	20	-

ProSupport Plus: 7x24 Technical Support, 5 Years	997-6982	-	20	-
Thank you for choosing Dell ProSupport Plus. For tech support, visit <a href="http://www.dell.com/contactdell">www.dell.com/contactdell</a> or call 1-866-516-3115	997-8367	-	20	-

<b>Subtotal:</b>	<b>\$31,528.20</b>
<b>Shipping:</b>	<b>\$0.00</b>
<b>Environmental Fee:</b>	<b>\$0.00</b>
<b>Estimated Tax:</b>	<b>\$0.00</b>
<b>Total:</b>	<b>\$31,528.20</b>

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**Important Notes**

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Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at [www.dell.com/terms](http://www.dell.com/terms) or [www.dell.com/oemterms](http://www.dell.com/oemterms)), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

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## PROCUREMENT MEMO

**TO:** Sussex County Community College Board of Trustees,  
Dr. Jon Connolly

**CC:** Wendy Fullem, Karen Unrath,

**FROM:** Matthew Stoppay, Purchasing Manager

**DATE:** May 15, 2024

**SUBJECT:** Grading/Paving

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**Description:** Grading/Paving at the chapel for the Adult Transition Center

**Vendor Name:** Murray Paving and Concrete LLC/Gordian

**Amount:** \$104,068.11

**Procurement Method:** ESCNJ State Approved Coop #65MCESCCPS

**Funding:** ATC

**Attachments:** JOC Contract No.: 20/21-03





**Scope of Work**

**ESCNJ State Approved Coop #65MCECCPS**

---

**To:** William Dickson  
Sussex County Community College  
No Address Input  
  
(914) 850-5606

**From:** Nick Zurla  
Murray Paving and Concrete LLC  
210 South Newman Street  
Hackensack, NJ 07601  
201-670-0030

**Job Order No:** 129328.00  
**Job Order Title:** Sussex Co Community College Chapel Exterior Improvements 24-323  
**Contract #:** 20/21-03

---

The following items detail the scope of work as discussed at the site. All requirements necessary to accomplish the items set forth below shall be considered part of this scope of work.

see attached files

Subject to the terms and conditions of JOC Contract 20/21-03.

\_\_\_\_\_  
William Dickson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Nick Zurla

\_\_\_\_\_  
Date

# Contractor's Cost Proposal - Summary (L/E/M)

ESCNJ State Approved Coop #65MCESCCPS

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**Date:** May 15, 2024

**Re:** IQC Master Contract #: 20/21-03  
JOC Work Order #: 129328.00  
Owner PO #:  
Title: Sussex Co Community College Chapel Exterior Improvements 24-323  
Contractor: Murray Paving and Concrete LLC  
Proposal Value: \$104,068.11

---

<b>Section - 01 - General Requirements</b>	<b>\$53,001.68</b>
<b>Section - 31 - Earthwork</b>	<b>\$4,193.31</b>
<b>Section - 32 - Exterior Improvements</b>	<b>\$46,873.12</b>
<b>Proposal Total</b>	<b>\$104,068.11</b>

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This Proposal total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding of the line totals and sub-totals.

**The Percentage of NPP on this Proposal:** %

# Contractor's Cost Proposal - Detail (L/E/M)

## ESCNJ State Approved Coop #65MCECCPS

Date: May 15, 2024

Re: IQC Master Contract #: 20/21-03  
 JOC Work Order #: 129328.00  
 Owner PO #:  
 Title: Sussex Co Community College Chapel Exterior Improvements 24-323  
 Contractor: Murray Paving and Concrete LLC  
 Proposal Value: \$104,068.11

Sect.	Item	Mod.	UOM	Description	Line Total
Labor	Equip.	Material	(Excludes)		
<b>Section - 01 - General Requirements</b>					
1	01 22 20 00 0044		HR	Senior Surveyor (Party Chief)	\$923.05
				Installation	
				Quantity 8.00 x Unit Price 118.95 x Factor 0.9700 = Total 923.05	
				site layout and shooting of elevations	
2	01 22 20 00 0050		HR	Project Manager	\$3,104.00
				Installation	
				Quantity 16.00 x Unit Price 200.00 x Factor 0.9700 = Total 3,104.00	
				design meetings coordination and site layout	
3	01 22 20 00 0061		HR	Flagperson For Traffic Control	\$2,423.91
				Installation	
				Quantity 24.00 x Unit Price 104.12 x Factor 0.9700 = Total 2,423.91	
				ground person for truck coordination on site	
4	01 22 23 00 0192		DAY	5 Ton, 2 Drum Articulated Roller With Full-Time Operator	\$2,483.63
				Installation	
				Quantity 2.00 x Unit Price 1,280.22 x Factor 0.9700 = Total 2,483.63	
				compaction of existng material prior to new stone	
5	01 22 23 00 0261		DAY	2,400 LB Capacity, 72" Wide, Skid-Steer Loader With Full-Time Operator	\$7,596.67
				Installation	
				Quantity 6.00 x Unit Price 1,305.27 x Factor 0.9700 = Total 7,596.67	
				final grading of site	
6	01 22 23 00 0304		DAY	200 HP, D7 Bulldozer With Full-Time Operator	\$6,074.48
				Installation	
				Quantity 3.00 x Unit Price 2,087.45 x Factor 0.9700 = Total 6,074.48	
				clearing and rough grading of site	
7	01 22 23 00 0341		DAY	2-1/2 To 2-7/8 CY Hydraulic Excavator With Full-Time Operator	\$6,349.10
				Installation	
				Quantity 3.00 x Unit Price 2,181.82 x Factor 0.9700 = Total 6,349.10	
				rough grading of site cutting to meet existing grade at perimeter	
8	01 22 23 00 1216		DAY	18 CY Rear Dump Truck With Full-Time Truck Driver	\$13,758.83
				Installation	
				Quantity 6.00 x Unit Price 2,364.06 x Factor 0.9700 = Total 13,758.83	
				relocating material on site and additional trucking required for paving	
9	01 56 26 00 0076		LF	Temporary 8' High Chain Link Fence Panels (Portable), Up To 6 Months	\$2,246.52
				Installation	
				Quantity 200.00 x Unit Price 11.58 x Factor 0.9700 = Total 2,246.52	
				additional temporary fencing to be added to existing	

**Contractor's Cost Proposal - Detail (L/E/M) Continues..**

**Job Order No:** 129328.00  
**Job Order Title:** Sussex Co Community College Chapel Exterior Improvements 24-323

**Section - 01 - General Requirements**

10	01 56 26 00 0082	BAG	Temporary Chain Link Fence Panels (Portable) SandbagIncludes placement and removal.						\$212.93	
		Installation	Quantity	Unit Price	Factor	=	Total			
			28.00	7.84	0.9700		212.93			
			x	x						
			temporary protection							
11	01 71 13 00 0002	EA	Equipment Delivery, Pickup, Mobilization And Demobilization Using A Rollback Flatbed TruckIncludes loading, tie-down of equipment, delivery of equipment, off loading on site, rigging, dismantling, loading for return and transporting away. For equipment such as trenchers, skid-steer loaders (bobcats), industrial warehouse forklifts, sweepers, scissor platform lifts, telescoping and articulating boom man lifts with up to 40' boom lengths, etc.						\$494.38	
		Installation	Quantity	Unit Price	Factor	=	Total			
			1.00	509.67	0.9700		494.38			
			x	x						
			delivery of temporary protection							
12	01 71 13 00 0003	EA	Equipment Delivery, Pickup, Mobilization And Demobilization Using A Tractor Trailer With Up To 53' BedIncludes loading, tie-down of equipment, delivery of equipment, off loading on site, rigging, dismantling, loading for return and transporting away. For equipment such as bulldozers, motor scrapers, hydraulic excavators, gradalls, road graders, loader-backhoes, heavy duty construction loaders, tractors, pavers, rollers, bridge finishers, straight mast construction forklifts, telescoping boom rough terrain construction forklifts, telescoping and articulating boom man lifts with >40' boom lengths, etc.						\$7,334.17	
		Installation	Quantity	Unit Price	Factor	=	Total			
			5.00	1,512.20	0.9700		7,334.17			
			x	x						
			mobilization of equipment							

**Subtotal for Section - 01 - General Requirements \$53,001.68**

**Section - 31 - Earthwork**

13	31 12 00 00 0002	SF	Small Area Clearing And GrubbingIncludes removing trees up to 12" and loading materials. Excludes disposal. See CSI section 31 13 00 00-0000 for trees >12".						\$4,193.31	
		Installation	Quantity	Unit Price	Factor	=	Total			
			150.00	28.82	0.9700		4,193.31			
			x	x						
			light clearing of vegetation around building and for k turn area in rear of building							

**Subtotal for Section - 31 - Earthwork \$4,193.31**

**Section - 32 - Exterior Improvements**

14	32 11 23 16 0004	SF	4" Crushed Aggregate Base Course For Sidewalks						\$10,485.70	
		Installation	Quantity	Unit Price	Factor	=	Total			
			9,400.00	1.15	0.9700		10,485.70			
			x	x						
			stone subbase							
15	32 12 16 13 0002	TON	Bituminous Hot Mix Intermediate Binder Course 3,954 LB/CYIncludes placement, rolling, finishing and sweeping. Used for applications not described elsewhere in this section.						\$17,967.99	
		Installation	Quantity	Unit Price	Factor	=	Total			
			130.00	142.49	0.9700		17,967.99			
			x	x						
			base course asphalt							
16	32 12 16 13 0013	TON	Bituminous Hot Mix Surface Wearing Course 3,774 LB/CYIncludes placement, rolling, finishing and sweeping. Used for applications not described elsewhere in this section.						\$18,419.43	
		Installation	Quantity	Unit Price	Factor	=	Total			
			130.00	146.07	0.9700		18,419.43			
			x	x						
			surface course asphalt							

**Subtotal for Section - 32 - Exterior Improvements \$46,873.12**

**Contractor's Cost Proposal - Detail (L/E/M) Continues..**

**Job Order No:** 129328.00  
**Job Order Title:** Sussex Co Community College Chapel Exterior Improvements 24-323

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**Proposal Total** **\$104,068.11**

This Proposal total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding of the line totals and sub-totals.

**The Percentage of NPP on this Proposal:** %



# Murray Contracting

21 Wallace St, Elmwood Park, NJ 07407

**May 14, 2024**

**Sussex County Community College**

**Project Ref: Chapel Exterior Improvements**

**Attn: Bill Dickson**

The following scope of work is inclusive of all insurances, certifications, supervision, coordination, materials, equipment and prevailing wage labor costs.

**Scope:**

- Mobilization of equipment, materials, and additional temporary protection to site
- Layout and excavate for asphalt parking lot / roadway and creation of planter area along side of building
- Remove vegetation as needed around building and turn around area in rear of building
- Compact and proof roll existing subbase to remain
- Spread and compact additional DGA where needed around site to raise grade towards building slightly and leveling
- Pave 2" of I2 base course asphalt throughout proposed area
- Pave 2" of I4 surface course asphalt throughout area
- Remove Murrays additional fencing from site and clean all debris

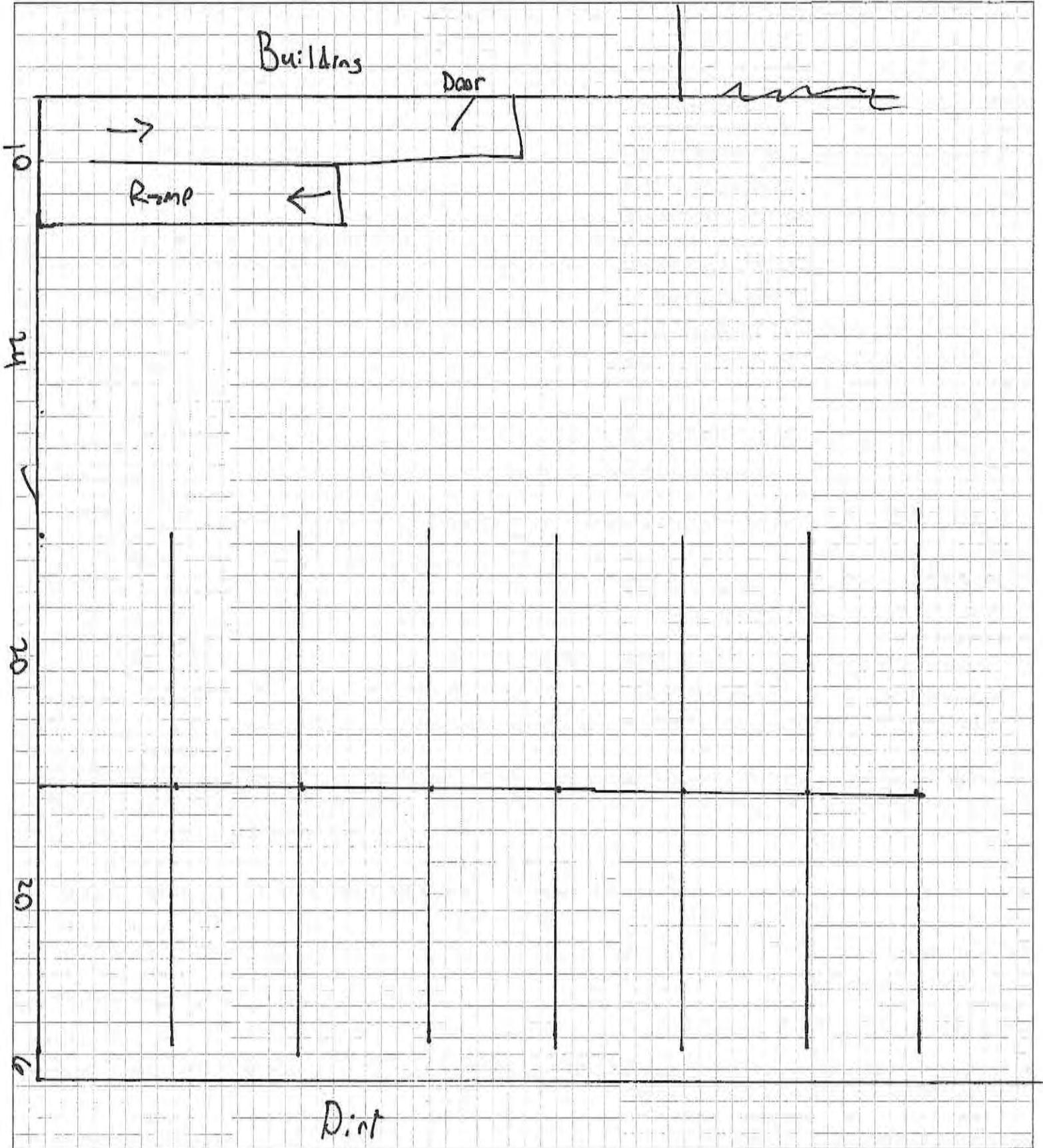
**Exclusions:**

**Other than normal working hours**

**Permits or drawings of any kind**

**Disposal of excavated materials**

# MURRAY CONTRACTING





d.



## PROCUREMENT MEMO

**TO:** Sussex County Community College Board of Trustees,  
Dr. Jon Connolly

**CC:** Wendy Fullem, Karen Unrath,

**FROM:** Matthew Stoppay, Purchasing Manager

**DATE:** May 15, 2024

**SUBJECT:** Change order increase (Adult Transition Center)

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**Description:** Adult Transition Center Rear Masonry Wall

**Vendor Name:** Wallkill Group

**Amount:** Current PO \$448,000, Increase \$41,044.58, Total \$489,044.58

**Procurement Method:** RFP #23-09-0100

**Funding:** ATC GRANT

**Attachments:** Wallkill Group's Request for Change Order

## Request For Change Order

To: Sussex County Community Colleg  
One College Hill Road  
Newton, NJ 07860

Project: Adult Transition Ctr Retrofit

RFC No: 001

Date: 5/10/2024

Description: This request for change order is for removing and rebuilding rear masonry wall. Per pre-construction meeting, it was discussed to provide a price to remove entire CMU wall down to existing slab and rebuild to 10 feet high (similar to front elevation).

The above work is subject to the same conditions as specified in the original contract unless otherwise stipulated.

Upon approval the sum of **\$41,044.58** will be added to the contract price.

Original Contract	\$448,000.00
Other Approved Change Orders	\$0.00
Total Contract to Date	\$448,000.00
This Request	\$41,044.58
Other Pending Requests	\$0.00
Total Contract plus Pending RFCs	\$489,044.58

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Wallkill Group, Inc.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_



FORM B: LABOR AND MATERIAL WORKSHEET

Private Wage     Prevailing Wage

Labor	Work Description	Trade	Hours	Total Rate (From Form D)	Total Labor Cost
	Demo Rear Wall	Laborer - Class A	120.00	\$ 91.26	\$ 10,951.20
				\$ -	\$ -
	Build New 10 ft high wall	Bricklayer, Stone Mason	96.00	\$ 118.84	\$ 11,408.64
				\$ -	\$ -
	Supervision	Project Supervisor	12.00	\$ 130.00	\$ 1,560.00
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
<b>TOTAL LABOR</b>				<b>\$</b>	<b>23,919.84</b>

Material	Material Description	Quantity	Unit	Unit Cost	Material Cost
	Dumpsters	1	LS	\$2,000.00	\$ 2,000.00
					\$ -
	CMU/Masonry Material	1	LS	\$5,500.00	\$ 5,500.00
					\$ -
	Demo Equipment	1	LS	\$2,000.00	\$ 2,000.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
<b>TOTAL MATERIAL</b>				<b>\$</b>	<b>9,500.00</b>



## PROCUREMENT MEMO

**TO:** Sussex County Community College Board of Trustees,  
Dr. Jon Connolly

**CC:** Wendy Fullem, Karen Unrath,

**FROM:** Matthew Stoppay, Purchasing Manager

**DATE:** May 14, 2024

**SUBJECT:** New Fire Panel and Detectors

---

**Description:** ABCode Security will replace the old equipment with new direct replacement

**Vendor Name:** ABCode Security

**Amount:** \$33,080

**Procurement Method:** State Contract - Dell NASPO Computer Equipment PA - New Jersey

**Funding:** Chapter 12

**Attachments:** ABCode Security Quote

Quote Date: 05/01/2024  
Good Thru Date 06/30/2024

**Prepared For**  
S.C.C.C. (Building B & C)  
1 College Hill Road  
Newton, NJ 07860  
(973) 300-2104

(973) 300-2104  
mhoma@sussex.edu

Richard McFadden  
Director  
(862) 268-5625

**Prepared By**



License No: 34BF000497

**Quote Details**

Qty	Part ID	Description	Amount
1.00	SK6820	Silent Knight 6820 Facp	
1.00	SKS 5895XL	Intell Dist Psu F/5820XI 6 Amp	
4.00	SKZONE	Sk-Zone 2-Wire Module	
26.00	SKPHOTOW	Sk Smoke Detector White	
54.00	SKHEAT	Silent Knight Add Heat W/Base	
13.00	SKMONITOR	Sk Monitor Module	
2.00	SKPULL	Sk Pull Station	
6.00	SKRELAY	Silent Knight Relay Module	
80.00	1TechPrevail	1 Tech Prevailing Wage	
1.00	Drawings	Prepared Drawings To Give To The Town For The Permit	
		-----	
		-----	
1.00	TEXT	Abcode will replace the old equipment with new direct replacement. Price does not include architectural drawings or sealed drawings if needed. Price does not include permit fee.	

**Quote Summary**

Equipment	\$33,080.00
Service	=====
Base Total	\$33,080.00
Opt. Total	=====
Quote Total	\$33,080.00

**Quote good thru: June 30, 2024**

**Payment Terms**

**Acceptance**

I ACCEPT THIS QUOTE AND AUTHORIZE THE WORK TO BE DONE AND ACCEPT RESPONSIBILITY FOR PAYMENTS DUE

Accepted By \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Customer's acceptance of this proposal is not an agreement to provide the services in the proposal. This proposal is subject to the execution of Sellor's standard Agreement for the services offered.



## PROCUREMENT MEMO

**TO:** Sussex County Community College Board of Trustees,  
Dr. Jon Connolly

**CC:** Wendy Fullem, Karen Unrath,

**FROM:** Matthew Stoppay, Purchasing Manager

**DATE:** May 14, 2024

**SUBJECT:** Roof Restoration (M-tech)

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**Description:** Two Component - Polyurethane Restoration System (25 year)

**Vendor Name:** Weather Proofing Technologies Inc.

**Amount:** \$238,000.00

**Procurement Method:** Contract #: Roofing & Envelope Services Bid #ESCNJ/AEPA 21D

**Funding:** Chapter 12

**Attachments:** Weather Proofing Technologies Quote

4-16-24

Matthew J. Stoppay  
Purchasing Manager  
Sussex County Community College  
1 College Hill Road,  
Newton, NJ 07860

RE: McGuire Building Garage – Roof Restoration Proposal Letter

Dear Mr. Stoppay:

Weatherproofing Technologies, Inc. is pleased to present our Not to Exceed budget letter for the roof restoration project of the McGuire building garage, located at 47 Main St., Newton, NJ. The scope of work and budget was created with the anticipation of a turnkey operation as specified and bid by the ESCNJ (Contract #: Roofing & Envelope Services Bid #ESCNJ/AEPA 21D).

**Project: McGuire Building Garage Roof Restoration Options**

Scope of Work:

AlphaGuard BIO – Two-component- Polyurethane Restoration System (25 yr)

1. Temporary safety shall be set up around the perimeter of the work area.
2. Pressure clean all surfaces to receive the restoration system to remove all dirt and debris.
3. Remove and replace the existing gutter at front of the building.
  - a. Remove and replace all rotted fascia boards in front and back of building.
  - b. Wrap all wood fascia metal in .032. Minimum.
  - c. Expose wood blocking at drainage areas and replace as needed.
  - d. Install a new gutter at front of the building.
4. Resecure existing perimeter edge metal as needed to ensure water can freely flow off the roof surface.
  - a. Install a three-course application of Geogard seam sealer and Permafab reinforcing fabric over any plates, fasteners, or batten bars prior to the restoration system.
5. Prime all metal curbs to receive fluid materials with the appropriate metal primer.
6. Perform peel testing to determine proper priming instructions as per the manufacturer's recommendation.
7. Install a high-performance, aliphatic, catalyst-triggered polyurethane fluid-applied roofing system.
  - a. Install a two-component, catalyst-triggered, polyurethane base coat at 3 gals per square.

- b. Install reinforcement into wet base coat. Roll surface of reinforcement to fully embed into the wet base coat.
  - c. Install a white, two-component topcoat at a rate of 2 gals per square.
  - d. Install a second coat of white topcoat at 1.5 gals per square, and immediately broadcast and back roll an approved non-skid media. \* Walkway and Maintenance Areas of the Roof: 600 Sq.Ft.
8. Upon completion, the manufacturer will provide a 25-year QA warranty with inspections in the years 2, 5, 10, 15, and 20.

\*Weatherproofing Technologies Inc. will proceed with the creation of a LIP upon the written approval of the college.

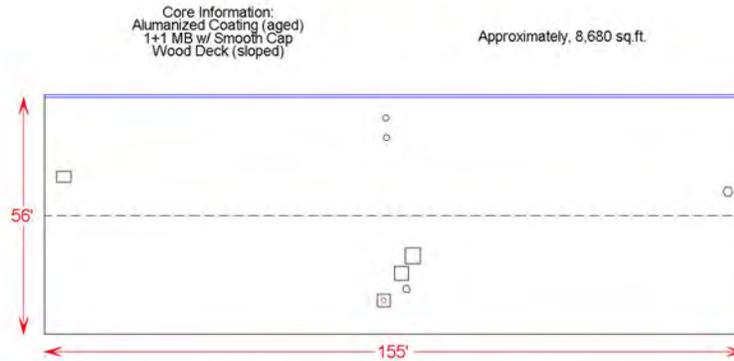
McGuire Technical Center Garage	Warranty	Project Investment
Option 1: AlphaGuard BIO Fully Reinforced	25	\$238,000.00
Recommended Project Contingency		10% of project total

**Please note:**

- This price is valid for 60 days. After this time, project conditions are subject to reassessment.
- If required, WTI shall apply for building permits. Cost of permits are not included in proposal cost as these fees are typically waived for public entities. (Restoration typically do not constitute a permit being obtained)
- This Proposal is an offer by WTI to provide the Scope of Work set forth above to the Customer on the terms and conditions set forth herein and in WTI’s standard terms and conditions (a copy of which may be obtained at <http://www.tremcoroofing.com/files/share/terms/TandCWTI.pdf> ), which are hereby incorporated by reference (together, the “Terms and Conditions”). The Terms and Conditions will govern the Work to the exclusion of any other or different terms, including in any customer purchase order, unless otherwise expressly agreed in writing pursuant to a Master Agreement or similar contract with Customer signed by an authorized representative of WTI.

Please feel free to contact me if you have any questions.

Respectfully Submitted,  
  
 Kyle Sweppenhiser  
 Senior Field Advisor – Tremco  
 P: 973.294.1680



**Important Notice Regarding New Jersey Public Works Projects:**

In New Jersey, we now must obtain the official prevailing wage rate for a public works project directly from you, the public customer. On the contract award date, please follow these steps outlined below to obtain the official prevailing wage rate for the project. The process should take no longer than 10 minutes. Please contact your sales representative for assistance. According to the NJ DOL, when projects are \$16,263 (Municipalities)/ \$2,000 (Education) or over, Tremco/WTI is required to receive the prevailing wage rates from the contracted entity. Here are the steps to accomplish this NJ Department of Labor Requirement.

Step One: Please use the below:

<https://www.nj.gov/labor/wageandhour/prevailing-rates/public-works/publicprevailingwage.shtml>

Step Two: Fill in the information “Including your email”. (The Requesting officer will be your information. We “Weatherproofing Technologies Inc/Tremco” are the contractor being awarded the project.) For the description box, you can enter “Roof Repair” When you are finished entering the information, please press submit.

- You are the Requesting Officer
- We (Weatherproofing Technologies, Inc.) are the contractor
- Tremco/WTI's FEIN # is 34-0930570

Once these steps have been taken the official prevailing wage rate for the project should be emailed to you. Once you receive the email, please forward me that confirmation email.

If additional information is needed, please contact JD Roberts with the NJ Department of Labor and Workforce Development at (609) 984-3007. He can provide additional insight on this requirement. Sorry! This may seem like an extra unwanted step, but per NJ contracting law it is required! Your help and patience is greatly appreciated.

Thank you.

#### TERMS AND CONDITIONS

This Proposal is an offer by WTI to provide the Scope of Work set forth above to the Customer on the terms and conditions set forth herein and in WTI's standard terms and conditions (a copy of which may be obtained at <http://www.tremcoroofing.com/filesshare/terms/TandCWTI.pdf>), which are hereby incorporated by reference (together, the "Terms and Conditions"). The Terms and Conditions will govern the Work to the exclusion of any other or different terms, including in any customer purchase order, unless otherwise expressly agreed in writing pursuant to a Master Agreement or similar contract with Customer signed by an authorized representative of WTI. Please confirm your acceptance by return e-mail if possible. A purchase order made out to WTI is also acceptable.

- The pricing contained in this proposal is based in part on individual site-specific conditions and unique circumstances presented on each individual project, where applicable.
- Multiple proposals may not be combined into one Purchase Order or Contract due to Prevailing Wage Laws. Separate Purchase Orders or Contracts will need to be issued for each Line-Item Proposal.



## **Finance Committee Meeting**

**April 30, 2024**

**Ten Months YTD**

**FYE June 30, 2024**

## **Table of Contents**

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<b>Operations Discussion - Cyber Security (separate attachment)</b>	

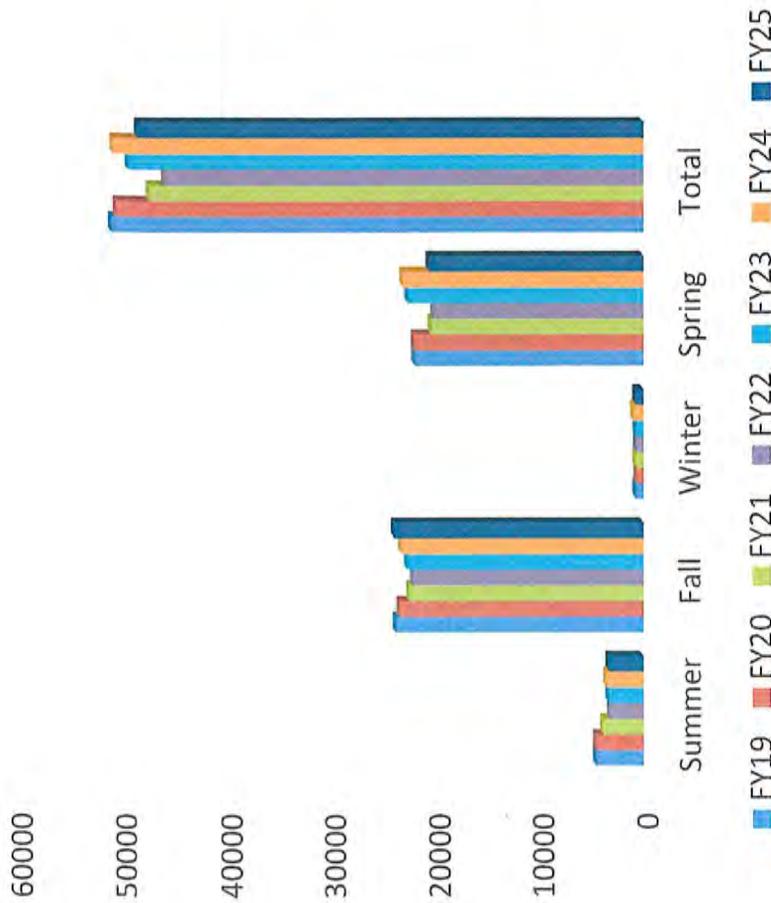
# Financial Status Discussion

- Overall Financial Status – Current and Year End

# April YTD FY24 - Credit Hours Dashboard

Credit Hours	FY24	FY24 Budget	FY24A vs FY24B	FY23 Actuals	FY24A vs FY23A
Summer II	655	436	50%	389	68.4%
Summer III	1,183	1,137	4%	1,234	-4.1%
Fall	23,312	21,883	7%	22,810	2.2%
<u>1st half of year</u>	25,150	23,456	7%	24,433	2.9%
Winterim	841	665	26%	717	17.3%
Spring	23,187	19,617	18%	23,332	-0.6%
<u>2nd half of year</u>	24,028	20,282	18%	24,049	-0.1%
Summer I	1,708	1,707	0%	1,235	38.3%
Summer IV				-	
<u>2nd half of year</u>	25,736	21,989	17%	25,284	1.8%
<b>TOTAL Fiscal Year Credit Hrs</b>	50,886	45,445	12%	49,717	2.4%
<b>FTE Students (30 Credits)</b>	1,570	1,515	4%	1,657	-5.3%

### Credit Hours

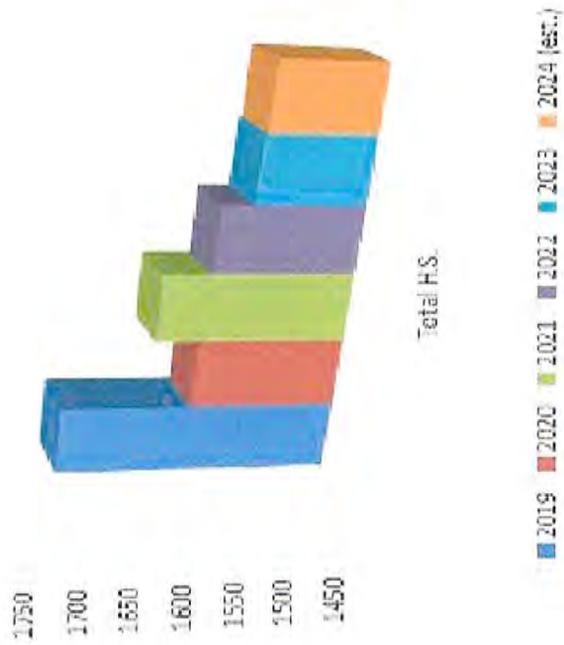


	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Summer	4511	4492	3838	3194	3331	3545	3279
Fall	23856	23460	22506	22166	22736	23312	23980
Winter	721	625	734	671	717	952	720
Spring	22033	22060	20495	20185	22737	23187	20647
Total	51121	50637	47573	46216	49521	50996	48626

Yr. over Yr. **-0.9%** **-6.1%** **-2.9%** **7.2%** **3.0%** **-4.6%**

### Sussex County H.S. Senior Class

### Population



	2019	2020	2021	2022	2023	2024 (est.)
Total H.S.	1712	1589	1631	1585	1555	1552
Yr. over Yr.		-7.18%	2.64%	-2.82%	-1.89%	-9.3%

Enrollment Discussion – Trends – last two year of growth (Post-COVID) and what is the future outlook when compared to recruiting pipeline

# Income Statement

(\$thsd)	10 Mos. YTD24	10 Mos.24 YTD Budget	Budget Var \$	10 Mos. 23 YTD	Prior Year Var \$
<b>Total Student Revenues</b>	11,465	10,624	840	11,015	450
Change in Student Revenue			7.9%		4.1%
<b>Non-Student Revenues</b>					
State Support	3,244	2,995	249	2,960	284
County Support	3,350	3,350	0	3,350	0
CARES Support	579	0	579	355	224
Other Revenues	503	417	87	549	(46)
<b>Subtotal Non-Student Revenues</b>	<b>7,676</b>	<b>6,762</b>	<b>915</b>	<b>7,214</b>	<b>462</b>
<b>Subtotal all Revenues</b>	<b>19,141</b>	<b>17,386</b>	<b>1,755</b>	<b>18,229</b>	<b>913</b>
Grant Revenue (Pass thru)	1,185	667	518	825	360
PSTA Revenue	381	283	97	286	95
Federal, State Financial Aid	7,223	3,259	3,964	5,889	1,334
Federal, State Loans	2,050	2,459	(409)	1,955	95
<b>Subtotal Grant Revenues(Pass thru)</b>	<b>10,839</b>	<b>6,668</b>	<b>4,171</b>	<b>8,955</b>	<b>1,884</b>
<b>Total Operating Revenues</b>	<b>29,980</b>	<b>24,054</b>	<b>5,925</b>	<b>27,184</b>	<b>2,797</b>
<b>Expenses</b>					
Salaries/Benefits	10,911	10,712	199	10,224	687
Other Expenses	6,441	5,848	593	5,206	1,235
<b>Subtotal Expenses</b>	<b>17,352</b>	<b>16,560</b>	<b>792</b>	<b>15,430</b>	<b>1,922</b>
Grant Expense (Pass thru)	1,185	667	518	825	360
PSTA Expense	381	283	97	286	95
Federal, State Financial Aid	7,223	3,312	3,911	5,889	1,334
Federal, State Loans	2,050	2,407	(357)	1,955	95
<b>Subtotal Grant Expenses(Pass thru)</b>	<b>10,839</b>	<b>6,668</b>	<b>4,171</b>	<b>8,955</b>	<b>1,884</b>
<b>Total Operating Expenses</b>	<b>28,190</b>	<b>23,228</b>	<b>4,962</b>	<b>24,384</b>	<b>3,805</b>
<b>Contribution to Unrestricted Fund Balance</b>	<b>1,789</b>	<b>826</b>	<b>963</b>	<b>2,800</b>	<b>(1,011)</b>

# Income Statement Discussion

- Impact of increased student revenue contribution to the Fund Balance
- One-time expenses in FY24... what will be carried over into FY25

# Balance Sheet - Assets

6/30/2022 Per Audit	6/30/2023	BS Chg Y/Y	4/30/2024	4/30/2023	\$ Change Year/Year	% Chg
<b>Assets</b>						
<b>Current Assets:</b>						
9,845	11,654		10,802	11,951	(1,149)	-10%
200	100		163	148	15	10%
87	63		0	63	(63)	-100%
9,355	9,811		10,413	9,746	667	7%
667	668		1,720	668	1,052	158%
0	500		1,547	500	1,047	209%
<u>20,154</u>	<u>22,796</u>	<u>2,642</u>	<u>25,370</u>	<u>23,076</u>	<u>2,294</u>	<u>10%</u>
<b>Total Cash and Cash Equivalents</b>						
1,719	1,823		1,887	1,834	53	3%
(1,581)	(1,443)		(1,258)	(1,449)	191	-13%
<u>138</u>	<u>380</u>	<u>242</u>	<u>629</u>	<u>385</u>	<u>244</u>	<u>63%</u>
<b>Student Accounts Receivable Net</b>						
287	157		(713)	(245)	-468	191%
2,215	1,682		582	1,028	-446	-43%
16	99		55	45	10	22%
370	198		381	368	13	4%
<u>23,180</u>	<u>25,312</u>	<u>2,132</u>	<u>26,305</u>	<u>24,657</u>	<u>1,638</u>	<u>7%</u>
<b>Total Current Assets</b>						
70,421	73,006		78,270	75,057	3,213	4%
(25,592)	(27,657)		(33,122)	(30,632)	-2,490	8%
<u>44,829</u>	<u>45,349</u>	<u>520</u>	<u>45,148</u>	<u>44,425</u>	<u>723</u>	<u>2%</u>
<b>Total Fixed Assets</b>						
485	753		753	485	268	55%
<b>Pension Deferrals</b>						
<b>Deferred Outflows of Resources</b>						
<u>68,493</u>	<u>71,413</u>	<u>2,920</u>	<u>72,206</u>	<u>69,567</u>	<u>2,639</u>	<u>4%</u>
<b>Total Assets</b>						

# Balance Sheet - Liabilities

6/30/2022 Per Audit	6/30/2023	BS Chg Y/Y	4/30/2024	4/30/2023	\$ Change Year/Year	% Chg
Liabilities and Net Assets						
Accounts Payable	20	0	0	0	0	0%
Capital Lease Payable	1,633	1,900	450	357	93	26%
Operating Payables/Encumbrances	100	0	0	0	0	0%
Accruals—McGuire Escrow	0	(2)	(2)	(2)	0	10%
Other Payables	1,753	1,898	448	355	93	-26%
<b>Total</b>	<b>2,231</b>	<b>2,987</b>	<b>4,418</b>	<b>2,506</b>	<b>1,912</b>	<b>76%</b>
2010 NJ State Funding Adjustment						
Accrued Compensated Absences Payable	1,686	1,604	1,633	1,623	0	1%
Deferred Revenues	121	767	736	717	19	3%
Deferred other deposits	337	289	139	103	36	35%
NJEFA Higher Ed(ELF)Equi	0	0	724	0	724	0%
NJEFA Higher Ed(HETI)Tec	0	0	0	0	0	0%
NJEFA Higher Ed(HEFT)	87	63	0	63	-63	-100%
Deferred Grant Revenue	0	264	1,185	0	1,185	0%
<b>Total</b>	<b>2,231</b>	<b>2,987</b>	<b>4,418</b>	<b>2,506</b>	<b>1,912</b>	<b>76%</b>
<b>Total Current Liabilities</b>	<b>3,984</b>	<b>4,885</b>	<b>4,866</b>	<b>2,861</b>	<b>2,005</b>	<b>70%</b>
3,725	4,872	1,147	4,872	3,725	1,147	31%
3,416	1,413	(2,003)	1,413	3,416	-2,003	-59%
NET POSITION						
44,829	45,346	517	45,148	44,425	723	2%
(20)	0	20	0	0	0	0%
44,809	45,346	537	45,148	44,425	723	2%
47	49	2	63	48	15	32%
100	100	0	100	100	0	0%
147	149	2	163	148	15	10%
12,206	14,544	2,338	15,539	14,787	752	5%
(9,500)	(9,500)	0	(9,500)	(9,500)	0	0%
9,705	9,705	0	9,705	9,705	0	0%
12,410	14,749	2,339	15,744	14,992	752	5%
57,368	60,244	2,876	61,055	59,566	1,489	3%
<b>Total Liabilities and Net Assets</b>	<b>68,483</b>	<b>71,413</b>	<b>72,206</b>	<b>69,567</b>	<b>2,639</b>	<b>4%</b>

# Three Year Comparison

## SUSSEX COUNTY COMMUNITY COLLEGE

(\$Thsd)	April YTD 24	April YTD 23	April YTD 22
Balance Sheet - Current Assets			
Operating Cash Accounts	\$ 10,802	\$ 11,951	\$ 10,530
BNY Mellow - ELF & HETI & HEFT Grants Funds	\$ 724	\$ 63	\$ 121
Investment CD'S Designated Funds	\$ 13,843	\$ 10,562	\$ 10,572
Student Accounts Receivable	\$ 629	\$ 385	\$ 356
Grants Receivable	\$ (713)	\$ (245)	\$ 72
Other Receivables	\$ 1,018	\$ 1,441	\$ 770
<b>Total Current Assets</b>	<b>\$ 26,305</b>	<b>\$ 24,157</b>	<b>\$ 22,421</b>
<u># Months of OPEX covered by Liquid Assets</u>	<u>13.0</u>	<u>13.3</u>	<u>12.6</u>
<u>Financial Benchmark 3-4 months avg</u>			
Accounts Payable			
Operating Payables	\$ 448	\$ 355	\$ 410
PTO Accruals	\$ 1,633	\$ 1,623	\$ 1,749
NJEFA - ELF & HETI & HEFT	\$ 724	\$ 63	\$ 121
Deferred Revenue	\$ 875	\$ 820	\$ 892
Grant Revenue	\$ 1,185	\$ -	\$ -
<b>Total Current Liabilities</b>	<b>\$ 4,866</b>	<b>\$ 2,861</b>	<b>\$ 3,172</b>
Working Capital	\$ 21,439	\$ 21,296	\$ 19,249
<u>Working Capital/Current Ratio.....current year</u>	<u>5.41</u>	<u>8.44</u>	<u>7.07</u>
<u>Financial Benchmark 2-4 avg</u>			
Operating Statement (exclusive of pass thru's)			
Operating Revenue	\$ 19,141	\$ 18,229	\$ 17,909
Operating Expenses	\$ 17,352	\$ 15,429	\$ 14,977
<b>Net Contribution to Fund Balance</b>	<b>\$ 1,789</b>	<b>\$ 2,800</b>	<b>\$ 2,932</b>

# Balance Sheet Discussion

- Liquid Assets – how are they invested and expectations
- Student Account Receivables
- Other Current Assets
- Fixed Assets – Current and what is planned
- Current Liabilities
- Deferred Liabilities

# Sussex County Community College

To: Board of Trustees, Sussex County Community College

From: Jon H. Connolly, President, Sussex County Community College

Re: Prof. Sherry Fitzgerald, Visual Arts Faculty & Chairperson Visual & Performing Arts Department & Promotion Candidate from Associate to Full Professor

Date: May 2, 2024

Consistent with the contract and the SCCC Faculty Handbook, Sherry Fitzgerald submitted her application to be considered for Full Professor this past winter. Her application and dossier were given full consideration by the Promotion, Tenure, and Reappointment Committee rendering its opinion on her request for promotion – in the affirmative.

## **Excellence in Teaching and Innovation in Classroom Methodology:**

In its report to the committee chair and Dean of Faculty, the Committee cited Prof. Fitzgerald's design of meaningful educational experiences for her students. Prof. Fitzgerald's pedagogical approach consistently inspires engagement but also leaves a lasting and positive impact on the cognitive, behavioral, and emotional dimensions of her students. Through critiques, Prof. Fitzgerald addresses the various skill levels that all her students bring to the course. She does this by developing lessons and assignments that are reflective of different learning styles. For example, class demonstrations and hands-on projects are ways she reinforces concepts and skills. Additional examples include the use of the College Novel in her GRAD122 curriculum wherein she has the student re-design the cover of the book. This cannot be done without students reading the novel in thoughtful preparation.

## **Assessment and Curriculum/Program Development:**

In its report, the committee observed that Prof. Fitzgerald has been a member of the Curriculum Committee during most of her career at SCCC and was the chairperson for many of those years. Her work included stream-lining and updating forms, as well as reviewing, researching and completing a revision of the curriculum development process to bring clarity and efficiencies to the process of curriculum development at the College. She recently completed a certification in Assessment to Improve Teaching and Learning with Distinction through SUNY's Community College Teaching Certificate through our Center for Professional Development. Currently, Prof. Fitzgerald is the team leader and co-chair of the Middle States Self-Study on Educational Effectiveness and Assessment.

## **Service to the College and Contributions to the Academic Department/Division:**

**Prof. Fitzgerald's service has been outstanding since she began her career here at the College. A selection from a long list of contributions is bulleted below.**

- Always rising above the two-committee membership requirement.
- Responsible for numerous enhancements to her department, including updating of courses, creation of certificates and new course development.
- Collaboration with the College literary magazine, *Idiom and Image*
- Advisor to the *College Hill* newspaper

- Years of consistent and inspirational mentoring of faculty as mentioned by Prof. Rich Linden in his letter to the Committee.
- From the time that she stepped on campus, Professor Fitzgerald began involving students in the Friday evenings Open Labs. This led to and is continuing as the Design Squad.
- Starting with the trademark SCCC leaf, Professor Fitzgerald's fingerprints can be found all over the campus.

It is, therefore, with enthusiasm and full-throated support, that I join the recommendation of the Promotion, Tenure and Reappointment Committee, the Dean of Faculty and Associate Vice President Nancy Gallo, and the Senior Vice President of Academic and Student Affairs, Kathleen Okay in promoting Sherry Fitzgerald to Professor at Sussex County Community College.

# Sussex County Community College

To: Board of Trustees, Sussex County Community College

From: Jon H. Connolly, President, Sussex County Community College

Re: Prof. Michael Hughes, Fine Arts Faculty & Promotion Candidate from Associate to Full Professor

Date: May 2, 2024

Consistent with the contract and the SCCC Faculty Handbook, Michael Hughes submitted his application to be considered for Full Professor this past winter. His application and dossier were given full consideration by the Promotion, Tenure, and Reappointment Committee rendering its opinion on his request for promotion – in the affirmative.

## **Excellence in Teaching and Innovation in Classroom Methodology:**

Dean Fitzgerald captured Prof. Hughes' personality and style in her course observation in 2014 when she noted his "robust engagement" with his students. In fact, this is the trademark of Michael Hughes. During any lecture class he is "big" on stage and simultaneously draws students out of their shell to be as passionate as he is - and he succeeds. This assessment was reinforced in 2022 when Dean Fitzgerald in the Fall of 2022 noted he engages the students and had, "great class participation." The committee members noted his emphasis on critical thinking through deconstruction, analysis-in-journaling, and skepticism. The committee noted his impressive adoption of "The Proposals for a More Ethical Art History" into his course curriculum, as well as his use in the classroom of his experience with an organization called The Material Collective, which is dedicated to fostering innovated study of the visual arts. His strong effort and support of the Honors Program through his work with Art History I and II Honors was recognized.

## **Assessment and Curriculum/Program Development:**

Committee members noted that Prof. Hughes' promotion portfolio mentions that he provides formative and summative assessment in all his courses. His course syllabi were found to be highly innovative. Additionally, committee members pointed to Prof. Hughes' ability to teach graphic design, fine art, studio art and art history as providing him with a sound understanding of curriculum within his department. However, it was also noted by committee members that evidentiary artifacts of said assessment was not provided.

## **Service to the College and Contributions to the Academic Department/Division:**

Prof. Hughes' service has been evident since he began his career here at the College. Committee members noted that Prof. Hughes is the "personification of service" by his pursuit of his M.F.A and subsequent return to teach after graduating from SCCC himself. Prof. Hughes has often served students and the college community by volunteering to be a club advisor. These include the Fine Arts League, Communications Club, Veteran's Club and the Comic Book Club. He has frequently participated in Open Mic Nights, as well as PTK events. He has been the Faculty Speaker at Commencement multiple times.

### **Service and/or Outreach Activities to the Greater Sussex County Community**

Prof. Hughes actively participated in the Festival of the Arts in 2023 and developed programming for the Alpha Arts Institute in Spring 2023. He is an active artist and continues to exhibit his work. During the 2018 Seniors Show he was awarded “Best in Show” for Digital Art. He has taught an Introduction to Drawing course for the Center for Lifelong Learning on Saturday mornings each fall and spring semesters for many years as a volunteer. Additionally, he is a favorite art lecturer at the Center and is a frequent and popular guest lecturer there.

It is, therefore, with enthusiasm and full-throated support, that I join the recommendation of the Promotion, Tenure and Reappointment Committee, the Dean of Faculty and Associate Vice President Nancy Gallo, and the Senior Vice President of Academic and Student Affairs, Kathleen Okay in promoting Michael Hughes to Full Professor at Sussex County Community College.

# Sussex County Community College

To: Board of Trustees, Sussex County Community College

From: Jon H. Connolly, President, Sussex County Community College

Re: Prof. Salvatore Paolucci, Instructor, Accounting and Business Program Coordinator, Chairperson of Professional Studies and Social Sciences & Promotion Candidate from Instructor to Assistant Professor

Date: May 2, 2024

Consistent with the contract and the SCCC Faculty Handbook, Sal Paolucci submitted his application to be considered for Assistant Professor this past winter. His application and dossier were given full consideration by the Promotion, Tenure, and Reappointment Committee rendering its opinion on his request for promotion – in the affirmative.

## **Excellence in Teaching and Innovation in Classroom Methodology:**

In its report to the committee chair and Dean of Faculty, the Committee cited Prof. Paolucci's talent for bringing out the best in his students by using economic concepts as a platform to excite the minds of students. Using real-world, as well as fictional samples, e.g., Star Wars economics examples, he engages students with team projects and case analysis. One particular and recent project example involves how our county's Arts and Heritage Council will benefit the county while helping students to apply newly learned marketing principles. The Council leadership has visited Prof. Paolucci's classes and are working with students and Prof. Paolucci to create a marketing campaign focused on increased utilization of the Council's offerings, as well as increased membership. This is certainly learning in action!

Committee members pointed out Prof. Paolucci's student course evaluations as being outstanding and a reflection of his long-standing commitment to student success.

## **Assessment and Curriculum/Program Development:**

Prof. Paolucci's participation in curriculum development and revision has been active. For example, the offering of the first business internship course is evidence of his commitment to real-world learning and business community networking. The creation of a Supply Chain Option is another example of creating curriculum to meet the needs of the workforce. Prof. Paolucci also spear-headed the majority of business and accounting course offerings using embedded course materials to deliver a more cost-effective resource to students.

## **Service to the College and Contributions to the Academic Department/Division:**

**Prof. Paolucci's service has been outstanding since he began his career here at the College. A selection from a long list of contributions is bulleted below.**

- Department Chair of Professional Studies & Social Sciences
- Program Coordinator of the Business Department
- Vice-President of Senate
- Advisor to 80 business students
- Advisor of the Business & Entrepreneurial Club
- Member of the Budget Committee
- Member of the Program Review Committee

- Member of the Assessment Committee
- Concurrent Liaison for the Professional Studies and Social Sciences Department
- Founder and Coordinator of the annual Business Networking event
- Advisor for the SCCC Business Team for Rutgers NJC4 Competition.
- Committee service includes: Faculty Senate Secretary, Program Review Committee, Strategic Enrollment Group and Curriculum Committee. He also volunteered to serve on the Early Alert Intervention committee and the search committees to hire the colleges new Human Resources Director and the new full-time Math Faculty.
- Professor Paolucci is currently completing a Doctorate of Business Administration degree from Walden University with a projected completion date of May 2024. Conference and seminar participation include: The National Economics Teaching Conference, Addressing the Challenges of Communication in the Online Environment, NJ Council of County Colleges – Pathways Conference.

### **Service and/or Outreach Activities to the Greater Sussex County Community**

- Member of the Board of Trustees and Volunteer for the Anxiety and Depression Initiative Non-Profit Organization
- Member of Toastmasters International and former treasurer and district competition winner
- Volunteer of the Share Our Strength: No Kid Hungry Non-Profit Organization
- Volunteer for Habitat for Humanity Non-Profit Organizations. He also participated in the Trunk or Treat and Project Self Sufficiency Toy Drive.
- Facilitating the creation of a marketing plan for the Sussex County Arts and Heritage Council

It is, therefore, with enthusiasm and full-throated support, that I join the recommendation of the Promotion, Tenure and Reappointment Committee, the Dean of Faculty and Associate Vice President Nancy Gallo, and the Senior Vice President of Academic and Student Affairs, Kathleen Okay in promoting Sal Paolucci to Assistant Professor at Sussex County Community College.



**Correspondence File – May 2024**

1. Newspaper article about SCCC's 95-year-old graduate Bernard Cutler.
2. Faculty, staff, and student accomplishments (for Middle States), "Once a Pond a Time – The Tales of Thumbelina and Ugly Duckling."

# New Jersey Herald

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## EDUCATION

# This student will graduate from a North Jersey college — at 95 years old



**[Kyle Morel](#)**

NorthJersey.com

Published 4:35 a.m. ET May 10, 2024 | Updated 8:51 p.m. ET May 10, 2024

NEWTON — Like many older students, Bernard Cutler's journey to becoming a college graduate did not follow a linear path.

He joined the Army, entered the workforce and started a family before returning to continue his education. But while other students might take a few years in between their high school and college graduations, Cutler's gap was a bit longer — 79 years, to be exact.

Cutler, 95, will become the oldest graduate in the history of Sussex County Community College when he walks across the stage to accept his diploma at the school's commencement on Wednesday. The ceremony will conclude his pursuit of an associate's degree in technical studies more than a decade after he took his first courses at the college in Newton.

"Talk about a study in stick-to-itiveness and not giving up — because he easily could have," said Kathi Gallichio, a former counselor at Sussex who worked closely with Cutler during his college years.

## 'I want my friend Bernie back'

Cutler, known as "Bernie" to his friends, was born on July 20, 1928, on the Lower East Side of Manhattan, but has lived in Wantage for the past 16 years. He served in World War II after graduating from high school in 1945 and later owned an electronics firm before retiring nearly two decades ago at age 77.

Cutler's journey with SCCC began at a sad point in his life, after his wife of 60 years, Estelle, died in 2011. He was "in a funk" for the next nine months, he said, struggling to find the strength to move forward after her death.

"I had a friend of mine, God bless her, who said to me, 'I want my friend Bernie back,'" Cutler said. He recalled telling her he wanted to grieve in his own way, to which she responded, "You ain't grieving anymore."

"I got quite angry and threw her out of the house with her husband," Cutler said. "I pouted for a couple of days, and then I knew she was right."

Cutler, who was in his mid-80s at the time with two bad hips and hearing problems, knew he would be unable to get a regular job. He wanted to take night classes for seniors but couldn't find any such programs available locally.

His "last resort," as he put it, was to call SCCC, which also did not have any senior-specific programs. But he was invited to check out the regular college classes to see if anything interested him.

As it turned out, there were two courses that caught his attention. One featured music from Giovanni Pierluigi da Palestrina, a composer from the 1500s whose songs Cutler had sung in high school. The other was a class on playwrights that included works from the Greek tragedy genre to the 19th century.

Cutler enjoyed both classes, so he chose a few more. He eventually enrolled as a graduate student under the advice of Gallichio, and in 2017, he joined the college's international honor society, Phi Theta Kappa.

## **Other students' reaction**

Cutler admitted that he was initially unsure how his fellow students, nearly all of whom were young enough to be his grandchildren, would respond to his presence in the classroom.

"That was one of my biggest hang-ups coming here," he said. "I was afraid that this old man, to fit in with these 18-year-olds, was going to have a rough time."

But after his first few classes, he realized he had nothing to worry about. The others treated him as just another college student, albeit one with many more life experiences that they were eager to hear about.

"These kids couldn't be better for me," Cutler said. "They respected me, and in some cases they even asked me more than they asked the instructor."

Cutler's daughter, Janis Cutler Gear, shared his concerns about how he would do in the classroom, not only with the other students but also by physically getting to his classes. But she soon noticed a change in his mood and was happy her father was still willing to learn and "do something with himself."

"I was just so glad to see him engaged and involved," Cutler Gear said. "He's so funny and smart, and the kids loved him. It was a huge relief because he wasn't suffering as much without my mother."

## **Cutler's courses**

Cutler usually enrolled in two classes per semester and was on campus anywhere from two to four times per week. Gallichio was a constant presence helping to determine his schedule and work through any potential struggles.

"I literally had a Bernie file," she said, noting that she did not go to such lengths for most of the students at SCCC.

Cutler's classes ranged from language courses like French and Italian to math, science and computer lessons. He completed assignments and wrote papers like any other student, but due to his difficulty typing, he used speech recognition software called Dragon NaturallySpeaking to dictate his words onto the page.

He became good friends outside of class with several SCCC faculty members, including anthropology professor Anthony Balzano, with whom he took four courses during his tenure. He bonded with Gallichio over their shared love of golf, and he was always happy to talk to other students and impart wisdom or learn from them.

## **'Every day is a gift'**

Gallichio, who is now retired and living in Delaware, said she had tears in her eyes when she found out Cutler will be graduating this month. She attributed his accomplishment to his unwavering determination and an ongoing desire to keep learning.

"When you get to that age, every day is a gift," Gallichio said, "and man, he's not wasting it."

When asked what he will think about after graduating, Cutler replied, "I'll cry that I can't do it again." But don't expect him to go anywhere; he plans to continue taking courses at the college next semester, and for as long as his thirst for knowledge remains.

"I think, no matter what age," he said, "learning is a marvelous thing to do."

**From:** [Jon Connolly](#)  
**To:** [Wendy Fullem](#)  
**Subject:** Fwd: for the correspondence file.  
**Date:** Tuesday, May 7, 2024 4:42:08 PM

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Wendy...it would be great to include this if we could.

Jon

Sent from my Verizon, Samsung Galaxy smartphone  
Get [Outlook for Android](#)

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**From:** Kathleen Okay <kokay@sussex.edu>  
**Sent:** Tuesday, May 7, 2024 1:50:17 PM  
**To:** Allison Ognibene <aognibene@sussex.edu>; Jon Connolly <jconnolly@sussex.edu>; Nancy Gallo <ngallo@sussex.edu>; Cory Homer <chomer@sussex.edu>; Sherry Fitzgerald <sfitzgerald@sussex.edu>; Jason Fruge <jfruge@sussex.edu>; Stan Kula <skula@sussex.edu>; Salvatore Paolucci <spaolucci@sussex.edu>; Erin Shroll <eshroll@sussex.edu>  
**Cc:** James Jeffreys <jjeffreys@sussex.edu>; Anthony Ur <aur@sussex.edu>; Deborah Gianuzzi <dgianuzzi@sussex.edu>; Vicki Vigorito <vvigorito@sussex.edu>; Elizabeth Delfino <edelfino@sussex.edu>; Leonard Sheehy <lsheehy@sussex.edu>; Martin Kester <mkester@sussex.edu>; Anthony DeNicola <adenicola@sussex.edu>; Anita Collins <acollins@sussex.edu>; Tim O'Connor <toconnor@sussex.edu>  
**Subject:** RE: Administration Invitation

I will be there! Thank you, Allison!

---

**From:** Allison Ognibene <aognibene@sussex.edu>  
**Sent:** Tuesday, May 7, 2024 12:54 PM  
**To:** Jon Connolly <jconnolly@sussex.edu>; Nancy Gallo <ngallo@sussex.edu>; Cory Homer <chomer@sussex.edu>; Sherry Fitzgerald <sfitzgerald@sussex.edu>; Jason Fruge <jfruge@sussex.edu>; Stan Kula <skula@sussex.edu>; Kathleen Okay <kokay@sussex.edu>; Salvatore Paolucci <spaolucci@sussex.edu>; Erin Shroll <eshroll@sussex.edu>  
**Cc:** James Jeffreys <jjeffreys@sussex.edu>; Anthony Ur <aur@sussex.edu>; Deborah Gianuzzi <dgianuzzi@sussex.edu>; Vicki Vigorito <vvigorito@sussex.edu>; Elizabeth Delfino <edelfino@sussex.edu>; Leonard Sheehy <lsheehy@sussex.edu>; Martin Kester <mkester@sussex.edu>; Anthony DeNicola <adenicola@sussex.edu>; Anita Collins <acollins@sussex.edu>; Tim O'Connor <toconnor@sussex.edu>  
**Subject:** Administration Invitation

Dear SCCC administration and chairs,

This Thursday, our Theater Workshop / Creation Station will be putting on its final show and we would love for you to join us on **THURSDAY, MAY 9, at 12 p.m.** at the Student Community Center Theater in Building D. It is also our smallest audience so there will be seats available. I hope you are able to attend!

Over the weekend we had a packed room full of happy parents and children with 70 people in the audience! WE SOLD OUT!

If you are unable to attend, I wanted to inform you of the exceptional collaborative work this project had on our adjunct faculty and students who participated, who are included in this email. I personally wanted to thank Nancy Gallo for connecting me with the Child Development team. It was a wonderful collaboration!

**To use for Middle States:**

**PROFESSORS INVOLVED AND STUDENT ACCOMPLISHMENTS FOR MIDDLE STATES:**

**"ONCE A POND A TIME - THE TALES OF THUMBELINA AND UGLY DUCKLING"**

Allison Ognibene - Theater Workshop and Stage Management Classes  
Students wrote, designed and performed

Anthony Ur - 3D - Created all the projections  
Worked with Theater Workshop class on how to write cues and projection description / concepts

Elizabeth Delfino - Child Development - music / art  
students created projects for creation station

Vicki Vigorito - Child Development -  
students created projects for creation station

James Jeffreys - Story Board / Illustration -  
students created illustrations and poster for creation station

Dr. Deborah Gianuzzi - Music -  
students played piano prior to show starting

Martin Kester - Culinary Arts  
Students made crown cookies for patrons. The cookies were a hit!

Dr. Leonard Sheehy - Makerspace  
Theater Workshop class met with him to discuss ways to add robotics. Interactive Flower is on poster

Anita Collins - Internship / Portfolio Class  
Students worked with theater class on posters / program / Illustration for children's show

Anthony DeNicola - Radio  
Students interviewed theater students and professors to promote the show and professors of the child development program

Tim O'Connor - Sound  
Helped Theater students with media services

\*Sussex County Library had a table that promoted story times and signing up for a library card.

**FEEDBACK FROM EVENT:**

Parents came up to my class and said that this was a perfect event that was long enough to keep a child's interest. They thought the story was adorable and funny. They loved the arts projects and thought that the entire event was a full immersive experience. The cookies were delicious! They asked when the next show will be. There was a birthday party and the parents absolutely loved the show, treats, music and activities!

Parents from last Thursday said that this was the first time their children went to a live performance and they loved it. The children were captivated and sat still, which they were concerned about that going in. They said the hour-long program was a perfect amount of time and they wanted to come back again.

Sincerely,

Allison Ognibene  
Adjunct-Theater  
Theater Liaison

Sussex County Community College  
One College Hill  
Newton, NJ  
Work - 973-300-2184  
[aognibene@sussex.edu](mailto:aognibene@sussex.edu)

Register for Fall Semester at [www.sussex.edu](http://www.sussex.edu)

**Sussex County Community College**  
**Board of Trustees**  
**Spring 2024**

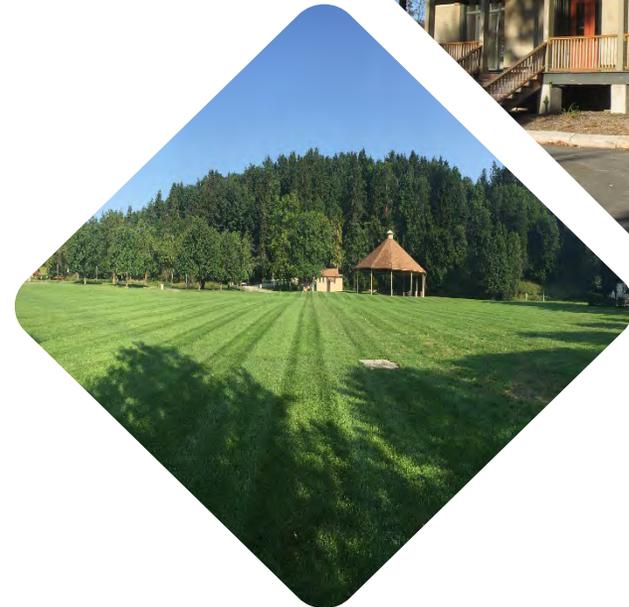


**Jon Connolly, Ph.D.**  
*President*

# Sussex County Community College

**November 21, 2013**

To accept the Periodic Review Report, to reaffirm accreditation, and to commend the institution for the quality of the Periodic Review Report. To request a monitoring report, due September 1, 2014, **documenting further implementation of (1) adequate institutional controls with rational and consistent policies and procedures in place to determine allocation of assets (Standard 3) and (2) a comprehensive, organized, and sustained process for the assessment of institutional effectiveness, including student learning, with evidence that assessment information is used in budgeting and planning (Standards 7, 12 and 14).** A small team visit will follow submission of the report. The next evaluation visit is scheduled for 2017-2018.

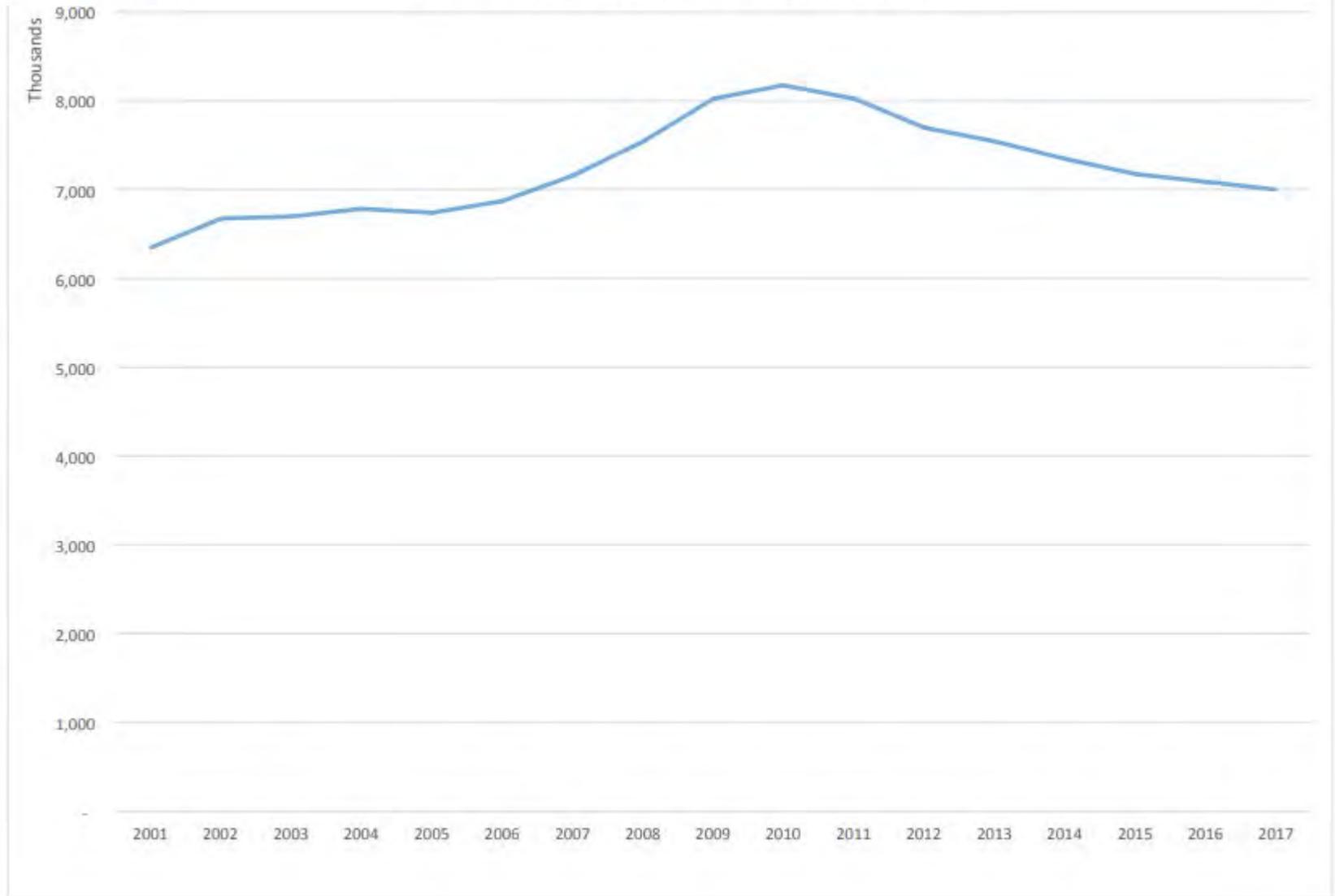




AMERICAN  
ASSOCIATION OF  
COMMUNITY  
COLLEGES

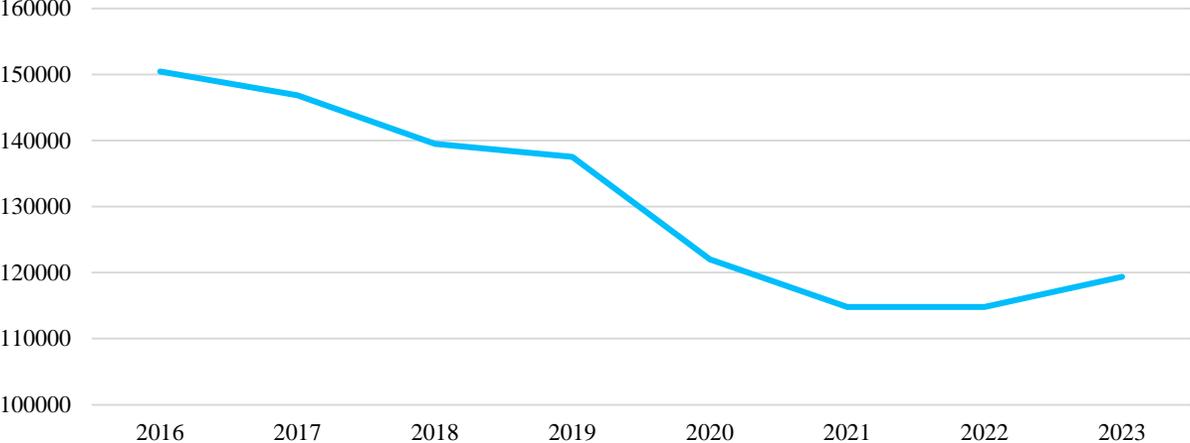
100 since 1920  
A CENTURY OF SUCCESS

Community college enrollment: 2001 to 2017



# Enrollment trends compared to overall NJ Community College enrollment trends

## NJ Fall Community College Enrollment

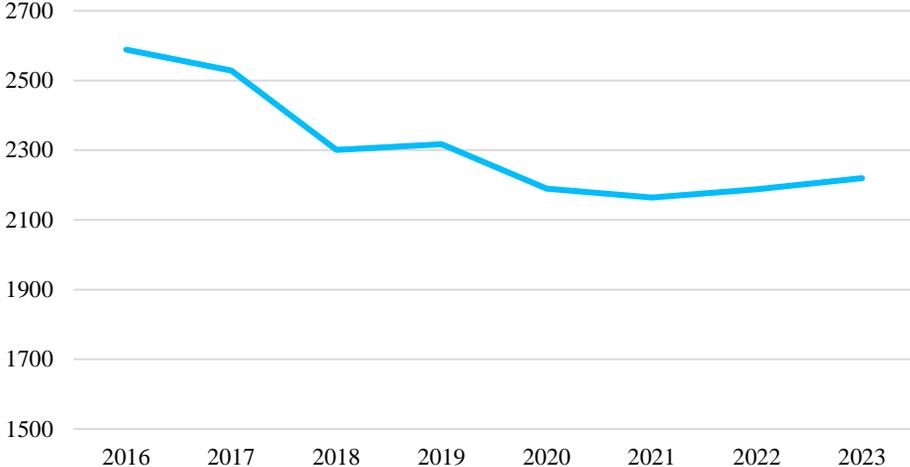


← Represents a 20.7% loss of students

Represents a 14.3% loss of students →

**6.3% better than State average**

## Sussex Fall Enrollment



## January 2016 Financial Reports

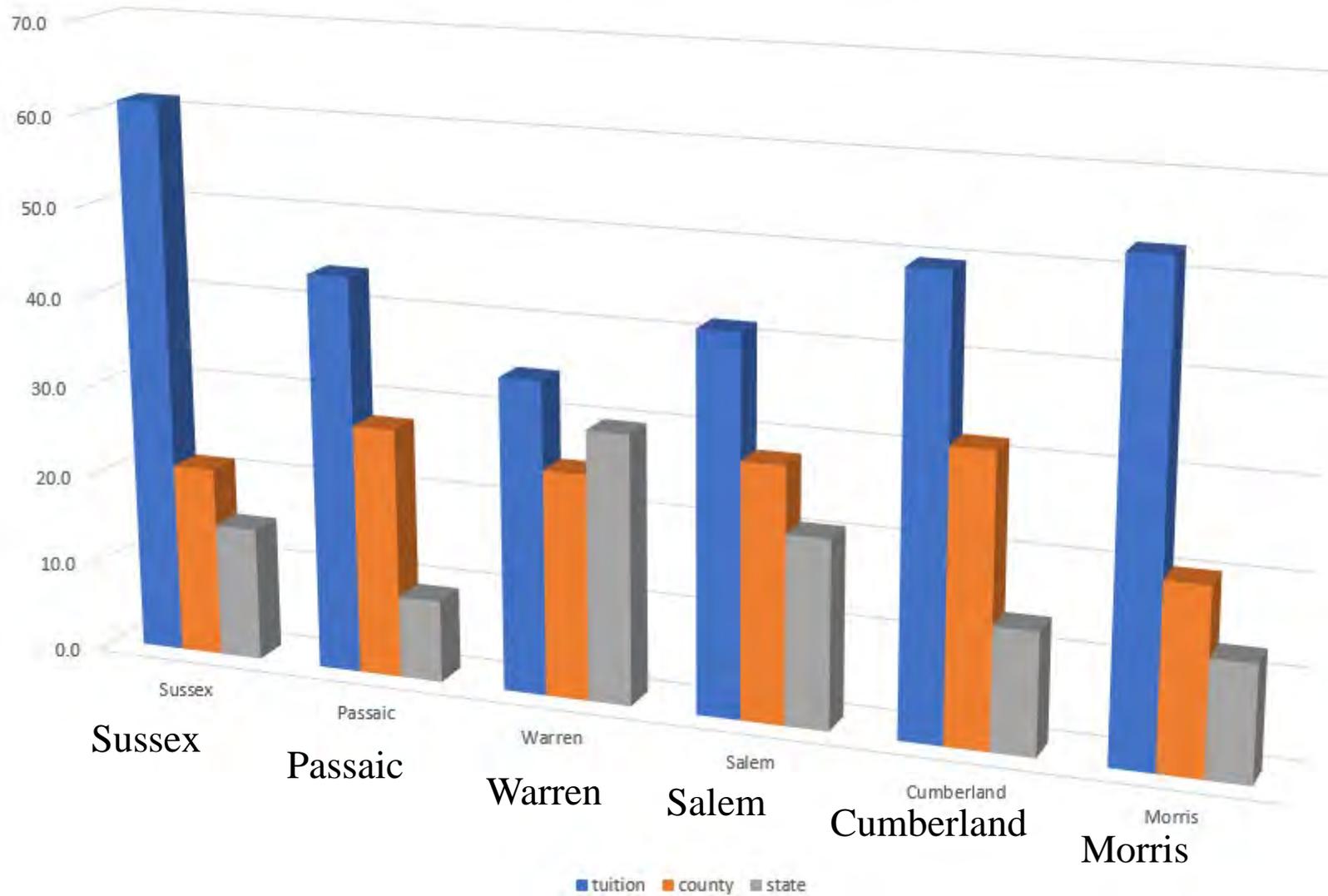
Cash coverage for OPEX	* 2.5 (2.5 months)
Working Capital ratio	* 1.79 (CFI recommends 2-4)
Contribution to the fund balance	* \$169,000

Predictions by Chief Financial Officer (CF) for closure or merger within three years without drastic changes.

# Challenges related to increasing and sustaining enrollment

- Highest CC Tuition and Fees in the state
  - Lack of rational incentives for students
  - Poor enrollment funnel attention
  - Inadequate data utilization internally
  - Compromised relationships with high schools
  - Insufficient partnership with Sussex Tech School
  - Lack of new academic and athletic programs
- 
- Overall Lack of vision about how it all fits together for enrollment

Sources of Funding 2024 by Percent



An aerial photograph of a college campus. The scene is dominated by lush green trees, some with autumn-colored foliage. A large, dark pond is situated in the lower-left quadrant. In the center, there are several brick buildings, a large parking lot filled with cars, and a baseball field. To the right, there are more modern, larger buildings and another parking lot. The campus is surrounded by a mix of natural greenery and developed areas, including what appears to be a residential neighborhood in the bottom right corner. The overall atmosphere is one of a well-maintained, green campus.

# College Responding to the Challenge

# 2023-2024 Tuition & Fees Comparison



## Sussex County Community College

\$6,930 per Year

## N.J. Public Four-Year Average

\$14,092 per Year

(Doesn't include Room & Board)

## N.J. Private Four-Year Average

\$37,935 per Year

(Doesn't include Room & Board)

\$40,000.00

\$35,000.00

\$30,000.00

\$25,000.00

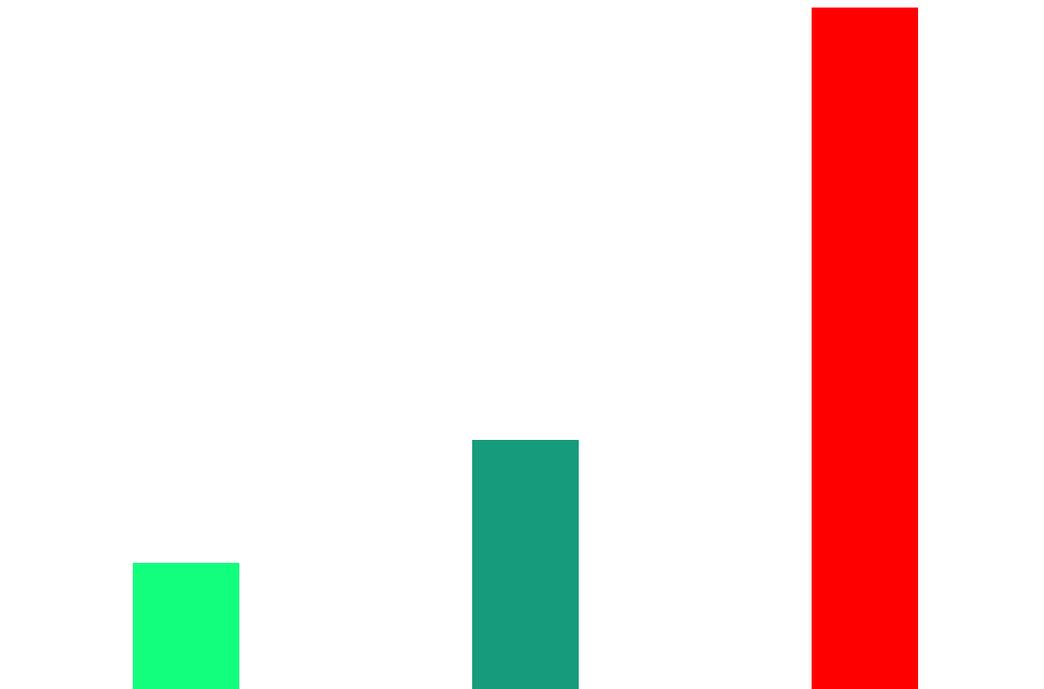
\$20,000.00

\$15,000.00

\$10,000.00

\$5,000.00

\$0.00

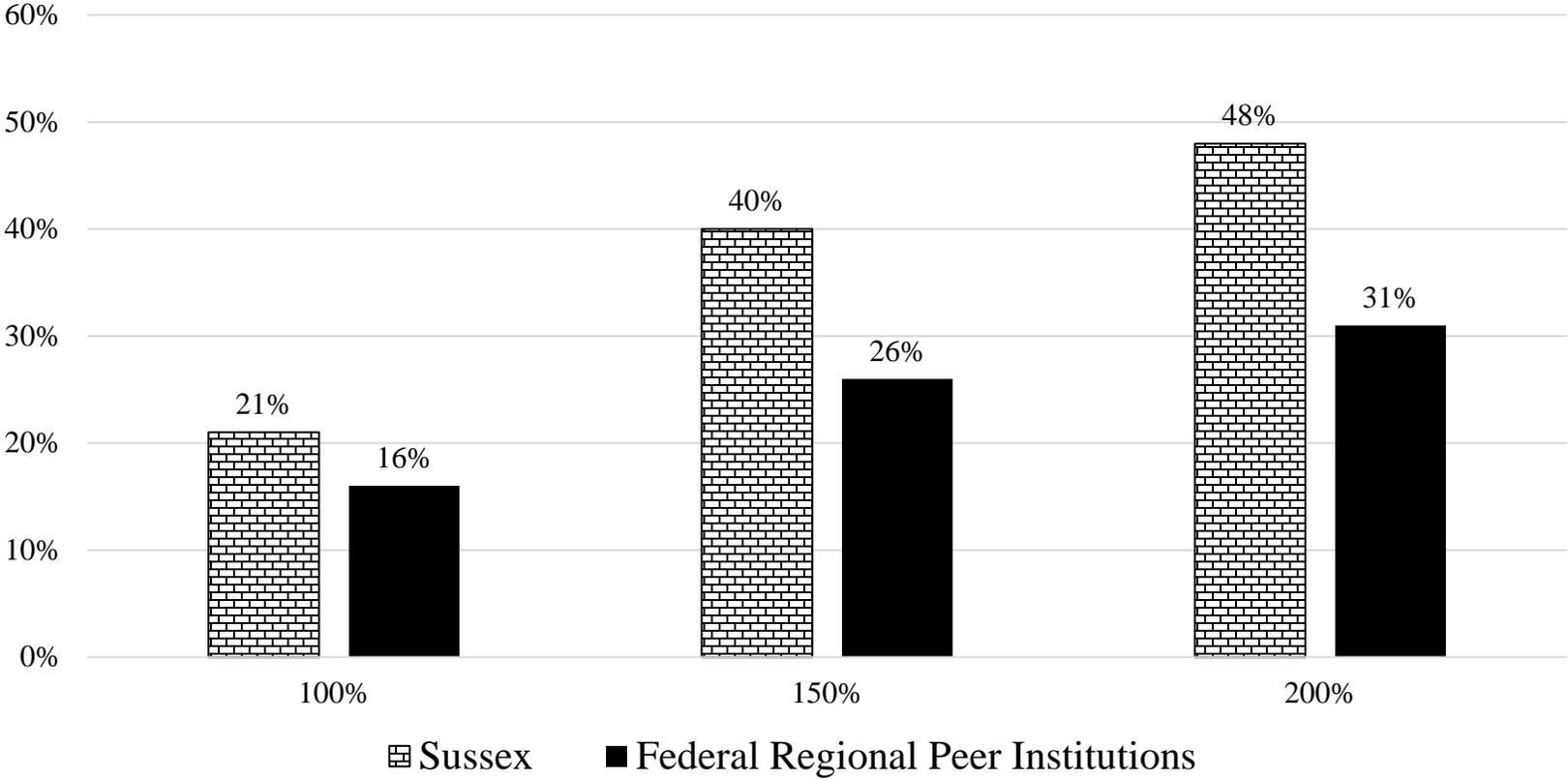


SCCC

Public 4-Year

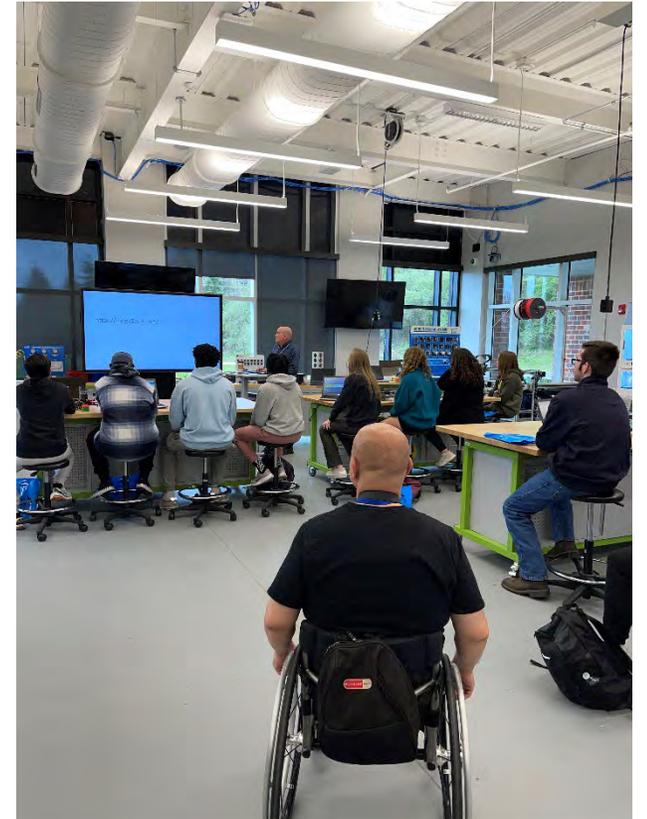
Private 4-Year

# Enrolled Student Time to Completion (2018 cohort)

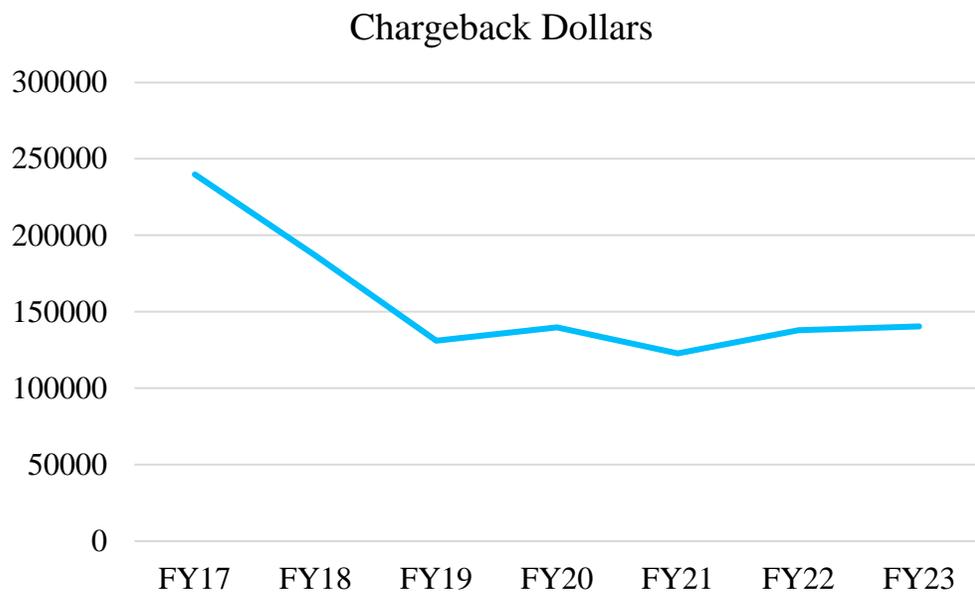
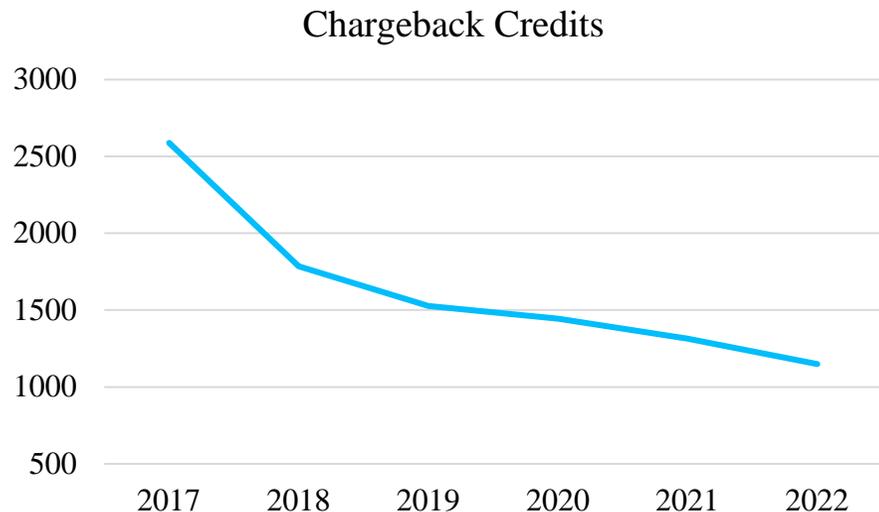


# Academic Program Additions last 10 Years

- Automotive Service Technology (\*)
- Music Theater Option
- Horticultural Science
- Exercise Science (\*)
- Architecture Design Option
- Art Education Option
- Fashion Design Option
- Fashion Merchandising Option
- Interior Design Option
- Agricultural Business
- Supply Chain Management Option
- Cybersecurity Option
- Game Development Option
- Information Technology Option
- Social Media Marketing
- Illustration Option
- Baking & Pastry Arts Option
- Cosmetology Option (\*)
- Electronic Music Option
- Cosmetology Option
- Culinary Arts Option (\*)
- Diesel Service Technology Option
- Electronic Music and Recording Option
- Electrical Lineworker Option (\*)
- Machine Tool Technology Option
- Optics Technology Option (\*)
- Robotics & Automation Technology Option
- Technical Theater Option
- Welding Technology Option
- Medical Assisting Program (Accredited) (\*)
- CDL Training



# Historical Trends of Chargeback Credits



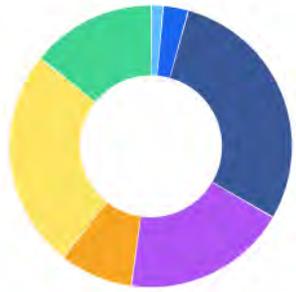
## Largest Chargeback Programs Currently

- Mechanical Engineering
  - Addressing through a stand-alone degree in Engineering with new tracks in Electrical, Mechanical, and Civil Engineering
- Radiography
  - Submitted healthcare lab project to state for a facilities grant but did not get first round. Will continue to apply and seek out alternative funding sources.
- Respiratory therapy
  - Discussing program development
- Largest Chargeback win
  - Exercise Science

# Data Informed Decision Making

## Educational Attainment

Concerning educational attainment, 25.2% of Sussex County, NJ residents possess a Bachelor's Degree (4.0% above the national average), and 8.4% hold an Associate's Degree (0.5% below the national average).



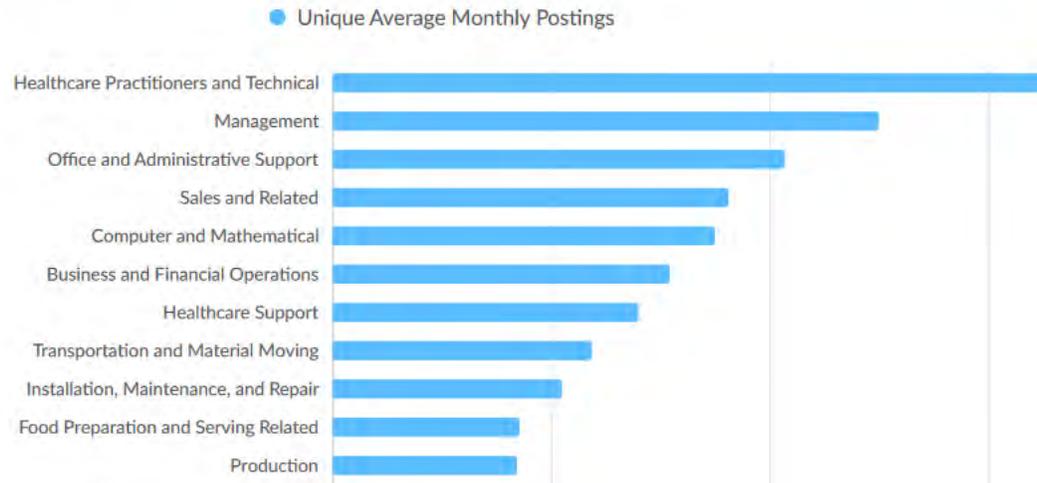
	% of Population	Population
Less Than 9th Grade	1.3%	1,451
9th Grade to 12th Grade	2.9%	3,140
High School Diploma	29.1%	31,600
Some College	18.8%	20,424
Associate's Degree	8.4%	9,102
Bachelor's Degree	25.2%	27,318
Graduate Degree and Higher	14.3%	15,539

## In-Demand Skills

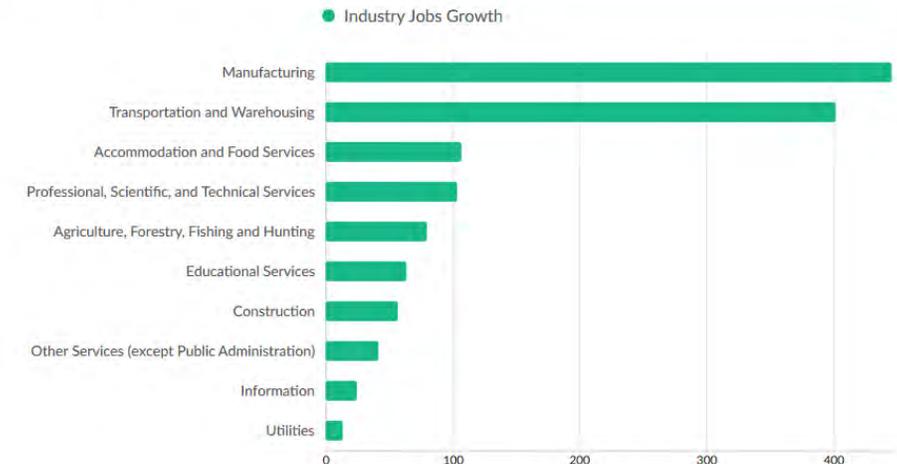
\*In addition to working with SCEDP



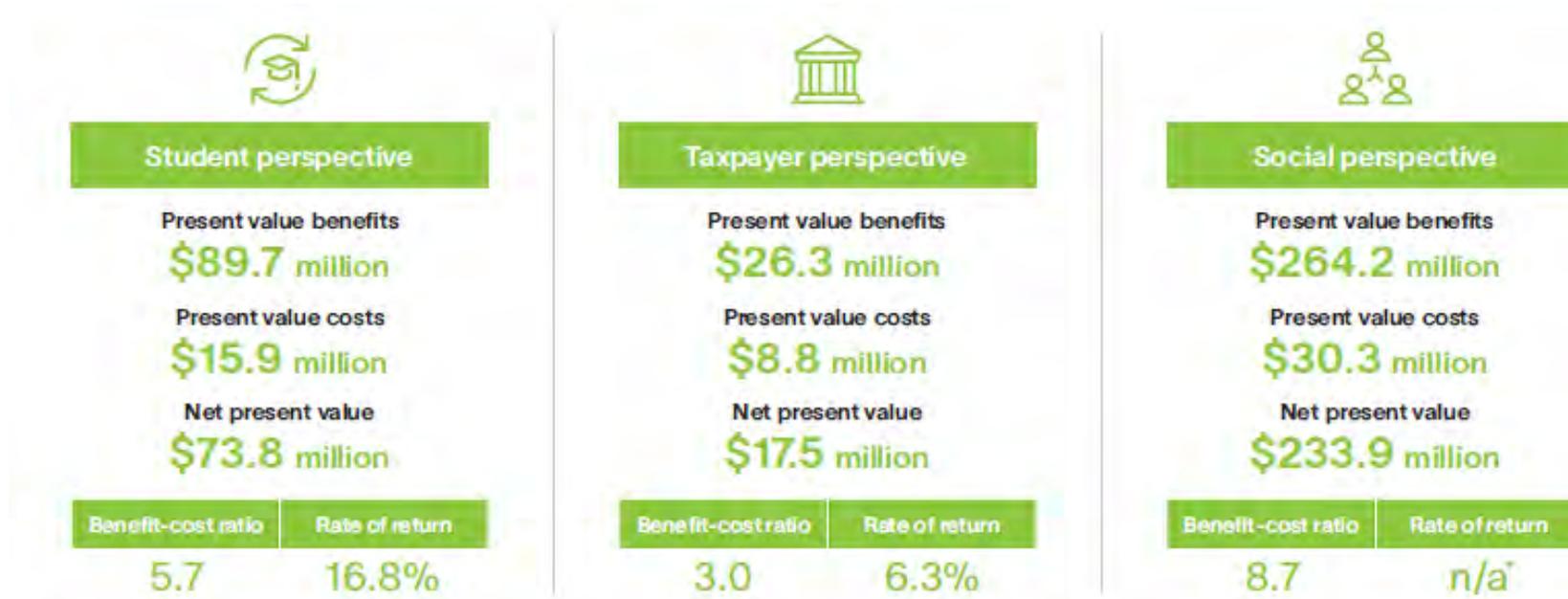
## Top Posted Occupations



## Top Growing Industries



# Data Informed Marketing and Promotion



\* The rate of return is not reported for the social perspective because the beneficiaries of the investment are not necessarily the same as the original investors.

The average associate degree graduate from SCCC will see an increase in earnings of \$7,200 each year compared to a person with a high school diploma or equivalent working in New Jerseys.

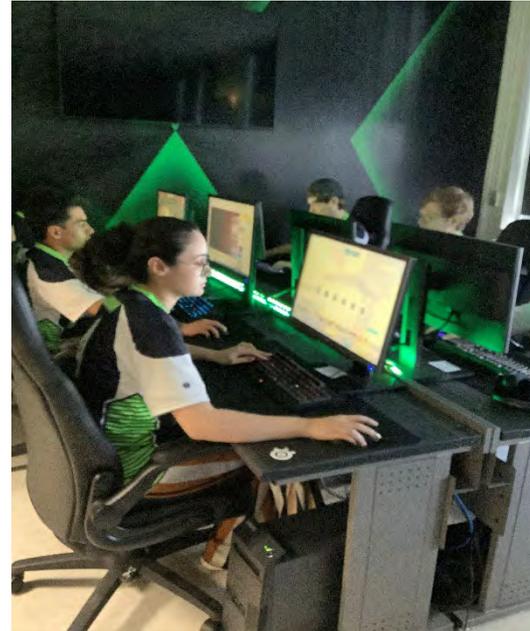


Source: Lightcast employment data.

**Sussex County Household Tax Contribution**  
**Approx. \$86.00 per year**

# Athletic Program Additions last 10 years

- Lacrosse
- Football
- Esports
- Volleyball
- Women's Wrestling
- Men's Wrestling
- Cheerleading



# Alumni Spotlight

Over 4000 graduates and  
countless success stories..



**Bernard Cutler**  
Technical Studies



**Shamir Atkinson**  
Liberal Arts  
Football



**Tycho Lewis**  
Math/Chemistry/Computer Science  
Mathematics Tutor



**Kelly Nelson**  
Electrical Lineworker

# Optics Technology Professional Development Workshop for STEM High School Teachers & Administrators

June 25-26, 2024 | 9 am–4 pm  
Sussex County Community College, Newton, NJ

**Optics are everywhere!  
And the field of Optics Technology is growing.**

Do your students know about the many career opportunities in New Jersey – and nationwide – in precision optics manufacturing?

Give them a head start by introducing optics into your science classes.

### Benefits to Attendees:

- 14 professional development hours
- \$200 paid to you by the New Jersey Pathways Initiative
- Hands-on training in a lab environment
- Materials for inexpensive classroom activities and lab units
- Lunch provided each day

**“I loved the hands-on activities like the metrology lab and the mirror maze activity. I got a lot of new ideas that will help get my students hooked on optics.”**

*Jennifer Nicholson, Science teacher  
Sussex County Technical School, NJ*

### Workshop Instructor & Schedule:

Lead Instructor: Donna Smith is the AmeriCOM Secondary Education Coordinator and a retired science teacher from Gates Chili Central School district in western New York State. She is the 2016 recipient of the Educator of the Year Award from the Rochester Regional Photonics Cluster for her career inspiring students to embrace the study of optics, photonics, and imaging sciences and guiding them in career development.

#### Day One:

- Introductions
- Overview of the optics technology field
- Overview of the SCCC optics program and dual-enrollment options
- Tour of SCCC optics lab
- Hands-on lab activities –
  - Plane and curved mirrors
  - Mirror maze game

#### Day Two:

- Snell’s Law lab activity
- All about lenses
- Optics manufacturing company tour
- Q/A – Is optics right for you and your students?
- Presentation of teaching materials and certifications

Sponsored by Sussex County Community College (SCCC), NJ Pathways, and the American Center for Optics Manufacturing (AmeriCOM).



**This workshop is limited to only 24 attendees.  
Sign up by June 14, to secure your spot.**

**REGISTER** or scan the QR Code.

For more information, contact:  
**Donna Smith**, Secondary Education Coordinator, AmeriCOM  
[dsmith@americom.org](mailto:dsmith@americom.org) | 585-313-6698



Share this invitation with a fellow science teacher



To learn more about a career in Precision Optics, or to access Learning Resources for you and your students, visit [theFutureIs.O](http://theFutureIs.O)

# High School Partnerships



Double the amount of visits to each County high school – Admissions/FA



New Pathway programs for high school seniors – Law/MA/Robotics/Liberal Arts



Professors in High Schools – Law/Psychology/Spanish/Optics Technology



Professional Development Opportunities – Optics, Business, Workshops



STEM Day, SRI Symposium, All County High Schools have visited this year



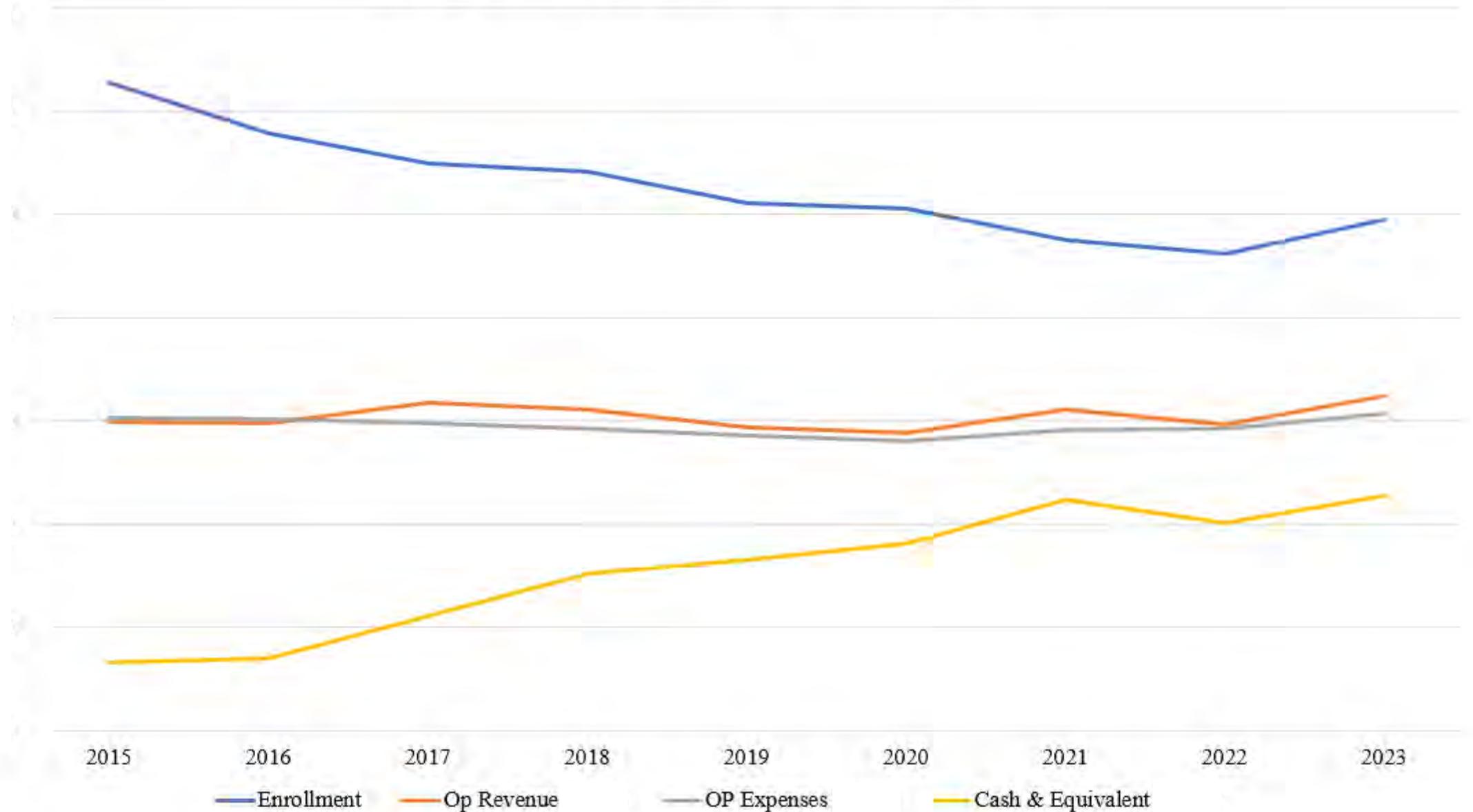
Over 500 hours dedicated to Partnerships

# Recent Facilities Upgrades and Expansions

- New 5,000 square foot Makerspace
  - Robotics/Engineering
- New Kinesiology/Exercise Science Labs
- Modifications to Building D
- McGuire Technical Education Center (MTEC)
  - Automotive Service Technology/Diesel Service Technology
  - Building Service Technology
  - Culinary Institute
  - Welding Technology
- Optics Technology Center
- Adult Transition Center
- New Media/Broadcasting Center
- Cosmetology expansion at Vernon Township HS
- Electrical Lineworker climbing school



## Key Financial Statement Historical Trend



## The need for “cash in the bank” in order to run a college responsibly

1. Must cover outstanding checks not yet cashed. (\$350,000 – \$500,000)
2. Three months of operating cash to cover payroll and other operating expenses during lower summer enrollment (Approximate \$3M)
3. Three months of accounts receivable to allow students to start their semester on credit before their financial aid payments from state and federal and loans are received. (Approximate \$3M)
4. Cash float to cover implementing grants and chapter 12 capital plans that are on reimbursement model. (Approximate \$1.5M)
5. Prepare for unexpected expenses or emergencies (NACUBO recommends 4 months of operating expenses. Coverage, \$6.6M)

# Indices of Financial Health, Opportunities and Challenges Moving Ahead

## Financial Health

W-Capital Current Ratio	5.4
OPEX Coverage	13.0
Fixed assets change	2%
Cash equivalents – Pension	20 million
Variable costs & fixed costs	Stable

## Financial Challenges

Relatively high tuition  
Property tax challenge of Sussex  
State support remains a challenge (similar to local districts)  
Health insurance  
Jenzabar  
Software licenses  
Enrollment vulnerability  
Sustainable staffing

## Opportunities

Revisiting recurring expenditures  
*Shared governance/Budget committee*  
Capital Facilities Investments  
“Right-staffing”  
Sustainable staffing  
Sustainable compensation

# Investing Appropriately in the Future of the College

Invest in things that grow and stabilize enrollment

## 1. Completion of “Shovel-Ready” Health Science Laboratory Addition

- Strategic Plan Area of Focus #1, Objective #3: Develop pathways to improve access and opportunities to postsecondary education and labor force participation.
- Highest number of monthly job postings and addresses chargebacks

## 2. Completion of McGuire Technical Education Center Back Building

- Strategic Plan Area of Focus #1, Objective #3: Develop pathways to improve access and opportunities to postsecondary education and labor force participation.
- Additional space for increased demand in occupational trade programs as well as addition of new programs.

# Continuing to build on positive momentum...

## 3. Expansion of D-Building Kitchen and Cafeteria

- Strategic Plan Area of Focus #2: Maximize comprehensive student and academic support resources to efficiently facilitate student success.
- This expansion addresses the realized/projected increased need in on-campus dining services

## 4. Renovation of Building E for Residence Hall

- Strategic Plan Area of Focus #3: To offer a unique, robust college experience including engaging campus life, athletics, and clubs to strengthen the student experience.
- Existing demand is almost double than capacity allows.

# Continuing to build on positive momentum...

5. Renovation of College's Library for the development of a Learning Commons
  - Strategic Plan Area of Focus #4:  
To foster a community-wide culture that promotes scholarly inquiry, professional development, and academic research.
  - This renovation ensures alignment with best practices by bringing together the Writing Center, Math Tutoring Center, Skylands Research Lab, and Testing Center within one space.

