

# SUSSEX COUNTY COMMUNITY COLLEGE Board of Trustees



**Tuesday, October 22, 2024 – 5:00 p.m.  
Executive Office Board Room**



**Board of Trustees Regular Meeting  
Tuesday, October 22, 2024 – 5:00 p.m.  
Board Room**

**AGENDA**

**1. General Institutional Functions**

- 1.1 Call to Order
- 1.2 Public Statement: Adequate notice of this meeting specifying the time and location was transmitted via fax, posted to the Sussex County Community College website, and on the main entry doors to the Administration Building on October 18, 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 before the meeting. Written public comments shall be read at the meeting with the same time restrictions as all public comments at the meeting. Duplicative comments may be summarized at the discretion of the Board of Trustees Chair.
- 1.5 Courtesy of the Floor on Agenda Items Only (Public Session-5 Minutes per Speaker).

**ACTION**

- 1.6 Approval/Acceptance of Minutes
  - 1.6.1 Minutes from the September 24, 2024 Board of Trustees Meeting. (Attachment pgs. 1-5, Resolution No. GI10222024-1)
  - 1.6.2 Minutes from the September 24, 2024 Executive Session. (Attachment pg. 6, Resolution No. GI10222024-2)
  - 1.6.3 Acknowledgment of Receipt of Committee Meeting Minutes. (Attachment pgs. 7-10, Resolution No. GI10222024-3)
    - Personnel and Curriculum Committee – October 15, 2024.
    - Audit and Policy Committee – October 15, 2024.
    - Finance and Facilities Committee – October 15, 2024.

**2. Consent Agenda – ACTION/RC**

The President recommends items 2.1 - 2.5 for Board approval, as brought forth after discussion and review by Board Committees:

- 2.1 Approval of Personnel Items
  - 2.1.1 Personnel Actions September 10, 2024 - October 10, 2024. (Attachment pgs. 11 & 12, Resolution No. P10222024-1)

- 2.1.2 2025-2026 Administrative Calendar (Attachment pg.13, Resolution No. P10222024-2)
- 2.2 Approval of Curriculum Items – None this month.
- 2.3 Approval of Policy Items
- 2.3.1 The Following Policies are Presented for Re-adoption. There are no changes to the policies. (Attachment pgs. 14-17)
- Policy No. 200.18 Employee Classifications Policy (Attachment pg.14, Resolution No. AP10222024-1)
  - Policy No. 200.33 Insurance Benefits and Pension Policy (Attachment pg. 15, Resolution No. AP10222024-2)
  - Policy No. 200.34 Worker's Compensation Policy (Attachment pg. 16, Resolution No. AP10222024-3)
  - Policy No. 200.44 Reasonable Accommodation Policy (Attachment pg. 17, Resolution No. AP10222024-4)
- 2.4 Approval of Finance Items
- 2.4.1 Educational Solutions for \$42,393.00 & \$7,935.00 - Robotics Universal Robots UR3E and Robotics Allen Bradley PLC1400. Funded by Perkins. (Attachment pgs.18-22, Resolution No. BFF10222024-1)
- 2.4.2 FireFighter One for \$113,721.82 - Purchase (10) sets of packs, (20) cylinders, (12) regulators, and (20) facepieces. Compliant to NFPA 1981, Standard on Open-Circuit Self-Contained Breathing Apparatus (SCBA) for Emergency Services, 2018 Edition. Funded by the Booker Congressional District Spending Grant (Department of Education) (Attachment pgs. 23 & 24, Resolution No. BFF10222024-2)
- 2.4.3 North American Rescue for \$31,883.94 - TCCCMAN® training simulator provides enhanced in Tactical Combat Training Care (TCCC) from Point of Injury to transfer of higher care. Funded by the Booker Congressional District Spending Grant (Department of Education). (Attachment pgs. 25-30, Resolution No. BFF10222024-3)
- 2.4.4 Stillwater Township for \$50,000 - 2003 Pierce Pumper Fire Truck for PSTA. Funded by the Booker Congressional District Spending Grant (Department of Education). (Attachment pgs. 31 & 32, Resolution No. BFF10222024-4)
- 2.4.5 City Of Sun Prairie for \$220,000 - 2007 Pierce Enforcer 75' Fire Truck for PSTA. Funded by the Booker Congressional District Spending Grant (Department of Education). (Attachment pgs. 33 & 34, Resolution No. BFF10222024-5)
- 2.4.6 KFT Fire Trainer for \$20,255.00 - Live Fire Roof Prop (Container) Roof Prop to safely replicate roof operations at structure fires under live fire conditions. Funded by the Booker Congressional District Spending Grant (Department of Education). (Attachment pgs. 35-38, Resolution No. BFF10222024-6)

2.4.7 KFT Fire Trainer for \$18,405.00 - Live Fire Roof Prop (Ground) Roof Prop to safely replicate roof operations at structure fires under live fire conditions. Funded by the Booker Congressional District Spending Grant (Department of Education). (Attachment pgs. 39-42, Resolution No. BFF10222024-7)

2.4.8 KFT Fire Trainer for \$57,560.00 (Pilot Burn Box \$18,750.00, Plane \$38,810.00) - KFT's Portable Aircraft FireTrainer® O-100 replicates the fire of a small, single-engine aircraft. The O-100 Cessna has a fire in the engine space and cockpit that utilizes vapor propane for a single-stage fire that requires firefighters to make a proper approach and extinguishment of the fire in the confined area of a small aircraft engine compartment. Funded by the Booker Congressional District Spending Grant (Department of Education). (Attachment pgs. 43-47, Resolution No. BFF10222024-8 )

2.4.9 Satisloh North America for \$24,201.88 - To ratify the purchase of repair/ replacement of work spindle component. Satisloh technician per diem and travel expense to perform repair. This was an imminent need to enable the continuation of optics technology instruction. Funded \$21,701.88 from the insurance claim and \$2500 from Optics Technology – Instructional budget. (Attachment pgs. 48-52, Resolution No. BFF10222024-9)

2.5 Approval of Facilities Items – None this month.

### 3. **Finance – ACTION/RC**

**ACTION/RC** 3.1 Recommendation: Acknowledge Receipt and Review of Financial Statements: September 30, 2024, Three Months YTD, FYE June 30, 2025. (Attachment pgs. 53-62, Resolution No. GI10222024-4)

**ACTION/RC** 3.2 Recommendation: Approve the letter from The Board of Trustees of Sussex County Community College entrusting Jon Connolly, President, to act on behalf of the organization in all matters related to the College's SNAP (EBT) application and the College's status as a SNAP Retailer Service Center. This authorization, effective October 22, 2024, will remain in effect unless the Board of Trustees notifies otherwise. (Attachment pg. 63, Resolution No. OBB10222024-1)

### 4. **Reports**

4.1 Correspondence File – (Attachment pgs. 64-67)

4.2 Report of the Nominating Committee.

5. **Presentations** – None this month

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

7. **Other Business**

#### **Discussion / Reports / Announcements:**

7.1 Trustee Activity Update

7.2 President's Report

7.3 Chair's Comments

7.4 The Annual Organization Meeting of the Board of Trustees will take place at 4:30 p.m. on Tuesday, November 26, 2024, in the Board Room.

7.5 The next meeting of the Board of Trustees will take place on Tuesday, November 26, 2024, in the Board Room.

8. **Executive Session** – None this month.

9. **Adjournment**



**Board of Trustees Regular Meeting  
Tuesday, September 24, 2024  
Board Room**

**MINUTES**

**1. General Institutional Functions**

- 1.1 Mr. Gewecke called the meeting to order at 5:00 pm
- 1.2 Mr. Santillo read the Public Statement: Adequate notice of this meeting specifying the time and location was transmitted via fax and posted to the Sussex County Community College website and on the main entry doors to the Administration Building on September 18, 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, Mr. Santillo – Secretary, Dr. Crowley - Treasurer, Dr. Carrick, Mrs. Frank, Mrs. Pepe, Mr. Hofmann, Dr. Silverthorne, Dr. Connolly - President and Ex-officio member, Mrs. Fullem - Recording Secretary, and, Mr. Crispino - Alumnus Member.

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, and Dr. Ketan Gandhi-CFO.

- 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 before the meeting. Written public comments shall be read at the meeting with the same time restrictions as all public comments. 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 all minutes as noted below. Dr. Carrick seconded the motion. Mr. Yardley abstained from the vote. The motion carried.

- 1.6.1 Minutes from the July 23, 2024, Regular Board Meeting. (Resolution No. GI09242024-1)
- 1.6.2 Minutes from the July 23, 2024, Executive Session. (Resolution No. GI09242024-2)
- 1.6.3 Acknowledgment of Receipt of Committee Meeting Minutes. ( Resolution No. GI09242024-3)
  - Audit and Policy Committee – September 17, 2024
  - Personnel and Curriculum Committee – September 17, 2024
  - Finance and Facilities Committee – September 17, 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:

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. Mrs. Pepe abstained from the vote. The motion carried.

- 2.1 Approval of Personnel Items
  - 2.1.1 Personnel Actions July 9, 2024 - September 10, 2024. Resolution No. P09242024-1)
  - 2.1.2 Title Update: Chief of Staff and Liaison to the Board of Trustees, formerly Chief of Staff and Executive Assistant to the Board of Trustees. This update more accurately defines the role, with no adjustments to job duties or salary. (Resolution No. P09242024-2)
  - 2.1.3 Ratify the Executed Separation Agreement with Mr. James Gaddy. The Agreement is signed by Mr. James Gaddy and by Dr. Jon Connolly on behalf of Sussex County Community College. (Resolution No. P09242024-3)
- 2.2 Approval of Curriculum Items
  - 2.2.1 New Degree Program: Associate of Science in Engineering. ( Resolution No. CI09242024-1)
- 2.3 Approval of Policy Items
  - 2.3.1 Adopt New Policy No. 102.12 Campus Demonstrations and Gatherings. ( Resolution No. AP09242024-1)
  - 2.3.2 Ratify Updates to Policy No. 200.5 Title IX Prohibition Against Sexual Violence. The updated policy was legally mandated to be posted in August. (Resolution No. AP09242024-2)
  - 2.3.3 Ratify New Policy No. 200.1 Title IX Pregnancy or Related Conditions.

The policy was legally mandated to be posted in August.  
( Resolution No. AP09242024-3)

2.3.4 Adopt New Policy No. 200.52 Lactation Support.  
( Resolution No. AP09242024-4)

2.3.5 Re-adopt Policy No. 600.01 Annual Security Reporting. The policy has been updated with the proper contact names, and MTEC has been added as a location. ( Resolution No. AP09242024-5)

## 2.4 Approval of Finance Items

2.4.1 Board Designated Funds FY24. (Resolution No BFF09242024-1).

2.4.2 Capital Request for Projects FY25. ( Resolution No. BFF09242024-2)

2.4.3 Additional FY25 Blanket Orders ( Resolution No. BFF09242024-3)

2.4.4 Compass Group USA, Inc., DBA Canteen, for \$40,000.00 - Food Service for the SCCC Cafeteria. Operating Funds.  
(Resolution No. BFF09242024-4)

2.4.5 Lakeside Counseling Associates, LLC for \$30,000 – Counseling Services. Mental Health Grant. (Resolution No. BFF09242024-5).

## 2.5 Approval of Facilities Items

2.5.1 HQW to Provide Architectural Services for Building E Dorm Project (Chapter 12), as Follows (Resolution No. BFF09242024-6):

50% Schematic Design: \$35,000.00

Design Development: \$85,000.00

Construction Cost Estimate: \$8,500.00

**Total: \$128,500.00**

Reimbursable Expenses – Estimated \$1,000.00

2.5.2 HQW to Provide Architectural Services for 2nd Floor Library Renovations (Chapter 12), as Follows (Resolution No. BFF09242024-7):

Design Development: \$26,100.00

Construction Documents: \$35,800.00

**Total: \$61,900.00**

2.5.3 Unitemp Mechanical for \$54,588.00 - Installation of Trane RTU Unit for PSTA. Chapter 12. (Resolution No. BFF09242024-8)

2.5.4 Unitemp Mechanical for \$30,810.00 – ATC -Install New Package Heat Pump HVAC System. Chapter 12. (Resolution No. BFF09242024-9)

2.5.5 Unitemp Mechanical for \$25,800.00 - ATC - RTU Installation Only. Chapter 12. (Resolution No. BFF09242024-10)

2.5.6 Weather Proofing Technologies for \$21,475.00 - Pool Shed Flat Roof Replacement. Chapter 12. (Resolution No. BFF09242024-11)

2.5.7 CMF Business Supplies for \$26,360.79 - Furniture for Student Success Center. Chapter 12. (Resolution No. BFF09242024-12)

**3. Finance – ACTION/RC**

**ACTION/RC** 3.1 Recommendation: Acknowledge Receipt and Review of Financial Statements: August 31, 2024, Two Months YTD, FYE June 30, 2025. (Resolution No. GI09242024-4)

Dr. Gandhi presented the Financial Statements for August 31, 2024, Two Months YTD, FYE June 30, 2025, including Credit Hours, Income Statement, and Assets. He stated that compared to last year, we are up 1.7%. He added that we are in a good financial position and are currently undergoing the annual audit.

Mrs. Smith moved to acknowledge receipt and review of the above financial statements. Mr. Santillo seconded the motion.

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

**4. Reports**

4.1 Correspondence Report.

Drs. Connolly and Homer spoke about the Navy's effort to partner with community colleges and finding effective pathways for military personal to obtain an associate degree through community college partnerships.

**5. Presentations** – None this month.

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

No one spoke

**7. Other Business**

**Discussion / Reports / Announcements:**

**ACTION** 7.1 Appointment of the Nominating Committee. (Resolution No. OBB09242024-1)

Appointed Trustee Hofmann as Chair of the Nominating Committee, with members Dr. Carrick and Dr. Silverthorne.

7.2 Trustee Activity Update

Dr. Crowley mentioned how great it was to see SCCC fields bustling with both soccer and football activities. It looked wonderful.

Mr. Crispino – Alumnus Member, spoke about a meeting with Dr. Homer, Mrs. Fullem, and Mr. Poltersdorf to discuss establishing a Sussex County Community College Alumni Association. This association would involve

sending out newsletters to keep alumni updated on college affairs, possibly on a monthly or bi-monthly basis. Additionally, they are considering an alumni-funded scholarship for exceptional students and exploring options for reunion events, such as an alumni football game.

7.3 President's Report is on file in the Office of the President.

7.4 Chair's Comments

Mr. Gewecke indicated that the PACE climate survey report will be released on the SCCC website tomorrow, and thanked everyone who participated in the survey.

7.5 The Board of Trustees Retreat will take place at 9:00 a.m. on Thursday, October 10, 2024, at Project Self Sufficiency, Community Room.

7.6 Funding Their Future will take place at 5:30 p.m. on Wednesday, October 16, 2024, at Perona Farms.

7.7 The next meeting of the Board of Trustees will take place at 5:00 p.m. on Tuesday, October 22, 2024, in the Executive Board Room, unless otherwise Specified via public notice.

**8. Executive Session – Attorney-Client Privilege**

Be it resolved that the Board of Trustees will now go into Executive Session to discuss matters under 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.

At 5:30 p.m. Mrs. Smith moved that the Board enter into an Executive Session. Dr. Carrick seconded the motion. The motion carried unanimously.

At 7:10 pm Mrs. Smith moved to adjourn the Executive Session. Dr. Crowley seconded the motion. The motion carried unanimously.

**9. Adjournment**

At 7:11 pm Mrs. Smith moved to adjourn the Regular meeting. Mr. Yardly seconded the motion. The action carried unanimously.

Approved:



Board of Trustees  
Tuesday, September 24, 2024  
Executive Session  
Minutes

Start: 5:28 p.m.

End: 7:10 p.m.

Present: Mr. Gewecke, Mrs. Smith, Mr. Santillo, Dr. Crowley, Dr. Carrick, Mrs. Frank, Mr. Hofmann, Dr. Silverthorne, Mr. Yardley, Mrs. Pepe, Dr. Connolly, Mrs. Fullem, Mr. Gagliardi and Mr. Hesper-College Counsel-Porzio, Bromberg, & Newman.

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

Approved:

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Mr. Santillo, Secretary-Board of Trustees

**AUDIT & POLICY COMMITTEE**  
**SUSSEX COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**Tuesday, October 15, 2024**  
**Zoom Virtual Meeting**  
**MINUTES**

Start: 3:00 p.m.

End: 3:27 p.m.

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

### **POLICY**

- The committee reviewed the following existing policies. There were no changes to any of the policies.
  - 200.11 Faculty Absences, Substitutes, and Compensation Policy. ***This policy was tabled for further review*** regarding possible language changes. For instance, should the policy clearly state for in-person and online classes? There was a conversation about whether the policy follows a bargaining contract or if the contract follows policy. The policy follows the contract.
  - 200.18 Employee Classifications Policy. ***The committee agrees to bring to the Board of Trustees for re-adoption.***
  - 200.33 Insurance Benefits and Pension Policy. ***The committee agrees to bring to the Board of Trustees for re-adoption.***
  - 200.34 Worker's Compensation Policy. ***The committee agrees to bring to the Board of Trustees for re-adoption.***
  - 200.44 Reasonable Accommodation Policy. ***The committee agrees to bring to the Board of Trustees for re-adoption.***
- A discussion took place about how we ensure compliance with statutory requirements. It was explained that we stay informed of changes through emails, websites, and other resources to meet federal guidelines. Laddy, Clark, and Ryan, who specialize in personnel matters, also notify us of any changes in requirements. Not all updates are incorporated into formal policies.

### **AUDIT**

- Dr. Connolly provided an update regarding the annual audit and the bids for a new firm. He noted that three bids have been received.

### **OTHER BUSINESS**

- The committee discussed involving the Alumnus Trustee in Audit and Policy Meetings as part of our effort to make the position more relevant. Participating in these meetings will benefit the alumnus trustee from a valuable educational experience. This is particularly important for Middle States as we continue to strengthen our shared governance structure. In addition to the student-elected trustee, we are working to re-engage our Student Government Association and ambassadors.

**PERSONNEL & CURRICULUM COMMITTEE**  
**SUSSEX COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**Tuesday, October 15, 2024**

Zoom Virtual Meeting

**MINUTES**

Start: 4:00 p.m.

End: 4:38 p.m.

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

**PERSONNEL**

- The committee reviewed Personnel Actions from September 10, 2024, to October 10, 2024, including new part-time hires (there were no full-time hires), resignations (Susan Discorfanocatania will be removed from the report for the board meeting packet; she is back with us), and open full-time and part-time positions. ***The committee agrees to bring to the Board of Trustees for approval.***
- The Cosmetology program position is difficult to fill due to several factors. Navigating licensing, higher ed. regulations, and specialized expertise to teach certain lab classes is challenging. Also, classes run four nights each week for five hours each night.
- Conversation ensued regarding pooled positions and open positions with adjunct faculty. We currently do not pool positions, and although adjunct positions are posted, they are often filled by candidates who come to us via word of mouth.
- Updates were provided for the full-time open positions.
  - Vice President of Finance and Administration – Candidate will be on campus Friday for meetings.
  - Receiving resumes for staff accountant.
  - Setting up interviews for Director of Finance.
  - The Search Committee for the Director of Facilities position is meeting with eight candidates over three and a half hours on the 23<sup>rd</sup>. It is a very competitive group of candidates, none of whom have withdrawn.
- The committee reviewed the 2025-2026 Administrative Calendar and ***agree to bring it to the Board of Trustees for approval.***

**CURRICULUM** – None this month.

**OTHER BUSINESS**

- The committee discussed the possibility of seeking new board counsel. Dr. Carrick recused herself from the discussion because of her friendship with Mr. Gagliardi from Porzio. The conversation covered the expertise of various firms, their legal fees, and their connections within the county and local government.

**FINANCE & FACILITIES COMMITTEE**  
**SUSSEX COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**Tuesday, October 15, 2024**  
Zoom Virtual Meeting

**MINUTES**

Start: 5:00 p.m.

End: 6:27 p.m.

Present: Dr. Crowley-Chair, Mr. Santillo, Mrs. Frank, Mrs. Pepe, Mr. Gewecke, Dr. Connolly, Dr. Okay, Dr. Homer, Mrs. Fullem, Mrs. Unrath, Mr. Stoppay, and Dr. Gandhi. Also present until 5:32 p.m. were Mr. McDermott, Mr. Strunk, and Mr. Wolverton.

- The meeting began with a discussion about the ongoing HVAC issues in Building B. Dr. Connolly provided background on the project, noting when Mr. Strunk, Mr. Wolverton, and Mr. McDermot became involved. The CARES Act funded the project and should have been completed by now, but it remains unfinished. DeSesa has been unresponsive to calls from both Rick McDermot and Chris Wolverton. The question was raised about the possibility of pursuing legal action.

Mr. Wolverton explained the nature of the issue, stating that Trane, the HVAC manufacturer, acknowledged a design flaw and has offered to rebuild the system at their own expense, with work beginning in approximately twelve weeks. Mr. Strunk added further details, elaborating on the technical issues. The project's cost and the time already spent were discussed. There was also a conversation about whether there were contractor performance problems with "substantial completion" and enforcement of the \$500-per-day penalty clause in the contract. Later in the meeting, the conversation expanded to the need for a project manager, requisition approvals, checks and balances, and a schedule of values.

**FINANCE**

- The committee reviewed the Financial Statements for September 30, 2024, Three Months YTD, FYE June 30, 2025, including September YTD FY25 Credit Hours, Income Statement, Balance Sheet Assets and Liabilities, and Key Metrics. The conversation included how filling all positions impacts the budget and identifying "other" receivables (i.e., Chapter 12 projects). ***The committee agrees to bring to the Board of Trustees for acknowledgment of receipt and review.***
- An update was provided regarding the annual audit.
- The Booker Congressional District Spending Grant was explained. The committee then reviewed the following purchases for the PSTA, and ***agreed to bring all of them to the Board of Trustees for approval:***
  - Educational Solutions for \$42,393.00 & \$7,935.00 - Robotics Universal Robots UR3E and Robotics Allen Bradley PLC1400. Funded by Perkins.
  - FireFighter One for \$113,721.82 - Purchase (10) sets of packs, (20) cylinders, (12) regulators, and (20) facepieces. Compliant to NFPA 1981, Standard on Open-Circuit Self-Contained Breathing Apparatus (SCBA) for Emergency Services, 2018 Edition. Funded by Booker Congressional District Spending Grant (Department of Education)
  - North American Rescue for \$31,883.94 - TCCCMAN® training simulator provides enhanced in Tactical Combat Training Care (TCCC) from Point of Injury to transfer of higher care. Funded by Booker Congressional District Spending Grant (Department of Education).

- Stillwater Township for \$50,000 - 2003 Pierce Pumper Fire Truck for PSTA. Funded by Booker Congressional District Spending Grant (Department of Education).
  - City Of Sun Prairie for \$220,000 - 2007 Pierce Enforcer 75' Fire Truck for PSTA. Funded by Booker Congressional District Spending Grant (Department of Education).
  - KFT Fire Trainer for \$20,255.00 - Live Fire Roof Prop (Container) Roof Prop to safely replicate roof operations at structure fires under live fire conditions. Funded by Booker Congressional District Spending Grant. (Department of Education).
  - KFT Fire Trainer for \$18,405.00 - Live Fire Roof Prop (Ground) Roof Prop to safely replicate roof operations at structure fires under live fire conditions. Funded by Booker Congressional District Spending Grant (Department of Education).
  - KFT Fire Trainer for \$57,560.00 (Pilot Burn Box \$18,750.00, Plane \$38,810.00) - KFT's Portable Aircraft FireTrainer® O-100 replicates the fire of a small, single-engine aircraft. The O-100 Cessna has a fire in the engine space and cockpit that utilizes vapor propane for a single-stage fire that requires firefighters to make a proper approach and extinguishment of the fire in the confined area of a small aircraft engine compartment. Funded by Booker Congressional District Spending Grant (Department of Education).
- Drs. Connolly and Okay commended the work of John Dixon, the Director of the PSTA.
  - The committee reviewed Satisloh North America for \$24,201.88—to ratify the purchase of repair/ replacement of work spindle component. Satisloh technician per diem and travel expenses to perform the repair. This was an imminent need to enable the continuation of optics technology instruction. Funded \$21,701.88 by the insurance claim and \$2500 from Optics Technology—Instructional budget. ***The committee agrees to bring to the Board of Trustees to be ratified.***

## Sussex County Community College

Personnel Actions: September 10, 2024 – October 7, 2024

### NEW HIRES:

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Full-Time:

Part-Time:

- Robert Fleming – PT Campus Store SW
- Rani O'Brien – Adjunct Theater
- Yufei Wang – Adjunct Accounting
- Angelina Milazzo – Adjunct Building Construction
- Luke Krumich – PT Assistant Coach Football RC
- Jeffrey Wolckenhauer – PT Assistant Coach Football TE
- Benjamin Smith – PT Campus Store SW
- JeVaughn Thomas – PT Assistant Coach Football DB
- Brett Laguerra – PT Intern IT
- Sean Hardy – PT ATC Transitions Coach
- Andrew Logsdon – PT Custodian
- Dennis Sema – PT Writing Center Peer Consultant
- Dedian Calderon – PT Custodian
- Gianna Dacunto – PT Service Staff SW
- Debra Van Blarcom – PT Shuttle

### RESIGNATIONS/TERMINATIONS/POSITION ENDED:

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- Austin Sullivan – Student-Athlete Success Advisor

### ON LEAVE:

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### OPEN POSITIONS:

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Full-Time:

- Vice President, Finance and Administration
- Staff Accountant
- Director of Facilities
- Director of Finance

Part-Time:

- Adjunct – Cosmetology
- Adjunct – Accounting
- PT Kitchen Lab Assistant
- PT Porter Dishwasher
- PT Service Staff
- Adjunct - Chemistry
- Adjunct – Math
- Adjunct – Printmaking

- Adjunct – Spanish
- Adjunct – Criminal Justice
- Adjunct – Environmental Science
- PT ABE/HSE Program Instructor
- PT ABE/HSE Administrative Assistant
- Adjunct – History
- Adjunct – Business
- Adjunct – Graphic Design
- PT Campus Life Assistant
- PT Head Coach Cheerleading
- Adjunct – English Effective Speaking
- Adjunct – Agricultural Business/ Horticulture Science
- PT Student-Athlete Success Advisor
- PT Peer Writing Consultant Student Worker

## 2025-2026 Administrative Calendar

Thursday, July 3, 2025 (per survey), since Friday, July 4, 2025, is a Summer Friday.	Independence Day Observed	1 Day
Monday, September 1, 2025	Labor Day	1 Day
Monday, October 13, 2025	Columbus Day/Indigenous Peoples' Day	1 Day
Thursday, November 27, 2025	Thanksgiving Day	1 Day
Friday, November 28, 2025	Friday After Thanksgiving	1 Day
Wednesday, December 24, 2025 - Thursday, January 1, 2026	Winter Break	6 Days
Wednesday, January 1, 2026	New Year's Day Observed*	1 Day
Monday, January 19, 2026	Martin Luther King Jr., Day	1 Day
Monday, May 25, 2026	Memorial Day	1 Day
		14 Days

\*College determined holiday.

Only Saturday opened during a holiday weekend is the Saturday of Labor Day weekend.

Note: If an employee wishes to take time off during a holiday that is not listed above, he/she may do so by using an emergency leave day or a vacation day.

**Sussex County Community College**  
**Policy No.: 200.18**  
**Area: Human Resources**  
**Updated & Adopted: September 22, 2020**

**200.18 Employee Classifications Policy**

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**PURPOSE OF THE POLICY**

To define the terms of employment and to provide a common understanding in reference to employee status at Sussex County Community College (“College”).

**GENERAL STATEMENT OF EMPLOYEE CLASSIFICATIONS**

The College classifies employees as regular full-time, regular part-time or temporary.

Designations as exempt or non-exempt are determined in accordance with applicable laws.

**Sussex County Community College**  
**Policy No.: 200.33**  
**Area: Human Resources**  
**Adopted: September 27, 2016**  
**Revised and Readopted: March 23, 2021**

## **200.33 Insurance Benefits and Pension Policy**

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### **PURPOSE OF THE POLICY**

To assist eligible Sussex County Community College (“College”) employees and their eligible dependents in meeting the financial burdens that can result from illness and disability, and to plan for retirement.

### **GENERAL STATEMENT OF INSURANCE BENEFITS AND PENSION POLICY**

The College has established a variety of employee benefit programs for eligible employees.

### **DISCLAIMER:**

**This policy contains a very general description of the benefits to which you may be entitled as an employee. Please understand that this general explanation is not intended to, and does not, provide you with all the details of these benefits. Therefore, this policy does not change or otherwise interpret the terms of the official plan documents. Your rights can be determined only by referring to the full text of the official plan documents, which are available for your examination from the Human Resources Department (“HR”). To the extent that any of the information contained in this policy is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases. The College reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, any or all of the provisions of the benefit plans described herein. Further, the College reserves the exclusive right, power and authority, in its sole and absolute discretion, to administer, apply and interpret the benefit plans described herein, and to decide all matters arising in connection with the operation or administration of such plans.**

**Sussex County Community College**  
**Policy No.: 200.34**  
**Area: Human Resources**  
**Adopted: September 27, 2016**

**200.34 Worker's Compensation Policy**

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**PURPOSE OF THE POLICY**

To maintain safe working conditions at Sussex County Community College ("College") that are in compliance with all applicable laws.

**GENERAL STATEMENT OF WORKER'S COMPENSATION POLICY**

College employees are afforded protection under the College's Worker's Compensation Insurance. Benefits will be paid in accordance with applicable state law.

**Sussex County Community College**  
**Policy No.: 200.44**  
**Area: Human Resources**  
**Adopted: January 24, 2017**  
**Revised & Re-adopted: November 24, 2020**

**200.44 Reasonable Accommodation Policy**

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**PURPOSE OF POLICY**

To ensure that Sussex County Community College (“College”) complies with all federal and state laws governing the employment of individuals with disabilities and/or pregnant employees who require reasonable work-related accommodations.

**GENERAL STATEMENT OF REASONABLE ACCOMMODATION POLICY**

The College will provide reasonable accommodations to employees and qualified applicants with disabilities to ensure these individuals can perform or continue to perform their essential job functions and responsibilities, unless doing so would impose an undue hardship. The determination of reasonable accommodations shall be made in accordance with the provisions of law.

Failure to reasonably accommodate employees and potential employees in accordance with the provisions of law shall be considered a violation of this College policy.



## PROCUREMENT MEMO

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

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

**FROM:** Sue Graff, Grant Coordinator and Accountant

**DATE:** October 7, 2024

**SUBJECT:** Robotics Universal Robots UR3E and Robotics Allen Bradley PLC1400

---

### Description:

Robotics Universal Robots UR3E

The Universal Robots UR3 will be deployed in the Maker Space to prepare students for applying Robotics and Computer Science skills with equipment used by today's industries. Students will create computer code to control the movement of a robotic arm based on data received from sensors.

Robotics Allen Bradley PLC1400

The Allen Bradley Advanced PLC CompactLogix 5370 will prepare students for applying Robotics and Computer Science skills with equipment used by today's industries. This device will work with the Pneumatics Trainer already in use at this location.

**Vendor Name:** Educational Solutions

**Amount:** \$42,393.00 & \$7,935.00

**Procurement Method:** Sole Source

**Funding:** Perkins

**Attachments:** Educational Solutions Quotes, Sole Source Letters



**October 3, 2024**

We hereby confirm that Universal Robots A/S is the sole manufacturer and producer of the UR e-Series Collaborative Robots ("e-Series Robots"). All of our collaborative robots are manufactured at our headquarters located in Odense, Denmark. Universal Robots has reinvented industrial robotics with lightweight and flexible robot arms dubbed "cobots" (collaborative robots). The Danish-designed e-Series Robots automate production in all industries – even in small and medium-sized businesses that regard automation as prohibitively expensive, cumbersome, and difficult to integrate.

The e-Series Robots are uniquely well suited for the needs of students in that our patented technology lets operators with no programming experience quickly set up and operate our e-Series Robots with intuitive, 3D visualization. The students simply move the robot arm to desired waypoints or touch the arrow keys on the easy-to-use touchscreen tablet. The e-Series Robots' proprietary programming environment allows for easy programming making the e-Series Robots a superb choice for educational programs looking to further their development of work force training programs. Universal Robots has a unique UR+ partners program that will allow all students to use industry-leading, plug-and-play attachments with the e-Series Robots to perform a wide-variety of tasks.

In order to ensure optimal customer service and robot maintenance support for our customers, Universal Robots has multiple distributors covering various geographical territories in the United States. The distributor for servicing the needs of our educational customers in the states of Pennsylvania, Delaware, Maryland, New Jersey, New York, and West Virginia is: Educational Solutions Enterprises.

If you desire additional information, please do not hesitate to contact me at any time or visit our website at [www.universal-robots.com](http://www.universal-robots.com). Thank you for your interest in product(s).

Best Regards,

A handwritten signature in blue ink that reads 'S. Neale'. The signature is stylized with a large, sweeping 'S'.

**Silas Neale**  
*Channel Development Manager*  
**Universal Robots USA, Inc.**  
Universal Robots Boston - Corporate Offices 27-43 Wormwood Street  
Boston, MA 2210

Phone: +1 631 610 9664  
Cell: +1 401 680 3847

[SINE@universal-robots.com](mailto:SINE@universal-robots.com)  
[www.universal-robots.com](http://www.universal-robots.com)



Dr. Leonard Sheely, Ed. D  
Chemistry Lead Professor  
Sussex County Community College  
1 College Hill Rd  
Newton, NJ 07860

**Subject: Sole Source New Jersey Educational Sales Representative**

Date:  
September 20, 2024

Dear Dr. Sheely:

For your information and records, please be advised that the companies Lab-Volt Systems and Festo merged, and the new company is now known as Festo Didactic, Inc.

Festo Didactic, Inc. is the sole supplier in the U.S. for LabVolt series and Festo Didactic learning systems, and all Festo Didactic associated products and services are only available through authorized dealers and sales representatives.

We are pleased to provide you confirmation that Educational Solutions Enterprises (ESE) is authorized by Festo Didactic, Inc. and is the sole-source provider in the education sector to sell LabVolt Series and Festo Didactic learning systems to secondary and postsecondary educational institutions located in New Jersey. Their contact information is as follows:

**Educational Solutions Enterprises  
PO Box 700  
Effort, PA 18330**

**Representative: John Sneyers  
Email: [John.Sneyers@comcast.net](mailto:John.Sneyers@comcast.net)  
Office Phone: (732) 692-7569**

On behalf of Educational Solutions Enterprises and Festo Didactic, Inc., it would be our pleasure to work with you to support your educational needs.

Yours Sincerely,

Jill Boyce  
Sales Support

**Festo Didactic Inc.**

12 Christopher Way, Suite 105  
Eatontown, NJ 07724  
USA

T. +1-732-938-2000  
+1-800-522-8658  
F. +1-732-774-8573

[www.festo-didactic.com](http://www.festo-didactic.com)

EDUCATIONAL SOLUTIONS ENTERPRISES  
P.O. Box 700  
Effort, PA 18330  
Main/Fax: (570) 619-7808  
Email PO to: DMaly@EducationalSE.com



To: Sussex County Community College  
Dr. Leonard Sheehy  
Newton, NJ

ESE Consultant: John Sneyers  
Terms: Net 30  
Date: 9/17/24  
Validity: 30 Days

Item	Qty	Part No.	Laboratory Equipment Description	Unit Price	Extended Price
1	1	110303	Universal Robots UR3e - 500mm / 19.7 in reach - 3 kg / 6.6 lbs payload - 6 rotating joints - 12 inch touchscreen with PolyScope graphical user interface - 17 configurable safety functions - Compliance with ISO 13849-1 (Pld category 3) and ISO 10218-1	33,011.00 USD	33,011.00 USD
2	1	HND-ES-UR-KIT	Robotiq Hand-E Gripper Kit for UR e-Series - Robotiq Adaptive Gripper Kit for UR e-Series Hand-E	4,725.00 USD	4,725.00 USD
3	1	108061	UR Education Program Hardware Set - Conveyor Assembly: - Conveyor with Integrated Encoder - 3D Printed Funnels for Conveyor - Two (2) Sensors - I/O Simulation Test Box - Six (6) 3D Printed Workpieces - Four (4) 3D Printed Training Elements: - Three (3) Training Plates for Exercises - One (1) Stand for Training Plates - One (1) 3D Printed Dual TCP Attachment	5,200.00 USD	5,200.00 USD
4	1	412	Teacher Certification Training (4 days) - Core Training (2 days) - Teacher Certification Training (2 days)	2,250.00 USD	2,250.00 USD
5	1		Mobile ESE Robotics Bench Assembled	4,150.00 USD	4,150.00 USD
6	1	ESE-DSC-EDU	Educational Discount	-8,938.00 USD	-8,938.00 USD
<b>Sub-Total</b>					<b>\$40,398.00</b>
<b>Freight, Insurance, Duties, Customs, Fees</b>					<b>\$1,995.00</b>
<b>Grand Total</b>					<b>\$42,393.00</b>

**Shipment: Freight, Insurance, Duties, Customs, Fees Included**  
No returns or cancellations on custom orders. 25% restocking charge on all cancellations and returns.  
Prices and packages are subject to change without notice.

**EDUCATIONAL SOLUTIONS ENTERPRISES**  
P.O. Box 700  
Effort, PA 18330  
Main/Fax: (570) 619-7808  
Email PO to: DMaly@EducationalSE.com



To: Dr. Leonard Sheehy  
Sussex CC  
Newton, NJ

ESE Consultant: Sneyers  
Terms: Net 30  
Date: 09/17/2024  
Validity: 30 Days



Item	Qty	Festo PN	LabVolt Number	Laboratory Equipment Description	Unit Price (USD)	Extended Price (USD)
1	1	8196923	3240-E0	<a href="#">Allen Bradley PLC 1400 with case</a>	6,250.00	6,250.00
2	1	587552		RSLogix Micro Educational	230.00	230.00
3	1	585276		Campus License PLC Controller	1,455	1,455
<b>Total</b>						<b>7,935.00</b>

**Shipping - Included**

No returns or cancellations on custom orders. 25% restocking charge on all cancellations and returns.  
Prices and packages are subject to change without notice.

[www.esenterprises.net](http://www.esenterprises.net)



## PROCUREMENT MEMO

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

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

**FROM:** Matthew Stoppay, Purchasing Manager

**DATE:** October 4, 2024

**SUBJECT:** PSTA Booker Grant SCBA Purchase

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**Description:** Purchase (10) sets of packs, (20) cylinders, (12) regulators, and (20) facepieces. Compliant to NFPA 1981, Standard on Open-Circuit Self-Contained Breathing Apparatus (SCBA) for Emergency Services, 2018 Edition

**Vendor Name:** FireFighter One

**Amount:** \$113,721.82

**Procurement Method:** NJ State Contract 24-Fleet-6185-Scott Safety, T-0798

**Funding:** Booker Congressional District spending Grant (Department Of Education)

**Attachments:** Firefighter One Quote

RP-12554



34 Wilson Drive Sparta New Jersey 07871  
Phone (973) 940-3061 Fax: (973) 860-1388

# QUOTE

## SQ-00231612

Sales Rep: Fred Reader: Freader@ff1.com

Quote Date 09/09/2024

Customer: Sussex County Fire Academy  
Bill to:  
Street: 114 Morris Turnpike  
City: Newton  
State: NJ  
Zip Code: 07860  
Acct. # SCFA07860

Delivery Address: 114 Morris Turnpike  
Delivery City: Newton  
Delivery State: NJ  
Delivery Zip Code: 07860  
Delivery Method: Warehouse / Complete  
Payment Term 30 days

Part	Description	Qty	Price**	Total
X8914025005304	Air-Pak X3 Pro w/ Snap-Change - 2018 Edition 4500 / Without EBSS / Quick Disconnect	10.00	9,027.54	90,275.40
SCT-200128-01	15 Year Carbon-Wrapped Cylinder & Valve Assembly 4500 PSI / Snap-Change / 30 Minute	10.00	1,464.44	14,644.40
200077-60	Regulator Assembly Quick Disconnect, 2018	2.00	2,250.46	4,500.92
SCT-200128-01	15 Year Carbon-Wrapped Cylinder & Valve Assembly 4500 PSI / Snap-Change / 30 Minute	10.00	0.00	0.00
**** Free Spare Cylinder with the purchase of a FULL SCBA ****				
SCT-201215-22	AV-3000 HT Facepiece 4-Strap with Kevlar Head Harness Medium / None	10.00	430.11	4,301.10
SCT-201215-22	AV-3000 HT Facepiece 4-Strap with Kevlar Head Harness Medium / None	10.00	0.00	0.00
***COMPLIMENTARY FACEPIECE WITH PURCHASE OF SCBA***				
24-FLEET-61850-Scott Safety	T-0790 (17DPP00100) - Firefighter Protective Clothing and Equipment Award Summary NJ State Contract Master Blanket# 24-FLEET-61850 / Scott Safety Price List Date: 05/01/2024 / 10% Discount / Category 6, 7 & 8	1.00	0.00	0.00

Charge Price

**RETURN POLICY:**

- Special Order or Custom Items are not returnable.
- All Returns are subject to a 20% restocking fee.
- No returns will be accepted without an RMA # issued by FF1.
- No Returns will be accepted after 60 days from date of purchase.
- Returning party responsible for shipping related charges.
- Returned merchandise must be in NEW and RESALABLE condition for credit to be applied.

<b>Sub Total</b>	113,721.82
<b>Charges</b>	0.00
<b>Tax Total</b>	0.00
<b>Total</b>	113,721.82

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

Printed Name: \_\_\_\_\_

Purchase Order #: \_\_\_\_\_ \*Physical P.O. must be received in order to process (if applicable)



## PROCUREMENT MEMO

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

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

**FROM:** Matthew Stoppay, Purchasing Manager

**DATE:** October 8, 2024

**SUBJECT:** PSTA Booker Grant TCCC Mannequin

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**Description:** Rugged, state-of-the-art TCCCMan ® training simulator provides enhanced in Tactical Combat Training Care (TCCC) from Point of Injury to transfer of higher care

All-in-one hyper-realistic trauma simulation enabling instructors to build multiple realistic traumatic casualty scenarios with reactive patients ideal for use in classroom settings, trauma lanes, and field training scenarios.

Specially designed for the application of skills and education utilizing protocols for Tactical Combat Casualty Care (TCCC)

**Vendor Name:** North American Rescue

**Amount:** \$31,883.94.00

**Procurement Method:** Sole Source

**Funding:** Booker Congressional District spending Grant (Department Of Education)

**Attachments:** North American Rescue Quote, Sole Source Letters



# NORTH AMERICAN RESCUE

www.NARescue.com • 888.689.6277

(RP-112578)

**QUOTE**

**Q97774**

Quote Date: 10/02/2024

35 Tedwall Court Greer SC 29650  
Phone: (864) 675-9800  
Fax: (864) 675-9880

## QUOTE

**BILL TO:** 53263

County of Sussex Public Safety Training Academy  
COUNTY OF SUSSEX PUBLIC SAFETY TRAINING  
ACADEMY  
114 MORRIS TURNPIKE  
NEWTON, NJ 07860

**SHIP TO:**

**PO #:** CRIFT10224

County of Sussex Public Safety Training Academy  
Attn: Gary Crift  
114 MORRIS TURNPIKE  
NEWTON, NJ 07860

Entered By: Jaci Stalnaker

[jstalnaker@narescue.com](mailto:jstalnaker@narescue.com)

Date/Time Printed: 10/02/24 12:08

<b>Contact Name</b>	<b>Contact Phone</b>	<b>Contact Email</b>		
Gary Crift		gcrift@sussex.edu		
<b>Shipping Method</b>	<b>FOB Type</b>	<b>Payment Terms</b>	<b>Master #</b>	<b>Exp. Date</b>
970-BESTWAY	ORIGIN	NET 30	873869	11/01/2024

Quantity	UOM	Item Number	Item Description	Item Weight	Ext. Weight	Unit Price	Extended Price
1	EA	93-0958	SIMULATOR - TCCCMAN shipping from KY	240.00	240.00	\$29,999.98	\$29,999.98
1	EA	93-0931	TRAINER, TRUECLOT TQ SIMULATOR (LIGHT TONE)	3.27	3.27	\$774.98	\$774.98
1	EA	93-0020	TRAINER, TRUECLOT WOUND PACKING - GSW (LIGHT TONE)	5.00	5.00	\$732.98	\$732.98
1	EA	SHIPPING CHARGES	SHIPPING CHARGES shipping from SC	0.00	0.00	\$12.00	\$12.00
1	EA	SHIPPING CHARGES	SHIPPING CHARGES Shipping from KY	0.00	0.00	\$364.00	\$364.00

<b>Payment Remittance:</b>			Subtotal	\$31,883.94
North American Rescue, LLC PO Box 360320 Pittsburgh, PA 15251-6320	North American Rescue, LLC Routing #: 043000261 Account #: 9089953 SWIFT #: IRVTUS3N	NAR TAX ID: 27-1024029 NAR DUNS: 832426782 CAGE CODE: 06ST7 Please visit us at <a href="http://www.narescue.com">www.narescue.com</a>	Discount	\$0.00
			Freight	\$0.00
			Tax	\$0.00
			<b>Total</b>	<b>\$31,883.94</b>

Subject to NAR's Terms & Conditions. For details, please visit: <https://www.narescue.com/legal/terms-and-conditions>.

The ARMOR product is controlled by the Export Administration Regulations (EAR). It may not be exported, sold, transferred, transported, or shipped outside of the U.S., either in its original form or after being incorporated into other items, without first obtaining approval from the U.S. government or as authorized by U.S. law and regulations.

## Sole Manufacturer Statement



### USAGE AND DISCLOSURE OF DATA

This document includes data that shall not be duplicated, used, or disclosed in whole or in part - for any purpose other than to evaluate the products/services found herein.

### North American Rescue Simulation

35 Tedwall Court  
Greer, SC 29650-4791  
Office - 866.839.3455

[www.narescue.com](http://www.narescue.com)

8 October 2024

J Dixon  
County of Sussex Public Safety Training Academy  
114 Morris Turnpike  
Newton, NJ 07860

Sole Source Statement reference quote Q97774 dated 2 October 2024

Dear J Dixon,

This sole source statement is to confirm that all products listed on the above referenced quote, all component and peripheral parts are a single source product that is developed and manufactured by North American Rescue Simulation (NARS). NARS does not contract any outside training, service, or warranty coverage. NARS utilizes established distributors and resellers when required.

### **NAR Simulation items included in quote Q97774**

#### **93-0958**

#### **TCCCMan**

Rugged, state-of-the-art TCCCMan® training simulator provides enhanced training in Tactical Combat Casualty Care (TCCC) from Point of Injury to transfer of higher care.

- All-in-one hyper- realistic trauma simulation solution enabling instructors to build multiple realistic traumatic casualty scenarios with reactive patients ideal for use in classroom settings, trauma lanes and field training scenarios
- Specifically designed for the application of skills and education utilizing protocols for Tactical Combat Casualty Care (TCCC)

#### **Features**

- Remote controlled bleeding from multiple sites
- Arterial and venous bleeding
- Quick-exchange Lithium-ion battery
- Large capacity on-board bleeding bag
- Weight 150lbs
- Industry-leading durability- withstands drops, falls, and drags.
- Welded steel frame, steel joints and bones
- Austere environmental use(rain, snow, mud, sand)

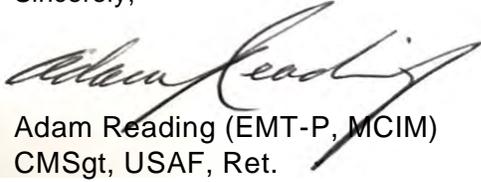
#### **TCCC Interventions Supported**

- Massive hemorrhage control (tourniquet application and wound packing)
- Chest seal application
- Pleural needle decompression (multiple sites)
- Airway management (NP/OP airways, supraglottic devices, endotracheal intubation)
- Tibial intraosseous site

NARS products are all produced in the United States of America and are Berry Amendment, Buy America, and Fair Trade compliant.

Please feel free to contact me directly with any questions you may have.

Sincerely,

A handwritten signature in black ink that reads "Adam Reading". The signature is fluid and cursive, with the first name "Adam" and last name "Reading" clearly distinguishable.

Adam Reading (EMT-P, MCIM)

CMSgt, USAF, Ret.

NARS Director of Sales

[areading@narescue.com](mailto:areading@narescue.com)

813.997.0254

10/8/2024

ATTENTION: *County of Sussex Public Safety Training Academy*  
*gcrift@sussex.edu*

**NORTH AMERICAN RESCUE SOLE SOURCE STATEMENT**

North American Rescue, LLC is the manufacturer of the following item(s):

<b>NAR Item #</b>	<b>Item Description</b>
93-0931	TRAINER, TRUECLOT TQ SIMULATOR (LIGHT TONE)
93-0020	TRAINER, TRUECLOT WOUND PACKING - GSW (LIGHT TONE)

These products are produced and branded by North American Rescue, LLC; therefore, identical products are not available through any other manufacturer.

If you require additional information, please call us at 864-675-9800.

*Carson Earnhardt*  
Senior Customer Service Specialist



## PROCUREMENT MEMO

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

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

**FROM:** Matthew Stoppay, Purchasing Manager

**DATE:** August 29, 2024

**SUBJECT:** Fire Truck

---

**Description:** 2003 Pierce Pumper Fire Truck for PSTA

**Vendor Name:** Stillwater Township

**Amount:** \$50,000.00

**Procurement Method:** Purchasing from another State Agency

**Funding:** Booker Congressional District spending Grant (Department Of Education)

**Attachments:** Stillwater Township Quote

**Stillwater Township**

964 Stillwater Road

Newton, NJ 07860

973-383-9484

[cfo@stillwatertwp.com](mailto:cfo@stillwatertwp.com)

August 28, 2024



**Quote for Sale of Fire Truck:**

DESCRIPTION	AMOUNT
2003 Pierce Pumper	\$ 50,000.00
Total	\$ 50,000.00

**Thank you for your business!**



## PROCUREMENT MEMO

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

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

**FROM:** Matthew Stoppay, Purchasing Manager

**DATE:** October 3, 2024

**SUBJECT:** Fire Truck

---

**Description:** 2007 Pierce Enforcer 75' Fire Truck for PSTA

**Vendor Name:** City Of Sun Prairie

**Amount:** \$220,000.00

**Procurement Method:** Purchasing from another State Agency

**Funding:** Booker Congressional District spending Grant (Department Of Education)

**Attachments:** City of Sun Prairie Invoice (Acting as a Quote)



CITY OF SUN PRAIRIE  
 FINANCE DEPARTMENT  
 300 E MAIN STREET  
 SUN PRAIRIE, WI 53590-2227  
 (608) 825-1192

**INVOICE**

City of Sun Prairie, 300 E Main Street, Sun Prairie, WI 53590-2227

CUSTOMER	INVOICE DATE	INVOICE NUMBER	AMOUNT PAID	DUE DATE	INVOICE TOTAL DUE		
SUSSEX COUNTY COMMUNITY COLLEGE	09/27/2024	20240486	\$0.00	10/27/2024	\$220,000.00		
DESCRIPTION	QUANTITY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
FUND 700 MISC CHARGES QUOTE FOR: ONE 2007 PIERCE ENFORCER 75' AERIAL TRUCK VIN: 4P1CED1AX7A007220	1.00	\$220000.000000	EACH	\$220,000.00	\$0.00	\$0.00	\$220,000.00
<b>Invoice Total:</b>					<b>\$220,000.00</b>		

QUOTE FOR: PURCHASE SURPLUS FIRE DEPARTMENT LADDER TRUCK

TERMS: Net 30. Interest penalties for late payments. Make checks payable to City of Sun Prairie. To pay invoices online with E-check or credit card, visit [www.cityofsunprairie.com](http://www.cityofsunprairie.com). Please note online transaction fees apply.

✂ DETACH AND RETURN THE PORTION BELOW WITH YOUR PAYMENT ✂



CITY OF SUN PRAIRIE  
 FINANCE DEPARTMENT  
 300 E MAIN STREET  
 SUN PRAIRIE, WI 53590-2227  
 (608) 825-1192

**INVOICE**  
 Remit Portion

Invoice Date	09/27/2024
Invoice Number	20240486
Customer Number	49389
Amount Paid	
Due Date	10/27/2024
Invoice Total Due	\$220,000.00

SUSSEX COUNTY COMMUNITY  
 COLLEGE  
 ATTN: MATTHEW STOPPAY  
 114 MORRIS TURNPIKE  
 NEWTON, NJ 07860



## PROCUREMENT MEMO

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

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

**FROM:** Matthew Stoppay, Purchasing Manager

**DATE:** October 10, 2024

**SUBJECT:** PSTA Booker Grant KFT ROOF Fire Prop (Container)

---

**Description:** Live Fire Roof Prop (Shipping Container Roof) Roof Prop to safely replicate roof operations at structure fires under live fire conditions.

**Vendor Name:** KFT Fire Trainer, LLC

**Amount:** \$20,255.00

**Procurement Method:** Sole Source

**Funding:** Booker Congressional District spending Grant (Department Of Education)

**Attachments:** KFT Fire Trainer LLC Quote, Sole Source Letter



KFT Fire Trainer, LLC  
 5 Pearl Court  
 Unit D  
 Allendale NJ 07401  
 UNITED STATES  
 +1(201)-300-8100

**Estimate:** E000004005

**Quote Date:** 9/18/2024

**Customer:** C000043

Director John Dixon  
 Sussex Community College  
 114 Morris Turnpike  
 Newton NJ 07860  
 United States

**Expiration Date:** 12/31/2024

**Terms:** Net 30 Days

Line	Item	Quantity	UOM	Unit Price	Extended Price
2	Custom Roof Prop	1.00	EA	20,255.00000	20,255.00

- ❖ Build Roof Prop to be installed on customer's existing 20 foot container roof.
  - Cut and frame 1 opening in the existing container roof with 1 sliding hatch to allow smoke and heat to reach the roof prop when in use.
  - The roof will have an observation areas/walking surfaces in front of, behind and next to the roof prop to ensure the entire 20' surface is covered
  - Includes safety railings for the 20' container
  - Uses fire & smoke source from container, no additional ignition systems included.
  - Includes Delivery and installation of the prop.
  - Requires use of site forklift or KFT will need to add the cost of a crane to offload to this price.

**Terms & Conditions:**

- Prices valid 90 days from the date of issue of this document.
- Prices do not include any taxes, fees, permits or bonding that may be required.

<b>Customer Currency:</b>	USD	US Dollar
<b>Sale Amount:</b>		20,255.00
<b>Surcharge:</b>		N/A
<b>Sales Tax:</b>		0.00
<b>Misc Charges:</b>		0.00
<b>Total Amount:</b>		20,255.00

ALL SALES ARE SUBJECT TO KFT FIRE TRAINER, LLC. TERMS AND CONDITIONS IF NOT ATTACHED HERETO, AVAILABLE AT <http://kft.firetrainer.com/tnc/KFT-US-Terms.pdf> AND NO OTHER TERMS AND CONDITIONS, ORAL OR WRITTEN, SHALL BE OF ANY FORCE OR EFFECT. ANY ADDITIONAL, DIFFERENT, OR CONFLICTING TERMS OR CONDITIONS CONTAINED IN BUYER'S PURCHASE ORDER OR IN ANY OTHER CORRENSENDENCE, PREVIOUS OR SUBSEQUENT, SHALL BE DEEMED REFUSED AND OBJECTED TO BY KFT FIRE TRAINER, LLC. AND SHALL NOT BE BINDING IN ANY WAY ON KFT FIRE TRAINER, LLC., UNLESS BUYER AND KFT FIRE TRAINER LLC. SPECIFICALLY AGREE IN WRITING ON TERMS AND CONDITIONS ADDITIONAL TO OR DIFFERENT FROM THOSE CONTAINED HERETO.

SHIPPING IS ADDITIONAL AND WILL BE BILLED SEPARATELY UNLESS INCLUDED IN THE ESTIMATE TEXT.

PLEASE PROVIDE TAX EXEMPT CERTIFICATE IF APPLICABLE

Please note: Orders must be accompanied by a tax exempt certificate or sales tax will be charged even if it is not shown on the estimate.



KFT Fire Trainer, LLC  
 5 Pearl Court  
 Unit D  
 Allendale NJ 07401  
 UNITED STATES  
 +1(201)-300-8100

**Estimate:** E000004005

**Quote Date:** 9/18/2024

Please Verify That The Billing Address is Correct And Provide A Ship-To Address, Contact Name & Phone:

Billing Address:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Shipping Address:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

**If you do not have a Purchase Order Document**, Please Fill In The Appropriate Fields To Place Your Order:

Purchase Order Number: \_\_\_\_\_ or Check here to pay by Credit Card\* \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Buyer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*If you have chosen to pay by credit card, you agree that you will be charged a transaction fee of 4%.

Please provide the E-Mail Address for the Credit Card Payment Link:

E-Mail Address: \_\_\_\_\_

**All Sales Are Deemed Taxable Unless A Valid Exemption Certificate Is Provided.**

9 October 2024

Via E-mail: [jdixon@sussex.edu](mailto:jdixon@sussex.edu)

Reference: E4004 & 4005

Sussex County Community College  
114 Morris Turnpike  
Newton, NJ 07860

Attention: Director John Dixon

Subject: Sussex County Community College, Direct Procurement Justification

Dear Director Dixon,

KFT Fire Trainer, LLC (“KFT Fire Trainer”) is pleased to provide information for your consideration with respect to a direct procurement of O-100 Mockups for your existing O-100 Hose Line FIRETRAINER®. The O-100 Hose Line FIRETRAINER® was designed specifically for use with numerous interchangeable Fire Training props such as the O-100 Aircraft (similar to a Cessna) and O-100 Roof prop, similar to your existing O-100 Car Trainer. There is no other company that makes a product that is compatible with your existing training equipment.

Should you have any questions, or if I may be of further assistance, please do not hesitate to call me at (201) 300-8139.

Thank you for your interest in our product.

Yours sincerely,



Jamie Davis  
Vice President & General Manager



## PROCUREMENT MEMO

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

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

**FROM:** Matthew Stoppay, Purchasing Manager

**DATE:** October 10, 2024

**SUBJECT:** PSTA Booker Grant KFT Roof Fire Prop (Ground)

---

**Description:** Live Fire Roof Prop (Shipping Container Roof) Roof Prop to safely replicate roof operations at structure fires under live fire conditions.

**Vendor Name:** KFT Fire Trainer, LLC

**Amount:** \$18,405.00

**Procurement Method:** Sole Source

**Funding:** Booker Congressional District spending Grant (Department Of Education)

**Attachments:** KFT Fire Trainer LLC Quote, Sole Source Letter



KFT Fire Trainer, LLC  
 5 Pearl Court  
 Unit D  
 Allendale NJ 07401  
 UNITED STATES  
 +1(201)-300-8100

**Estimate:** E000004005

**Quote Date:** 9/18/2024

**Customer:** C000043

Director John Dixon  
 Sussex Community College  
 114 Morris Turnpike  
 Newton NJ 07860  
 United States

**Expiration Date:** 12/31/2024

**Terms:** Net 30 Days

Line	Item	Quantity	UOM	Unit Price	Extended Price
1	4D1-010-872 Roof Prop Mockup with Railing	1.00	EA	18,405.00000	18,405.00

- 12 x 12 Platform
- Removable Safety Rails
- 3 Roof Pitch Options: Horizontal Position, 4:12 & 6:12 (*Forklift required to pitch the roof*)
- Platform height easily accommodates a standard 40" step Ladder with platform to access the training area, if desired

NOTE: This prop has been designed for use with a KFT Fire Trainer, LLC pilot box and pan (Not included) using **propane vapor phase only**.

\*Prop can also be utilized with Class A materials.

<b>Customer Currency:</b>	USD	US Dollar
<b>Sale Amount:</b>		18,405.00
<b>Surcharge:</b>		N/A
<b>Sales Tax:</b>		0.00
<b>Misc Charges:</b>		0.00
<b>Total Amount:</b>		18,405.00

ALL SALES ARE SUBJECT TO KFT FIRE TRAINER, LLC. TERMS AND CONDITIONS IF NOT ATTACHED HERETO, AVAILABLE AT <http://kft.firetrainer.com/tnc/KFT-US-Terms.pdf> AND NO OTHER TERMS AND CONDITIONS, ORAL OR WRITTEN, SHALL BE OF ANY FORCE OR EFFECT. ANY ADDITIONAL, DIFFERENT, OR CONFLICTING TERMS OR CONDITIONS CONTAINED IN BUYER'S PURCHASE ORDER OR IN ANY OTHER CORRESPONDENCE, PREVIOUS OR SUBSEQUENT, SHALL BE DEEMED REFUSED AND OBJECTED TO BY KFT FIRE TRAINER, LLC. AND SHALL NOT BE BINDING IN ANY WAY ON KFT FIRE TRAINER, LLC., UNLESS BUYER AND KFT FIRE TRAINER LLC. SPECIFICALLY AGREE IN WRITING ON TERMS AND CONDITIONS ADDITIONAL TO OR DIFFERENT FROM THOSE CONTAINED HERETO.

SHIPPING IS ADDITIONAL AND WILL BE BILLED SEPARATELY UNLESS INCLUDED IN THE ESTIMATE TEXT.

PLEASE PROVIDE TAX EXEMPT CERTIFICATE IF APPLICABLE

Please note: Orders must be accompanied by a tax exempt certificate or sales tax will be charged even if it is not shown on the estimate.



KFT Fire Trainer, LLC  
 5 Pearl Court  
 Unit D  
 Allendale NJ 07401  
 UNITED STATES  
 +1(201)-300-8100

**Estimate:** E000004005

**Quote Date:** 9/18/2024

Please Verify That The Billing Address is Correct And Provide A Ship-To Address, Contact Name & Phone:

Billing Address:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Shipping Address:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

**If you do not have a Purchase Order Document**, Please Fill In The Appropriate Fields To Place Your Order:

Purchase Order Number: \_\_\_\_\_ or Check here to pay by Credit Card\* \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Buyer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*If you have chosen to pay by credit card, you agree that you will be charged a transaction fee of 4%.

Please provide the E-Mail Address for the Credit Card Payment Link:

E-Mail Address: \_\_\_\_\_

**All Sales Are Deemed Taxable Unless A Valid Exemption Certificate Is Provided.**

9 October 2024

Via E-mail: [jdixon@sussex.edu](mailto:jdixon@sussex.edu)

Reference: E4004 & 4005

Sussex County Community College  
114 Morris Turnpike  
Newton, NJ 07860

Attention: Director John Dixon

Subject: Sussex County Community College, Direct Procurement Justification

Dear Director Dixon,

KFT Fire Trainer, LLC (“KFT Fire Trainer”) is pleased to provide information for your consideration with respect to a direct procurement of O-100 Mockups for your existing O-100 Hose Line FIRETRAINER®. The O-100 Hose Line FIRETRAINER® was designed specifically for use with numerous interchangeable Fire Training props such as the O-100 Aircraft (similar to a Cessna) and O-100 Roof prop, similar to your existing O-100 Car Trainer. There is no other company that makes a product that is compatible with your existing training equipment.

Should you have any questions, or if I may be of further assistance, please do not hesitate to call me at (201) 300-8139.

Thank you for your interest in our product.

Yours sincerely,



Jamie Davis  
Vice President & General Manager



## PROCUREMENT MEMO

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

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

**FROM:** Matthew Stoppay, Purchasing Manager

**DATE:** October 10, 2024

**SUBJECT:** PSTA Booker Grant KFT Airplane Prop

---

**Description:** KFT's Portable Aircraft FireTrainer® O-100 replicates the fire of a small, single-engine aircraft. The O-100 Cessna has a fire in the engine space and cockpit that utilizes vapor propane for a single-stage fire that requires firefighters to make a proper approach and extinguishment of the fire in the confined area of a small aircraft engine compartment.

**Vendor Name:** KFT Fire Trainer, LLC

**Amount:** Pilot Burn Box - \$18,750.00  
Plane - \$38,810.00  
**Total** - \$57,560.00

**Procurement Method:** Sole Source

**Funding:** Booker Congressional District spending Grant (Department Of Education)

**Attachments:** KFT fire Trainer LLC Quote, Sole Source Letter



KFT Fire Trainer, LLC  
 5 Pearl Court  
 Unit D  
 Allendale NJ 07401  
 UNITED STATES  
 +1(201)-300-8100

**Estimate:** E000004004

**Quote Date:** 9/18/2024

**Customer:** C000043

Director John Dixon  
 Sussex Community College  
 114 Morris Turnpike  
 Newton NJ 07860  
 United States

**Expiration Date:** 12/31/2024

**Terms:** Net 30 Days

Line	Item	Quantity	UOM	Unit Price	Extended Price
1	4A1-006-506-002 O-100 PILOT BOX W-O FIRE PAN ASSY	1.00	EA	18,750.00000	18,750.00

KFT Fire Trainer's portable Hose Line FireTrainer O-100 can be used as a standalone training tool to replicate fuel spill or ground fires in addition to several other types of fire scenarios.

O-100 provides hot, challenging fires to train both new recruits and seasoned firefighters. The O-100 is a completely portable unit that can be setup and operated by one person. All the fires are controlled by the instructor and are easily ignited and turned off. This means greater fire fighter safety and highest numbers of firefighters that can be trained per day.

The O-100 is constructed of stainless steel, making it robust and easy to maintain, and it burns environmentally acceptable propane. Safety is paramount with the operator/instructor controlling a "deadman" button on the control pendant that when released, instantly stops the fire.

Optional props are offered for the O-100 to create various fire training scenarios, such as a Christmas tree, propane cylinder, BBQ grill, commercial dumpster, car, truck, helicopter, F-16, split pipe flange, paint locker, motor generator and horizontal propane tank.

O-100 Pilot Box for Portable Hose Line FireTrainer (no Burn Pan)

- Stainless Steel Construction
- O-100 Pilot Box Includes Accessories
- 110V AC (50' AC power cable provided)
- Water bath burner
- Two stage flame control
- Hand held operator control pendant with 30' cord
- Qty. (2) 50' 3/4" & qty. (2) 10' 3/4" hoses
- Power cord
- Protective covers for hoses
- Propane tank connections/adapter
- Manual
- 135 lbs. / 36"x24"x24" approx.



KFT Fire Trainer, LLC  
 5 Pearl Court  
 Unit D  
 Allendale NJ 07401  
 UNITED STATES  
 +1(201)-300-8100

**Estimate:** E000004004

**Quote Date:** 9/18/2024

2	4C1-010-591	1.00	EA	38,810.00000	38,810.00
O-100 CESSNA MOCKUP ASSY					

KFT's Portable Aircraft FireTrainer® O-100 replicates the fire of a small, single engine aircraft. The O-100 Cessna has a fire in the engine space and cockpit that utilizes vapor propane for a single stage fire that requires firefighters to make proper approach and extinguishment on the fire in the confined area of a small aircraft engine compartment. The O-100 pilot box allows the operator to safely control the training scenario at the push of a button, while clean-burning propane fuel significantly reduces environmental concerns. The aircraft fire prop's functional castors allow the mock-up to be moved easily.

O-100 CESSNA Aircraft mockup:

- Generates propane fueled fires(vapor only) under the control of an instructor
- Constructed of carbon steel
- Equipped with three swiveling caster wheels to allow the mockup to be moved into position for training.
- Equipped with operable cockpit doors.
- Requires pilot box 4A1-006-506-002, NOT included
- Includes integrated pan

NOTE: SHIPPING COST TO CUSTOMER LOCATION IS ADDITIONAL.

<b>Customer Currency:</b>	USD	US Dollar
<b>Sale Amount:</b>		57,560.00
<b>Surcharge:</b>		N/A
<b>Sales Tax:</b>		0.00
<b>Misc Charges:</b>		0.00
<b>Total Amount:</b>		57,560.00

Please note: Orders must be accompanied by a tax exempt certificate or sales tax will be charged even if it is not shown on the estimate.

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KFT Fire Trainer, LLC  
 5 Pearl Court  
 Unit D  
 Allendale NJ 07401  
 UNITED STATES  
 +1(201)-300-8100

**Estimate:** E000004004

**Quote Date:** 9/18/2024

Please Verify That The Billing Address is Correct And Provide A Ship-To Address, Contact Name & Phone:

Billing Address:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Shipping Address:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

**If you do not have a Purchase Order Document**, Please Fill In The Appropriate Fields To Place Your Order:

Purchase Order Number: \_\_\_\_\_ or Check here to pay by Credit Card\* \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Buyer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*If you have chosen to pay by credit card, you agree that you will be charged a transaction fee of 4%.

Please provide the E-Mail Address for the Credit Card Payment Link:

E-Mail Address: \_\_\_\_\_

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9 October 2024

Via E-mail: [jdixon@sussex.edu](mailto:jdixon@sussex.edu)

Reference: E4004 & 4005

Sussex County Community College  
114 Morris Turnpike  
Newton, NJ 07860

Attention: Director John Dixon

Subject: Sussex County Community College, Direct Procurement Justification

Dear Director Dixon,

KFT Fire Trainer, LLC (“KFT Fire Trainer”) is pleased to provide information for your consideration with respect to a direct procurement of O-100 Mockups for your existing O-100 Hose Line FIRETRAINER®. The O-100 Hose Line FIRETRAINER® was designed specifically for use with numerous interchangeable Fire Training props such as the O-100 Aircraft (similar to a Cessna) and O-100 Roof prop, similar to your existing O-100 Car Trainer. There is no other company that makes a product that is compatible with your existing training equipment.

Should you have any questions, or if I may be of further assistance, please do not hesitate to call me at (201) 300-8139.

Thank you for your interest in our product.

Yours sincerely,



Jamie Davis  
Vice President & General Manager



## PROCUREMENT MEMO

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

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

**FROM:** Matthew Stoppay, Purchasing Manager

**DATE:** October 9, 2024

**SUBJECT:** Work Spindle Replacement for Satisloh CNC Polishing Machine (ratify)

---

**Description:** To ratify the purchase of repair/replacement of work spindle component. Satisloh technician per diem and travel expense to perform repair. This was an imminent need to enable the continuation of optics technology instruction.

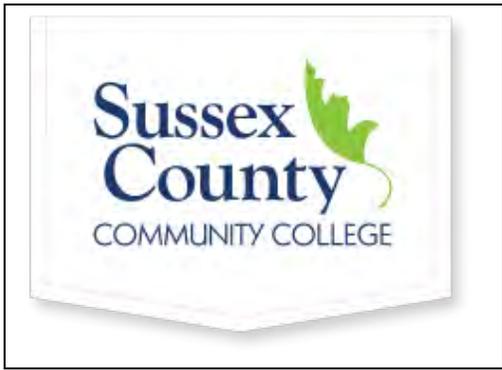
**Vendor Name:** Satisloh North America Inc

**Amount:** \$24,201.88

**Procurement Method:** Sole Source

**Funding:** \$21,701.88 from insurance claim, \$2500 from Optics Technology – Instructional budget

**Attachments:** Satisloh Quote, Sore Source Letter, Purchase Order



Vendor Address

Ship To Address

-----  
 SATISLOH NORTH AMERICA INC  
 N106 W13131 BRADLEY WAY STE 200  
 GERMANTOWN, WI 53022  
 USA  
 FAX: 262-255-6002  
 PHONE: 262-255-6001

-----  
 SUSSEX COUNTY COMMUNITY COLLEGE  
 ONE COLLEGE HILL ROAD  
 NEWTON, NJ 07860  
 USA

Customer #	Vendor ID	Need by Date	Terms
	123321	10/01/24	Net 30

--- Internal Information ---	-----		
Fruge	123321	2425	RP112422

QTY	UNITS	DESCRIPTION	UNIT COST	TOTAL
1	EACH	02-067-460 Spindle SPM-125	17897.88	\$17897.88
11	EACH	06-001-435 Travel Time POS	85.00	\$935.00
650	CT	06-001-515 Travel Car	0.66	\$429.00
4	EACH	06-001-402 Serivce Per Diem	275.00	\$1100.00
24	EACH	06-001-440 Reapir Per Hour	160.00	\$3840.00

As per attached Quote # 21557864

=====  
 \$24,201.88

*Matthew J. Stoppay 9/18/2024*  
 Matthew J. Stoppay, Purchasing Manager

Submit Invoices to: Sussex County Community College, One College Hill Road, Newton, NJ 07860 or email [quickpay@sussex.edu](mailto:quickpay@sussex.edu) Emailing invoices is preferred.

SUSSEX COUNTY COMMUNITY COLLEGE  
 One College Hill Road  
 Newton NJ 07860

Satisloh North America Inc.  
 Suite 200  
 N106 W13131 Bradley Way  
 P.O. Box 664  
 Germantown, Wisconsin 53022  
 Phone 262/255-6001  
 Fax 262/255-6002  
 www.satisloh.com

Quotation	
Quotation no./Date	21557864 / 07/19/2024
Reference no./Date	**Quote** / 09/11/2024
Customer no.	26122
Validity period	07/19/2024 until 10/11/2024
Contact person/Telephone	Betsy Hiller Ext #221 / (262)255-6001
E-Mail	betsy.hiller@satisloh.com

Mode of despatch: UPS Ground  
 Terms of delivery: free on board shipping point prepaid & add  
 Terms of payment: \*30 days net

Remark:

Item	Material / old Material-No. Description	Quantity / Unit	Price Unit USD	Total USD
10	02-067-461 Assembl. Work piece spindle SPM-125	1 EA	17,897.88 / 1	17,897.88
20	06-001-435 Travelling time per hour POS	11.0 HRS	85.00 / 1	935.00
**ALL PRICING IS APPROXIMATE AND WILL BE BILLED AT ACTUAL COSTS**				
30	06-001-515 Travelling by car, per mile POS	650 MEI	0.66 / 1	429.00
**ALL PRICING IS APPROXIMATE AND WILL BE BILLED AT ACTUAL COSTS**				

Item	Material / old Material-No. Description	Quantity / Unit	Price Unit USD	Total USD
40	06-001-402 Service per diem std city, PR  **ALL PRICING IS APPROXIMATE AND WILL BE BILLED AT ACTUAL COSTS**	4 D	275.00 / 1	1,100.00
50	06-001-440 Inst./repair/maint.perhour POS  **ALL PRICING IS APPROXIMATE AND WILL BE BILLED AT ACTUAL COSTS**	24.0 HRS	160.00 / 1	3,840.00
Items total				24,201.88
Down Payment				
<b>Final amount</b>				<b>24,201.88</b> =====

No re-export to Russia

(1) The Customer shall not provide, supply, sell, resell, export, re-export or retransfer, directly or indirectly, any asset, product, technology, technical data or service ("Goods") provided by Satisloh under or in connection with this contract ("Agreement") to the Russian Federation or for use in the Russian Federation, as covered by Article 12g of Council Regulation (EU) No 833/2014.

(2) The Customer shall undertake its best efforts to ensure that the purpose of paragraph (1) is not frustrated by any third parties in the commercial chain, including by possible resellers and the Customer shall impose similar contractual obligations to its customers, and resellers of the Goods.

(3) The Customer shall establish and maintain adequate monitoring mechanisms to detect and prevent any actions by third parties in the commercial chain, including by possible resellers, that would frustrate the purpose of paragraph (1).

(4) Any violation of paragraphs (1), (2) or (3) constitutes a material breach of this Agreement, and Satisloh will be entitled to seek appropriate remedies, including, but not limited to:

(i) termination of this Agreement; and

(ii) liquidated damages of 5% of the total value of this Agreement or price of the Goods exported, whichever is higher.

(5) The Customer shall immediately inform Satisloh about any difficulties in applying paragraphs (1), (2) or (3), including any third party activities that could frustrate the purpose of paragraph (1). The Customer shall make available to Satisloh information concerning compliance with the obligations under paragraph (1), (2) and (3) within two weeks of the request of such information.



Satisloh North America, Inc.  
N106 W13131 Bradley Way Suite 200  
Germantown, WI 53022  
USA

Phone +1 262-255-6001  
Fax +1 262-255-6002

[www.satisloh.com](http://www.satisloh.com)  
[info.usa@satisloh.com](mailto:info.usa@satisloh.com)

September 13, 2024

To Whom it May Concern,

This letter is to confirm that Satisloh is the sole source for our optical manufacturing products and equipment. Furthermore, Satisloh is the only authorized representative to provide service and repairs for our products and equipment.

If you have any questions, please reach out at 800-866-5640.

Best,

Betsy Hiller  
Precision Optics Coordinator



**September 30, 2024**  
**Three Months YTD**  
**FYE June 30, 2025**



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Financial Status Discussion	3
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Income Statement	6
Board Designated Funds (excel file)	

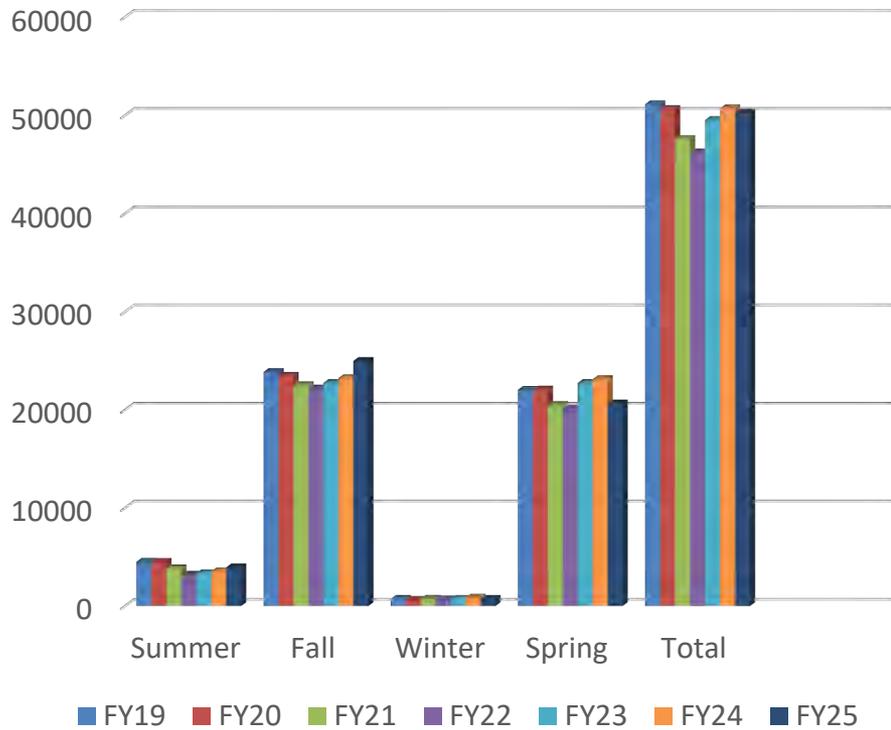
# Financial Status Discussion

- Overall Financial Status – Current and Year End

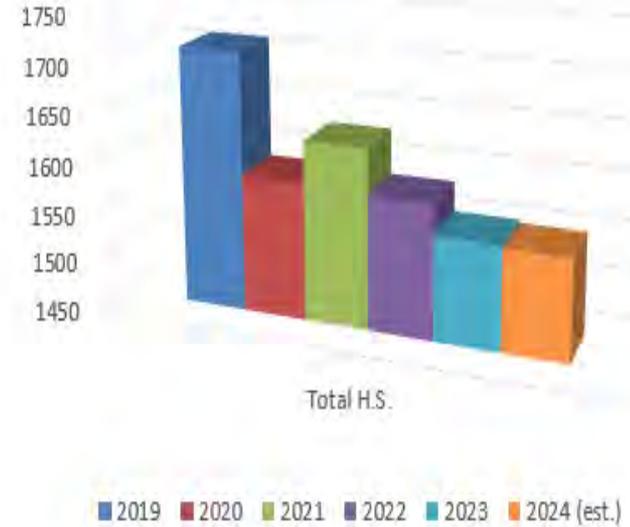
# September YTD FY25 - Credit Hours Dashboard

Credit Hours	FY25	FY25 Budget	FY25A vs FY25B	FY24 Actuals	FY25A vs FY24A
Summer II	929	436	113%	655	41.8%
Summer III	1,494	1,137	31%	1,183	26.3%
Fall	24,974	23,980	4%	23,219	7.6%
<u>1st half of year</u>	27,397	25,553	7%	25,057	9.3%

## Credit Hours



## Sussex County H.S. Senior Class Population



	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Summer	4511	4492	3838	3194	3331	3523	3941
Fall	23856	23460	22506	22166	22736	23219	24974
Winter	721	625	734	671	717	841	720
Spring	22033	22060	20495	20185	22737	23120	20647
Total	51121	50637	47573	46216	49521	50703	50282
Yr. over Yr.		<b>-0.9%</b>	<b>-6.1%</b>	<b>-2.9%</b>	<b>7.2%</b>	<b>2.4%</b>	<b>-0.8%</b>

# Income Statement

(\$thsd)	3 Mos. YTD25	3 Mos.25 YTD Budget	Budget Var \$	3 Mos. 24 YTD	Prior Year Var \$
<b>Total Student Revenues</b>	<b>2,087</b>	<b>1,934</b>	153	<b>2,008</b>	79
Change in Student Revenue			7.9%		4.0%
<b>Non-Student Revenues</b>					
State Support	1,010	976	34	950	60
County Support	1,005	1,005	0	1,005	0
CARES Support	0	0	0	17	(17)
Other Revenues	245	137	108	71	174
<b>Subtotal Non-Student Revenues</b>	<b>2,260</b>	<b>2,118</b>	<b>142</b>	<b>2,043</b>	<b>217</b>
<b>Subtotal all Revenues</b>	<b>4,347</b>	<b>4,052</b>	<b>295</b>	<b>4,051</b>	<b>297</b>
Grant Revenue (Pass thru)	476	200	276	238	238
PSTA Revenue	100	85	15	69	31
Federal, State Financial Aid	343	978	(635)	466	(123)
Federal ,State Loans	52	738	(685)	59	(7)
<b>Subtotal Grant Revenues(Pass thru)</b>	<b>971</b>	<b>2,001</b>	<b>(1,029)</b>	<b>832</b>	<b>139</b>
<b>Total Operating Revenues</b>	<b>5,318</b>	<b>6,052</b>	<b>(734)</b>	<b>4,883</b>	<b>436</b>
<b>Expenses</b>					
Salaries/Benefits	2,912	3,394	(482)	2,671	241
Other Expenses	1,700	1,762	(62)	1,804	(104)
<b>Subtotal Expenses</b>	<b>4,612</b>	<b>5,156</b>	<b>(544)</b>	<b>4,475</b>	<b>137</b>
Grant Expense (Pass thru)	476	200	276	238	238
PSTA Expense	100	85	15	69	31
Federal, State Financial Aid	343	994	(651)	466	(123)
Federal ,State Loans	52	722	(670)	59	(7)
<b>Subtotal Grant Expenses(Pass thru)</b>	<b>971</b>	<b>2,001</b>	<b>(1,029)</b>	<b>832</b>	<b>139</b>
<b>Total Operating Expenses</b>	<b>5,583</b>	<b>7,156</b>	<b>(1,573)</b>	<b>5,307</b>	<b>276</b>
<b>Contribution to Unrestricted Fund Balance</b>	<b>(265)</b>	<b>(1,104)</b>	<b>839</b>	<b>(424)</b>	<b>159</b>

# Balance Sheet - Assets

6/30/2023 Per Audit	6/30/2024	BS Chg Y/Y		9/30/2024	9/30/2023	\$ Change Year/Year	% Chg
			<b>Assets</b>				
			<b>Current Assets:</b>				
11,654	9,831		Operating accounts	7,619	8,701	(1,082)	-12%
100	159		Restricted Cash- Student Clubs	162	167	(5)	-3%
0	724		BNY Mellon - ELF	669	0	669	0%
0	0		BNY Mellon - HETI	0	0	-	0%
63	0		BNY Mellon - HEFT	0	0	-	0%
9,811	10,730		Morgan Stanley	11,324	9,638	1,686	17%
668	1,720		Lakeland Bank CD	1,749	1,669	80	5%
500	1,549		First Hope Bank CD	1,560	1,504	56	4%
22,796	24,713	1,917	Total Cash and Cash Equivalents	23,083	21,679	1,404	6%
1,823	1,796		Student Accounts Receivable Gross	5,466	5,534	-68	-1%
(1,443)	(1,334)		Less: Student Accounts Receivable Reserve	(1,328)	(1,458)	130	-9%
380	462	82	Student Accounts Receivable Net	4,138	4,076	62	2%
			<b>Other Receivables Due From/Due To:</b>				
(107)	(761)		Grants & Financial Aid	(343)	(417)	74	-18%
1,682	458		Other Receivables	1,521	(45)	1,566	-3479%
99	229		Intercompany/Interfund	199	175	24	14%
198	90		Prepaid Expenses	336	546	-210	-38%
25,048	25,191	143	Total Current Assets	28,933	26,014	2,895	11%
73,006	79,192		Fixed Assets Gross	80,232	77,216	3,016	4%
(27,657)	(33,512)		(Net of Accumulated Depreciation)	(33,628)	(31,324)	-2,304	7%
45,349	45,680	331	Total Fixed Assets	46,604	45,892	712	2%
			<b>Pension Deferrals</b>				
753	753	0	Deferred Outflows of Resources	753	485	268	55%
71,149	71,623	474	Total Assets	76,291	72,391	3,900	5%

# Balance Sheet - Liabilities

6/30/2023 Per Audit	6/30/2024	BS Chg Y/Y		9/30/2024	9/30/2023	\$ Change Year/Year	% Chg
<b>Liabilities and Net Assets</b>							
0	(26)		Accounts Payable				
1,900	1,022		Capital Lease Payable	(26)	0	-26	0%
0	0		Operating Payables/Encumbrances	631	569	62	11%
(2)	(2)		Accruals--- McGuire Escrow	0	0	0	0%
1,898	994	(904)	Other Payables	(2)	(2)	0	10%
				603	567	36	-6%
<b>2010 NJ State Funding Adjustment</b>							
1,604	1,626		Accrued Compensated Absences Payable	1,626	1,629	-3	0%
767	202		Deferred Revenues	4,649	4,652	-3	0%
289	275		Deferred other deposits	1	2	-1	-56%
0	724		NJEFA Higher Ed(ELF)Equi	669	0	669	0%
0	0		NJEFA Higher Ed(HETI)Tec	0	0	0	0%
63	0		NJEFA Higher Ed(HEFT)	0	238	-238	-100%
2,723	2,827	104		6,945	6,521	424	6%
4,621	3,821	(800)	<b>Total Current Liabilities</b>	<b>7,547</b>	<b>7,088</b>	<b>459</b>	<b>6%</b>
4,872	4,872		0 Net Pension Liability	4,872	3,725	1,147	31%
1,413	1,413		Pension Deferrals				
			0 Deferred Inflows of Resources	1,413	3,416	-2,003	-59%
<b>NET POSITION</b>							
45,346	45,680	334	Invested in Capital Assets	46,604	45,892	712	2%
0	0	0	Capital Lease Payable(ELF)	0	0	0	0%
45,346	45,680	334	<b>Net Invested in Capital Assets</b>	<b>46,604</b>	<b>45,892</b>	<b>712</b>	<b>2%</b>
49	59	10	Restricted	62	67	-5	-7%
100	100	0	NJ Comm College Worforce Consortium Investment	100	100	0	0%
149	159	10	<b>Restricted</b>	<b>162</b>	<b>167</b>	<b>-5</b>	<b>-3%</b>
14,544	15,479		Unrestricted-Operating Statement PL	15,487	11,899	3,588	30%
(9,500)	(9,500)		GASB 68 PERS	(9,500)	(9,500)	0	0%
9,705	9,705		Board Designated funds	9,705	9,705	0	0%
14,749	15,684	688	<b>Operating and Board Designated Funds</b>	<b>15,692</b>	<b>12,104</b>	<b>3,588</b>	<b>30%</b>
60,244	61,523		<b>Total Net Assets</b>	<b>62,458</b>	<b>58,163</b>	<b>4,295</b>	<b>7%</b>
71,149	71,623	(800)	<b>Total Liabilities and Net Assets</b>	<b>76,290</b>	<b>72,391</b>	<b>3,899</b>	<b>5%</b>

# Key Metrics

## SUSSEX COUNTY COMMUNITY COLLEGE

(\$Thsd)	September YTD 25	September YTD 24	September YTD 23
<b>Balance Sheet - Current Assets</b>			
Operating Cash Accounts	\$ 7,619	\$ 8,701	\$ 10,185
BNY Mellow - ELF & HETI & HEFT Grants Funds	\$ 669	\$ -	\$ 63
Investment CD'S Designated Funds	\$ 14,795	\$ 12,978	\$ 9,749
Student Accounts Receivable	\$ 4,138	\$ 4,076	\$ 3,864
Grants Receivable	\$ (343)	\$ (417)	\$ (40)
Other Receivables	\$ 2,056	\$ 676	\$ 2,202
<b>Total Current Assets</b>	<b>\$ 28,933</b>	<b>\$ 26,014</b>	<b>\$ 26,023</b>
<b># Months of OPEX covered by Liquid Assets</b>	<b>13.1</b>	<b>13.1</b>	<b>13.9</b>
<b>Financial Benchmark 3-4 months avg</b>			
<b>Accounts Payable</b>			
Operating Payables	\$ 603	\$ 567	\$ 608
PTO Accruals	\$ 1,626	\$ 1,629	\$ 1,687
NJEFA - ELF & HETI & HEFT	\$ 669	\$ 238	\$ 63
Deferred Revenue	\$ 4,650	\$ 4,654	\$ 4,576
<b>Total Current Liabilities</b>	<b>\$ 7,547</b>	<b>\$ 7,088</b>	<b>\$ 6,934</b>
<b>Working Capital</b>	<b>\$ 21,386</b>	<b>\$ 18,926</b>	<b>\$ 19,089</b>
<b>Working Capital/Current Ratio.....current year</b>	<b>3.83</b>	<b>3.67</b>	<b>3.75</b>
<b>Financial Benchmark 2-4 avg</b>			
<b>Operating Statement (exclusive of pass thru's)</b>	<b>September YTD 25</b>	<b>September YTD 24</b>	<b>September YTD 23</b>
Operating Revenue	\$ 4,347	\$ 4,051	\$ 3,907
Operating Expenses	\$ 4,612	\$ 4,475	\$ 3,814
Net Contribution to Fund Balance	\$ (265)	\$ (424)	\$ 93

# Income Statement Discussion



Impact of increased  
student revenue  
contribution to the  
Fund Balance



October 18, 2024

Attn: William Dvorak  
USDA, Food and Nutrition Service  
PO BOX 7228  
Falls Church, VA 22040

Dear Mr. Dvorak,

This letter serves to confirm that the Board of Trustees of Sussex County Community College has entrusted Jon Connolly, President, to act on behalf of the organization in all matters related to the College's SNAP (EBT) application and the College's status as a SNAP Retailer Service Center.

This authorization is effective as of October 22, 2024, and will remain in effect unless the Board of Trustees notifies otherwise.

If you have any questions or require further information, please do not hesitate to contact us.

Sincerely,

Kurt Gewecke  
Board Chair

One College Hill Road | Newton, New Jersey 07860  
Phone: 973-300-2100 | [sussex.edu](http://sussex.edu)



**Correspondence File – October 2024**

1. Email and photos regarding department collaboration: Performing arts, media, and criminal justice.

**From:** [Kathleen Okay](#)  
**To:** [Wendy Fullem](#); [Jon Connolly](#)  
**Subject:** FW: Thank you, Criminal Justice Department  
**Date:** Thursday, September 26, 2024 9:04:50 AM  
**Attachments:** [IMG\\_7836.jpeg](#)  
[IMG\\_7831.jpeg](#)  
[IMG\\_7842.jpeg](#)  
[IMG\\_7845.jpeg](#)

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**From:** Allison Ognibene <aognibene@sussex.edu>  
**Sent:** Thursday, September 26, 2024 9:03 AM  
**To:** Dawn Flanders <dflanders@sussex.edu>; Rachele Jones <rjones1@sussex.edu>; Nancy Gallo <ngallo@sussex.edu>; Sherry Fitzgerald <sfitzgerald@sussex.edu>; Kathleen Okay <kokay@sussex.edu>  
**Cc:** Tim O'Connor <toconnor@sussex.edu>; Kathleen Peterson <kpeterson@sussex.edu>  
**Subject:** Thank you, Criminal Justice Department

Hello everybody,

I wanted Kathleen Okay, Nancy Gallo and Sherry Fitzgerald to know how INCREDIBLE Dawn Flanders and Rachele Jones were last night at an arranged collaborative event speaking with the "12 Angry Jurors" cast and crew. Tim O'Connor's sound class effectively used this time to work on a live event. It was a captivating crowd and the collaboration between the theater, media and criminal justice departments fully demonstrated the mission of the college.

This was an in-depth discussion about the jury process and the students and community members in the cast asked pertinent questions that Rachele and Dawn answered with such vigor and knowledge - the cast absolutely loved it! Rachele broke down the judicial process that helped the cast truly understand their roles. She even talked about the play and said 97% would happen. Dawn brought in a video of what a juror would watch while being selected as a juror - it was a perfect event and the entire cast and crew were extremely appreciative for Rachele's and Dawn's knowledge, time and fascinating first-hand stories about working in the legal and criminal justice field.

We are now planning a panel discussion for the public prior to one of the shows:

Thursday, November 14 | 7:30 pm

Friday, November 15 | 7:30 pm

Saturday, November 16 | 2 pm

Friday, November 22 | 7:30 pm

Saturday, November 23 | 2 pm

Saturday, November 23 | 7:30 pm

More to come!

Allison Ognibene  
Adjunct-Theater  
Theater Liaison



