

SUSSEX COUNTY COMMUNITY COLLEGE

Board of Trustees



Tuesday, April 23, 2024 ~ 5:00 p.m.
Performing Arts Center Atrium



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

AGENDA

1. General Institutional Functions

- 1.1 Call to Order
- 1.2 Public Statement: Adequate notice of this meeting specifying the time and location was transmitted via fax, posted to the Sussex County Community College Website, and on the main entry doors to the Administration Building, on April 18 and 19, 2024, pursuant to the Open Public Meetings Act, N.J.S.A. 10:4-8.
- 1.3 Roll Call / Pledge of Allegiance
- 1.4 Welcome to Guests
All members of the public who provide public comment shall first identify themselves. Public comments may be submitted to the Board of Trustees Secretary via email or written letter if received at least (8) hours prior to the meeting. Written public comments shall be read at the meeting with the same time restrictions as all public comments at the meeting. Duplicative comments may be summarized at the discretion of the Board of Trustees Chair.
- 1.5 Courtesy of the Floor on Agenda Items Only (Public Session-5 Minutes per Speaker).

ACTION

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

Consent Agenda – ACTION/RC

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

- 2.1 Approval of Personnel Items

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

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

3. Finance – ACTION/RC

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

4. Reports

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

5. **Presentations** – None this month.
6. **Courtesy of the Floor on General Matters** (Public Session-5 Minutes per Speaker.)

7. **Other Business**

Discussion / Reports / Announcements:

- 7.1 Trustee Activity Update
- 7.2 President's Report
- 7.3 Chair's Comments
- 7.4 The next meeting of the Board of Trustees will take place Tuesday, May 28, 2024, location TBD.

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

Be it resolved that the Board of Trustees will now go into an Executive Session to discuss matters pertaining to pending litigation, attorney-client privilege, and personnel matters. The matters discussed will be made public if and when the circumstances requiring confidentiality no longer exist, however it is not presently known if and when that will be.

It is expected that the Executive Session shall last approximately 60 minutes and no action will be taken after the Executive Session

9. **Adjournment**

PERSONNEL & CURRICULUM COMMITTEE
SUSSEX COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES
Tuesday, April 16, 2024
Zoom Virtual Meeting

MINUTES

Start: 3:01 p.m.

End: 3:42 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 Ms. Caputo.

PERSONNEL – The committee reviewed:

- Personnel Actions: March 13, 2024 – April 9, 2024 including: Part-time new hires, resignations/terminations/positions ended, full-time and part-time open positions. There were no new full-time new hires, leaves, or transfers. ***The committee agrees to bring to the Board of Trustees for approval.***
- Recommendation to Approve One Sabbatical Leave for the '25-'26 AY.

Consistent with contract provisions, we are requesting Board approval for one sabbatical leave, for a tenured full-time faculty member, for the purpose of pursuing significant scholarly work. This may be taken as either a one-semester leave at full pay, or for one full year at one-half of the unit member's annual salary. This leave would occur within the '25-'26 AY year. Should one or more applicants apply, each application would be reviewed by the applicant's academic department, Dean, Chief Academic Officer, the College President, and, at the January '25 Board Meeting, by the Board itself. Only one sabbatical leave will be approved.

Conversation ensued regarding how topics for sabbaticals are determined, who covers for the faculty member on sabbatical, how Rich Linden's sabbatical benefits SCCC and our adjunct faculty, reducing teaching loads from 15 to 12 credits in the future, "tangibles" of the sabbatical when it ends, scholarly pursuit, and peer review. ***The committee agrees to bring to the Board of Trustees for approval.***

CURRICULUM – The committee reviewed:

- Recommendation to Approve the Following New Academic Certificate: Liberal Arts & Sciences.

This 34-credit academic certificate provides individuals with a broad array of communication, social science and science courses. Electives include choices in mathematics, health science, humanities, social science and medical assisting courses. Initially designed as an alternate completion route for pre-nursing majors who are not able to successfully transfer into a nursing program, this academic certificate, with the selection of specific electives, will allow students to earn specific one-course credentials in EKG and/or Phlebotomy, allowing them to become nationally certified in these areas, and enter the broader health care field. ***The committee agrees to bring to the Board of Trustees for approval.***

- Recommendation: Terminate Degree Option: Computer Information Systems: Digital Forensics, A.A.S.

SCCC intends to terminate our AAS degree program option, Computer Information Systems: Digital Forensics, due to sustained low enrollment of this option, initiated in 2017. The minimal students who have elected this option have had their courses cancelled due to low enrollment, and have had to substitute other computer studies courses to fulfill their graduation requirements, through the course waiver and substitution process. Additionally, major employers that utilize digital forensic professionals are, for the most part, law enforcement and government agencies. Thus, only the larger municipalities or counties would have such a position available. The few remaining students will be notified and advised on completion. ***The committee agrees to bring to the Board of Trustees for approval.***

- Recommendation: Terminate Certificate of Achievement: Cyber Crime Investigation.

SCCC intends to terminate our certificate of achievement (COA) in Cyber Crime Investigation, due to sustained low enrollment of this COA, initiated in 2017. This COA has experienced the same issues with low-enrolled courses it shares with the Digital Forensics option. The one student remaining in this option will be notified and advised on completion. ***The committee agrees to bring to the Board of Trustees for approval.***

OTHER BUSINESS

- The committee received and reviewed Incident Reports - March 20, 2024-April 5, 2024.
- Mr. Gewecke provided an update regarding distribution of the PACE Survey.

AUDIT & POLICY COMMITTEE
SUSSEX COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES
Tuesday, April 16, 2024
Zoom Virtual Meeting

MINUTES

Start: 4:00 p.m.

End: 4:37 p.m.

Present: Dr. Carrick-Chair, Mrs. Frank, Mr. Gewecke, Dr. Connolly, Dr. Okay, Dr. Homer
(arrived later in the meeting), Dr. Gallo, Mrs. Fullem, and Mrs. Caputo.

POLICY – The committee reviewed:

- Existing policies that were presented for three-year review. These policies had no changes.
 - Policy No. 200.23 Sick Days.
 - Policy No. 200.24 Personal Days.
 - Policy No. 200.27 Jury Duty.

The committee agrees to bring to the Board of Trustees for approval.

- 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.” ***The committee agrees to bring to the Board of Trustees for approval.***
- Housing Policy No. 700.xx Service & Emotional Support Animals on Campus. The committee engaged in conversation regarding the background of on-campus housing, and that the Board has agreed to move forward with planning. Discussion included animals in residence halls and campus, the current animals on campus policy, the difference between service dogs and emotional support animals, remaining ADA compliant and that ADA only allows for service dogs, and that the college wants to be legal and rigorous in this policy, with the ability to “relax” it as necessary. The policy will be reviewed by an attorney.

AUDIT – None this month.

OTHER BUSINESS

- The committee received and reviewed Incident Report March 20, 2024-April 5, 2024.
- Mr. Gewecke provided the committee with an update regarding distribution of the PACE Survey.

FINANCE & FACILITIES COMMITTEE
SUSSEX COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES
Tuesday, April 16, 2024
Zoom Virtual Meeting

MINUTES

Start: 5:00 p.m.

End: 6:31 p.m.

Present: Dr. Crowley-Chair, Mrs. Frank, Mr. Gewecke, Dr. Connolly, Dr. Okay, Dr. Homer, Dr. Gallo, Mr. Gandhi, Mr. Fruge, Mrs. Fullem, Mrs. Unrath, Mrs. Lovas, and Mr. Stoppay.

FINANCE – The Financial Statements were moved until after the procurement items. The committee reviewed:

- Change Order for Vertiv Services. Original board approval for \$23,000. Renewal rates increased. Amount for Change Order = \$28,175.17. Operating Funds. ***The committee agrees to bring to the Board of Trustees for approval.***
- 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. ***The committee agrees to bring to the Board of Trustees for approval.***
- 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. ***The committee agrees to bring to the Board of Trustees for approval.***
- Judy Lovas provided an in-depth explanation of the ITS-related items, including phones and fiber/switches.
- 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. ***The committee agrees to bring to the Board of Trustees for approval.***
- 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. ***The committee agrees to bring to the Board of Trustees for approval.***
- 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. ***The committee agrees to bring to the Board of Trustees for approval.***
- SHI to Replace Fiber Switches, in the Amount of \$26,353.69. Operating Funds. ***The committee agrees to bring to the Board of Trustees for approval.***
- 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. ***The committee agrees to bring to the Board of Trustees for approval.***
- MS April 8, 2024 Portfolio.

FACILITIES – The committee reviewed:

- Murray Contracting for Pavement Repair at MTEC, in the Amount of \$340,000. Operating Funds. ***The committee agrees to bring to the Board of Trustees for approval.***

- Open Systems Integrators for Feenics Security System at MTEC in the Amount of \$29,926. Operating Funds. ***The committee agrees to bring to the Board of Trustees for approval.***
- Open Systems Integrators for Feenics Security System at the PSTA, in the Amount of \$18,321. Chapter 12. ***The committee agrees to bring to the Board of Trustees for approval.***
- 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. ***The committee agrees to bring to the Board of Trustees for approval.***
- Unitemp MD, LLC for Building C HVAC, in the Amount of \$39,981. Operating Funds. ***The committee agrees to bring to the Board of Trustees for approval.***
- 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). Awaiting scope of work for breakdown. ***The committee agrees to bring to the Board of Trustees for approval.***

FINANCE

- 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. ***The committee agrees to bring to the Board of Trustees for acknowledgement of receipt and review.***

SAFETY AND SECURITY

- The committee received and reviewed Incident Reports for March 20 - April 5, 2024.

OTHER BUSINESS

- Discussion about the \$5M accounting gap, which is due to accrual accounting.
- Discussion regarding deferred maintenance and expenses. Dr. Homer shared a spreadsheet of calculations. Conversation included the need for a Master Plan because it was not done. Dr. Connolly created a draft.
- Staffing for projects including project management and administrator was discussed and all are in agreement that this is the route to move forward.
- Amount to procure this year was set to \$11M, and projects will be prioritized.

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

NEW HIRES:

Full-time

Part-Time:

- James Mudrick - PT Accounting Intern
- Michael Barfield – PT Athletic Equipment Manager/ Assistant Coach Football
- Brittany Barthelemy – PT Campus Life Assistant
- Owen Kohle – PT Student Farm Assistant

RESIGNATIONS/TERMINATIONS/POSITION ENDED:

- Jason Rodriguez – Full Time Coordinator Student Engagement and Inclusion
- John McCarthy – Part Time Custodian

ON LEAVE:

None at this time

INTERNAL JOB TRANSFER:

None at this time

OPEN POSITIONS:

Full-Time:

- Chief Financial Officer
- Director of Finance
- Business Accounting Faculty Tenure Track
- Computer Information Tenure Track
- 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 – Spanish
- Adjunct – Environmental Science
- Adjunct – Education

**Academic Affairs
Board Agenda Items
April 2024**

ACTION ITEMS

1. Recommendation: Approval of one sabbatical leave for the '25-'26 AY.

Consistent with contract provisions, we are requesting Board approval for **one** sabbatical leave, for a tenured full-time faculty member, for the purpose of pursuing significant scholarly work. This may be taken as either a one-semester leave at full pay, or for one full year at one-half of the unit member's annual salary. This leave would occur within the '25-'26 AY year. Should one or more applicants apply, each application would be reviewed by the applicant's academic department, Dean, Chief Academic Officer, the College President, and, at the January '25 Board Meeting, by the Board itself. Only one sabbatical leave will be approved.

2. Recommendation: Approval of the following new Academic Certificate: Liberal Arts & Sciences.
 - a. This 34-credit academic certificate provides individuals with a broad array of communication, social science and science courses. Electives include choices in mathematics, health science, humanities, social science and medical assisting courses. Initially designed as an alternate completion route for pre-nursing majors who are not able to successfully transfer into a nursing program, this academic certificate, with the selection of specific electives, will allow students to earn specific one-course credentials in EKG and/or Phlebotomy, allowing them to become nationally certified in these areas, and enter the broader health care field.
3. Recommendation: Termination of a Degree Option: Computer Information Systems: Digital Forensics, A.A.S.

Rationale: SCCC intends to terminate our AAS degree program option, Computer Information Systems: Digital Forensics, due to sustained low enrollment of this option, initiated in 2017. The minimal students who have elected this option have had their courses cancelled due to low enrollment, and have had to substitute other computer studies courses to fulfill their graduation requirements, through the course waiver and substitution process. Additionally, major employers that utilize digital forensic professionals are, for the most part, law enforcement and government agencies. Thus, only the larger municipalities or counties would have such a position available. The few remaining students will be notified and advised on completion.

4. Recommendation: Termination of a Certificate of Achievement: Cyber Crime Investigation

Rationale: SCCC intends to terminate our certificate of achievement (COA) in Cyber Crime Investigation, due to sustained low enrollment of this COA, initiated in 2017. This COA has experienced the same issues with low-enrolled courses it shares with the Digital Forensics option. The one student remaining in this option will be notified and advised on completion.

Sussex County Community College

Policy No.: 200.23

Area: Human Resources

Adopted: May 24, 2016

Re-adopted: February 25, 2020

200.23 Sick Days Policy

PURPOSE OF THE POLICY

To provide eligible Sussex County Community College (“College”) employees with paid time off for absence due to a personal or immediate family member illness or injury.

GENERAL STATEMENT OF SICK DAYS POLICY

The College provides 12 sick days per year to all regular full-time, non-faculty employees and 10 sick days per year to all regular full-time faculty members.

Sussex County Community College
Policy No.: 200.24
Area: Human Resources
Adopted: May 24, 2016
Re-adopted: February 25, 2020

200.24 Personal Days Policy

PURPOSE OF THE POLICY

To provide full-time Sussex County Community College (“College”) employees with paid days for matters that cannot be attended to outside of the regular working day.

GENERAL STATEMENT OF PERSONAL DAYS POLICY

The College provides three Personal days per fiscal year to regular, full-time employees. Accrual of Personal days only occurs while an employee is on a paid status and, if unused, shall be forfeited at the end of the fiscal year.

Sussex County Community College
Policy No.: 200.27
Area: Human Resources
Adopted: June 28, 2016
Re-Adopted: October 27, 2020

200.27 Jury Duty Policy

PURPOSE OF THE POLICY

To assist Sussex County Community College (“College”) employees in fulfilling their civic obligation when called upon for jury duty.

GENERAL STATEMENT OF JURY DUTY POLICY

Employees who are summoned for jury duty are permitted time off from their scheduled work day in accordance with law. Employees must provide a copy of their juror summons to their supervisor as soon as practicable so that, if necessary, appropriate coverage arrangements can be made.

The College shall pay full-time College employee summoned for jury duty their regular salary.

Sussex County Community College
Policy No.: 200.25
Area: Human Resources
Adopted: June 28, 2016
Re-Adopted: October 27, 2020

200.25 Holiday Policy

PURPOSE OF THE POLICY

To outline the days that Sussex County Community College (“College”) will observe as holidays.

GENERAL STATEMENT OF HOLIDAY POLICY

The College will observe certain state and federal holidays. Holidays are determined by action of the Board in conjunction with the adoption of the College’s Administrative Calendar. Full time employees who are actively employed (or on a ~~full-time~~ full-time paid leave of absence) on the day of the holiday are granted time off with pay. [Part time employees who are actively employed on the day of the holiday are granted time off with pay only for Winter Break.](#)



PROCUREMENT MEMO

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

CC: Wendy Fullem, Karen Unrath,

FROM: Matthew Stoppay, Purchasing Manager

DATE: April 9, 2024

SUBJECT: Change order

Description: Change order needed. Original Board approval for \$23,000. Rates rose for renewal \$28,175.17

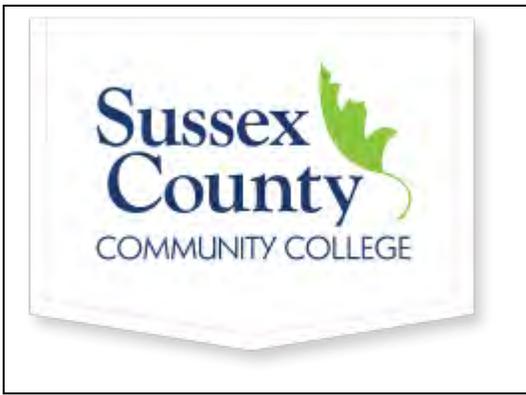
Vendor Name: Vertiv Services

Amount: \$28,175.17

Procurement Method: Sole Source – HVAC controls are Proprietary

Funding: Operating Funds

Attachments: Vertiv Services PO and Quote



Vendor Address

Ship To Address

VERTIV SERVICES, INC.
610 EXECUTIVE CAMPUS DR.
WESTERVILLE, OH 43082
USA
FAX: 732-225-7872
PHONE: 732-225-7474

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

Customer #	Vendor ID	Need by Date	Terms
	97262	03/28/24	Net 30
--- Internal Information ---			
Lovas	97262	2324	RP111299

QTY	UNITS	DESCRIPTION	UNIT COST	TOTAL
1	EACH	Server Room HVAC system Service/Warranty	28175.17	\$28175.17

Site#: 1151691
As per attached Quote # CPQ-641860

=====
\$28,175.17

Matthew J. Stoppay 3/19/2024
Matthew J. Stoppay, Purchasing Manager

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

Liebert UPS / Power / Battery Services:

- We are the Original Equipment Manufacturer and the experts on Liebert equipment with access to updates and changes, knowledge of engineering specifications, current issues and how to fix them correctly.
- Our factory trained service force is twice the size of the next largest competitor with over 650 customer engineers and field technicians in the United States alone; everywhere in the US the most knowledgeable engineers and technicians available, will cover you.
- With the most advanced tooling and instrumentation available, each CE has over \$10,000 in gear with him at all times, so any issue can be resolved in the least amount of time possible.
- To make sure we get the right part to the right place at the right time, we have the industry's most sophisticated parts logistics system. No matter where you are in the US we also have a parts warehouse close to serve you.
- We maintain and follow all safety and compliance regulations necessary to keep CE's from harm and protect you, our customers from liability. We care about your safety.

Cooling Services:

- Liebert Service is your only choice for factory direct services on your Liebert Precision Cooling products including; equipment start-ups, preventive maintenance, emergency service, legacy control upgrades, energy efficiency upgrades and site assessments.
- We have the ability to apply the latest technology with the required engineering depth and understanding of the systems and how they operate / integrate into your overall facility. Factory-trained service technicians are the best qualified to set-up, maintain and optimize these systems and controls.
- It is important to develop and adhere to a long-term service plan that includes preventive maintenance and optimization of the precision cooling system with regular maintenance plans.
- Service is part of a long-term service cost saving plan that can substantially decrease energy consumption. Providing and proving the savings is critical to overall cost control.

Standard Maintenance Contracts:

Site#: 1151691, SUSSEX COUNTY COMMUNITY, ONE COLLEGE HILL RD, NEWTON, NJ 07860

Tag #	Description	Model #	Annual PM Qty.	Coverage Type (Coverage Dates)	Coverage Amount
1660729	NPOWER 30-50	37SA050CCC6E034	2	ESSENTIAL (03/07/2023) - (03/06/2024)	\$6,937.05
1660731	SEALED BATTERY	37BP050XMX1BNL	4	Essential 8x5 (03/07/2023) - (03/06/2024)	\$6,605.66
1660730	MBC/SLIM LN CAB	37MB050CCC62Q	1	ESSENTIAL (03/07/2023) - (03/06/2024)	\$890.85

Tag #	Description	Model #	Annual PM Qty.	Coverage Type (Coverage Dates)	Coverage Amount
1662056	CHALLENGER AIR	BU060E7CD00997A	4	ESSENTIAL (03/07/2024)(03/06/2025)	\$4,110.65
1662057	CHALLENGER AIR	BU060E7CD00896S	4	ESSENTIAL (03/07/2024)(03/06/2025)	\$4,110.65
1662058	MINI MATE AIR	MMD60E7C00LGS95	4	ESSENTIAL (03/07/2024)(03/06/2025)	\$3,420.31
1662056	CHALLENGER COIL CLEANING	BU060E7CD00997A	1	1PM COIL CLEANING (03/07/2024)(03/06/2025)	\$700.00
1662057	CHALLENGER COIL CLEANING	BU060E7CD00896S	1	1PM COIL CLEANING (03/07/2024)(03/06/2025)	\$700.00
1662058	MINI MATE COIL CLEANING	MMD60E7C00LGS95	1	1PM COIL CLEANING (03/07/2024)(03/06/2025)	\$700.00

Total price not including tax: \$28,175.17

any tax required must be included in customer purchase order

Payment Terms: Net 30 Days



PROCUREMENT MEMO

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

CC: Wendy Fullem, Karen Unrath

FROM: Matthew Stoppay, Purchasing

DATE: March 22, 2024

SUBJECT: Increase to FY24 Blanket Purchase Order

Description: Food Supplies – Culinary

Vendor Name: The Chef's Warehouse

Amount: Current PO: \$14,000 Increase by \$6,000= Total: \$20,000 **Procurement**

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

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: April 9, 2024

SUBJECT: GIS/Engineering Laptops and Cart

Description: laptops to run GIS and physics/engineering software to add to class set. Updated and energy efficient laptop cart to hold larger units.

Vendor Name: Dell

Amount: \$23,595.00

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

Funding: Carolyn Jane Scott Charitable Trust

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. 11, 2024**.

You can download a copy of this quote during checkout.

[Place your order](#)

Quote No.	3000173491664.1	Sales Rep	Jordyn Farrar
Total	\$23,595.00	Phone	(800) 456-3355, 80000
Customer #	4466333	Email	Jordyn.Farrar@Dell.com
Quoted On	Mar. 12, 2024	Billing To	ACCOUNTS PAYABLE
Expires by	Apr. 11, 2024		SUSSEX COUNTY COMM
	Dell NASPO Computer		COLLEGE
Contract Name	Equipment PA - New		1 COLLEGE HILL RD
	Jersey		ACCOUNTS PAYABLE
Contract Code	C000001128033		NEWTON, NJ 07860-1149
Customer Agreement #	23026 / M0483/24-TELE-		
	70807		
Deal ID	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

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

Product	Unit Price	Quantity	Subtotal
Mobile Precision 7780	\$3,104.00	7	\$21,728.00
ELEMENT CART 30, USB-C PRE-WIRED, COOL GRAY	\$1,867.00	1	\$1,867.00

Subtotal:	\$23,595.00
Shipping:	\$0.00
Environmental Fee:	\$0.00
Non-Taxable Amount:	\$23,595.00
Taxable Amount:	\$0.00
Estimated Tax:	\$0.00

Total: \$23,595.00

License Subtotal for Commitment Term: \$0.00

*Excludes Taxes

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Shipping Group Details

Shipping To

CENTRAL RECEIVING
 SUSSEX COUNTY COMM COLLEGE
 ONE COLLEGE HILL
 BLDG E
 NEWTON, NJ 07860
 (973) 300-2189

Shipping Method

Standard Delivery Free Cost

	Unit Price	Quantity	Subtotal
Mobile Precision 7780	\$3,104.00	7	\$21,728.00

Estimated delivery if purchased today:
 Mar. 25, 2024
 Contract # C000001128033
 Customer Agreement # 23026 / M0483/24-TELE-70807

Description	SKU	Unit Price	Quantity	Subtotal
Dell Mobile Precision Workstation 7780 CTO	210-BGPB	-	7	-
Intel Core i7-13850HX vPro (30 MB cache, 20 cores, 28 threads, up to 5.3 GHz, 55 W)	379-BFCT	-	7	-
Windows 11 Pro, English, Brazilian Portuguese PT-BR, French, Spanish	619-ARSB	-	7	-
No Microsoft Office License Included - 30 day Trial Offer Only	658-BCSB	-	7	-
Intel Core i7-13850HX, 30MB Cache, 28 Threads, 20 Cores (8P+12E) up to 5.3GHz, 55w, vPro	329-BJDC	-	7	-
NVIDIA RTX 4000 Ada 12GB GDDR6	490-BJFG	-	7	-
17.3" FHD 1920x1080 WVA, 60Hz, anti-glare, non-touch, 99% DCI-P3, 500 nits, RGB Camera, with Mic	391-BHNX	-	7	-
FHD Camera, Temporal Noise Reduction, No ExpressSign-In, Camera Shutter, Mic	319-BBIW	-	7	-
64GB, 2x32GB 5200MT/s SODIMM, non-ECC	370-BBCB	-	7	-
512GB M.2 PCIe NVMe Gen 4 2280 SSD	400-BPHY	-	7	-
No Additional Hard Drive	401-AAGM	-	7	-
No Additional Hard Drive	401-AAGM	-	7	-
No Additional Hard Drive	401-AAGM	-	7	-
No RAID	780-BBFE	-	7	-
English US non-backlit keyboard with numeric keypad, 99-key	583-BHBH	-	7	-
Contacted Smartcard only, no NFC reader, no Fingerprint reader	346-BJSF	-	7	-
Intel AX211 Wi-Fi 6/6E (up to 6GHz where available) 2x2 with Bluetooth Wireless	555-BHLT	-	7	-
93 Wh, 6 Cell, Lithium Ion Polymer, Long Lifecycle, 3-year warranty	451-BDDX	-	7	-
240W Power Adapter	492-BDGP	-	7	-
Intel vPro Management Disabled	631-BBCY	-	7	-
Not ENERGY STAR Qualified	387-BBDO	-	7	-
E5 Power cord 1M US	450-ALLF	-	7	-
Intel AX211 WLAN driver	555-BJLC	-	7	-
Mix Model 240W CTO	340-DJRX	-	7	-
Custom Configuration	817-BBBB	-	7	-
Intel Core i7 Processor Label	340-CUEQ	-	7	-

Dell Additional Software	658-BFPP	-	7	-
No SSD door, Smartcard slot only	354-BBGV	-	7	-
Quick Setup Guide for Mobile Precision 7780	340-DJQJ	-	7	-
Dell Limited Hardware Warranty Plus Service	823-3810	-	7	-
ProSupport Plus: Accidental Damage Service, 5 Years	823-3845	-	7	-
ProSupport Plus: Keep Your Hard Drive, 5 Years	823-3853	-	7	-
ProSupport Plus: Next Business Day Onsite, 5 Years	823-3861	-	7	-
ProSupport Plus: 7x24 Technical Support, 5 Years	823-3871	-	7	-
Thank you for choosing Dell ProSupport Plus. For tech support, visit www.dell.com/contactdell or call 1-866-516-3115	997-8367	-	7	-
Intel Rapid Storage Technology Driver	409-BCXJ	-	7	-

Unit Price	Quantity	Subtotal
\$1,867.00	1	\$1,867.00

ELEMENT CART 30, USB-C PRE-WIRED, COOL GRAY

Estimated delivery if purchased today:
Mar. 18, 2024
Contract # C000001128033
Customer Agreement # 23026 / M0483/24-TELE-70807

Description	SKU	Unit Price	Quantity	Subtotal
ELEMENT CART 30, USB-C PRE-WIRED, COOL GRAY	AC457909	-	1	-

Subtotal:	\$23,595.00
Shipping:	\$0.00
Environmental Fee:	\$0.00
Estimated Tax:	\$0.00

Total:	\$23,595.00
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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: April 10, 2024

SUBJECT: Virtual internet phone system

Description: Virtual internet phone system instillation and recurring costs

Vendor Name: Distinctive VoIP

Amount: Install \$10,000.00 – Monthly recurring charges \$4586.65

Procurement Method: Exception – Public Utility

Funding: Installation and Monthly Charges - Operating Funds

Attachments: Distinctive VoIP Quote, Emailed Correspondence



Prepared by: Peter Komanecki

Email: peter@distinctivevoiceanddata.com

Phone: (551) 580-2906

To: Sussex County Community College

1 College Hill Rd
Newton, NJ 07860

One Time Charges

Description	Price	Qty	Subtotal
Installation and Activation	\$10,000.00	1	\$10,000.00
			Subtotal: \$10,000.00
			Taxes: \$0.00
			Total: \$10,000.00

Recurring Charges

Description	Price	Qty	Subtotal
Calling Plan - 3 Year Term	\$2.00	312	\$624.00
Feature Plan (Office)	\$11.49	199	\$2,286.51
Basic Feature Plan (Classroom) - No portal	\$7.75	113	\$875.75
Fax-to-Email - Per Phone Number, 1 seat, 100 Pages included, additional usage billed \$0.06 per page	\$15.00	7	\$105.00
MobileConnect - App only, No voice - Per Seat	\$3.00	40	\$120.00
Domestic DID number	\$0.99	400	\$396.00
Call Path - For 911 Surcharge Purposes	\$0.00	30	\$0.00
			Subtotal: \$4,407.26
			Taxes: \$179.39
			Total: \$4,586.65

Subtotal:	\$14,407.26
Taxes:	\$179.39
Total:	\$14,586.65

Taxes / Surcharges

One Time Charges

Total: \$0.00

Recurring Charges

Federal Universal Service Fund	\$136.92
FCC Cost Recovery Fee	\$2.99
Federal Telecommunications Relay Services Fund (Non-IPCTS)	\$0.14
Federal Telecommunications Relay Services Fund (IPCTS)	\$12.34
911 Surcharge	\$27.00
Total:	\$179.39

The undersigned acknowledges that they have received, read, accepted, and agreed to the Distinctive VoIP Terms of Service, and ALL Distinctive VoIP Terms and Conditions incorporated by this reference.

Signature:

Title:

Print Name:

Date:

Company:

Sussex County Community College

Confidential and Proprietary to Distinctive VoIP. This proposal is provided to the Entity(s) and Individual(s) listed above only, and may not be disclosed or forwarded to any other party without the express, written consent of Distinctive VoIP.

From: Judy Lovas <jlovas@sussex.edu>
Sent: Sunday, April 7, 2024 10:59:47 AM
To: Matthew Stoppay <mstoppay@sussex.edu>
Subject: FW: phone system

Hi Matthew

Peter came up with better pricing for the monthly recurring phone charges of \$4586.65 instead of 5K

Please use this new quote in Board packet instead of the first quote.

Please add to Board packet virtual internet phone system installation and recurring costs.

Note the installation and service is offered by new vendor Distinctive VOIP that is a separate sister company to our network consultants Distinctive Voice & Data.

Initial Installation one time cost is 10K and could be funded from Chap 12.

Recurring phone service cost will be \$4586.65 monthly and funding would be from Operating Expenses, replacing current provider expenses from RFP Solutions, Granite and Brightspeed

Summary of the eFAX service:

eFAX allows specified users to send and receive faxes from anywhere via a web browser, without the need to be in front of a physical FAX device. Inbound faxes are also forwarded to the user's email address as a PDF which then can be further processed.

eFAX can also be set up to utilize a standard FAX machine if requested (a FAX bridge is required).



PROCUREMENT MEMO

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

CC: Wendy Fullem, Karen Unrath,

FROM: Matthew Stoppay, Purchasing Manager

DATE: April 9, 2024

SUBJECT: Fiber

Description: Replacing older style fiber within buildings will greatly improve WIFI and all campus network services.

Vendor Name: Distinctive Voice and Data

Amount: \$23,500.00

Procurement Method: Professional Services

Funding: Operating Funds

Attachments: Distinctive Voice and Data Quote

Distinctive Voice and Data

819 Pompton Ave
Cedar Grove NJ 07009
9738129131 ext. 1002
rob@distinctivevoiceanddata.com |
www.distinctivevoiceanddata.com



RECIPIENT:

Sussex County Community College

1 College Hill Rd
Newton, NJ 07860

SERVICE ADDRESS:

1 College Hill Rd
Newton, NJ 07860

Quote #2549	
Sent on	04/05/2024
Total	\$23,500.00

Product/Service	Description	Qty.	Unit Price	Total
Consulting	<p>Network connectivity improvements between intermediate distribution frames (IDFs) and main distribution frame (MDF/Server Room). This will provide ability to increase speeds from 1G to 10G per uplink between switch stacks in various parts of campus and improve queue buffers.</p> <p>Fiber - single mode (SM) fiber with 24 strands to match the main fiber backbone standards.</p> <p>Targeted areas: B-Server room MDF to B-320 IDF A-205 IDF to A-307 IDF B-Server room MDF to C-building IDF D-penthouse IDF to D-114 IDF L-110 IDF to L-library IDF</p>	1	\$23,500.00	\$23,500.00

Total	\$23,500.00
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This quote is valid for the next 30 days, after which values may be subject to change.

Signature: _____ Date: _____



PROCUREMENT MEMO

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

CC: Wendy Fullem, Karen Unrath,

FROM: Matthew Stoppay, Purchasing Manager

DATE: April 9, 2024

SUBJECT: Phone Hardware

Description: Upgrading phone systems – Phase 1, replace generic phone system with internet virtual phone system

Vendor Name: Distinctive Voice and Data

Amount: \$36,729.00

Procurement Method: Our present phone hardware is proprietary and can only be used with our old existing copper T1 phone system

Funding: Operating Funds

Attachments: Distinctive Voice and Data Quote

Distinctive Voice and Data

819 Pompton Ave
 Cedar Grove NJ 07009
 9738129131 ext. 1002
 rob@distinctivevoiceanddata.com |
 www.distinctivevoiceanddata.com



RECIPIENT:

Sussex County Community College

1 College Hill Rd
 Newton, NJ 07860

SERVICE ADDRESS:

1 College Hill Rd
 Newton, NJ 07860

Quote #2550	
Sent on	04/05/2024
Total	\$36,792.00

Product/Service	Description	Qty.	Unit Price	Total
Purchased Item	Yealink SIP-T54W MSRP: \$279.00 4.3" 480 x 272-pixel color display with backlight Adjustable LCD screen Built-in Bluetooth 4.2 Built-in dual-band 2.4G/5G Wi-Fi (802.11a/b/g/n/ac) USB 2.0 port for USB recording, wired/wireless USB headsets, and EXP50 Up to 16 VoIP accounts Dual-port Gigabit Ethernet PoE support HAC Handset Paperless label design Wall mountable	199	\$136.00	\$27,064.00
Purchased Item	Yealink SIP-T33G MSRP: \$109.00 Yealink HD Voice 2.4" 320 x 240-pixel color display with backlight Dual-port Gigabit Ethernet PoE support Opus codec support Up to 4 SIP accounts Local 5-way conferencing Support EHS Wireless Headset Unified Firmware Support YDMP/YMCS Stand with 2 adjustable angles Wall mountable	109	\$72.00	\$7,848.00

Distinctive Voice and Data

819 Pompton Ave
Cedar Grove NJ 07009
9738129131 ext. 1002
rob@distinctivevoiceanddata.com |
www.distinctivevoiceanddata.com



Product/Service	Description	Qty.	Unit Price	Total
Purchased Item	Yealink CP935 Base MSRP: \$899.00 4-inch multi-touch screen with 480x800 resolution Optima HD voice, full duplex technology Yealink Noise Proof Technology Built-in Bluetooth 4.2 Built-in Wi-Fi (2.4GHz/5GHz, 802.11a/b/g/n) Wi-Fi and DECT mode switchable (Switch via one-touch) Built-in battery Up to 20-hour talk time (in ideal conditions) Up to 167-hour standby time in DECT mode (in ideal conditions) 4 hours charging time 20-foot (6-meter) and 360-degree microphone pickup range Built-in 6-microphone array for voice pickup 5-way conference call Support to connect with a Bluetooth expansion microphone CPW25 Hybrid UC meeting	4	\$470.00	\$1,880.00

Total **\$36,792.00**

This quote is valid for the next 30 days, after which values may be subject to change.

Signature: _____ **Date:** _____



PROCUREMENT MEMO

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

CC: Wendy Fullem, Karen Unrath,

FROM: Matthew Stoppay, Purchasing Manager

DATE: April 9, 2024

SUBJECT: Replace fiber switches

Description: Replace Fiber Switches

Vendor Name: SHI

Amount: \$26,353.69

Procurement Method: Contract Name: Edge Market – TeCHS Full Catalog
Contract #: 269EMCPS-21-001-EM-SHI

Funding: Operating Funds

Attachments: SHI Quote



Pricing Proposal
 Quotation #: 24703534
 Created On: 4/4/2024
 Valid Until: 4/30/2024

NJ-Sussex County Community College

Inside Account Executive

Judy Lovas

One College Hill
 Newton, NJ 07860
 United States
 Phone: (973) 300-2238
 Fax:
 Email: jlovas@sussex.edu

Paul Munday

290 Davidson Ave
 Somerset, NJ 08873
 Phone:
 Fax:
 Email: paul_munday@shi.com

[Click here](#) to order this quote

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 IBM Storage Networking SAN24B-8 / SAN24B-8 8 Port 16Gbps SW Upgrade /5 year IBM Storage Expert Care Advanced IBM - Part#: 8989-F24-0000 Contract Name: Edge Market – TeCHS Full Catalog Contract #: 269EMCPS-21-001-EM-SHI Serial #: Configuration#: 10324616	1	\$25,848.37	\$25,848.37
2 IBM Shipping IBM - Part#: IBM-SHIP Contract Name: Edge Market – TeCHS Full Catalog Contract #: 269EMCPS-21-001-EM-SHI	1	\$505.32	\$505.32
Total			\$26,353.69

Additional Comments

IBM has a no returns policy.

SHI SPIN: #143012572

SHI-GS SPIN (For Texas customers ONLY): #143028315

For E-rate SPI orders, applicant shall be responsible for payment of any outstanding or ineligible costs if USAC rejects reimbursement claim in whole or in part.

Please note, if Emergency Connectivity Funds (ECF) will be used to pay for all or part of this quote, please let us know as we will need to ensure compliance with the funding program.

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.



PROCUREMENT MEMO *(Revision)*

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

CC: Wendy Fullem, Karen Unrath,

FROM: Matthew Stoppay, Purchasing Manager

DATE: March 12, 2024

SUBJECT: Increase to FY24 Blanket Purchase Order

Description: DCRP – The Defined Contribution Retirement Program

Vendor Name: Prudential Retirement

Amount: Current PO: \$300,000 Increase by \$100,000= Total: \$400,000

Corrected Amount: Current PO: \$19,250 Increase by \$25,000 – Total \$44,250

Procurement Method: Bid Exception – NJ State Fund

Funding: Operations – Opex

Attachments: Emailed Correspondence

From: Karen Unrath <kunrath@sussex.edu>
I think 20-30 would be great. Let's say 25

From: Beth Muller <emuller@sussex.edu>
Sent: Thursday, February 29, 2024 12:19 PM
Can we do \$20K or is that too much.
We are going to have more employee and employer back deductions.

Beth

From: Karen Unrath <kunrath@sussex.edu>
Sent: Thursday, February 29, 2024 12:16 PM
Through 6.30.2024

From: Beth Muller <emuller@sussex.edu>
The check to Prudential is made up of both employer and employee deductions.

Are we looking to only increase the amount through 7/1 or year end?

Beth

From: Karen Unrath <kunrath@sussex.edu>
Sent: Thursday, February 29, 2024 11:26 AM

Current PB 101325
Prudential Retirement
Originally put in as \$19,250 – I have attached correspondence on this. It was noted early in the year that we likely had to increase this.

Beth – can you give us a estimate for increase to go to the board in March?

On a different note –Beth - I assume this 19,250 is made up of both employer and employee contributions? Correct?

KU

Karen Unrath
Chief Budget Officer
SCCC -kunrath@sussex.edu
973-300-2112



From: [Barbara Mormando](#)
To: [Beth Muller](#)
Subject: RE: RP 110237 Prudential Retirement
Date: Monday, July 31, 2023 8:24:00 AM

Hi Beth:

I'll make the adjustment. And, we can always do a change order if you need more funds added.

Barbara

From: Beth Muller <emuller@sussex.edu>
Sent: Monday, July 31, 2023 8:22 AM
To: Barbara Mormando <bmormando@sussex.edu>
Subject: RE: RP 110237 Prudential Retirement

That would be perfect. Thank you, Barbara.

Beth

From: Barbara Mormando <bmormando@sussex.edu>
Sent: Monday, July 31, 2023 8:20 AM
To: Beth Muller <emuller@sussex.edu>
Subject: RE: RP 110237 Prudential Retirement

Hi Beth:

Yes, we can always increase the Blanket Order.

I can put the Blanket Order in up to 10% more than what the Board approved. I'll put it in for \$19,250. Does that sound okay for now?

Barbara

From: Beth Muller <emuller@sussex.edu>
Sent: Monday, July 31, 2023 8:15 AM
To: Barbara Mormando <bmormando@sussex.edu>
Subject: RE: RP 110237 Prudential Retirement

Hi Barbara-

We have more people on it than we have in the past and I anticipate we will have more this year. We can always increase it at another time, correct?

Beth

From: Barbara Mormando <bmormando@sussex.edu>

Sent: Friday, July 28, 2023 4:14 PM
To: Beth Muller <emuller@sussex.edu>
Cc: Karen Unrath <kunrath@sussex.edu>
Subject: RP 110237 Prudential Retirement

Hi Beth:

The Board Approval for Prudential Retirement was approved at \$17,500. If you need \$20,000, then I can submit an increase for the Blanket Order in September.

Please let me know if you would like me to decrease your Blanket Order to \$17,500 or if you need the Blanket at \$20,000.

Thank you.

Barbara



Barbara Mormando

Purchasing
One College Hill Road
Newton, NJ 07860

973-300-2189

bmormando@sussex.edu

Start here, go anywhere!



PROCUREMENT MEMO

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

CC: Wendy Fullem, Karen Unrath,

FROM: Matthew Stoppay, Purchasing Manager

DATE: April 10, 2024

SUBJECT: Pavement - Mill and Pave M-Tech Front Lot

Description: Front Lot Mill and Pave M -Tech

Vendor Name: Murray Contracting

Amount: \$340,000

Procurement Method: ESCNJ Contract - #ESCNJ 23/24-06

Funding: Operating Funds

Attachments: Murray Contracting Quote



Murray Contracting

21 Wallace St, Elmwood Park, NJ 07470

April 5, 2024

Sussex County Community College

Project Ref: M-Tec Lot Paving

Attn: Jason Fruge

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

Front Lot Mill and Pave:

- Mobilization of equipment and materials to site
- Saw cut limit of work as to not disturb areas outside of scope as agreed upon for scope walk
- Break asphalt with milling machine, excavators and by hand where needed
- Grade existing subbase and compact
- Top area with additional stone throughout parking area
- Pave 2" of base course asphalt throughout area
- Pave 2" of surface course asphalt throughout
- Dispose of al debris off site
- Stripe lot

Budget Price: \$340,000

Front Lot Patch & Repair

- Mobilization of equipment and materials to site
- Saw cut limit of work
- Use 2 truck loads of surface course asphalt for leveling and patching of sunken areas and potholes
- Crack fill lot approx. 4,000 lf
- Clear dirt, debris, and vegetation from cracks prior to crack filling
- Apply direct fire to cracks to dry out cracks prior to crack filling
- Sweep lot free of debris
- Stripe lot

Budget Price: \$65,000

2



Back Lot Mill and Pave:

- Mobilization of equipment and materials to site
- Saw cut limit of work as to not disturb areas outside of scope as agreed upon for scope walk
- Break asphalt with milling machine, excavators and by hand where needed
- Grade existing subbase and compact
- Top area with additional stone throughout parking area
- Pave 2" of base course asphalt throughout area
- Pave 2" of surface course asphalt throughout
- Dispose of al debris off site
- Stripe lot

Budget Price: \$265,000

Back Lot Patch and Crack fill

- Mobilization of equipment and materials to site
- Saw cut limit of work
- Use 1 truck load of surface course asphalt for leveling and patching of sunken areas and potholes
- Crack fill lot approx. 2,000 lf
- Clear dirt, debris, and vegetation from cracks prior to crack filling
- Apply direct fire to cracks to dry out cracks prior to crack filling
- Sweep lot free of debris
- Stripe lot

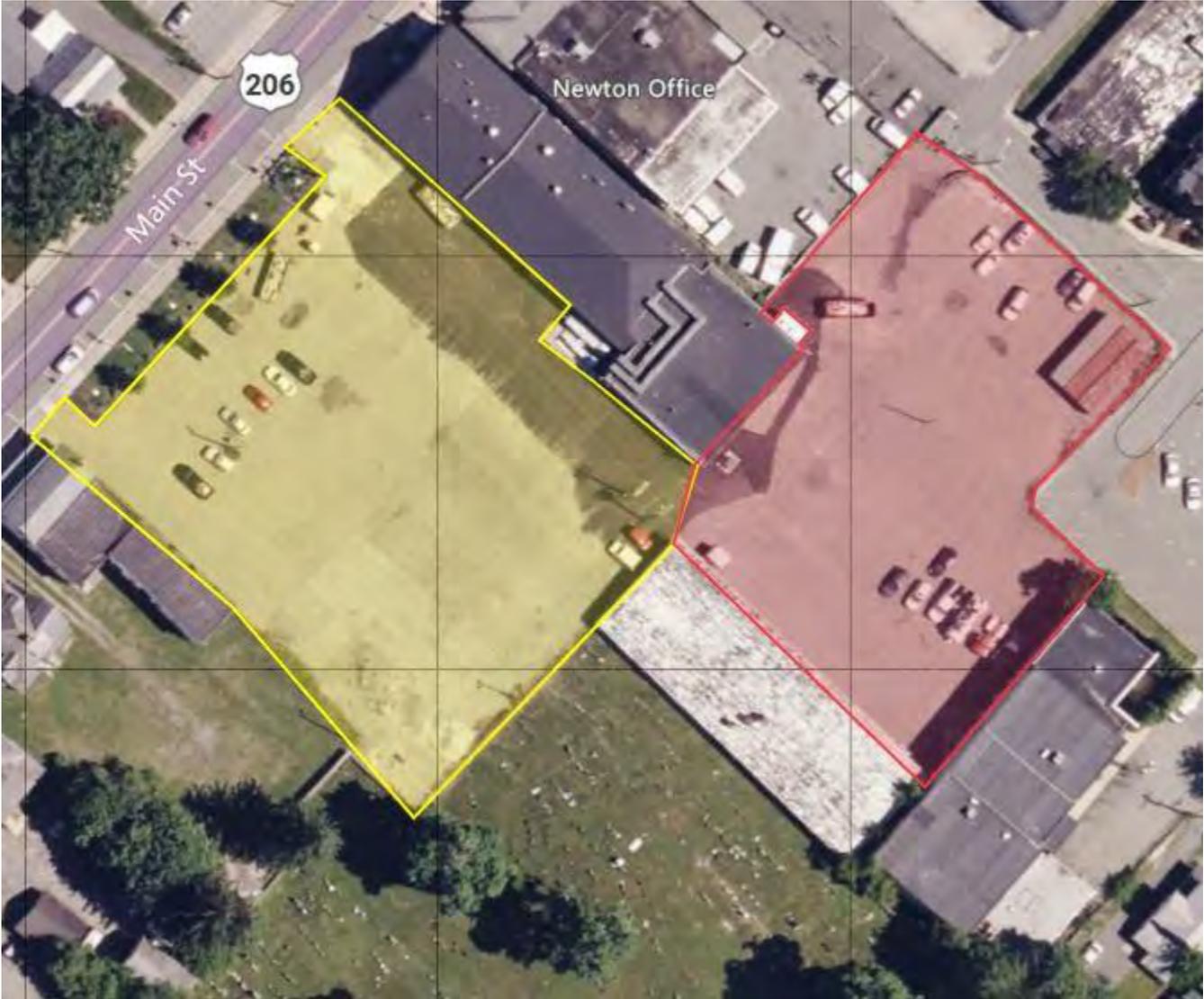
Budget Price: \$44,000

Exclusions:

Other than normal working hours.

Excavation or Disposal of existing subbase

Permit fees





PROCUREMENT MEMO

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

CC: Wendy Fullem, Karen Unrath,

FROM: Matthew Stoppay, Purchasing Manager

DATE: April 9, 2024

SUBJECT: Feenics Security System

Description: Furnish and install (3) new access control Locations (MTECH)

Vendor Name: Open Systems Integrators

Amount: \$29,926.00

Procurement Method: Co-op# 65MCESCCPS, BID# ESCNJ 20/21-13
Cloud Based Building Access Systems

Funding: Operating Funds

Attachments: OSI Quote



**Co-op# 65MCESCCPS, BID# ESCNJ 20/21-13
Cloud Based Building Access Systems**

April 5, 2024

Q24-0290

Mr. Keith Festa
Sussex County Community College
1 College Hill Road
Newton, NJ 07860

Re: SCCC MTECH Buildings Access Control

Mr. Festa,

Subsequent to your request, Open Systems Integrators, Inc. is pleased to submit the following proposal to provide an Feenics Security Management System at MTECH building in Sussex County Community College. The proposal utilizes the ESCNJ Cloud Based Building Access Systems Co-op# 65MCESCCPS, BID# ESCNJ 20/21-13.

1. MTECH Building:

- A. Furnish and install (3) new access control locations. Equipment shall include a card reader, door contact, request to exit device, push pad, and electronic locking mechanism at each location. Composite cabling shall be installed to the new Feenics cabinet located in the IT closet. The door locations are as follows:
 - a. Main Entrance
 - b. Side Entrance
 - c. Auto Shop Side Entrance
- B. Furnish and install (1) new access control location. Equipment shall include a card reader, door contact, and request to exit device. An electrified crash bar shall be provided by the owner's door company. Composite cabling shall be installed to the new Feenics cabinet located in the IT closet. The door location is as follows:
 - a. Auto Shop Back Entrance
- C. Provide and program (1) intelligent dual reader controller to accommodate the new access control doors. An open PoE port shall be provided by the owner.
- D. Provide and program (1) dual reader module to accommodate the new access

- control doors.
- E. Furnish and install (1) power supply cabinet in the IT closet for the new reader controller. 110VAC power shall be provided by the owner.
 - F. Provide (4) card reader licenses for the new card readers.
 - G. Provide and program (1) premium cloud instance.
 - H. A Lift shall be provided by the owner.
 - I. Test and commission the system.
 - J. Installation shall be performed during first shift hours 7:00am – 3:30pm Monday through Friday. Second shift and weekend rates are not included in this proposal.

		MTECH - Main Entrance
1	Feenics	Mullion mount card reader
1	Kantech	Request to exit
1	Assa Abloy	Push pad
1	HES	Electric strike
2	Bosch	Recessed door contact
		MTECH - Side Entrance
1	Feenics	Card reader
1	Kantech	Request to exit
1	Assa Abloy	Push pad
1	HES	Electric strike
1	Bosch	Recessed door contact
		Auto Shop - Side Entrance
1	Feenics	Card reader
1	Kantech	Request to exit
1	Assa Abloy	Push pad
1	HES	Electric strike
1	Bosch	Recessed door contact
		Auto Shop - Back Entrance
1	Feenics	Card reader
1	Kantech	Request to exit
1	Amseco	Surface mount door contact
1	Assa Abloy	Door cord
4	Feenics	Single reader license
1	Feenics	Intelligent dual reader controller
1	Feenics	Dual reader module
1	Feenics	Power supply cabinet
3	PowerSonic	Battery 7Ah
1	Feenics	Premium cloud instance
LOT	WPW	Composite cable
LOT	WPW	Cat6 cable

Total Cost: \$29,926.00

WARRANTY:

- Manufacturers warranties shall apply
- One-year installation service warranty shall apply

VALUE ADDED SERVICES:

- Freight
- End-to-end project supervision by designated OSI project manager
- Commissioning by a certified technician

EXCLUSIONS:

- Permit fees
- Stamped and/or sealed architectural drawings
- Painting
- Lift rental

CONDITIONS:

- Lift to be provided by the owner
- Door company to provide electrified crash bar for the Auto Shop's Back Entrance
- Work is to be completed during normal business hours 7:00AM-3:30PM. Second shift and weekend rates shall be per ESCNJ published labor rates if requested

TERMS:

- 5% net 30 days after receipt of purchase order
- Net 30 days for subsequent invoices
- Partial payment invoices apply throughout the project
- Retainage is not applicable

Thank you for the opportunity to submit this proposal. If you have any questions or would like to discuss any portion of this proposal in more detail, please feel free to contact us at (732)792-2112 or e-mail me at dazcona@osicorp.net.

Sincerely,

David Azcona

David Azcona

Open Systems Integrators, Inc.

All Purchase Orders Must Reference:

Co-op# 65MCECCPS

BID# ESCNJ 20/21-13

Cloud Based Building Access Systems



PROCUREMENT MEMO

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

CC: Wendy Fullem, Karen Unrath,

FROM: Matthew Stoppay, Purchasing Manager

DATE: April 9, 2024

SUBJECT: Feenics Security System

Description: Furnish and install (2) new access control locations (PSTA)

Vendor Name: Open Systems Integrators

Amount: \$18,321.00

Procurement Method: Co-op# 65MCESCCPS, BID# ESCNJ 20/21-13
Cloud Based Building Access Systems

Funding: Chapter 12

Attachments: OSI Quote



**Co-op# 65MCESCCPS, BID# ESCNJ 20/21-13
Cloud Based Building Access Systems**

April 5, 2024

Q24-0291

Mr. Keith Festa
Sussex County Community College
1 College Hill Road
Newton, NJ 07860

Re: SCCC PSTA Building Access Control

Mr. Festa,

Subsequent to your request, Open Systems Integrators, Inc. is pleased to submit the following proposal to provide an Feenics Security Management System at the PSTA building in Sussex County Community College. The proposal utilizes the ESCNJ Cloud Based Building Access Systems Co-op# 65MCESCCPS, BID# ESCNJ 20/21-13.

1. PSTA Building:

- A. Furnish and install (2) new access control locations. Equipment shall include a card reader, door contact, request to exit device, and electronic locking mechanism. Composite cabling shall be installed to the new Feenics cabinet in the IT closet. The door location is as follows:
 - a. Main Entrance (B)
 - b. Entrance (D)
- B. Provide and program (1) intelligent dual reader controller to accommodate the new access control doors. An open PoE port shall be provided by the owner.
- A. Furnish and install (1) power supply cabinet in the IT closet for the new reader controller. 110VAC power shall be provided by the owner.
- C. Provide and program (2) card reader licenses for the new card readers.
- D. Provide and program (1) premium cloud instance.
- E. Test and commission the system.

F. Installation shall be performed during first shift hours 7:00am – 3:30pm Monday through Friday. Second shift and weekend rates are not included in this proposal.

		PSTA - Main Entrance (B)
1	Feenics	Card reader
2	Bosch	Recessed door contact
1	Allegion	Electrified mortise lock with built in request to exit
1	Securitron	Door cord
		PSTA - Entrance (D)
1	Feenics	Mullion mount card reader
1	Kantech	Request to exit
2	Bosch	Recessed door contact
1	CAT	Kawneer crash bar
		Head End
2	Feenics	Single reader license
1	Feenics	Intelligent dual reader controller
1	Feenics	Power supply cabinet
3	PowerSonic	Battery 7Ah
1	Feenics	Premium cloud instance
LOT	WPW	Composite cable
LOT	WPW	Cat6 cable

Total Cost: \$18,321.00

WARRANTY:

- Manufacturers warranties shall apply
- One-year installation service warranty shall apply

VALUE ADDED SERVICES:

- Freight
- End-to-end project supervision by designated OSI project manager
- Commissioning by a certified technician

EXCLUSIONS:

- Permit fees
- 110VAC power
- Network equipment including network switches, patch panels, etc.
- Stamped and/or sealed architectural drawings
- Painting

CONDITIONS:

- Work is to be completed during normal business hours 7:00AM-3:30PM. Second shift and weekend rates shall be per ESCNJ published labor rates if requested

TERMS:

- 5% net 30 days after receipt of purchase order
- Net 30 days for subsequent invoices
- Partial payment invoices apply throughout the project
- Retainage is not applicable

Thank you for the opportunity to submit this proposal. If you have any questions or would like to discuss any portion of this proposal in more detail, please feel free to contact us at (732)792-2112 or e-mail me at dazcona@osicorp.net.

Sincerely,

David Azcona

David Azcona
Open Systems Integrators, Inc.

All Purchase Orders Must Reference:
Co-op# 65MCESCCPS
BID# ESCNJ 20/21-13
Cloud Based Building Access Systems



PROCUREMENT MEMO

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

CC: Wendy Fullem, Karen Unrath,

FROM: Matthew Stoppay, Purchasing Manager

DATE: April 9, 2024

SUBJECT: Upgrade of Classroom

Description: Replace older out of warranty and failing Microsoft Surface Studio Workstations
Graphic design classroom

Vendor Name: SHI

Amount: \$133,449.12

Procurement Method: Contract Name: Edge Market – TeCHS Full Catalog
Contract #: 269EMCPS-21-001-EM-SHI

Funding: ELF Grant

Attachments: SHI Quote, MRA Quote



Pricing Proposal
 Quotation #: 24676307
 Created On: 3/28/2024
 Valid Until: 4/30/2024

NJ-Sussex County Community College

Inside Account Executive

George Santana

One College Hill
 Newton, NJ 07860
 United States
 Phone: (973) 300-2238
 Fax:
 Email: gsantana@sussex.edu

Paul Munday

290 Davidson Ave
 Somerset, NJ 08873
 Phone:
 Fax:
 Email: paul_munday@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Microsoft Surface Studio 2+ for Business - All-in-one - Core i7 11370H - RAM 32 GB - SSD 1 TB - GF RTX 3060 - GigE - WLAN: 802.11a/b/g/n/ac/ax, Bluetooth 5.1 - Win 11 Pro - monitor: LED 28" 4500 x 3000 touchscreen - keyboard: English MICROSOFT HARDWARE - Part#: SBG-00001 Contract Name: Edge Market - TeCHS Full Catalog Contract #: 200EMCPS-21-001-EM-SHI	28	\$4,215.48	\$118,033.44
2 Microsoft Extended Hardware Service Plan Plus - Extended service agreement - advance hardware replacement - 4 years (from original purchase date of the equipment) - shipment - response time: NBD - for Surface Studio 2+ for Business MICROSOFT HARDWARE - Part#: NRQ-00029 Contract Name: Edge Market - TeCHS Full Catalog Contract #: 200EMCPS-21-001-EM-SHI	28	\$550.56	\$15,415.68
		Total	\$133,449.12

Additional Comments

Please Note: Microsoft only has a return policy for DOA units for Surface and Surface Hub Devices. The following are the DOA timeframes:

Surface Hub (55" and 84") - 10 Days
 All other Surface Devices - 30 Days

Please note, if Emergency Connectivity Funds (ECF) will be used to pay for all or part of this quote, please let us know as we will need to ensure compliance with the funding program.

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4094.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.
 TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTFD



QUOTE NUMBER: Q-056875 v1

Date Quoted: 03-19-2024
Expiration Date: 04-18-2024

PREPARED FOR BILLING / SHIPPING ADDRESS

Judy Lovas
(973) 300-2220
jlovas@sussex.edu

Bill-To:
Sussex County Community
College
1 College Hill Rd
Newton, NJ 07860

Ship-To:
Sussex County Community
College
1 College Hill Rd
Newton, NJ 07860

MRA ACCOUNT TEAM

Account Manager:
Crystal Franks
(732) 222-0997
c.franks@mrainternational.com

Prepared by:
Michelle Scotti
(732) 222-0997
m.scotti@mrainternational.com

QUOTE NAME: Microsoft Surface Pro workstations
STATE CONTRACT: Open Market

Hardware / Software

PART NUMBER	ITEM DESCRIPTION	PRICE	QTY	EXT. PRICE
SBG-00001	Microsoft Surface Studio 2+ All-in-One Computer - Intel Core i7 11th Gen i7-11370H Quad-core (4 Core) 3 GHz - 32 GB RAM DDR4 SDRAM - TB SSD - 28" 4K 4500 x 3000 Touchscreen Display - Desktop - Silver - Intel Chip - Windows 11 Pro - NVIDIA GeForce RTX 30	\$4,600.00	54	\$248,400.00
NRQ-00029	Microsoft Extended Hardware Service Plan Plus - Extended Service - 4 Year - Service - Service Depot - Exchange	\$550.00	54	\$29,700.00

SUBTOTAL: \$278,100.00

MRA International is an Authorized Warranty Repair Center and the only company authorized to deliver Accidental Damage Protection (ADP) for Hewlett Packard (HP) products in the state of New Jersey.

When submitting a PO for HP / HPE products, please use the following Location ID:

Personal Computers and Printers
Location ID: 10279484

Servers, Storage and Networking
Location ID: 10037127

Mailing Address:

295 Morris Ave, Suite 101
Long Branch, NJ 07740-6515

Board of Trustees
Tuesday, April 23, 2024
Attachments Page 58 of 85



QUOTE NUMBER: Q-056875 v1

Date Quoted: 03-19-2024

Expiration Date: 04-18-2024

PREPARED FOR **BILLING / SHIPPING ADDRESS**

Judy Lovas
(973) 300-2220
jlovas@sussex.edu

Bill-To:
Sussex County Community
College
1 College Hill Rd
Newton, NJ 07860

Ship-To:
Sussex County Community
College
1 College Hill Rd
Newton, NJ 07860

MRA ACCOUNT TEAM

Account Manager:
Crystal Franks
(732) 222-0997
c.franks@mrainternational.com

Prepared by:
Michelle Scotti
(732) 222-0997
m.scotti@mrainternational.com

QUOTE NAME: Microsoft Surface Pro workstations
STATE CONTRACT: Open Market

Quote Summary

DESCRIPTION	AMOUNT
Hardware / Software	\$278,100.00
TOTAL: \$278,100.00	

Product availability and product discontinuation are subject to change without notice. The prices in this quotation are valid for (30) days from quote date above. Please include the quote number and contract from this quote on the corresponding purchase order.

Please note that we offer Net 30 Day Terms with a PO or an additional 3% fee applies with Pcard/credit card orders.

NON-SOLICITATION: Neither Party will knowingly, either directly or indirectly, solicit the other party's employees for employment without written authorization from the other Party.

MRA International is an Authorized Warranty Repair Center and the only company authorized to deliver Accidental Damage Protection (ADP) for Hewlett Packard (HP) products in the state of New Jersey.

When submitting a PO for HP / HPE products, please use the following Location ID:

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Location ID: 10279484

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Location ID: 10037127

Mailing Address:

295 Morris Ave, Suite 101
Long Branch, NJ 07740-6515

Board of Trustees
Tuesday, April 23, 2024
Attachments Page 59 of 85



PROCUREMENT MEMO

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

CC: Wendy Fullem, Karen Unrath,

FROM: Matthew Stoppay, Purchasing Manager

DATE: April 9, 2024

SUBJECT: Building C HVAC

Description: Replace DX Coils, Piping & Condensers. Replace 2 Belimo Actuators on HW Coil Lines @ AHU's

Vendor Name: Unitemp MD, LLC

Amount: \$39,981.00

Procurement Method: Multiple Quote

Funding: Operating Funds

Attachments: Unitemp Quote, DeSesa Quote, Emailed Correspondence



HVAC • BUILDING AUTOMATION SYSTEMS
ENGINEERING • INSTALLATION • SERVICE

Sussex County Community College

*Replace DX Coils, Piping & Condensers. Replace
2 Belimo Actuators on HW Coil Lines @ AHU's*

Proposed Project Agreement

Date:

3/18/2024

Proposal Number:

UTP24-278

Prepared for:

Sussex County Community College
One College Hill Road
Newton, New Jersey 07860

Prepared by:

Andrew Brisbin
908-753-4800 Ext1839
abrisbin@hvac123.com





PROJECT PROPOSAL

Company

Unitemp/ MDI
26 World's Fair Dr.
Somerset, NJ 08873
Ph: 908-753-4800 Ext1839

Proposal Date: 3/18/2024
Proposal Number: UTP24-278

Bill To Identity

Sussex County Community College
One College Hill Road
Newton, New Jersey 07860
Richard McDermott

Agreement Location

Sussex County Community College
One College Hill Road
Newton, New Jersey 07860
Richard McDermott

WE ARE PLEASED TO SUBMIT OUR PROPOSAL TO PERFORM THE FOLLOWING:

OUR PRICE FOR THIS PROPOSAL IS\$39,981.00

OUR PROPOSAL INCLUDES:

- Lock Out/Tag Out.
- Replace the existing 2 circuit A coils in the Magic Aire AHUs with new 410A coils.
- Replace the existing 4 Trane condensers that feed these coils with new 13 SEER condensers.
 - 2 of 2 ton & 2 of 2.5 ton.
- New refrigerant piping between these new coils and new condensers with new pipe insulation on the suction lines.
- Reconnect the high and low voltage wiring.
- Test, evacuate, charge with new refrigerant and full start up and check out of new equipment.
- Replace the 2 Belimo actuators that control the hot water flow in to the heating coils in the 2 AHUs.
- Start up and commission.

Our price for this work is \$39,981.00, plus applicable state sales tax.

Labor: \$15,080.00

Material: \$24,901.00

Lead time is 3-4 weeks once the order is placed, the order will be placed upon the approval of this proposal.

All work to be performed during normal business hours of 8:00AM to 4:30PM, Monday through Friday. No overtime is included.

This work does not include any other work that is not specifically listed.

***Note: Cost of permits is not included in our total cost. ***

There may be additional shipping/freight charges once the parts are ordered/shipped from the vendor.

Change Order #2

DeSesa Engineering Co.Inc.

83 Dorsa Avenue
Livingston, NJ 07039
(973) 597-0070

Date: 1/26/24
Owner: Sussex CCC
Attn: James Gaddy
Fax no: _____
Tele. no: _____

Project name: Sussex CCC Bldg B & C
Job#: 22-4744
Project Mgr. Imad Hawa

Proposed Change order # 2

Addition to contract

Deletion from contract

Requested by: James Gaddy

Description: As per the College's request, please see the proposed cost to remove and replace the existing condensers and dual circuit coils for the hvac system serving the Building C basement administration offices,

MATERIAL:	Trane Condensing Units	0	\$5,494
	Magic Aire Dual Coils		\$10,946
	Dx Pipe and TXV	\$	600.00
	RX11 System Flush	\$	440.00
	410A & consumables	\$	1,000.00
		\$	-

LABOR:	2 men x 24 hours	-	145.00	\$	6,960.00
Start-up	1 man x 16 hours		145.00	\$	2,320.00
Warranty	1 man x 16 hours		145.00	\$	2,320.00
			0.00		

Total Cost			0.00	\$	30,080.00
			0.00	\$	-
	Quote is firm for 30 days.		0.00	\$	-

Total Cost :		\$	30,080.00
10%	O/H & Mark-up		\$3,008.00
5%	Profit		\$1,654.40
Total Change to Contract		\$	34,742.40

Estimated effect on the project schedule:

0

PLEASE SIGN AND RETURN
days.

Please follow up with mailed hard copy

Client approved _____

From	mstoppay@sussex.edu
To	Barbara Mormando
Cc	
Subject	RE: A/C Project

From: Richard McDermott <rmcdermott@sussex.edu>
Sent: Monday, April 1, 2024 11:09 AM
To: Barbara Mormando <bmormando@sussex.edu>
Cc: Matthew Stoppay <mstoppay@sussex.edu>
Subject: RE: A/C Project

Barbara,

As per our conversation when I dropped the quote from Desessa, that does not include all new piping, it just includes tying into the existing. Also, they would not be able to accommodate us until mid to late summer. That is unacceptable.

Regards,



From: Barbara Mormando <bmormando@sussex.edu>
Sent: Monday, April 1, 2024 10:33 AM
To: Richard McDermott <rmcdermott@sussex.edu>
Cc: Matthew Stoppay <mstoppay@sussex.edu>
Subject: A/C Project

Hi Richard:

Thank you for dropping off the quote from Unitemp for the A/C project this morning. Once we receive from you the other quote you have we can put this in front of the Board for their approval.

Thank you.



PROCUREMENT MEMO

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

CC: Wendy Fullem, Karen Unrath,

FROM: Matthew Stoppay, Purchasing Manager

DATE: April 10, 2024

SUBJECT: Adult Transition Center

Description: Exterior Wall and Roof repair, Interior Renovation

Vendor Name: Wallkill Group, LLC

Amount: \$448,000

Procurement Method: RFP #23-09-0100

Funding: Partial - ATC Funding (Grant)

Balance - Operating Funds (estimated funding breakout to follow from

Wallkill) **Attachments:** Wallkill Bid Form

**SUSSEX COUNTY COMMUNITY COLLEGE
CONSTRUCTION (ROOF AND WALLS) FOR ADULT TRANSITION CENTER
BID #23-09-0100
BID FORM**

The Bidder, having examined the Specifications, Instructions to Bidders, bid documents, and various forms, and being familiar with the conditions surrounding the proposed Contract, including the availability of equipment, materials, and labor, as relevant, hereby proposed to perform the Work in accordance within the time set forth in the Specifications and at the prices stated below.

Bidder agrees to provide the services described in the attached bid specifications for the all-inclusive fixed sum of:

Cost \$ 448,000⁰⁰

(In words) Four Hundred and forty Eight Thousand

*See attached scope of work Dollars and zero cents

The Bidder hereby certifies that all of the figures, computations, and additions used in estimating the bid herein have been carefully checked and are accurate in all respects and no claim shall be made as a basis for withdrawal of this bid by reason of mathematical or computational errors. All blanks on the Bid Form must be filled with a dollar amount, "\$0", "No Charge", or "No Bid". Bid containing blanks or phrases such as "Not Applicable (N/A)" where the Bid Forms calls for amounts to be filled in will be rejected as nonresponsive.

The Bidder hereby acknowledges receipt of the following addenda:

Addendum # _____ Date _____ Initial Here _____

Addendum # _____ Date _____ Initial Here _____

No addenda were received – Initial Here mlh

The Bidder understands that the College reserves the right to reject any and all bids to the maximum extent of its lawful discretion, and to waive any information in the bidding.

By signing this Bid, the signatory represents to the College that he/she is fully authorized by the Bidder to submit this Bid, is doing so with the knowledge and consent of the Bidder, and that the Bidder consents to be bound by this Bid.

Submitted By: [Signature]
Authorized Bidder Signature

Wallkill Group, Inc.
Company Name

Michele Lucci
Name of Signer (Typed or Printed)

3505 Route 94, Suite 1A
Street Address

President
Title

Hamburg, NJ 07419
City/State/Zip

4/10/2024

Barbara Mormando
 Sussex County Community College
 Purchasing
 One College Hill Road
 Newton, NJ 07860

Sent Via: Email bmormando@sussex.edu

Subject: SCCC- Adult Transition Area- Breakdown
 24-W34

Dear Ms. Mormando,

Thank you for the opportunity to submit a revised proposal to you for the construction of the roof and outside walls for the Adult Transition Area. We offer the following based on RFP.

Base Bid:

<i>Division 1 - General Requirements</i>			\$ 39,000.00
	Supervision/ PM	\$ 25,000.00	
	General Labor	\$ 4,000.00	
	Temp Fencing existing by owner	\$ -	
	Dumpsters	\$ 4,000.00	
	Final Cleanup	\$ 1,000.00	
	Builders Risk/Special Insurance by owner	\$ -	
	Payment and performance bond	\$ 5,000.00	
	Permit Fees by owner if applicable	\$ -	
<i>Division 2 - Site Construction</i>			\$ 25,000.00
	Demolition	\$ 25,000.00	
<i>Division 3 - Concrete</i>			\$ -
		\$ -	
<i>Division 4 - Masonry and Stone</i>			\$ 45,000.00
	Unit Masonry/CMU at open gable end up to 10'	\$ 45,000.00	
	Close in misc windows and doors as shown	\$ -	
	Stucco/EIFS Removed from scope and Not applicable	\$ -	
		\$ -	
<i>Division 5 - Metals</i>			\$ -
		\$ -	
<i>Division 6 - Wood and Plastics</i>			\$ 60,000.00
	Rough Carpentry Framing at open gable starting at 10'	\$ 60,000.00	
	Misc roof blocking and facias		

Division 7 - Thermal and Moisture Protection			\$ 265,000.00
	Remove all shingles & Underlayment down to roof deck	\$265,000.00	
	Install Hunter Cool-Vent 4.5" Nailbaord over Hunter 2.6" ISO. Nailbaord will have a 1" air space and 7/16" CDX plywood. Total R Value 32.4 Total Thickness 7.225"	\$ -	
	Install GAF Weatherwatch Ice & Water shield along all eaves, valleys, roof penetrations & side walls	\$ -	
	Install GAF Felt Buster synthetic underlayment over the roof deck	\$ -	
	Install GAF Weather Blocker starter shingles along all eaves of roof	\$ -	
	Install GAF Timberline HDZ Lifetime Algae Resistant Roof Shingles	\$ -	
	Install GAF Snow Country Roof Ridge Vent	\$ -	
	Install GAF Timbertext Hip and Ridge Caps	\$ -	
	Removal all job related debris from job site and dispose of properly	\$ -	
	Supply GAF Golden Pledge Warranty	\$ -	
	Install Azek Fascia	\$ -	
	Install Seamless Gutters	\$ -	
	Install metal hatrack at exterior walls		
	Install *Atlas 12" batten panel metal siding	\$ -	
		\$ -	
Division 8 - Doors and Windows			\$ 14,000.00
	Doors Frames and Hardware....install only...Main entry and 1 at side of building	\$ 6,000.00	
	Aluminum/Andersen Windows...install only all existing openings assumed good	\$ 8,000.00	
Division 9 - Finishes			\$ -
	All interior gyp,insulation,misc trim at gable end by others	\$ -	
	Painting by others	\$ -	
Division 10 - Specialties			\$ -
		\$ -	
Division 11 - Equipment			\$ -
		\$ -	
Division 12 - Furnishings			\$ -
		\$ -	
Division 13 - Special Construction			\$ -
		\$ -	
Division 14 - Conveying System			\$ -
		\$ -	
Division 15 - Mechanical			\$ -
	HVAC by others	\$ -	
	Plumbing by others	\$ -	
Division 16 - Electrical			\$ -
	Electric by others	\$ -	

Total Cost: \$448,000.00
 Four Hundred Forty-Eight Thousand Dollars

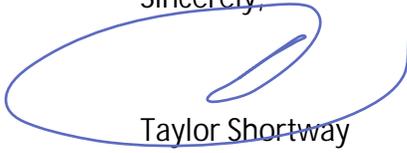
Clarifications & Exclusions:

3505 Route 94, Suite 1A, Hamburg, NJ 07419 • P: (973)512-4862 • F: (973)512-4863

- Demolition of hazardous material is excluded.
- Project is based on Prevailing Wage rates.
- Project is being priced as tax exempt.
- Work being performed during regular business hours.
- Pricing is valid until May 1, 2024
- If approved, a site visit is required to clarify existing conditions.

We look forward to working with you. Should you have any questions, please let us know.

Sincerely,



Taylor Shortway
Assistant Project Manager

If you accept the above quote please sign and return below.

Customer

Name:

Wallkill Group, Inc.

Name:



Finance Committee Meeting

March 31, 2024

Nine Months YTD

FYE June 30, 2024

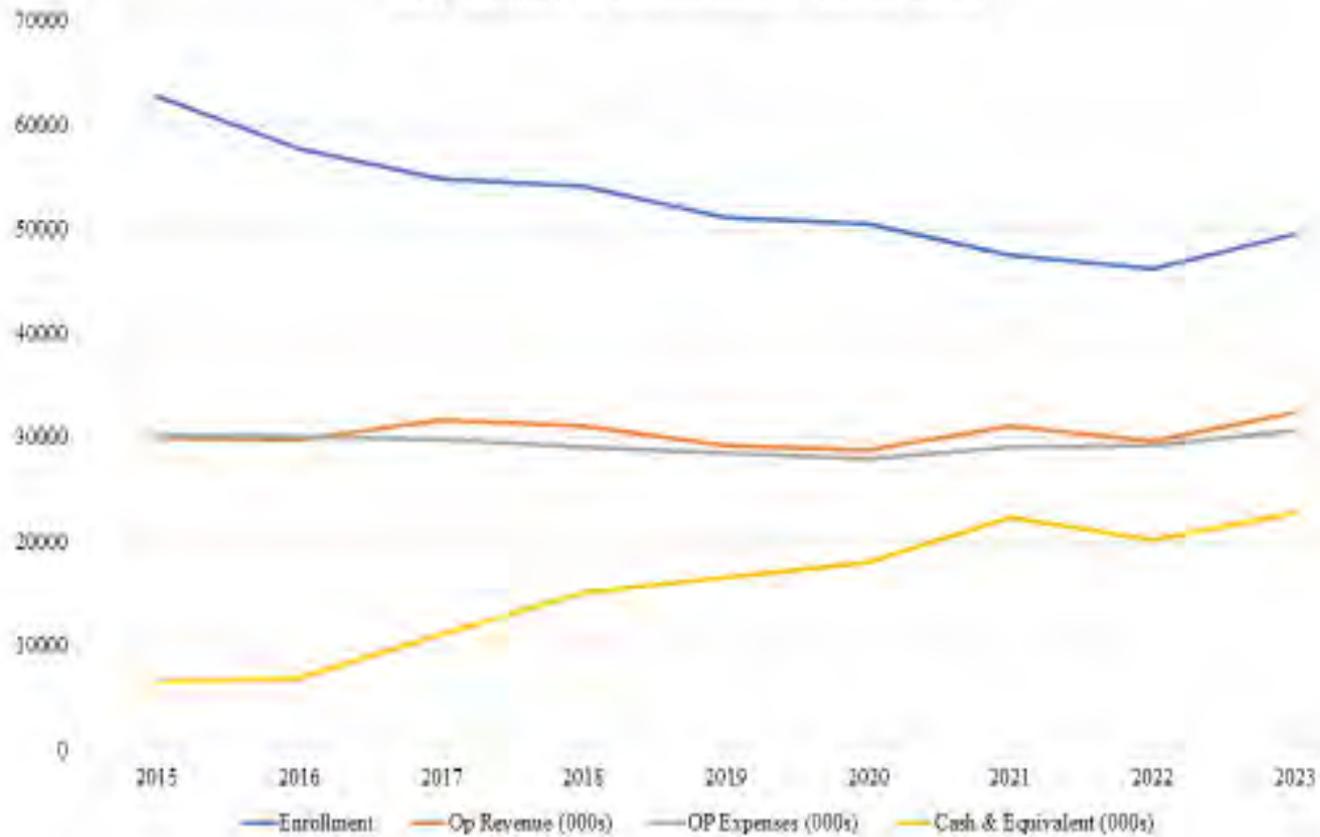
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Financial Status Discussion

- Overall Financial Status – Current and Year End

Key Financial Statement Historical Trend



Why do we need cash reserve?

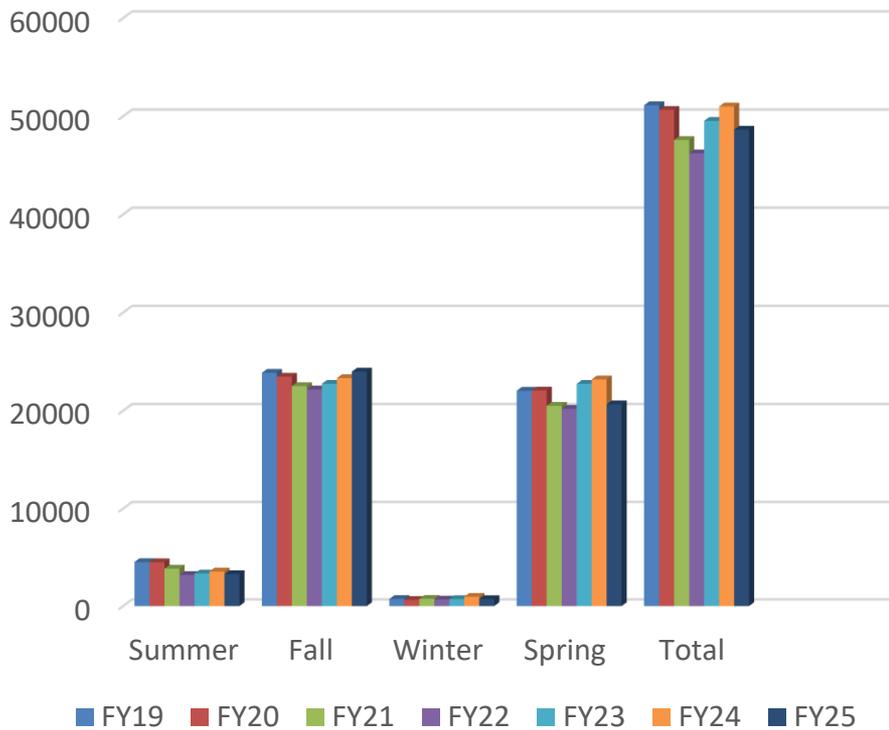
1. Outstanding checks not cashed yet, \$627, 935 (June 30, 2023)
2. Three months of operating cash to cover payroll and other operating expenses during lower summer enrollment (Approximate \$3M)
3. Three months of accounts receivable to allow students to start their semester on credit before their financial 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)
6. Deferred maintenance project planned from Federal Care's Act funding, in progress, but not completed, \$350,000.
7. Conversion of ERP system to Jenzabar One, \$1.2M
8. Funds for unplanned start up of new academic and technical programs to support local companies, approximate \$1.5M
9. Capital projects in planning stages, not funded, \$3.8M

Total \$25,407,935

March YTD FY24 - Credit Hours Dashboard

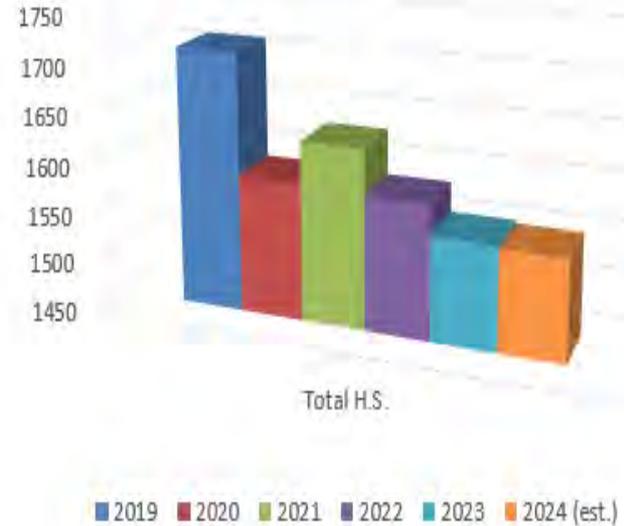
Credit Hours	FY24	FY24 Budget	FY24A vs FY24B	FY23 Actuals	FY24A vs FY23A
Summer II	655	436	50%	389	68.4%
Summer III	1,183	1,137	4%	1,234	-4.1%
Fall	23,312	21,883	7%	22,810	2.2%
<u>1st half of year</u>	25,150	23,456	7%	24,433	2.9%
Winterim	841	665	26%	717	17.3%
Spring	23,187	19,617	18%	23,332	-0.6%
<u>2nd half of year</u>	24,028	20,282	18%	24,049	-0.1%
Summer I	1,200	1,707	-30%	1,235	-2.8%
Summer IV				-	#DIV/0!
<u>2nd half of year</u>	25,228	21,989	15%	25,284	-0.2%
<u>TOTAL Fiscal Year Credit Hrs</u>	50,378	45,445	11%	49,717	1.3%
<u>FTE Students (30 Credits)</u>	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%	-0.19%

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

Income Statement

(\$thsd)	9 Mos. YTD24	9 Mos.24 YTD Budget	Budget Var \$	9 Mos. 23 YTD	Prior Year Var \$
Total Student Revenues	10,000	9,214	786	9,555	445
Change in Student Revenue			8.5%		4.7%
Non-Student Revenues					
State Support	2,910	2,696	215	2,661	249
County Support	3,015	3,015	0	3,015	0
CARES Support	579	0	579	349	230
Other Revenues	420	375	45	397	23
Subtotal Non-Student Revenues	6,924	6,086	839	6,422	502
Subtotal all Revenues	16,924	15,299	1,625	15,977	948
Grant Revenue (Pass thru)	1,006	600	406	756	250
PSTA Revenue	317	255	62	245	72
Federal, State Financial Aid	7,015	2,933	4,082	5,620	1,395
Federal ,State Loans	1,943	2,213	(271)	1,888	55
Subtotal Grant Revenues(Pass thru)	10,281	6,002	4,280	8,509	1,772
Total Operating Revenues	27,205	21,301	5,904	24,486	2,720
Expenses					
Salaries/Benefits	9,706	9,641	65	9,204	502
Other Expenses	5,782	5,253	529	4,711	1,071
Subtotal Expenses	15,488	14,893	595	13,915	1,573
Grant Expense (Pass thru)	1,006	600	406	756	250
PSTA Expense	317	255	62	245	72
Federal, State Financial Aid	7,015	2,981	4,035	5,620	1,395
Federal ,State Loans	1,943	2,166	(223)	1,888	55
Subtotal Grant Expenses(Pass thru)	10,281	6,002	4,280	8,509	1,772
Total Operating Expenses	25,769	20,895	4,874	22,423	3,345
Contribution to Unrestricted Fund Balance	1,436	406	1,030	2,063	(627)

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

6/30/2022 Per Audit	6/30/2023	BS Chg Y/Y	Balance Sheet - Assets		3/31/2024	3/31/2023	\$ Change Year/Year	% Chg
			Assets					
			<u>Current Assets:</u>					
9,845	11,654		Operating accounts	10,708	12,829	(2,121)	-17%	
200	100		Restricted Cash- Student Clubs	151	153	(2)	-1%	
87	63		BNY Mellon - HEFT	0	63	(63)	-100%	
9,355	9,811		Morgan Stanley	10,662	9,620	1,042	11%	
667	668		Lakeland Bank CD	1,707	668	1,039	156%	
0	500		First Hope Bank CD	1,533	0	1,533	0%	
<u>20,154</u>	<u>22,796</u>	<u>2,642</u>	Total Cash and Cash Equivalents	<u>25,552</u>	<u>23,333</u>	<u>2,219</u>	<u>10%</u>	
1,719	1,823		Student Accounts Receivable Gross	3,092	2,405	687	29%	
(1,581)	(1,443)		Less: Student Accounts Receivable Reserve	(1,258)	(1,449)	191	-13%	
<u>138</u>	<u>380</u>	<u>242</u>	Student Accounts Receivable Net	<u>1,833</u>	<u>956</u>	<u>877</u>	<u>92%</u>	
			Other Receivables Due From/Due To:					
287	157		Grants & Financial Aid	(497)	(310)	-187	60%	
2,215	1,682		Other Receivables	580	916	-336	-37%	
16	99		Intercompany/Interfund	46	43	3	7%	
370	198		Prepaid Expenses	212	385	-173	-45%	
<u>23,180</u>	<u>25,312</u>	<u>2,132</u>	Total Current Assets	<u>27,726</u>	<u>25,323</u>	<u>2,401</u>	<u>9%</u>	
70,421	73,006		Fixed Assets Gross	78,253	75,054	3,199	4%	
(25,592)	(27,657)		(Net of Accumulated Depreciation)	(32,927)	(30,450)	-2,477	8%	
<u>44,829</u>	<u>45,349</u>	<u>520</u>	Total Fixed Assets	<u>45,326</u>	<u>44,604</u>	<u>722</u>	<u>2%</u>	
			Pension Deferrals					
485	753	268	Deferred Outflows of Resources	753	485	268	55%	
<u>68,493</u>	<u>71,413</u>	<u>2,920</u>	Total Assets	<u>73,805</u>	<u>70,412</u>	<u>3,393</u>	<u>5%</u>	

Balance Sheet - Liabilities

6/30/2022 Per Audit	6/30/2023	BS Chg Y/Y		3/31/2024	3/31/2023	\$ Change Year/Year	% Chg
Liabilities and Net Assets							
			Accounts Payable				
20	0		Capital Lease Payable	0	20	-20	-100%
1,633	1,900		Operating Payables/Encumbrances	519	334	185	55%
100	0		Accruals--- McGuire Escrow	0	0	0	0%
0	(2)		Other Payables	(2)	(2)	0	10%
<u>1,753</u>	<u>1,898</u>	<u>145</u>		<u>517</u>	<u>352</u>	<u>165</u>	<u>-47%</u>
			2010 NJ State Funding Adjustment			0	
1,686	1,604		Accrued Compensated Absences Payable	1,633	1,623	10	1%
121	767		Deferred Revenues	2,208	2,169	39	2%
337	289		Deferred other deposits	74	52	22	42%
0	0		NJEFA Higher Ed(ELF)Equi	790	0	790	0%
0	0		NJEFA Higher Ed(HETI)Tec	0	0	0	0%
87	63		NJEFA Higher Ed(HEFT)	0	63	-63	-100%
0	264		Deferred Grant Revenue	1,006	0	1,006	0%
<u>2,231</u>	<u>2,987</u>	<u>756</u>		<u>5,711</u>	<u>3,907</u>	<u>1,804</u>	<u>46%</u>
<u>3,984</u>	<u>4,885</u>	<u>901</u>	Total Current Liabilities	<u>6,228</u>	<u>4,259</u>	<u>1,969</u>	<u>46%</u>
3,725	4,872	1,147	Net Pension Liability	4,872	3,725	1,147	31%
3,416	1,413	(2,003)	Pension Deferrals				
			Deferred Inflows of Resources	1,413	3,416	-2,003	-59%
NET POSITION							
44,829	45,346	517	Invested in Capital Assets	45,326	44,603	723	2%
(20)	0	20	Capital Lease Payable(ELF)	0	(20)	20	-100%
<u>44,809</u>	<u>45,346</u>	<u>537</u>	Net Invested in Capital Assets	<u>45,326</u>	<u>44,583</u>	<u>743</u>	<u>2%</u>
47	49	2	Restricted	51	53	-2	-3%
100	100	0	NJ Comm College Worforce Consortium Investment	100	100	0	0%
					0	0	0%
147	149	2	Restricted	151	153	-2	-1%
12,206	14,544		Unrestricted-Operating Statement PL	15,610	14,070	1,540	11%
(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%
<u>12,410</u>	<u>14,749</u>	<u>222</u>	Operating and Board Designated Funds	<u>15,815</u>	<u>14,275</u>	<u>1,540</u>	<u>11%</u>
57,368	60,244		Total Net Assets	61,292	59,012	2,280	4%
<u>68,493</u>	<u>71,413</u>	<u>45</u>	Total Liabilities and Net Assets	<u>73,805</u>	<u>70,412</u>	<u>3,393</u>	<u>5%</u>

Three Year Comparison

SUSSEX COUNTY COMMUNITY COLLEGE

(\$Thsd)	March YTD 24	March YTD 23	March YTD 22
Balance Sheet - Current Assets			
Operating Cash Accounts	\$ 10,708	\$ 12,829	\$ 15,099
BNY Mellow - ELF & HETI & HEFT Grants Funds	\$ 790	\$ 63	\$ 121
Investment CD'S Designated Funds	\$ 14,054	\$ 10,441	\$ 6,843
Student Accounts Receivable	\$ 1,833	\$ 956	\$ 1,341
Grants Receivable	\$ (497)	\$ (310)	\$ 3
Other Receivables	\$ 838	\$ 1,344	\$ 934
Total Current Assets	\$ 27,726	\$ 25,323	\$ 24,341
# Months of OPEX covered by Liquid Assets			
	<u>13.1</u>	<u>13.8</u>	<u>13.0</u>
Financial Benchmark 3-4 months avg			
Accounts Payable			
Operating Payables	\$ 517	\$ 352	\$ 890
PTO Accruals	\$ 1,633	\$ 1,623	\$ 1,749
NJEFA - ELF & HETI & HEFT	\$ 790	\$ 63	\$ 121
Deferred Revenue	\$ 2,282	\$ 2,221	\$ 2,136
Grant Revenue	\$ 1,006	\$ -	\$ -
Total Current Liabilities	\$ 6,228	\$ 4,259	\$ 4,896
Working Capital			
	\$ 21,498	\$ 21,064	\$ 19,445
Working Capital/Current Ratio.....current year			
	4.45	5.95	4.97
Financial Benchmark 2-4 avg			
Operating Statement (exclusive of pass thru's)			
	March YTD 24	March YTD 23	March YTD 22
Operating Revenue	\$ 16,924	\$ 15,976	\$ 15,962
Operating Expenses	\$ 15,488	\$ 13,915	\$ 13,388
Net Contribution to Fund Balance	\$ 1,436	\$ 2,061	\$ 2,574

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

Status on CAPEX Projects funded through Chapter 12

Description (buckets)	Total Available Funds	Bond 18	Bond 20	Bond 21	Bond 22	Bond 23
Elevators E & D/Electrical Bldg E	203,269.50	203,269.50	-	-	-	-
Paving	828,073.00	-	303,916.40	-	331,787.15	192,369.45
Deferred Maint/HVAC upgrades	1,352,513.27	-	84,527.83	-	403,308.25	864,677.19
Classroom upgrades w furniture	247,000.67	-	-	-	247,000.67	-
Restroom Upgrades	314,302.00	-	-	-	314,302.00	-
New Program Facilities	1,035,054.78	-	-	-	250,779.33	784,275.45
Security/Fire Protection	154,262.59	-	-	-	25,017.59	129,245.00
Technology Upgrade	123,038.45	-	-	-	29,320.00	93,718.45
PSTA Deferred Maintenance	59,836.78	-	-	-	-	59,836.78
PSTA - HVAC	178,535.56	-	178,535.56	-	-	-
	4,495,886.60	203,269.50	566,979.79	-	1,601,514.99	2,124,122.32



Correspondence File – April 2024

1. Sussex County Community College's Acceptance into Alpha Alpha Alpha, the Honor Society for First Generation Students.



April 18, 2024

Ann Bruno
Sussex County Community College
One College Hill Rd
Newton, NJ 07860

Dear colleagues at Sussex County Community College,

Alpha Alpha Alpha is pleased to accept your application for membership and award the Kappa Pi Chapter to Sussex County Community College. We understand that you have not chosen a date for your intended first induction ceremony. Your advisor will be Ann Bruno.

In the coming weeks, you can expect to receive a copy of the induction ceremony script, sample invitation letters, and a copy of the bylaws. Our national website is now available with more information. The website address is <http://www.1stgenhonors.org>.

Thank you for joining Alpha Alpha Alpha. We are excited to offer this opportunity to your students.

Best wishes,

A handwritten signature in cursive script that reads "Carol A. Traupman-Carr".

Carol Traupman-Carr, Ph.D.
President, Alpha Alpha Alpha

cc: President, Sussex County Community College



**Board of Trustees Regular Meeting
Tuesday, March 26, 2024 – 5:00 p.m.**

Performing Arts Center

MINUTES

1. General Institutional Functions

1.1 Mr. Gewecke called the meeting to order at 5:01 p.m.

1.2 Mr. Santillo read the 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 March 21, 2024, pursuant to the Open Public Meetings Act, N.J.S.A. 10:4-8.

1.3 Roll Call / Pledge of Allegiance

Mr. Gewecke-Chair, Mrs. Smith-Vice Chair, Mr. Santillo-Secretary, Dr. Carrick, Dr. Crowley, Mrs. Frank, Mr. Hofmann, Dr. Silverthorne, Mr. Yardley, Dr. Connolly-President and 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. Gandhi-Chief Financial Officer, Mr. Fruge-Dean of Technical Operations, Mr. Kula-Executive Director of the Foundation, Mrs. Unrath-Chief Budget Officer, and Mrs. Meseha-Comptroller Consultant.

1.4 Mr. Gewecke welcomed the 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).
No one spoke.

ACTION

1.6 Approval/Acceptance of Minutes

Mrs. Smith moved to approve/accept all minutes noted below. Mr. Santillo seconded the motion. Mr. Yardley abstained from the vote. The motion carried.

- 1.6.1 Minutes from the February 27, 2024 Board Workshop. (Resolution No. GI03262024-1)
- 1.6.2 Minutes from the February 27, 2024 Regular Board Meeting. (Resolution No. GI03262024-2)
- 1.6.3 Minutes from the February 27, 2024 Executive Session. (Resolution No. GI03262024-3)
- 1.6.4 Acknowledgment of Receipt of Committee Meeting Minutes. (Resolution No. GI03262024-4)
 - Personnel and Curriculum Committee – March 19, 2024.
 - Audit and Policy Committee – March 19, 2024.
 - Finance and Facilities Committee – March 19, 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. Carrick 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: February 14, 2024 – March 13, 2024. (Resolution No. P03262024-1)
 - 2.1.2 2024-2025 Administrative Calendar. (Resolution No. P03262024-2)
- 2.2 Approval of Curriculum Items – None this month.
- 2.3 Approval of Policy Items
 - 2.3.1 Policy No. 200.17 Access to Personal Files Policy. There are no changes. (Resolution No. AP03262024-1)
 - 2.3.2 Policy No. 200.20 Alcohol and Drug Free Workplace Policy. There are no changes. (Resolution No. AP03262024-2)
- 2.4 Approval of Finance Items
 - 2.4.1 Increase to FY24 Book Company, LLC. DBA Ecampus.com Blanket Purchase Order for Online Student Material. Current PO:\$300,000 Increase by \$ 100,000 = Total \$400,000. OPEX funded. (Resolution No. BFF03262024-1)
 - 2.4.2 Increase to Prudential Retirement FY24 Blanket Purchase Order for DCRP-The Defined Contribution Retirement Program. Current PO:\$300,000 Increase by \$100,000 = Total \$400,000. OPEX funded. (Resolution No. BFF03262024-2)

- 2.4.3 WIFI Warranty and Licensing with CDW, for January 21,2024-March 14, 2029 in the Amount of \$62,678. OPEX funded. (Resolution No. BFF03262024-3)
- 2.4.4 Microsoft Licensing Renewal with Dell, for 1 Year, in the Amount of \$25,149.29 . Opex funded. (Resolution No. BFF03262024-4)
- 2.4.5 Renewal for Hosted Software Licensing with Open Systems Integrators, Inc., Extended to October 31, 2024, for \$21,541. OPEX funded. (Resolution No. BFF03262024-5)
- 2.4.6 BPO Increase - Wholesale Inventory for School Store, Performance Food Group Inc., DBA Vistar/Performance, Current PO: \$7,000 Increase by \$13,000 = Total: \$20,000. OPEX funded. (Resolution No. BFF03262024-6)

2.5 Approval of Facilities Items – None this month.

3. Finance – ACTION/RC

ACTION/RC 3.1 Receipt and Review of Financial Statements – February 29, 2024 , Eight Months YTD, FYE June 30,2024. (Resolution No. GI03262024-5)

Mr. Gandhi presented the financial statement including: February YTD FY24 - Credit Hours Dashboard, Income Statement, Balance Sheet – Assets, Balance Sheet – Liabilities, and Three-Year Comparison.

Financial Status Discussion

- Overall Financial Status - Current and Year End
- Audit impact
- Update on ERC
- Liquid Assets - Investment strategy

Income Statement Discussion

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

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

Mr. Yardley asked what is the percentage of surplus the college supposed to have. Mr. Gandhi indicated that a regular benchmark is 3-6 months, and we now have 12. Some of the things that have changed over the years and has helped our reserve iss during Covid when we received the federal CARES Act money. We were able to keep our balanced budget. By keeping our expenses within budget, the CARES Act money that came in helped fund some of the expenses resulting in a higher reserve. During that time many institutions were going into negative balances due to low enrollment, we were able to remain positive.

Dr. Crowley moved to acknowledge receipt and review of Financial Statements – February 29, 2024 , Eight Months YTD, FYE June 30,2024. Mr. Santillo 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.

- ACTION/RC** 3.2 Report on Financial Statements – June 30, 2023 and 2022 (Annual Audit) (Report on Financial Statements and Schedules of Expenditures of Federal Awards and State Financial Assistance in Accordance with Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards – Uniform Guidance – and New Jersey OBM Circular 15-08) (Resolution No. BFF03262024-7)

John Farina, director on the college audit, from PKF O'Connor Davies, presented highlights from the audit. The college received a clean, unmodified opinion, which is the highest possible audit report. There was one finding and the college has already taken corrective actions. Trustee Yardley asked about the finding, which was that a bid report was not reviewed in a timely manner. It has been resolved.

Mr. Santillo moved to acknowledge receipt of the final annual audit report as indicated above. Mrs. Frank 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.

4. **Presentations**

- 4.1 David Hespe - Porzio, Bromberg & Newman regarding the Institutional Health and Culture Assessment of the College. A copy of the presentation is attached to these minutes.

5. **Reports**

- 5.1 The Correspondence File was received, reviewed, and filed.

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

- Gerard James addressed the Board. He said, "I am a student who is deeply concerned about the recent changes at our school that undermine (inaudible) what we have here. I urge you to listen to my interview with Dr. Connolly that is on the school webstie and on YouTube which reveal some of the issues I want to discuss. First, it is kind of not an important issue, but the reinstallation of the glass wall that is set up outside of the president's office after it was removed to increase student access but also after a fight of seven years to get it taken down. This sends a troubling message of isolation and unavailability. This action contradicts the stated goals of open communication between administration and the student body. I have had the most prevalent is that a firearm was brought on campus. The presence of a weapon, even if it was temporary, is deeply disturbing and raises serious questions about the safety and security of our (inaudible) environment. (Inaudible) break up a peaceful protest, which may be administration overreacting and denying students' rights. There is a growing perception out against issues carries personal consequences. I have been told multiple times on different occasions that individuals who voiced concerns at recent board meetings were subject

to retaliation including, but not limited to, getting targeted with false rumors spread by people in positions of authority. This includes myself. This is an intrusion on free speech. It is disturbing, and I was even told that I was trauma dumping or fostering a very hostile student environment, which leads me to this point. There has been a recent restructure of the Campus Life office, which yes, it's positive, but it did include the previous head of Campus Life that I was told from credible individuals, that Mr. Jason Rodriguez had received a pay increase and a benefit time change in order to bring back information to Dr. Connolly. This raises questions about transparency and fairness. The decision to pit students against each other, as threats, is a divisive tactic that undermines the sense of community that we all have been fostering. Finally, the lack of transparency and accountability is exemplified by the delay in rescheduling an open door meeting that has yet to be rescheduled. Here we are a month later and we have heard (inaudible) trust, and I have heard that from a multitude of students. It's hard to feel heard and supported when basic communications are neglected again – something I have heard from other students. I am not speaking at all about (inaudible) or my favorite professor's departure, as some may assume. I am just deeply concerned about the (inaudible) our school is getting and the impact it will have on our current and future students. I urge the board to please take these concerns seriously and at the minimum start addressing the issues at hand. I ask a hard question and ask you to demonstrate a communicative (inaudible) and student-level. If you are truly impartial as you say you are, then you recognize the need for change and work diligently to restore trust and to improve the campus climate. I call on you the commission to an inclusive assessment of value and include students not just faculty, and get the whole picture of the current state of affairs. We are at a pivotal moment for our school. The actions that you will take should be able to shape the future of our community for years to come. I urge you to act with integrity, transparency, and with the communication that makes our institution special. Not just to the faculty but also to the students. Thank you for your attention.

- Maureen Murphy Smolka addressed the board. She said, "I want to share my perspective on Sussex County Community College and Dr. Connolly by virtue of the fact that I have worked here as first an adjunct professor and then a full-time professor and as a Chairperson for the last 35 years. I have been through all of the presidents with the exception of the very first president. I want to point out what my experience has been working with Dr. Connolly and working with this institution. I remember when I was on the search committee for Dr. Connolly. He was the only candidate who really talked about having some kind of a vision for this particular college. He also inherited a very dire situation at Sussex County Community College. The fact that he stayed with us to work through it I think is admirable. As a result of the dire financial situation that we were in when Dr. Connolly took office all of us have had to wear multiple hats. That includes not just faculty and staff, but all of the administrators. The hard work that all of us have put in over these last six years has led us to this position where we are much stronger. In the past when people retired or resigned there wasn't money to rehire, and now we are in the position to where we are presently searching for four or five full-time, tenure-track professor positions and a coordinator position. My experience with Dr. Connolly was that you could always agree or disagree about certain things, but I always felt comfortable going to him and letting him know what I didn't agree with. Even when we didn't come to a consensus on some things, we respectfully disagreed. One of the things that I'd been working on for over ten years was the development of a writing center. We were continually told there was no money for it. When I was told it was not going to happen I said I was going to keep bringing it up until it did happen. So I went to Dr. Connolly and I explained the value of a writing center, its impact on enrollment and retention and he agreed with me and said, 'Ok, get an ad hoc committee together, do some research, get a proposal to me and the faculty senate, and if it works, it works.'" That was the first time we were able to investigate the possibility of a writing center here. It is almost six years now that we have a writing center here at the college. Initially there

was only a part-time coordinator for the writing center, again because of funding. As the writing center improved and increased the number of students who were aided by it, and the research showed that the students who were aided by it were able to do better, we presented it to the Academic Council, and the money was found in order to hire a full-time coordinator. Changes are being made. They are slow but steady. They have impacted all of us. It is our love for the institution and our dedication to the students that has enabled us to wear all these hats and deal with the fact that we don't make that much money. But coming into a community college to become very wealthy. All of the salaries are there, and coming in, you know what the salary is going to be. In terms of salaries most are negotiated by the unions. We have unions for the staff, professional staff, adjuncts, and full-time faculty. Salaries are based on those negotiations that are conducted among the individual unions negotiation committees and the administration's negotiation committees. Dr. Connolly is not involved in it until negotiations are completed. They are then presented to Dr. Connolly and then they are sent to the Board. So, salaries and how much money you make are not flexible. The president is not in a position to say you can make this much and you can make this much. Do we need higher salaries? Yes, we definitely do, but so does everybody who works at a community college. So, our administrators work just as hard as the faculty and staff, and while their salaries are higher, they're not as high as administrators at other community colleges and other institutions. So a perspective on the ranges of salaries needs to be taken into consideration.

- James Gaddy addressed the Board. He said, "Good evening. My name is James Gaddy. I am still the Chief Operating Officer here at the College but I'm currently on leave. I'm here today because for the past few months the board has failed to take action regarding the abusive behavior of Jon Connolly. On December 19th I was invited to meet with the board to discuss accusations made in an anonymous letter to the college. The board's intentions were clear. Was I a risk to the college based on the treatment that I received from Dr. Connolly. I assured them that I was not a risk. That I had no intention to take action against the college. However, at the end of that conversation Jane Brown asked the very pointed question. She asked me, 'Is this a very toxic work environment?' My answer was yes and I explained that I could not go further because one of the folks who participated in this kind of gossip was sitting outside the room. I asked if they could reschedule time with me so that I could go into more detail. Unfortunately, I was never contacted back by the Board.

'The Board failed to investigate my positive reinforcement that it was in fact a toxic work environment. Fast-forward to February 9, 2024. That was the day after Jason Boehm sent a letter to the Board. I grew concerned that day because I remembered Dr. Connolly making comments to me a few months earlier about having a gun in his office. It kept ringing in my ears that Dr. Connolly had a gun in his office. After colleagues had described his behavior that morning I became concerned for his own safety. With that I reached out to Board members who allowed me, the head of HR and the head of security to search Dr. Connolly's office. I was really moved by that. It was something I never wanted to do, however, it was shocking to me that on Monday morning when I returned to the office folks came to me and told me that Dr. Connolly had gone around and told them that I had fabricated the story about him having a gun in his office. This was me on the receiving end of Dr. Connolly's retaliation. And so there's no question, (Mr. Gaddy played a recording that is inaudible on the recording and was inaudible to the people at the Board tables). To show that I did not fabricate the story, I have on recording, Dr. Connolly did in fact admit to having a gun in his office. Furthermore, I informed the Board of that. I informed them of the retaliatory behavior. I was asked to send the recording of that conversation and I did so and never heard back from the Board. Let me catch my place here. On Monday of the next week I was informed that Dr. Connolly had said that I fabricated the story. Fast-forward to February 27, 2024, at this

meeting, we heard from staff and students who talked about the hostile work environment. I chose as a leader not to speak that day because I was sitting in the front row representing the administration. However, the following evening I did make public comments at the County Commissioner meeting. The next day my nightmare began. Jon could not even look at me and he shared with a co-worker that he did not know how to behave around me and did not know what to say to me or what to do. And so, after signing an online petition on March 5th, I received a call from an exasperated and angry Jon Connolly at 9:00 at night, stating that I was being put on administrative leave. Since that time I have heard little from the college. Having been again a victim of Dr. Connolly's anger, I informed the Board of concerns I had about my employment and treatment at Dr. Connolly's hands. When I spoke about financial dishonesty at this college, and I understand that there are parameters about how much reserves we should have, but I was acting on the fact that Dr. Connolly said that we have to keep this a secret from the commissioners. I was acting on the fact that Dr. Connolly said that the funds were put away were erroneously chalked up to projects that we were not doing. I am so happy to see the transparency and this staff actually knows now that this college is not broke. That is what we have been hearing all along and continue to see cuts due to budgets and staffing issues. However, the number is not twenty thousand (\$20,000 is what was stated and recorded). The numbers are even higher when you take into account Chapter 12 and other grants and such that we have that contribute, it is more than \$25 million.

'So the second thing I want to talk to the Board about was being a victim of sexual harassment at Dr. Connolly's hands. Dr. Connolly went into great detail with me, his subordinate, about his sex life, about the mental capacity of what he was thinking during such encounters, and it made me completely uncomfortable. He directed one of our Deans to stop giving classes to Cat Graney because he feared that she would become the president of the adjunct union. I was called a faggot on more than one occasion. Dr. Connolly was informed of that at of all places a diversity retreat, and he did nothing about it. He did nothing about the fact that people said they would not work with me because of my sexual orientation other than to say, 'She's religious'. That is unacceptable. Being called a faggot has no place in this world. The spying, the eavesdropping, and even now I hear reports from people who are telling me that Melissa DeJoseph is going around saying she has evidence on me. I was put on administrative leave for a very specific reason, that allegations that I bring up, inappropriate behavior, inappropriate business dealings with friends, testing the asbestos in the mansion himself while we have students in there working with airborne asbestos. All of these things are a liability for his college. The gun, it compromises our financial aid. It compromises student health. These things are wrong. Dr. Connolly has done a lot of great things for this college. I commend him for many of those things. However, it is a toxic work environment, it is a hostile work environment, and I for one would really just like to get back to doing my job for the students.'

- Raquel Robyo addressed the Board. I spoke at the last board meeting about the questionable leadership by President Connolly. I want to reiterate my point. Before I asked the Board to help me do my job as a student ambassador and SGA officer. This time I ask for more tangible action to put President Connolly under (inaudible) at minimum. Since I talked to you my attitude has changed. It is not that I find leadership lacking. I find it toxic, abusive, and dangerous. I have here that it has been reported that the unrest, disorganization, and bitter attitude of both faculty and staff on campus is a direct consequence of the environment he fosters with pettiness and malice. I genuinely fear the aftermath of me speaking in front of you all. I fear for the security of my position in SGA, the stability of the student ambassadors, and for the diversity that lies ahead. I am also scared for my executive meeting with him that lies ahead with the SGA on April 3rd. It is well documented that Connolly has been known to personally threaten and lash

out at those who speak against him. It was made clear by the brave voice of Mrs. Sharpe and Professor Boehm, and now James Gaddy. Speaking of Professor Boehm, I wonder about the position that he used to fill in this institution. I haven't heard even a ghost of a whisper of filling his role as Student Success Advisor, professor, or athletic advisor. He was pushed out due to the denial of a \$13k raise necessary to support his family, highlighted in a letter to the Board, which led to three other Whistleblower letters. However, it will now cost the school to fill all of those positions if they are to be filled at all. Instead of the difference being put into an unused account of over one million dollars, which is a financial report that has to be put in as a request, as opposed to it being posted on the school's website like other institutions. I find it odd that his raise was denied, but a forty-thousand raise was approved for Jason Rodriguez, my former faculty advisor, who threatened a co-worker against speaking at a previous board meeting, like (inaudible) Professor Connolly, with the enrollment status of her son, and two sexual harassment cases. I promise this is not a threat, but a reality of the coming consequences if this continues to be left unaddressed. This will not stop. You will keep hearing from us. You will see me and others at the County Commissioners meeting tomorrow. I love this school. I love working for it and making it better. I love working for the students. I do not feel I can do that under Connolly. Thank you."

- Holly James addressed the Board. She said, "I am going to go back to the interview that Dr. Connolly did with my husband Gerard James who spoke previously. I'm going to address the door. It took all of four months to put it back up. Seven and a quarter years to take it down, but only four months to put it back up. Not only that but I'd like to know if financial statements will finally make it to the public's eye on the website like all of the other colleges in the area or are we going to keep that a secret? There hasn't been one since 2020. Aside from that I do not just have my husband here. I have my nephew who just turned 18, who attended the fire academy. Now finding out for sure I recall several co-workers that you have work at Thorlabs, which funded that whole building in the program (inaudible). Knowing that there was a gun on the premises terrifies me. You have veterans here. You have people that matter here and you're bringing a gun and acting erratically. You're threatening people on a regular basis and people are afraid to speak up about you. But you have a gun on campus. You mandated armed security officers. Why do you need a gun? Not only that, but if a student brought a gun to campus would they be expelled immediately. I believe they would. So why is Dr. Connolly still here? We heard this lovely lady, I'm sorry I don't remember her name. She spoke about the writing center. I was here a month ago when I watched Olivia, who was the head of the writing center, tell the Board that she couldn't afford to live and it was a toxic environment. I feel like those two things don't go hand-in-hand.

"I'm going to take a moment to talk about all of your academics and how you have more people coming in and, I'm just going to put it out there. I know I have watched my husband who is going to school here, and he has had more than one class that was not offered and he didn't know what he was going to do. I feel like you are offering things that/ you don't actually have and you're putting things out there to make it appear that (inaudible) that it's not transparent. That's not honest. Dr. Connolly you go on how you have to lead this like a business and that the students are going to want to do all the fun things, but there's just no money. You all heard him. You all heard them all. There's over twenty million dollars. Not only that, but you also say that you lead with love. Not dealing with it when people are called derogatory terms, is that love? Do you love the people who you are pushing out because they don't agree with you or is this you weaponizing your power, like you stated in your interview?"

- Taghred Mahomoud addressed the Board. She said, "Good evening. (Inaudible) I am forty two years old. I've been here two years. I came in here as a student and I took it as I was a student. One year, two semesters, and I started to see cracks. All the little cracks

that weren't noticed by the many young minds that walk through these halls. For instance, these are just a few things that I brought up to Dr. Connolly, which he just ignored, blatantly ignored. Every semester we have to complete surveys. Every single student gets a survey to just critique the professor and the work that they do. I asked Dr. Connolly if we could have access to these surveys instead of going according to outside sources. Of course the request was denied. He said a lot of students would see it and someone might have been having a bad day and had a bad experience with that professor and bad mouth them. Then why are we doing it? Why are we doing it if you are going to restrict the students from having access? Another point that I brought up to Dr. Connolly was students needing more full-time faculty. This is something that he worked on. I have to admit, he worked on it. Four extra full-time faculty appointed (inaudible) and the other person was himself. This is unacceptable when other departments lack full-time faculty, but he's here full-time. Not that anyone wants to see him everyday, but we see him everyday. What we need is full-time faculty in every department. He rejected it and appointed himself. All these issues I came up with a year ago, before any of this happened. But I was made to feel that everything I was speaking up about was because one of my professors, who was not my professor, was being (inaudible). After hearing everything that's been going on, after hearing that recording, as a parent of kids who went here, that go here, and two of my children both go here, and a lot of my friends in this community, Sussex community, in Fredon Township and Hampton, Stillwater, Sandyston, all who care about the school definitely need to hear about it. And he is failing us. Him still being here, you are all failing us. Him still being here is on your hands and you're going to have a lot of backlash. Thank you for your time."

7. Other Business

Discussion / Reports / Announcements:

7.1 Report of the Nominating Committee.

Mr. Hofmann noted that the Board needs to replace the Treasurer. He motioned to nominate Dr. Crowley. There were no nominations from the floor. Mrs. Smith seconded the motion. The motion carried unanimously.

7.2 Trustee Activity Update.

Mrs. Smith spoke about supporting the arts. She talked about the Teen Arts Festival and the upcoming college production of Arsenic and Old Lace.

7.3 A copy of the President's Report is on file in the office of the president.

7.4 Chair's Comments.

Mr. Gewecke addressed the public and faced repeated interruptions from community members in attendance. He firmly asked for the same level of respect the Board had shown to them when it was his turn to speak. His statement:

"As a matter of statute and also in a spirit of transparency you have seen presentations by our CFO, Independent Auditors, and board consultants. In the light of those reports I would like to address some recent accusations raised against the board. Accusations against the Board have been mostly veiled but are nevertheless plainly implied.

“First – That alleged misconduct by the president and other Sr. Administrative staff have been ignored by the Board. It is a matter of fact that we have been open, honest, and responsive to complaints by a relatively few members of the staff and faculty. The board has, in the recent past, conducted an inquiry into alleged misconduct by the president, to the point of giving undue credence to wholly anonymous accusations. That inquiry yielded no direct evidence of misconduct. Nevertheless, with an eye toward the long-term well-being, satisfaction, and support of the campus community, the Board has commissioned a comprehensive Institutional Health and Culture study by an independent third-party consultant.

“After the commissioning of this study, members of the college community staged protests on campus as well as made public comments accusing the College President of misconduct and called for his resignation. Other members of the college community made additional accusations against the President at a meeting of the county commissioners. We note that none of the accusations made against the president were made through the established process of grievance contained in college policies or in the collective bargaining agreements under which employees of the college work. The Board nonetheless broadened and expedited the work being done by its consultant. After the public disclosure of negative comments toward the President, the board received numerous letters in support of Dr. Connolly and his management of the college. Despite the equally positive and negative comments received by the board and as you have seen tonight, the board felt it nevertheless prudent to commission a second independent inquiry into newly raised allegations. Know that we are endeavoring with all due diligence to get to the facts in the matters at hand. We ask for your patience as we proceed with proper protocol and respect to all parties involved.

“Secondly – There is an open accusation that the college is mismanaging funds. We find it extraordinary that we are being accused of malfeasance by accomplishing the very thing the board is primarily tasked with. That being, guarding the public trust and maintaining the financial stability of the college.

“As has been reported in the press, the college has reserve funds. It has been implied that this is a giant slush fund, it is neither giant nor is it a slush fund. Chapter 12 funding (which is designed to fund capital improvements) falls significantly short of current needs. In addition, funding strategic investment in the college’s programs is essential to the sustainability of the institution. Investment allows the college to keep pace with the needs of county students and local businesses. Programs like optics technology, Welding, Medical Assisting, Line Worker, Nursing, Culinary, Ramapo at Sussex 3+1 and many others, along with capital improvements like the MTEC building, the Makers Space, Optics Building, The Culinary Institute all would not be possible without vision, foresight and a firm financial foundation from which to work.

“In terms our faculty and staff, it goes without saying that we appreciate them and genuinely believe they are numbered among the best in the country. The board recently approved the collective bargaining agreements for both our staff and faculty unions and signed contracts that received overwhelming support from those negotiating including the union representative; who actually complemented management on the tone, tenor and effectiveness of the negotiations.

“In conclusion, I want to emphasize that this board is confident in the overall philosophy of a fiscally responsible balanced budget approach and the strategy of maintaining the proper level of reserve funds in keeping with both accreditation

and State standards. We believe continued investment is essential in maintaining the financial stability of the college. The college is an asset to county residents and businesses, its growth and expansion are essential to a vibrant community. We assure you we are, and will continue to, work diligently toward those ends. As always, we welcome constructive dialogue with anyone who truly has the well-being of the college in view.”

7.5 The next meeting of the Board of Trustees will take place Tuesday, April 23, 2024, location TBD.

8. Executive Session – Pending Litigation and Personnel Matters

Now be it resolved that the Board of Trustees will now go into an Executive Session to discuss matters pertaining to pending litigation 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 6:28 p.m., Mrs. Smith motioned for the Board of Trustees to enter into an Executive Session. Mr. Santillo seconded the motion. The motion carried unanimously.

At 7:34 p.m. Mrs. Smith motioned for the Board of Trustees to adjourn the Executive Session. Mrs. Frank seconded the motion. The motion carried unanimously.

9. Adjournment

At 7:35 p.m. Mrs. Smith moved to adjourn the Regular meeting. Mr. Santillo seconded the motion. The motion carried unanimously.

Approved: