

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



**Tuesday, July 23, 2024 - 5:00 p.m.**  
**Board Room**



**Board of Trustees Regular Meeting  
Tuesday, July 23, 2024 – 5:00 p.m.  
Board Room**

**AGENDA**

**1. General Institutional Functions**

- 1.1 Call to Order
- 1.2 Public Statement: Adequate notice of this meeting specifying the time and location was transmitted via fax, posted to the Sussex County Community College Website, and on the main entry doors to the Administration Building, on July 18, 2024, pursuant to the Open Public Meetings Act, N.J.S.A. 10:4-8.
- 1.3 Roll Call / Pledge of Allegiance
- 1.4 Welcome to Guests  

All members of the public who provide public comment shall first identify themselves. Public comments may be submitted to the Board of Trustees Secretary via email or written letter if received at least (8) hours 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 June 25, 2024 Regular Board Meeting. (Attachment pgs.1-5, Resolution No. GI07232024-1).
  - 1.6.2 Minutes from the June 25, 2024 Executive Session. (Attachment pg. 6, Resolution No. GI07232024-2).
  - 1.6.3 Acknowledgment of Receipt of Committee Meeting Minutes. (Attachment pgs. 7-11, Resolution No. GI07232024-3).
    - Personnel and Curriculum Committee – July 16, 2024.
    - Audit and Policy Committee – July 16, 2024.
    - Finance and Facilities Committee – July 16, 2024.

**Consent Agenda – ACTION/RC**

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

- 2.1 Approval of Personnel Items

- 2.1.1 Personnel Actions: June 6, 2024 – July 9, 2024. (Attachment pgs. 12 & 13, Resolution No. P07232024-1)
- 2.1.2 Four Updates to Salary Sheets as follows: 1) Employee missed on original spreadsheet, 2) Employee’s longevity accidentally entered 2x salary on original spreadsheet, 3) Employee obtained Masters degree, 4) Employee’s information updated with promotion. (Attachment pgs. 14-18, Resolution No. P07232024-2)
- 2.2 Approval of Curriculum Items – None for this month
- 2.3 Approval of Policy Items
  - 2.3.1 Policy No. 200.16 Attendance Reporting Policy. The policy has no changes. (Attachment pg. 19, Resolution No. AP07232024-1)
  - 2.3.2 Policy No. 200.19 Employee Information Policy. The policy has no changes. (Attachment pg.20, Resolution No. AP07232024-2)
  - 2.3.3 Policy No. 200.15 Attendance Policy. The policy has not changes. (Attachment pg. 21, Resolution No. AP07232024-3)
- 2.4 Approval of Finance Items
  - 2.4.1 July 2024 Board Designated Funds. (Attachment pg. 22, Resolution No. BFF07232024-1) \*TABLED\*
  - 2.4.2 Fiscal Year 24/25 Blanket Purchase Orders > \$17,500. (Attachment pgs. 23 & 24, Resolution No. BFF07232024-2)
- 2.5 Approval of Facilities Items
  - 2.5.1 Enhance Service Plan for Buildings A, B and C (Preventative Maintenance) with Automated Logic for 5-Year Plan in the Amount of \$181,288.00. Operating Funds. Detail below. (Attachment pgs. 25-46, Resolution No. BFF07232024-3)
 

Amount: 5 - Year Break Down:  
 Year 1 - \$34,144.00  
 Year 2 - \$35,172.00  
 Year 3 - \$36,228.00  
 Year 4 - \$37,312.00  
 Year 5 - \$38, 432.00  
 5-year plan Total - \$181,288.00 – Savings over the 5-Year period - \$14,144.00
  - 2.5.2 Replacement Boiler in Building E with Aero Plumbing and Heating Co., Inc., for \$41,285.00. Operating Funds. (Attachment pgs. 47-51, Resolution No. BFF07232024-4)
  - 2.5.3 Main Campus Paving Projects (Catch Basins, Gazebo/First Lot, PAC Lower Lot) with Murray Paving and Concrete LLC for \$348,732.06. Chapter 12. (Attachment pgs. 52-65, Resolution No. BFF07232024-5)
  - 2.5.4 Transportation - Sussex County Football Team Bus Services Monroe, Hudson Valley, Lackawanna, Louisburg, with Broadway Elite Tours, Inc., for \$30,235.00. Operating Funds. (Attachment pgs. 66-73, Resolution No. BFF07232024-6)

2.5.5 Flooring for Building D, Hannon Floors. Union NJ, for \$54,230.80, Chapter 12. (Attachment pgs. 74 & 75, Resolution No. BFF07232024-7)

2.5.6 Cyber Protection with SHI for \$17,952. The Barracuda company has decided to terminate the Barracuda system that the College presently uses as of Sept 2024 Barracuda has offered the College a discounted price for their new Cloud Archive system to replace the terminated system. (Attachment pgs. 76-78, Resolution No. BFF07232024-8)

**3. Finance – ACTION/RC**

**ACTION/RC** 3.1 Recommendation: Acknowledge Receipt and Review of Financial Statements, June 30, 2024 Twelve Months YTD FYE June 30, 2024. (Attachment pgs. 79-89, Resolution No. GI07232024-4)

**4. Reports**

4.1 Correspondence File. (Attachment pgs. 90-98)

**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, September 24, 2024, Location TBD.

**8. Executive Session** – Pending, Ongoing, or Anticipated Litigation/Attorney-Client Privilege

Now be it resolved that the Board of Trustees will now go into an Executive Session to discuss matters pertaining to 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**



**Board of Trustees Regular Meeting  
Tuesday, June 25, 2024  
Boardroom**

**MINUTES**

**1. General Institutional Functions**

1.1 Mr. Gewecke called the meeting to order at 5:00 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 June 20, 2024, pursuant to the Open Public Meetings Act, N.J.S.A. 10:4-8.

1.3 Roll Call / Pledge of Allegiance

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

Also present: Dr. Homer-Vice President of Student Success and Institutional Effectiveness, Dr. Gallo-Associate Vice-President of Academic Affairs, and Dr. Ketan Gandhi- CFO.

1.4 Mr. Gewecke welcomed the guests and stated:

All members of the public who provide public comment shall first identify themselves. Public comments may be submitted to the Board of Trustees Secretary via email or written letter if received at least (8) hours 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 all minutes as noted below. Mr. Santillo seconded the motion. The motion carried unanimously.

1.6.1 Minutes from the May 28, 2024 Regular Board Meeting (Resolution No. GI06252024-1)

- 1.6.1 Minutes from the May 28, 2024 Executive Session (Resolution No. GI06252024-2)
- 1.6.2 Acknowledgment of Receipt of June 18, 2024 Committee Meeting Minutes. (Resolution No. GI05282024-3)
  - Personnel and Curriculum Committee – June 18, 2024
  - Audit and Policy Committee – June 18, 2024
  - Finance and Facilities Committee – June 18 ,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:

Mr. Yardley moved to approve all items on the Consent Agenda. Mrs. Frank seconded the motion.

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

- 2.1 Approval of Personnel Items
  - 2.1.1 Personnel Actions: May 13, 2024 – June 06, 2024. (Resolution No. P06252024-1)
  - 2.1.2 2024 Full Time Faculty Union Increases. (Resolution No.P06252024-2)
  - 2.1.3 2024 Professional Staff Union Increases. (Resolution No. P06252024-3)
  - 2.1.4 2024 Support Staff Union Increases. (Resolution No. P06252024-4)
  - 2.1.5 2024 2024 Non-Union Staff Increases. (Resolution No. P06252024-5)
  - 2.1.6 2024 Part Time Staff Increases. (Resolution No. P06252024-6)
- 2.2 Approval of Curriculum Items – None for this month
- 2.3 Approval of Policy Items
  - 2.3.1 Policy No. 200.7 Longevity Salary Adjustment (non-bargaining unit personnel) (Resolution No. AP06252024-1)
  - 2.3.2 Policy No. 200.9 Part-Time Non-Academic / Support Staff Hours (Resolution No. AP06252024-2)
  - 2.3.3 Policy No. 200.10 Part-Time Academic Staff Calculation of Hours (Resolution No. AP06252024-3)
  - 2.3.4 Policy No. 200.22 Vacation Policy (27, Resolution No. AP06252024-4)
- 2.4 Approval of Finance Items
  - 2.4.1 Application to Apply for Carl D Perkins Career and Technical Education

Perkins V Grant - \$341,432, Starting on July 1, 2024 and Ending on June 30, 2025 (Resolution No. BFF06252024-1)

2.4.2 Dell AIO Computers for Faculty. Corrected Amount from \$25,670.70 to \$31,528.20. The amount was wrong on the agenda last month. Operating Funds. (Resolution No. BFF06252024-2)

2.4.3 SHI – to Extend Warranty and Service Coverage on Lenovo Servers, for \$37,194.36. Operating Funds. (Resolution No. BFF06252024-3)

2.5 Approval of Facilities Items

2.5.1 Cement Work at M-Tech. Murry/Gordian for \$25,954.03. Chapter 12. (Resolution No. BFF06252024-5)

2.5.2 Front Lot Mill and Pave M -Tech – Option to Include the Exclusions from Quote Exclusions: Excavation of proposal of existing sub base. Murry/Gordian for Original \$340,000.00, with exclusions added \$468,120.27. Operating Funds. (Resolution No. BFF06252024-6)

2.5.3 Kubota for PSTA from Tri-State Rentals. This utility vehicle will replace two 20+ year old golf carts we currently use to shuttle equipment and personnel around our 14-acr training facility. The plow attachment will allow us to clean up snow in a more efficient and timely fashion. Amount = \$30,486.61. Chapter 12. (Resolution No. BFF06252024-7)

2.5.4 Lighting at PSTA – Generations Services to furnish and install new exterior lighting for the PSTA for \$ 61,975. Chapter 12. Resolution No. BFF06252024-8)

**3. Finance – ACTION/RC**

**ACTION/RC** 3.1 Recommendation: Acknowledge Receipt and Review of Financial Statements – May 31, 2024 Eleven Months YTD FYE June 30, 2024. (Resolution No. GI06252024-4)

Mr. Gandhi presented the Financial Statements - May 31, 2024 Eleven Months YTD FYE June 30, 2024 including: May YTD FY24 - Credit hours, Income Statement, Balance Sheet-Assets, Balance Sheet-Liabilities, and three-year comparison.

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

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

**4. Reports**

4.1 The Correspondence Report – None this month.

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

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

- Maureen Murphy Smolka, Chair of the English and Humanities Department addressed the Board. She thanked Drs. Connolly, Okay, Gallo, and Homer for listening to the faculty needs and for hiring new full-time faculty.
- Men's wrestling coach Barzano, accompanied by the team, presented to the Board about their collective and individual regional and national successes and academic achievements. Dr. Homer added that Coach Barzano was awarded the Gulf Atlantic Region/District Coach of the Year.

**7. Other Business**

**Discussion / Reports / Announcements:**

**7.1 Trustee Activity Update – None this month.**

- Mrs. Frank attended the Chamber of Commerce breakfast, where she conversed with a fellow attendee who had taken classes at SCCC to enhance her business skills. This attendee expressed interest in hiring SCCC students for her company. Mrs. Frank also received excellent feedback about the culinary program. Following the breakfast, there was a small expo featuring state and other resources to support local businesses.
- Mr. Hofmann attended the NJCCC Pathways event in Atlantic City, which provided an excellent networking opportunity. He had the chance to sit next to Dr. Brian Bridges, the NJ Secretary of Higher Education, who was also present for the Culinary Institute ribbon cutting. Mr. Hofmann is pleased to have participated, as the entire event focused on workforce development. He added that a few months ago he attended an online event. Jason Fruge gave an incredible presentation about the optics program during the webinar.
- Dr. Carrick highlighted that many schools are grappling with chronic absenteeism post-pandemic, prompting the district to devise a corrective action plan. She reached out to Dr. Connolly, who then involved Dr. Okay and Mrs. Fitzgerald. Together, they proposed engaging college students to create a poster aimed at parents and students to promote school attendance. The college responded enthusiastically, and Dr. Carrick received a beautiful draft poster today. She shared it with superintendents on the chronic absenteeism committee, who agreed to fund its printing and distribution to schools, supermarkets, libraries, and other locations throughout the county, ensuring a consistent message. Additionally, they discussed organizing a contest for students to create posters motivating their peers to attend school, which would be showcased in a traveling display starting at the college.
- Mrs. Smith mentioned that she has spent time with many graduating seniors this month and always inquires about their post-graduation plans. Many students typically say they are going to CCM in Hopatcong, where she lives, and in the southern part of the county. However, she has noticed a significant trend this year: far more students are choosing SCCC. What we are doing is truly making an impact.

**7.2 The President's Report is on file in the Office of the President.**

7.3 Chair's Comments – Mr. Gewecke noted that we are moving ahead with our plan for capital projects with all due diligence.

Mrs. Smith added that the College Foundation's major funding raising event, Funding Their Future is happening on October 16<sup>th</sup>. It is earlier this year to avoid conflicts with other organizations. It is a phenomenal event.

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

8. **Executive Session** – Pending Ongoing, or Anticipated Litigation Attorney-Client Privilege.

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

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

At 5:35 p.m., Mrs. Smith moved to enter into Executive Session. Mr. Santillo seconded the motion. The motion carried unanimously.

The Executive Session ended at 8:35 p.m. upon a motion made by Dr. Carrick and seconded by Mrs. Smith. The motion carried unanimously.

9. **Adjournment**

The Regular Meeting of the Board of Trustees ended at 8:36 p.m., upon a motion made by Mrs. Smith, and seconded by Mrs. Frank. The motion carried unanimously.

Approved:



Board of Trustees  
Tuesday, June 25, 2024  
Executive Session  
Minutes

Start: 5:38 p.m.

End: 8:35 p.m.

Present: Dr. Carrick, Mrs. Frank, Mr. Gewecke, Mr. Hofmann, Mr. Santillo, Mrs. Smith, Mr. Yardley, and Mr. Hespe, College Counsel-Porzio, Bromberg, & Newman.

At 5:35 p.m., Mrs. Smith moved for the Board of Trustees to enter into an Executive Session. Mr. Santillo seconded the motion. The motion carried unanimously, and the Executive Session began at 5:38 p.m.

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

At 8:35 p.m. Dr. Carrick moved for the Board of Trustees to adjourn the Executive Session. Mrs. Smith seconded the motion. The motion carried unanimously.

Approved:

**FINANCE & FACILITIES COMMITTEE  
SUSSEX COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES  
Tuesday, July 16, 2024**

Zoom Virtual Meeting

**MINUTES**

Start: 5:05 p.m.

End: 6:15 p.m.

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

**FINANCE**

- Dr. Gandhi presented the Twelve Months Year-to-Date Financial Statements for the fiscal year ending June 30, 2024. The presentation and subsequent discussion covered several key areas, including the overall financial status—both current and year-end—along with the June YTD FY24 credit hours, income statement, and the impact of increased student revenue on the fund balance. Dr. Gandhi also addressed one-time expenses in FY24 and what will be carried over into FY25. Additionally, the balance sheet analysis encompassed assets and liabilities, with a three-year comparison. The discussion on the balance sheet included detailed points on liquid assets, their investment and expected performance, student account receivables, other current assets, fixed assets (both current and planned), current liabilities, and deferred liabilities. The committee also talked about trends and market share, building the budget, and an RFP for new auditors. ***The committee agrees to bring to the Board of Trustees for acknowledgement of receipt and review.***
- The committee engaged in conversation regarding July 2024 Board Designated Funds and ***agrees to bring to the Board of Trustees for approval.***
- Fiscal Year 24/25 Blanket Purchase Orders > \$17,500 were reviewed and the committee ***agrees to bring to the Board of Trustees for approval.***

**FACILITIES** The committee reviewed:

- Enhance Service Plan for Buildings A, B and C (Preventative Maintenance) with Automated Logic for 5-Year Plan in the Amount of \$181,288.00. Operating Funds. Detail below.

Amount: 5 - Year Break Down:

Year 1 - \$34,144.00

Year 2 - \$35,172.00

Year 3 - \$36,228.00

Year 4 - \$37,312.00

Year 5 - \$38,432.00

5-year plan Total - \$181,288.00 – Savings over the 5-Year period - \$14,144.00

It was noted that, while the service plan doesn't save the college money, it does provide environmental benefits. ***The committee agrees to bring to the Board of Trustees for approval.***

- Replacement Boiler in Building E with Aero Plumbing and Heating Co., Inc., for \$41,285.00. Operating Funds. ***The committee agrees to bring to the Board of Trustees for approval.***
- Main Campus Paving Projects (Catch Basins, Gazebo/First Lot, PAC Lower Lot) with Murray Paving and Concrete LLC for \$348,732.06. Chapter 12. ***The committee agrees to bring to the Board of Trustees for approval.***

- Transportation - Sussex County Football Team Bus Services Monroe, Hudson Valley, Lackawanna, Louisburg, with Broadway Elite Tours, Inc., for \$30,235.00. Operating Funds. ***The committee agrees to bring to the Board of Trustees for approval.***
- Flooring for Building D. Hannon Floors. Union NJ, for \$54,230.80, Chapter 12. ***The committee agrees to bring to the Board of Trustees for approval.***
- Cyber Protection with SHI for \$17,952. The Barracuda company has decided to terminate the Barracuda system that the College presently uses as of Sept 2024 Barracuda has offered the College a discounted price for their new Cloud Archive system to replace the terminated system. ***The committee agrees to bring to the Board of Trustees for approval.***

### **SAFETY AND SECURITY**

- The committee reviewed Incident Reports May 7, 2024-May 14, 2024.

### **OTHER BUSINESS**

- The committee discussed the role of the alumnus trustee and concurred that it is beneficial for him to attend the Audit and Policy committee meetings.
- Dr. Connolly provided information about state-level talks of reinstating the Chancellor position and eliminating the Secretary of higher education position. The state has not had a Chancellor since Christine Todd Whitman.
- The status of residence halls and health professions building were discussed. Awaiting information from Chris Wolverton.
- Dr. Connolly provided an update on the legal representation for the PFOS issue, confirming that we are proceeding with a legal retainer for the mass tort.

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

Start: 3:00 p.m.

End: 3:23 p.m.

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

**PERSONNEL** – The committee reviewed:

- Personnel Actions: June 6, 2024 – July 9, 2024 including: Full-time and part-time new hires, Resignations/Terminations/Position Ended, Leaves, Full-time and part-time open positions. Spoke about an RFP for a search firm to help in the CFO search. ***The committee agrees to bring to the Board of Trustees for approval.***

- Updates to Salary Sheets as follows:

Katherine McCaw (missed on original spreadsheet)  
Old Salary \$25.00  
New Salary \$25.56

Sandra Cupo (longevity accidentally entered 2x)  
Salary on original spreadsheet \$52,034  
Corrected Salary \$51,034

Sareena Sciabica (obtained Masters degree)  
Salary on original spreadsheet \$47,162.81  
Corrected Salary \$48,798.81

Julie Fliegel (updated promotion amount)  
Salary on original spreadsheet \$47,500  
Corrected Salary \$48,860.80

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

**CURRICULUM** – None this month.

**OTHER BUSINESS**

- The committee reviewed Incident Reports May 7, 2024-May 14, 2024.
- The committee discussed the role of the alumnus trustee and agreed that his attending the Audit and Policy committee meetings is a good idea.

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

Start: 4:03 p.m.

End: 5:01 p.m.

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

**POLICY** – The Committee Reviewed:

- First Reading: Campus Demonstrations and Gatherings Policy. Discussed how procedures inform the policy. Spoke about possibility of attorney review. Dr. Carrick is going to research the BOE policies that are based on case law. She also stated that there are important references in the Tinker case that can be useful in this policy. The Executive Team is going to review the procedures. Added (as defined in the procedures) in the General Statement, regarding “disruptive behavior.” The NJCCC is working to create language for campus demonstrations policies that all of the colleges can use. We will amend the policy when that information becomes available. ***The policy and procedures will be refined and brought back to the committee in September.*** Also discussed the Free Speech Zone statement, which the Executive Team is going to review.
- The following unchanged policies. They were presented based on the last approval date.
  - a. Policy No. 200.11 Faculty Absences, Substitutes, and Compensation. The policy and procedures are being revised for consistency. ***This policy will be presented to the committee again in September.***
  - b. Policy No. 200.16 Attendance Reporting Policy – ***The committee agrees to bring to the Board of Trustees to re-adopt.***
  - c. Policy No. 200.19 Employee Information Policy – ***The committee agrees to bring to the Board of Trustees to re-adopt.***
- Policy No. 200.15 Attendance Policy. Cleaned up the language to state: *An employee who fails to report for work and does not contact the College to report his/her absence may be subject to disciplinary action, up to and including termination.* Added in an additional line to read: *Any employee who fails to report to work for three consecutive working days or more without notifying a manager or supervisor will be considered to have abandoned their job and voluntarily resigned from their position with the College.* ***The committee agrees to bring to the Board of Trustees to re-adopt.***
- Policy No. 200.18 Employee Classifications Policy was on the agenda but not reviewed during the committee meeting. It will be added to the September meeting agenda.

**AUDIT**

- Dr. Gandhi provided an update about the audit, stating that the work has commenced. He mentioned that an RFP will be released for next year’s auditors, and our current firm will not be included.

**OTHER BUSINESS**

- The committee reviewed Incident Reports - May 7, 2024-May 14, 2024.
- A discussion about the Alumnus Trustee was included on the agenda, but the committee ran out of time and did not discuss.

**Sussex County Community College**  
Personnel Actions: June 6, 2024 – July 9, 2024

**NEW HIRES:**

---

Full-time

- Dawn Flanders – Assistant Professor Program Coordinator Criminal Justice

Part-Time:

- Lilith Casler – PT Horticulture Associate
- Dylan Festa – PT Finance Intern
- Alyssa Olenick – PT Student Farmer

**RESIGNATIONS/TERMINATIONS/POSITION ENDED:**

---

- Lara Ressler – Custodian – Terminated in intro period for performance
- Brittany Barthelemy – PT Campus Life Assistant – Resigned for another opportunity

**ON LEAVE:**

---

- James Gaddy – Chief Operating Officer – Administrative Leave
- Don Wagenhals – Shipping and Receiving Clerk and Campus Security Officer – Medical Leave

**OPEN POSITIONS:**

---

Full-Time:

- Chief Financial Officer
- Director of Finance

Part-Time:

- 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 – Math
- Adjunct – Printmaking
- Adjunct – Spanish
- Adjunct – Criminal Justice

- Adjunct – Environmental Science
- Adjunct - Sociology
- PT Development Assistant
- PT Assistant Coach Football Wide Receiver
- PT Assistant Coach Football Defensive Line
- PT Assistant Coach Football Running Backs
- PT Assistant Coach Football Quarterbacks
- PT Head Coach Cheerleading
- Adjunct – Art Sculpture 3D
- PT Math Center Coordinator
- PT Student Intern
- PT Assistant Coach Softball
- Adjunct Acting & Lighting
- PT Assistant Coach Men’s Soccer
- PT ABE/HSE Program Instructor
- PT ABE/HSE Administrative Assistant
- PT Student Success Advisor International Students
- Adjunct – History
- Adjunct – History Western Civilization
- PT Laboratory Assistant

**Sussex County Community College**  
**Policy No.: 200.16**  
**Area: Human Resources**  
**Adopted: April 26, 2016**  
**Re-Adopted: May 26, 2020**

**200.16 Attendance Reporting Policy**

---

**PURPOSE OF THE POLICY**

To record time worked for payroll calculation, benefit accrual, and related business purposes.

**GENERAL STATEMENT OF ATTENDANCE REPORTING POLICY**

Attendance records are maintained for all employees of Sussex County Community College (“College”).

**Sussex County Community College**  
**Policy No.: 200.19**  
**Area: Human Resources**  
**Updated & Adopted: September 22, 2020**

**200.19 Employee Information Policy**

---

**PURPOSE OF THE POLICY**

The purpose of this policy is to ensure the maintenance of accurate employee information related to Sussex County Community College (“College”) operations.

**GENERAL STATEMENT OF EMPLOYEE INFORMATION**

Employees are responsible for providing the College with current, accurate and truthful information regarding all aspects of their employment with the College.

**Sussex County Community College**  
**Policy No.: 200.15**  
**Area: Human Resources**  
**Adopted: April 26, 2016**  
**Re-Adopted: May 26, 2020**

**200.15 Attendance Policy**

---

**PURPOSE OF THE POLICY**

The purpose of this policy is to maintain the effective, efficient, and uninterrupted operation of Sussex County Community College (“College”).

**GENERAL STATEMENT OF ATTENDANCE POLICY**

Regular and prompt attendance is required of all employees to ensure that the College is able to properly serve the student population. When an employee cannot avoid being absent or tardy, it is the employee’s responsibility to notify his/her supervisor in a timely manner.

**FISCAL YEAR 24/25 BLANKET PURCHASE ORDERS > \$17,500**

Vendor Name	Description	FY25	FY24 BPO	Notes
		Estimate	Amount	
		<b>BPO Amount</b>		
AAA Facilities Solutions	Janitorial Services	\$ 50,000	\$ 50,000	Bid 23-00-0300/FY25 Budget
Accruent LLC	Scheduling SW License	\$ 23,000	\$ 20,000	Multiple Quotes/FY25 budget
ADP Inc.	Payroll Services	\$ 70,000	\$ 60,000	National Coop/FY 25 Budget
AERO Plumbing & Heating	Plumbing Services	\$ 60,000	\$ 68,000	Bid 23-00-0130/FY25 Budget
Bollinger Insurance	Athletic Insurance	\$ 150,000	\$ 150,000	Bid Exemption - Insurance
Bridgeway Behavioral Health	Counseling	\$ 20,000	\$ 46,000	Mental Health Services - Grant funded
Carolina Biological Supply Co.	Science Supplies	\$ 40,000	\$ 35,000	NJCC Joint Purchasing Consortium
County of Sussex	Salt/Grit	\$ 35,000	\$ 35,000	Bid Exemption - Gov. Agency
Delta Dental Plan of NJ	Dental Services	\$ 60,000	\$ 60,000	Bid Exemption - Insurance
Distinctive Voice & Data LLC	Network Support	\$ 207,000	\$ 191,000	RFP 19-05-0096
Elizabethtown Gas	Natural Gas Utility	\$ 100,000	\$ 105,000	Bid Exemption - Utility
Florio, Perucci, Steinhardt Capelli & Tipton	Legal Services	\$ 20,000	n/a	Bid Exemption - Professional Services
Gandhi, Ketan	CPA Consulting	\$ 100,200	\$ 26,400	Bid Exemp/PSvc thru June 2025
Generations Services, Inc.	Electrical Services	\$ 65,000	\$ 65,000	Bid 23-00-0100
Home Depot	Facilities Supplies	\$ 50,000	\$ 37,000	NJ State Contract
HQW Architects	Architectural Svcs	\$ 100,000	n/a	Architect Services/FY25 Budget
iHeartMedia + Entertainment Inc.	Radio Advertising	\$ 45,000	\$ 45,000	Bid Exemption - Advertising
Instructure Inc.	Canvas Software	\$ 65,000	\$ 64,600	Bid Exemption - Proprietary Software
Ivy Rehab	Athletic Training	\$ 20,000	\$ 20,000	Professional Services
J. Kramer Landscaping & Snowplow	Landscaping	\$ 100,000	\$ 100,000	Bid 21-03-0117
JCP&L	SCCC Electric	\$ 270,000	\$ 270,000	Bid Exemption - Utility
JCP&L	PSTA Electric	\$ 37,000	\$ 37,000	Bid Exemption - Utility
Laddey Clark & Ryan	Legal Services	\$ 20,000	\$ 20,000	Bid Exemption - Professional Services
Lowe's Home Centers	Facilities Supplies	\$ 80,000	\$ 87,000	NJ State Contract
Newton Water & Sewer	Water/Sewage	\$ 17,500	17,500	Bid Exemption - Gov. Agency
NJ Community College Ins. Pool	Insurance WMC	\$ 90,000	\$ 90,000	Bid Exemption - Insurance
NJ Department of Labor	Unemployment	\$ 48,000	\$ 35,000	Bid Exemption - NJ State Fund
NJCCC	Council Assessment	\$ 34,700	\$ 34,000	CC Consortium
NJEdge.net	Internet Services	\$ 52,000	\$ 52,000	Consortium
Open Systems Integrators, Inc.	Access Control SW &	\$ 22,000	\$ 22,000	ESCNJ Cooperative Contract

Open Systems Integrators, Inc.	Repairs and Maint	\$ 22,000	\$ 22,000	Repairs and Maintenance
Passaic County Community College	Nursing Agreement	\$ 135,000	\$ 125,000	Exemption - Contract with CC
PKF O'Connor	Auditing	\$ 79,000	\$ 79,000	Bid Exemption - Professional Services FY24
Planet Networks	Secondary Internet	\$ 20,340	\$ 20,340	Multiple Quotes
Porzio, Bromberg & Newman, PC	Legal Services	\$ 70,000	\$ 80,000	Bid Exemption - Professional Services
Prudential Retirement/Empower Trust	Employee Retirement	\$ 45,000	\$ 17,500	Bid Exemption - NJ State Fund
School Alliance Insurance Fund	Liability Insurance	\$ 258,000	\$229,518	Bid Exemption - Insurance
Sign Language Resources	Sign Language Svc	\$ 75,000	\$ 100,000	Bid 22-10-0001
SIRSI Corporation	Library Mgmt SW	\$ 29,000	\$ 29,000	Bid Exemption - Proprietary Software
SunLight General Sussex Solar	Solar Electric	\$ 120,000	\$ 120,000	Power Purchase Agmt
T A Mountford Company	Copy/Printer Service &	\$ 21,120	\$ 21,000	NJ State Contract
Town of Newton	MTEC Property Taxes	\$ 28,000	\$ 28,000	Bid Exemption - Gov. Agency
Constellation NewEnergy	Natural Gas Supply	\$ 100,000	\$ 100,000	NJCC Joint Purchasing Consortium
United States Postal Service	Postage	\$ 17,500	\$ 17,500	Bid Exemption - Gov. Agency
Vertiv Corporation	IT Power & AC Sys	\$ 23,000	\$ 23,000	Proprietary/Sole Source
Waste Management	Garbage Removal	\$ 55,000	\$ 55,000	NJ State Contract
Weiner Law Group LLP	Legal Services	\$ 20,000	\$ 30,000	RFP, Bid Exemption - Prof. Services
A Book Company LLC	Online Books	\$ 400,000	\$ 400,000	Bid Exemption - Bookstore
A Book Company LLC	Financial Aid Charges	\$ 100,000	\$ 100,000	Bid Exemption - Bookstore
County College of Morris	Chargebacks	\$ 100,000	\$ 125,000	n/a
SCCC Chapter of AUFNJ	Adjunct Union Dues	\$ 20,000	\$ 20,000	n/a



## PROCUREMENT MEMO

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

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

**FROM:** Matthew Stoppay, Purchasing Manager

**DATE:** July 9, 2024

**SUBJECT:** Enhance Service Plan (Preventive Maintenance)

---

**Description:** Enhance Service Plan for Buildings A, B and C

**Vendor Name:** Automated Logic

**Amount:** 5 year Break Down:

Year 1 - \$34,144.00

Year 2 - \$35,172.00

Year 3 - \$36,228.00

Year 4 - \$37,312.00

Year 5 - \$38,432.00

5-year plan Total - \$181,288.00 – Savings over the 5 year period - \$14,144.00

**Procurement Method:** Proprietary Hardware/Software

**Funding:** Operating Funds

**Attachments:** Automated Logic Assurance Plan, Assurance Plan Pricing Comparison

## Assurance Plan Budget Pricing Comparison for: Sussex County Community College

Address: One College Hill Rd. Newtown, NJ	Date: 07/01/2024
Prepared for: Matthew Stoppay, Purchasing Manager	
<b>1-Year Assurance Plan Agreement</b>	<b>Assurance Plan Type and Budget Pricing Breakdown</b>
Year	<b>Enhance</b>
1	\$36,788
2	\$37,892
3	\$39,040
4	\$40,234
5	\$41,478
<b>3-Year Assurance Plan Agreement</b>	<b>Assurance Plan Type and Budget Pricing Breakdown</b>
Year	<b>Enhance</b>
1	\$35,510
2	\$36,575
3	\$37,683
4	\$38,836
5	\$40,036
<b>5-Year Assurance Plan Agreement</b>	<b>Assurance Plan Type and Budget Pricing Breakdown</b>
Year	<b>Enhance</b>
1	\$34,144
2	\$35,172
3	\$36,228
4	\$37,312
5	\$38,432
<b>Estimated Savings Over 5 Year Duration</b>	<b>\$14,144</b>
For questions please contact:	
name: Devon Bloss (Sales Engineer)	
email: devon.bloss@carrier.com	
cell: 551-224-6617	
Note: Pricing shown above is a 'best estimate for budgetary purposes only and should not be considered final.	



# Automated Logic Contracting Services Assurance Plans Enhance



Prepared For: **Sussex County Community College**  
Attn: **Matthew Stoppay, Purchasing Manager**  
Location: **1 College Hill Rd. Newtown, NJ 07860**

Name: **SCCC Enhance Assurance Plan**  
**BMS Service Bldgs. A, B & C**

Date: **07/01/2024**

Project ID: **24-04220**

Building automation, energy and environmental control  
[www.automatedlogic.com](http://www.automatedlogic.com)

## Contents

### Section 1 - General Services Provided

- What this agreement covers

### Section 2 - Systems Included

- What systems are included

### Section 3 - Equipment Calendar

- When will equipment visits happen

### Section 4 - Detailed Description of Work

- What tasks will be performed

### Section 5 - Service Agreement

- Agreement scope, pricing, billing, and dates of services

### Section 6 - Contacts

- Meet your team

### Section 7 - Service Billable Rates

- What are our service T&M billable rates

### Section 8 - Clarifications and Exclusions

- Clarifications and exclusions

### Section 9 - Terms and Conditions

- The legal requirements for everyone's protection

## General Services Provided

### Enhance

Automated Logic's Enhance service assurance program is a complete technical program and preventive maintenance plan that includes proactive monitoring of health, efficiency, and performance of your network with actionable insights that identify opportunities for reducing operating costs and avoiding failures. Additionally, our Enhance program includes routine scheduled service visits that keep our factory trained eyes on your equipment following our hands-on tasking to ensure your entire network is maintained. Included is a brief overview and description of the different services provided in this Assurance Plan.

#### **Dedicated Account Management Support**

As a valued Automated Logic customer, a dedicated account manager will be assigned to you to provide summarized reporting and consulting services as well as recommendations for improved facility performance and general support. We will work with you and guide our resources on their scheduled service visits to focus on areas where our technology lets us know attention may be required.

### ALC Digital Core

#### **WebCTRL® Network Health Monitoring**

IntelliSuite™ Analytics Suite brings performance data from your building automation system (BAS) into our secure ALC cloud environment for data analytics and optimization. As part of the IntelliSuite solution, the WebCTRL® Health Monitoring application provides insight into the health of the WebCTRL building automation system and its associated controllers. An intuitive web portal feeds key performance indicators (KPIs) via online dashboards, providing a complete picture of system health in real-time. Proactive maintenance strategies can then be deployed, helping to improve performance and extend system life. We use a secure, outbound only connection to gain actionable insights to the health of your system components, network communication and WebCTRL® server operation and performance.

#### **WebCTRL® Software Updates**

To keep your WebCTRL® server operating efficiently and securely, software updates are included in this agreement and will be installed as they are made available and scheduled with your staff. Typically provided at least once annually, software updates keep your system up to date, may include feature enhancements and security functions as well as optimize your user experience.

#### **Controller Software maintenance**

Revisions and updates to purchased software drivers (firmware) are included in this agreement and will be installed as they are made available and scheduled with your staff. These may include controller firmware updates that improve performance and security of your Automated Logic components.

#### **Common Password Management**

Automated Logic is aware of the security concerns of facility owners and is aware of the risks with connected systems in today's environment. Included in this agreement is our assistance in managing secure passwords and credentials that are stored in an encrypted vault where our service team may have access to your system. Vaults are managed by our local remote support teams and are updated periodically.

## General Services Provided

### **Internet Vulnerability Scans**

Security concerns extend beyond local networks. Automated Logic service teams will schedule regular scans of your controllers using the latest monitoring tools to keep track of the devices that you have exposed to the Internet. We will launch scans and report back to you our findings with recommendations of any actions or updates that need to occur to keep your facility and Automated Logic equipment secure from any threats.

**Database protection and backup** Automated Logic helps ensure the WebCTRL® configuration and history are preserved in a secure location.

### **24/7 call-center support**

As an assurance program customer, you will have access to our 24/7 call center. Should an event occur where you require support, either onsite or via remote assistance, an experience service specialist will respond and interrogate your system. Should a site visit be required, we will work with you to determine the best time to dispatch our specialist. Additional charges may apply if our response and action are outside of our agreed upon scope of work.

### **Scheduled Preventive Maintenance**

#### **Planned Preventive Maintenance**

Our Enhance service program includes hands on preventive maintenance tasking commensurate with our experience and factory recommended maintenance routines. Scheduled maintenance visits provide preventative support to physical equipment including servers, controllers, field devices and operational checks of mechanical equipment.

#### **Service Reports**

During each planned visit, our specialists will document the work performed, discuss any material used for the work performed and discuss any additional findings that need attention including anything that may need to be prioritized.

#### **Facility Management Consulting**

Your dedicated Service Account Manager will provide periodic on-site consulting services that specifically address your facility needs and performance. Your account manager will share with you any opportunities to improve your facility performance uncovered by our technical team and work with you to prioritize any work that may even be out of scope of this agreement.

Will also be your first point of contact for any requests, additional needs and will also work with your

## Systems Included

Qty	Equipment	Tag
1	Enhance Package	Sussex CCC – WebCTRL Building Management System
4	Rooftop Unit	Building A: RTUs 1-4
4	Air Handling Unit	Building A: AHUs 1-4
30	VAV Box	Building A: VAVs 1-30
10	Fan Powered Box	Building A: FPB 1-10
1	Unit Ventilator	Building A: HVU
1	Hot Water System	Building A: Boilers & Pumps
4	Rooftop Unit	Building B&C: RTUs 1,2a,2b,3
67	VAV Box	Building B&C: VAVs 1-67
3	Air Handling Unit	Building B&C: AHUs 1-3
1	Exhaust Fan - General	Building B&C: EF-1
1	Hot Water System	Building B&C: Boiler and Pumps

# Equipment Calendar

Visit/Option	Spring	Summer	Fall	Winter	Annual
<b>Enhance Package (Sussex CCC - WebCTRL)</b>					
Network Analytics					✓
Software Updates					✓
Password Management					✓
Vuln. Scans / Database Backup					✓
Phone Support					✓
Planned Preventive Maintenance					✓
Service Reports					✓
Facility Management Consulting					✓
<b>Rooftop Unit (Building A: RTUs 1-4)</b>					
Software Maintenance		✓			
System Verification		✓			
<b>Air Handling Unit (Building A: AHUs 1-4)</b>					
Software Maintenance		✓			
System Verification		✓			
<b>VAV Box (Building A: VAVs 1-30)</b>					
Software Maintenance					✓
System Verification					✓
<b>Fan Powered Box (Building A: FPB 1-10)</b>					
Software Maintenance					✓
System Verification					✓
<b>Unit Ventilator (Building A: HVU)</b>					
Software Maintenance					✓
System Verification					✓
<b>Hot Water System (Building A: Boilers &amp; Pumps)</b>					
Software Maintenance			✓		
System Verification			✓		
<b>Rooftop Unit (Building B&amp;C: RTUs 1,2a,2b,3)</b>					
Software Maintenance		✓			
System Verification		✓			
<b>VAV Box (Building B&amp;C: VAVs 1-67)</b>					
Software Maintenance					✓
System Verification					✓
<b>Air Handling Unit (Building B&amp;C: AHUs 1-3)</b>					
Software Maintenance		✓			
System Verification		✓			
<b>Exhaust Fan - General (Building B&amp;C: EF-1)</b>					

## Equipment Calendar

Visit/Option	Spring	Summer	Fall	Winter	Annual
Software Maintenance					✓
System Verification					✓
<b>Hot Water System (Building B&amp;C: Boiler and Pumps)</b>					
Software Maintenance			✓		
System Verification			✓		

**NOTE:** This schedule represents a tentative time frame per year. A formal service delivery plan will be discussed and furnished at the Customer kickoff meeting and modified as needed throughout the course of the Agreement. Our intent is that overall Task Frequency will stay the same; however, visits may change to meet any schedule requirements for the site.

## Detailed Description of Work

### Air Handling Unit

#### Software Maintenance

- Revisions and updates to purchased software drivers (firmware) are included in this agreement and will be installed as they are made available and scheduled with your staff

#### System Verification

- Verify that AHU is being controlled at the appropriate values, while the fan is operating.
- Change one set point value; verify smooth transition and stable control at the new set point.
- Return set point to original value. Repeat for each additional control loop, if any.
- Verify that controlled valves and dampers will stroke fully in both directions, sealing tightly where appropriate.
- Verify the proper operation of critical control processes and points associated with this unit. Make adjustments if necessary.
- Verify the setting/operation of the low temperature safety device, if applicable.
- Verify the operation of the cooling, pre-heat, reheat, & humidity control device, if applicable.
- Field test any alarm device or sensor and verify alarm condition is reported properly.
- Verify sensors are within acceptable range, calibrate if applicable.
- Check associated controller(s) and expansion modules for proper 24 Volt power and communication.
- Inspect wiring for signs of corrosion, fraying and discoloration, defective shielding or shield grounding.
- Clean enclosure exterior surfaces & Remove excessive dust from internal surfaces.
- Document any issues and discuss "Corrective Maintenance" options with customer

### Exhaust Fan - General

#### Software Maintenance

- Revisions and updates to purchased software drivers (firmware) are included in this agreement and will be installed as they are made available and scheduled with your staff

#### System Verification

- Verify that the sequence of operation is executed as designed.
- Verify proper operation of fan Start-Stop and or Speed Control.
- Ensure fan status corresponds to command signal.
- Verify damper actuator connections.
- Verify damper full stroke and observe smooth operation.
- Damper Actuator connections tightened and verified (if applicable).
- Backup controller databases, programs and settings

## Detailed Description of Work

### Fan Powered Box

#### Software Maintenance

- Revisions and updates to purchased software drivers (firmware) are included in this agreement and will be installed as they are made available and scheduled with your staff

#### System Verification

- Verify that FPB is being controlled at the appropriate values.
- Change temperature set point value; verify smooth transition and stable control at the new set point.
- Verify the operation of reheat device, if applicable.
- Return set point to original value.
- Verify that controlled valves and dampers will stroke fully in both directions, sealing tightly where appropriate.
- Verify the proper operation of critical control processes and points associated with this unit. Make adjustments if necessary.
- Field test any alarm device or sensor and verify alarm condition is reported properly.
- Verify sensors are within acceptable range, calibrate if applicable.
- Check associated controller for proper communication.
- Document any issues and discuss "Corrective Maintenance" options with customer

### Hot Water System

#### Software Maintenance

- Revisions and updates to purchased software drivers (firmware) are included in this agreement and will be installed as they are made available and scheduled with your staff

#### System Verification

- Verify system is enabled and system components are in the automatic position.
- Verify reasonable readings are received into the system from the Outside Air Temperature/Relative Humidity sensor.
- Ensure enable/disable or lockout setpoints are reasonable for the application and equipment.
- Confirm setpoints, reset schedules or optimized setpoints are in the proper range for equipment.
- Confirm hot water supply and return temperature readings are reasonable for the condition of the system (prior to startup).
- Confirm with the operator the system water levels are full to appropriate levels.
- Start system and confirm the lead equipment i.e. pumps, boilers, etc. started as expected note any deficiencies.
- Confirm hot water supply and return temperature readings are reasonable for the condition of the system (post startup). Note any deficiencies.

## Detailed Description of Work

- Confirm flow readings (if applicable) are reasonable for the amount of pumps running.
- Enable Pump rotation sequence to confirm proper failure recovery. This process should be initiated once for the amount of pumps present. Note any deficiencies.
- If equipped with VFD's adjust setpoint of process variable i.e. flow or differential pressure and confirm the control loop responds appropriately. Restore setpoint to original setting and note any deficiencies.
- If equipped with a mixing valve, adjust setpoint or reset schedule to force a response from valve. Verify the system responded appropriately and achieved setpoint. Restore setpoint to original and note any deficiencies.
- If equipped with a heat exchanger, adjust setpoint or reset schedule to force a response from valve. Verify the system responded appropriately and achieved setpoint. Restore setpoint to original and note any deficiencies.
- Enable boiler rotation as applicable and be sure to allow for adequate runtime in between rotation in order to avoid the short-cycle of the heating equipment. Note any deficiencies.
- Adjust parameters to allow for staging of equipment as applicable. Return parameters to original values once complete.
- Note any deficiencies of all of the above tests in detail on service report. & Make any recommendations on findings to Facility Manager.

## Rooftop Unit

### Software Maintenance

- Revisions and updates to purchased software drivers (firmware) are included in this agreement and will be installed as they are made available and scheduled with your staff

### System Verification

- Verify that RTU is being controlled at the appropriate values, while the fan is operating.
- Change one set point value; verify smooth transition and stable control at the new set point.
- Return set point to original value. Repeat for each additional control loop.
- Verify that heating stages & cooling stages enable & disable.
- Verify the proper operation of critical control processes and points associated with this unit. Make adjustments if necessary.
- Field test any alarm device or sensor and verify alarm condition is reported properly.
- Verify sensors are within acceptable range, calibrate if applicable.
- Check associated controller(s) and expansion modules for proper 24 Volt power and communication.
- Inspect wiring for signs of corrosion, fraying and discoloration, defective shielding or shield grounding.
- Clean enclosure exterior surfaces & Remove excessive dust from internal surfaces.
- Document any issues and discuss "Corrective Maintenance" options with customer

## Detailed Description of Work

### Unit Ventilator

#### Software Maintenance

- Revisions and updates to purchased software drivers (firmware) are included in this agreement and will be installed as they are made available and scheduled with your staff

#### System Verification

- Start-Stop Schedules in place and operating correctly to customer specifications.
- Unit PID Loops are controlling at specified set points within tolerance.
- Examine trend data to verify control loop stability.
- Valves and dampers close tightly and open fully.
- Verify operation of safeties and key control processes associated with this unit.
- Response and reasonableness of key values and control points.
- Backup controller databases, programs and settings

### VAV Box

#### Software Maintenance

- Revisions and updates to purchased software drivers (firmware) are included in this agreement and will be installed as they are made available and scheduled with your staff

#### System Verification

- Verify that VAV is being controlled at the appropriate values.
- Change temperature set point value; verify smooth transition and stable control at the new set point.
- Return set point to original value.
- Verify that dampers will stroke fully in both directions, sealing tightly where appropriate.
- Verify the proper operation of critical control processes and points associated with this unit. Make adjustments if necessary.
- Field test any alarm device or sensor and verify alarm condition is reported properly.
- Verify sensors are within acceptable range, calibrate if applicable.
- Check associated controller for proper 24 Volt power and communication.
- Document any issues and discuss "Corrective Maintenance" options with customer

# Service Agreement

**Customer Name:** Matthew Stoppay – Sussex County Community College  
**Submitted By:** Devon Bloss – ALC NY/NJ  
**Customer Address:** 1 College Hill Rd. Newtown, NJ

### Scope of Service

Automated Logic Contracting Services, Inc. (ALCS) will perform **(12)** scheduled maintenance visits during the term of this Agreement covering the automation equipment and systems listed in the Systems Included section of this Agreement. More detailed systems related tasks can be found in the Detailed Description of Work section of this Agreement.

### Agreement Term

This Agreement shall become effective upon **07/01/2024** and shall continue for a 5-year(s) term. The Agreement shall automatically renew at each Agreement anniversary (see Terms and Conditions).

### Agreement Billing

In each contract year, there will be a total of 4 payment(s), paid Quarterly, in advance, in the amount of \$8,536.00 for Year 1.

### Agreement Price

Year 1 pricing 07/01/2024 - 06/30/2025:	<b>\$34,144.00</b>	(4 payment(s) of \$8,536.00)
Year 2 pricing 07/01/2025 - 06/30/2026:	<b>\$35,172.00</b>	(4 payment(s) of \$8,793.00)
Year 3 pricing 07/01/2026 - 06/30/2027:	<b>\$36,228.00</b>	(4 payment(s) of \$9,057.00)
Year 4 pricing 07/01/2027 - 06/30/2028:	<b>\$37,312.00</b>	(4 payment(s) of \$9,328.00)
Year 5 pricing 07/01/2028 - 06/30/2029:	<b>\$38,432.00</b>	(4 payment(s) of \$9,608.00)

### Preferred Rates

Refer to the Service Billable Rates section for details on preferred rates for hours not included in this agreement. Rates subject to annual increase.

### Acceptance and Approval

This Agreement will become binding upon signature by Customer and signature by an ALCS representative and is subject to the Terms and Conditions attached and incorporated in this Agreement.

\_\_\_\_\_  
Customer Acceptance (typed/printed name)

\_\_\_\_\_  
Automated Logic Contracting Services, Inc. Acceptance (typed/printed name)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Customer Acceptance (signature)

\_\_\_\_\_  
Automated Logic Contracting Services Inc. (signature)

## Contacts

The following controls professionals at Automated Logic are listed for your convenience whenever you need to contact us:

Your Sales Engineer: Devon Bloss is responsible for providing customer support in the development of project scopes of work, budgetary estimates, quotations, and service contracts. Your sales engineer is your technical resource for identifying and consulting on design/build energy management solutions. Contact at: 551-224-6617 or [devon.bloss@carrier.com](mailto:devon.bloss@carrier.com)

Your Service Coordinator: Aster Pheonyx and Jilianne Pangaro schedules preventive maintenance visits, emergency calls, and manages priorities. Contact at: 973-569-4700 or [aster.pheonyx2@carrier.com](mailto:aster.pheonyx2@carrier.com) / [jillianne.pangaro2@carrier.com](mailto:jillianne.pangaro2@carrier.com)

Your Remote Support Engineer: Aster Pheonyx and Jilianne Pangaro are responsible for providing Remote Technical support during normal business hours. Contact at 973-569-4700 or [aster.pheonyx2@carrier.com](mailto:aster.pheonyx2@carrier.com) / [jillianne.pangaro2@carrier.com](mailto:jillianne.pangaro2@carrier.com)

Your Service Account Manager: Ken Adams provides overall support and ensures resource availability for your service agreement. Your account manager has the final responsibility to make sure your needs are met in the manner that meets your criteria. Contact at: 973-390-0018 or [kenneth.adams@carrier.com](mailto:kenneth.adams@carrier.com)

Your Area Service Manager: David Wilson manages our service department. He is responsible for the overall quality of service and ensuring the teams have the proper resources to service your account. The service manager ensures the team is properly trained, have the equipment necessary and ensures we are delivering the best possible product. Contact at: 973-585-5590 or [david.wilson2@carrier.com](mailto:david.wilson2@carrier.com)

Your Branch Manager: Shana Stein is the General Manager of Automated Logic New York/New Jersey. Contact at: [shana.stein@carrier.com](mailto:shana.stein@carrier.com)

Your Emergency After Hours Service: Automated Logic After Hours Call Center will connect you to the available on call Field Engineer. Contact at: 973-569-4700

### **General Office Information:**

Automated Logic Contracting Services  
100 Delawanna Avenue, 4<sup>th</sup> Floor  
Clifton, New Jersey, 07014

Phone: 973-539-4700

## Service Billable Rates

### SERVICE AGREEMENT CUSTOMERS (Billable Labor Rates)

SERVICE AGREEMENT CUSTOMERS (Billable Labor Rates) January 1, 2024 – December 31, 2024	
NO CHARGE	Limited Telephone Support, Normal Business Hours
\$208.00/HOUR	On Site Field Engineer Labor, Normal Business Hours
\$260.00/HOUR	On Site Design Engineer Labor, Normal Business Hours
\$270.00/HOUR	On Site Account Management Labor, Normal Business Hours
\$175.00/HOUR	Telephone Support, Overtime (After hours & Saturday)
\$312.00/HOUR	On Site Field Engineer Labor, Overtime (After hours & Saturday)
\$390.00/HOUR	On Site Design Engineer Labor, Overtime (After hours & Saturday)
\$405.00/HOUR	On Site Account Management Labor, Overtime (After hours & Saturday)
\$350.00/HOUR	Telephone Support, Double Time (Sundays & Holidays)
\$416.00/HOUR	On Site Field Engineer Labor, Double Time (Sundays & Holidays)
\$520.00/HOUR	On Site Design Engineer Labor, Double Time (Sundays & Holidays)
\$540.00/HOUR	On Site Account Management Labor, Double Time (Sundays & Holidays)
<i>*Rates subject to an annual increase</i>	
*Note	<p><b><i>Each on-site service call is subject to a minimum billing of two hours if premium time labor is not included in the Service agreement.</i></b></p> <p><b><i>These labor rates include travel time and expenses (tolls, and parking)</i></b></p>
RESPONSE TIMES	
<u>Emergency</u> 4-8 hours (OT Rates May Apply)	<u>Non-Emergency</u> 24-48 hours

Please contact the Service Department at 973-569-4700

## Service Billable Rates

### NON-SERVICE AGREEMENT CUSTOMERS (Billable Labor Rates)

NON-SERVICE AGREEMENT CUSTOMERS (Billable Labor Rates) January 1, 2024 – December 31, 2024	
\$198.00/HOUR	Telephone Support, Normal Business Hours
\$280.00/HOUR	On Site Field Engineer Labor, Normal Business Hours
\$324.00/HOUR	On Site Design Engineer Labor, Normal Business Hours
\$334.00/HOUR	On Site Account Management Labor, Normal Business Hours
\$297.00/HOUR	Telephone Support, Overtime (After hours & Saturday)
\$420.00/HOUR	On Site Field Engineer Labor, Overtime (After hours & Saturday)
\$486.00/HOUR	On Site Design Engineer Labor, Overtime (After hours & Saturday)
\$501.00/HOUR	On Site Account Management Labor, Overtime (After hours & Saturday)
\$396.00/HOUR	Telephone Support, Double Time (Sundays & Holidays)
\$560.00/HOUR	On Site Field Engineer Labor, Double Time (Sundays & Holidays)
\$648.00/HOUR	On Site Design Engineer Labor, Double Time (Sundays & Holidays)
\$668.00/HOUR	On Site Account Management Labor, Double Time (Sundays & Holidays)
<i>*Rates subject to an annual increase</i>	
*Note	<p><b><i>Each on-site service call is subject to a minimum billing of four hours.</i></b></p> <p><b><i>Customer trip charge of \$65.00 per each site visit.</i></b></p> <p><b><i>Telephone support will be rounded up to the nearest one hour.</i></b></p>

Please contact the Service Department at 973-569-4700

## Clarifications and Exclusions

### Clarifications:

- This agreement is based on work being performed during normal business hours defined as (8am – 5pm weekdays)
- Activities performed under this agreement are dependent on the level of Assurance Plan selected.
- Repair and/or replacement of equipment installed by Automated Logic Corporation is dependent on the level of Assurance Plan selected and identified in the covered equipment list.

### Exclusions:

- Premium Time for emergency or after normal business hours.
- Mechanical repairs.
- Taxes are not included in price.
- Removal, handling, or transporting any hazardous material.

### Equipment Exclusions:

- All items not directly terminated to an Automated Logic control module are excluded from this agreement. Such items include but are not limited to fan motors, pump motors, fuses, disconnects, motor starters, smoke detectors, fire alarms, variable speed drives, air compressors, exhaust air valves, humidifiers, heating coils, mechanical dampers or any computer hardware and DDC controllers not provided by Automated Logic.
- Third party devices not originally installed by Automated Logic.
- Any control wiring or pneumatic tubing outside Automated Logic control panels, variable speed drives, combination fire/smoke dampers and actuators.

## Standard Terms & Conditions of Sale

**1. PAYMENT AND TAXES** – Payment shall be made net 30 days from date of invoice. Automated Logic reserves the right to require cash payment or other alternative method of payment prior to shipment or completion of work if Automated Logic determines, in its sole discretion, that Customer or Customer's assignee's financial condition at any time does not justify continuance of the net 30 days payment term. In addition to the price, the Customer shall pay Automated Logic any taxes or government charges arising from this Agreement. If Customer claims any such taxes do not apply to transactions covered by this Agreement, Customer shall provide Automated Logic with acceptable tax exemption certificates. Payment for service agreements shall be due and payable in advance of services being rendered. All past due invoices will accrue interest at the lesser of 1% (one percent) per month or the maximum amount allowable by law.

**2. TERM** – This Agreement shall automatically renew at each Agreement anniversary<sup>1</sup> for an additional like term (a Renewal Term) unless either party gives written notice to the other party at least sixty (60) days prior to the expiration of the Initial Term or the Agreement anniversary. The Agreement Price for the first year of the initial Renewal Term will be adjusted to reflect the percent increase shown by the index of the Producer Price Index for Metals and Metal products published by the U.S. Department of Labor, Bureau of Statistics for the adjustment month compared with the index for the same month of the final year of the Initial Term of the Agreement and the percent increase to ALC straight-time hourly labor rates. The Agreement Price will be adjusted annually thereafter to reflect the percent increase shown by the index of the Producer Price Index for Metals and Metal products published by the U.S. Department of Labor, Bureau of Statistics for the adjustment month compared with the index for the same month of the previous year, and the percent increase to ALC straight-time hourly labor rate compared with the straight-time hourly labor rates for the same month of the previous year.

**3. SCOPE OF WORK/EXCLUSIONS** – Repair to building construction, plastering, patching and painting are excluded. Customer agrees to provide Automated Logic with required field utilities (electricity, toilets, drinking water, receiving dock, project hoist, elevator service, etc.) without charge. Automated Logic agrees to keep the job site clean of debris arising out of its own operations. Customer shall not back charge Automated Logic for any costs or expenses without Automated Logic's written consent. Unless specifically noted in the statement of the scope of work or services undertaken by Automated Logic under this Agreement, Automated Logic's obligations under this agreement expressly exclude any work or service of any nature associated or connected with the identification, abatement, clean up, control, removal, or disposal of environment hazards or dangerous substances, to include but not be limited to asbestos or PCBs, discovered in or on the premises.

Certain exclusions apply to services where Automated Logic is providing covered repair labor and material cost under this agreement. Those exclusions regarding covered repair labor and material cost services include service calls due to failures resulting from Force Majeure Events (see Section 6 below), abuse or misuse of equipment, willful damage of equipment, alterations, modifications, and/or any damages as a result of negligence by others. Any language or provision of the Agreement elsewhere contained which may authorize or empower the Customer to change, modify, or alter the scope of work or services to be performed by Automated Logic shall not operate to compel Automated Logic to perform any work relating to Hazards without Automated Logic's express written consent. Services performed at customer's direction outside of the scope of this Agreement will be billed at our scheduled rates.

**4. EXTRAS** – Work and material in addition to or different from that stated herein, and changes in drawings, specifications or time of performance, shall be considered as extras, and shall entitle Automated Logic to an adjustment in the contract price and the delivery schedule.

**5. EMERGENCY SERVICE WORK** – If emergency service is performed at Customer's request and inspection does not reveal any defects for which Automated Logic is liable under this Agreement, Customer shall pay for such work at Automated Logic's prevailing time and material rate.

**6. SHIPMENT/PARTIAL SHIPMENT/RETURNS** – All product shipments shall be EXW shipping point, Automated Logic's loading dock shall be the shipping point. The Customer is responsible for all freight charges, customs clearance and risks involved in the shipment to the job site. Shipment dates quoted are approximate. Automated Logic does not guarantee a particular date for shipment or delivery. Automated Logic shall have the right to ship any portion of equipment, goods or other materials included in this Agreement and invoice Customer for such partial shipment. No goods will be accepted for return without prior written authorization. Returned goods may be subject to a restocking charge. Special order and non-stock items cannot be returned.

**7. DELAYS** – Automated Logic shall not be liable for any delay in the performance of the work resulting from or attributed to acts or circumstances beyond Automated Logic's control, including, but not limited to, acts of God or of the public, acts of government, acts of terrorism, fire, floods, epidemics, freight embargoes, unusually severe weather, riots, strikes or labor disputes, conditions of the premises, acts or omissions of the Customer, Owner or other contractors, or delays caused by suppliers or subcontractors ("Force Majeure Event(s)"). In the event Automated Logic is delayed in manufacturing, shipping, delivery or any other performance under this Agreement by a Force Majeure Event and without the fault or negligence of Automated Logic, Automated Logic agrees to notify Customer in writing as soon as practicable of the causes of such delay, and Automated Logic shall further be entitled to an extension of the time equivalent to the duration of any such delay and a reasonable time in which to recover from said delay to resume performance. In the event any materials or equipment to be provided by Automated Logic under this Agreement becomes permanently unavailable as a result of a Force Majeure Event, Automated Logic shall be excused from furnishing said materials or equipment.

**8. WARRANTY** – Automated Logic warrants to Customer that the Work performed by Automated Logic hereunder will comply in all material respects with the attached Scope of Work or Statement of Services and will be free from material defects in workmanship. Automated Logic warrants that all equipment manufactured by Automated Logic Corporation and all Automated Logic equipment, parts or components supplied hereunder will be free from defects in material and workmanship. Automated Logic shall at its option repair or replace, EXW point of sale, any equipment, part or component sold by Automated Logic and determined to be defective within one (1) year from the date Customer has beneficial use. Automated Logic does not warrant products not manufactured by Automated Logic, but it does pass on to Customer any available manufacturer's warranty for such products. Automated Logic warrants that all services provided by Automated Logic hereunder shall be performed in a workmanlike manner. In the event any such service is determined to be defective within ninety (90) days of completion of that service, Automated Logic shall at its option re-perform or issue a credit for such service. Automated Logic's obligations as set forth herein shall be Customer's exclusive remedy. Automated Logic shall not be responsible for labor charges for removal or reinstallation of defective equipment, parts or components, for charges for transportation, handling and shipping, or for repairs or replacement of such equipment, parts or components required as a consequence of faulty installation when not installed by Automated Logic, misapplication, vandalism, abuse, exposure to chemicals, improper servicing, unauthorized alteration or improper operation by persons other than Automated Logic. THIS WARRANTY IS GIVEN IN LIEU OF ALL OTHER WARRANTIES. CUSTOMER ACKNOWLEDGES THAT AUTOMATED LOGIC MAKES NO REPRESENTATION OR WARRANTY THAT THE IRON, STEEL, MANUFACTURED PRODUCTS AND/OR

<sup>1</sup> Agreement anniversary is defined as one year after the effective date or renewal date as stated in the Service Agreement section

## Standard Terms & Conditions of Sale – Continued

CONSTRUCTION MATERIALS USED BY AUTOMATED LOGIC IN CONNECTION WITH MEETING ITS OBLIGATIONS UNDER THE WARRANTY WITH RESPECT TO REPAIR OR REPLACEMENT WILL COMPLY WITH THE REQUIREMENTS OF THE INFRASTRUCTURE INVESTMENT AND JOBS ACT, THE BUY AMERICAN ACT OR ANY SIMILAR LAWS OR REGULATIONS.

Customer's use of any software provided under this Agreement is licensed (if applicable) and governed by the applicable end user license agreement.

**9. WORKING HOURS** – All services performed under this Agreement, including major repairs, are to be provided during Automated Logic's normal working hours unless otherwise agreed in writing.

**10. CHANGE ORDERS/ADDITIONAL WORK** – Automated Logic will not perform additional work until such time as Automated Logic receives a change order, duly executed by each party, setting forth the scope and an agreed upon price for the additional work, as well as any appropriate adjustments to the delivery schedule. Additional work and/or materials supplied under any change order shall be subject to the terms of this Agreement.

**11. CUSTOMER RESPONSIBILITIES** – Customer shall: provide safe and reasonable access to the job site and equipment being serviced; provide a safe work environment; keep areas adjacent to equipment free of extraneous material; move any stock, fixtures, walls, partitions, ceilings, enclosures or such other property as may be necessary to perform the specified work; promptly notify Automated Logic of any unusual operating conditions; operate any equipment supplied hereunder properly and in accordance with instructions; and identify and label any asbestos containing material that may be present. The Customer will provide, in writing, prior to the start of a job, a signed statement regarding the absence or presence of asbestos for any job where the building or the equipment to be serviced is older than 1981. Should this document state that no asbestos is present, the Customer will also provide in writing the method used to determine the absence of asbestos. If online service via modem is being provided, the Customer shall provide and maintain all relevant communications equipment and service, which may include, but not be limited to a telephone line with long distance direct dial and answer capability, internet access or Wi-Fi.

**12. LIMITATION OF LIABILITY** – Under no circumstances shall Automated Logic be liable for any indirect, incidental, collateral, special, punitive, or consequential damages, including, but not limited to loss of revenue, loss of profit, recalls, loss of use of equipment or facilities, loss of data, or economic damages howsoever arising. Automated Logic shall be liable for damage to property, other than equipment provided under this Agreement, and to persons, to the extent that Automated Logic's negligent acts or omissions directly contributed to such injury or property damage. To the extent permitted by law, Automated Logic's aggregate liability for any reason, whether in contract, tort (including negligence) or otherwise, will be limited to the value of the payments received by Automated Logic under this Agreement. The aggregate liability shall not limit the liability of Automated Logic for any injury to, or death of a person, caused by its gross negligence.

**13. CUSTOMER TERMINATION FOR DEFAULT** – Customer shall have the right to terminate this Agreement for Automated Logic's default provided Automated Logic fails to cure such default within thirty (30) days after having been given prior written notice of the default. Upon early termination or expiration of this Agreement, Automated Logic shall have free access to enter Customer locations to disconnect and remove any and all Automated Logic-owned parts, tools and personal property. Additionally, Customer agrees to pay Automated Logic for all incurred but unamortized service costs performed by Automated Logic including overhead and a reasonable profit.

**14. AUTOMATED LOGIC TERMINATION** – Automated Logic reserves the right to discontinue its service or performance under this Agreement any time payments have not been made as agreed or if alterations, additions or repairs are made to equipment during the term of this Agreement by others without prior agreement between Customer and Automated Logic. Should Customer fail to make payment in accordance with the terms of this Agreement and such failure continues without cure for a period of five (5) days following Customer's receipt of written notice of such payment default, Automated Logic may terminate this Agreement without liability.

**15. CLAIMS** – Any lawsuits arising from the performance or nonperformance of this Agreement, with the exception of any claims for non-payment, whether based upon contract, negligence, strict liability or otherwise, shall be brought within one (1) year from the date the claim arose. In the event of any dispute arising out of or related in any way to this Agreement, Automated Logic shall be entitled to recover all costs and expenses incurred in enforcing its rights hereunder, whether based in contract, tort or otherwise, including but not limited to all costs and attorney's fees incurred in any such dispute.

**16. INTERNATIONAL TRADE COMPLIANCE** – Sales and distribution of commodities, materials, hardware, software, services, and technology Customer receives from Automated Logic pursuant to this Agreement (the "Product") may constitute an export, reexport, or transfer, and such transactions must be conducted in accordance with the export control, trade, and economic sanctions laws and regulations of the government authorities with jurisdiction over such activities, including the European Union and its Member States, the United States, and the United Kingdom (collectively, "Trade Control Laws").

- (a) Customer will conduct all activities under this Agreement in compliance with Trade Control Laws.
- (b) Customer will not sell, supply, export, reexport, or transfer Products directly or indirectly to: 1. Cuba, Iran, North Korea, Russia, Syria, or the Crimea, Donetsk, Kherson, Luhansk, or Zaporizhzhia regions of Ukraine or any other region that becomes restricted (each a "Restricted Country"); 2. to an individual or entity that is (i) an individual or entity designated on the U.S. Department of the Treasury's Office of Foreign Assets Control's ("OFAC") Specially Designated Nationals ("SDNs") and Blocked Persons List, the U.S. Department of Commerce's Bureau of Industry and Security's Entity List, the European Union's Consolidated List of Sanctions, as well as those of applicable Member States, and the UK Consolidated List; (ii) the Government of a Restricted Country, Venezuela, or Afghanistan, (iii) a person ordinarily resident in, or an entity registered under the laws of, a Restricted Country, (iv) an entity owned or controlled by a party in (i)-(iii), or (v) a person acting on behalf of, or for the benefit of, a party in (i)-(iv) (Parties in subparagraph 2(i)-(v) collectively, a "Denied Party"); 3. for an unauthorized end-use; or 4. in violation of Trade Control Laws.
- (c) Customer shall conduct reasonable diligence to verify its customers' or end-users' identity and location and confirm the Products' intended end-use (collectively, "End-User Diligence"). Customer's End-User Diligence must be sufficient to identify and prevent unauthorized transactions, including those involving Restricted Countries and Denied Parties. Customer shall promptly notify Automated Logic of any transactions involving Restricted Countries and Denied Parties, or other violations of Trade Control Laws with respect to Products or related services.

## Standard Terms & Conditions of Sale – Continued

- (d) Notwithstanding any other provision of this contract, Automated Logic will not provide warranty, repair, replacement, or guarantee services for Products in Restricted Countries, to Denied Parties, or otherwise in violation of Trade Control Laws. If Customer extends to its clients any warranty that is broader in scope than the limited warranty provided by Automated Logic, Customer shall be solely responsible for all costs, expenses, liabilities, obligations, and damages resulting from the extension of such warranty.
- (e) Upon request, Customer shall promptly provide Automated Logic with information about Customer's export of Products, including, without limitation, description, volume, value, Customer and/or end-user, transaction dates, and service details.
- (f) Customer represents and warrants that neither it nor its respective directors, officers, employees, or affiliates is a Denied Party or is located, organized, or resident in a Restricted Country.
- (g) Automated Logic can terminate this Agreement effective immediately upon any of the following: 1. Customer becomes a Denied Party; 2. Customer violates Trade Controls with respect to any of the activities subject to this Agreement; or 3. Automated Logic reasonably determines that its Trade Control Laws compliance obligations prohibit Automated Logic's performance (each a "Trade Controls Event"). Termination under this clause shall be deemed a termination for just cause, relieving Automated Logic of any obligation to make further sales or provide further services (including warranty, repair, replacement, or guarantee services) under this Agreement, or to deliver any Products to Customer.
- (h) Customer shall hold Automated Logic harmless against all liabilities, and, to the extent permitted by Trade Control Laws, indemnify Automated Logic for all costs, expenses, damages, and losses incurred by Automated Logic arising from a Trade Controls Event. In no event shall Automated Logic be liable for any special, incidental, exemplary, or consequential damages, including but not limited to, lost profits, fines, or penalties imposed on Customer by relevant governmental authorities, arising in connection with Automated Logic's performance under this Agreement, including but not limited to delays, fees, or limitations imposed in connection with Trade Control Laws.

### 17. GOVERNMENT PROCUREMENTS –

**(a) COMMERCIAL ITEMS** – The components, equipment and services provided by Automated Logic under this Agreement are "commercial items" as defined in Section 2.101 of the Federal Acquisition Regulations ("FAR"), and the prices of such components, equipment and services are based on Automated Logic's commercial pricing policies and practices (which do not consider any special requirements of U.S. Government cost principles, FAR Part 31, or any similar procurement regulations). As such, Automated Logic will not agree to provide or certify cost or pricing data, nor will Automated Logic agree to comply with the Cost Accounting Standards (CAS). In addition, no government procurement regulations, such as FARs or DFARS, shall apply to this Agreement except those regulations expressly accepted in writing by Automated Logic.

**(b) WHERE AUTOMATED LOGIC IS SUBCONTRACTOR** – Where Automated Logic is subcontractor, Automated Logic is agreeing to perform a private subcontract for the sale of a commercial item on a fixed-price basis to Customer (a private entity) and as such there shall be no Federal Acquisition Regulations (FARs), DFARS, CFRs, or any other government procurement regulations of any kind which apply to this Agreement, except those regulations expressly accepted in writing by Automated Logic. In addition, Automated Logic will not agree to provide or certify cost or pricing data nor will Automated Logic agree to comply with the Cost Accounting Standards (CAS). Automated Logic refers to FAR 52.244-6, "Subcontracts for Commercial Items and Commercial Components."

**18. HAZARDOUS MATERIALS** – If Automated Logic encounters any asbestos or other hazardous material while performing this Agreement, Automated Logic may immediately suspend its work and remove its employees from the project, until such material and any hazards associated with it are abated to Automated Logic's satisfaction. The Customer is solely responsible for the identification, detection, abatement, encapsulating or removal of asbestos, goods or materials containing asbestos, similar hazardous substances, or mold, fungi, mildew, or bacteria at a Customer site. The time for Automated Logic's performance shall be extended accordingly, and Automated Logic shall be compensated for the delay.

**19. OCCUPATIONAL SAFETY AND HEALTH** – Automated Logic and Customer agree to notify each other immediately upon becoming aware of an inspection under, or any alleged violation of, the Occupational Safety and Health Act ("OSHA") relating in any way to the performance of work under this Agreement, the project or the job site.

**20. ENTIRE AGREEMENT, ASSIGNMENT and MODIFICATION** – This Agreement contains the complete and exclusive statement of the agreement between Automated Logic and Customer and supersedes all previous or contemporaneous, oral or written, statements. Customer may transfer or assign all or a portion of this Agreement only with Automated Logic's prior written consent. However, Automated Logic may transfer or assign all or part of this Agreement upon written notice to Customer. No change, modification, amendment or waiver of any of the terms or conditions of this Agreement shall be binding upon the parties unless made in writing and duly executed by both parties hereto.

**21. CUSTOMER CONSENT** – Customer grants to Automated Logic and its successors and/or assigns the right to photograph Customer's premises where the equipment and/or services were installed or performed. Customer further grants to Automated Logic and its successors and/or assigns the right to use those photographs and videos, Customer's name and nature of Customer's relationship with Automated Logic in all forms of media for Automated Logic's marketing campaigns including but not limited to press releases, case studies, project profiles, newsletters, social media and promotional brochures.

**22. FOR WORK BEING PERFORMED IN CALIFORNIA** – Contractors are required by law to be licensed and regulated by the Contractors' State License Board which has jurisdiction to investigate complaints against contractors if a complaint regarding a patent act or omission is filed within four years of the date of the alleged violation. A complaint regarding a latent act or omission pertaining to structural defects must be filed within 10 years of the date of the alleged violation. Any questions concerning a contractor may be referred to the Registrar, Contractors' State License Board, P.O. Box 26000, Sacramento, California 95826.

**23. INTELLECTUAL PROPERTY** – Notwithstanding anything to the contrary stated herein, Automated Logic retains ownership of its intellectual property and no license to Automated Logic's intellectual property is granted except as necessary for Customer to use any deliverables and/or services provided hereunder.

## Standard Terms & Conditions of Sale – Continued

**24. ANTI-DISCRIMINATION POLICY** – The Automated Logic Fostering a Respectful and Safe Work Environment policy is incorporated into these terms via this link: <https://www.automatedlogic.com/en/company/work-for-us/>

**25. PRICE ADJUSTMENTS** – The price of services performed under this Agreement is subject to change due to increases in material costs related to tariffs, import duties, trade policy, epidemics, commodity or material costs, supplier costs, labor costs, or related impacts or market conditions. Such change shall come into effect on thirty (30) days' prior written notice from Seller to Customer.

**26. DATA PRIVACY** – Each party will comply with applicable data privacy laws governing personal information collected and processed under this Agreement. Automated Logic processes personal data as described in our privacy notices at <https://www.automatedlogic.com/en/legal/privacy-notice/>

**27. STATE CONTRACTOR LICENSE NUMBERS** – A list of Automated Logic's state contractor license, certificate, and registration numbers, which list is incorporated herein, is available via this link: <https://www.automatedlogic.com/en/support/contractor-licenses>

**28. ADDITIONAL TERMS AND CONDITIONS - CANNABIS INDUSTRY** - If Customer is involved in the cannabis industry as a manufacturer, distributor, or otherwise in the United States, the additional terms and conditions available at <https://www.automatedlogic.com/en/support/additional-terms> which are incorporated herein, shall apply.

**29. ADDITIONAL TERMS AND CONDITIONS – ABOUND** – If this Agreement includes a subscription to the Abound platform, then the additional terms and conditions of the Abound Master SaaS Subscription Agreement available at <https://abound.carrier.com/en/worldwide/saas-agreement/> which are incorporated herein, shall apply.

**30. ADDITIONAL TERMS AND CONDITIONS – WEBCTRL CLOUD** – If this Agreement includes a subscription to the WebCTRL Cloud platform, then the additional terms and conditions of the WebCTRL Master SaaS Subscription Agreement available at [https://www.shareddocs.com/hvac/docs/1000/public/04/webctrl\\_master\\_saas\\_agreement\\_direct\\_09232022.pdf](https://www.shareddocs.com/hvac/docs/1000/public/04/webctrl_master_saas_agreement_direct_09232022.pdf) which are incorporated herein, shall apply.

### 31. REMOTE MONITORING –

**(a) DATA RIGHTS** - Customer hereby grants and agrees to grant to Automated Logic a worldwide, non-exclusive, non-terminable, irrevocable, perpetual, paid-up, royalty free license to any Source Data, with the right to sub-license to its affiliates and suppliers for (i) Automated Logic's performance of services pursuant to this Agreement, (ii) the improvement of Automated Logic services, and Automated Logic's Analytics Platform; (iii) improving product performance, operation, reliability, and maintainability; (iv) to create, compile, and/or use datasets and/or statistics for the purposes of benchmarking, development of best practices, product improvement; (v) the provision of services to third parties, (vi) research, statistical, and marketing purposes, and/or (vii) in support of Automated Logic agreements.

Source Data – shall mean data that is produced directly from a system, or device and received at a collection point or a central server (e.g. a Automated Logic's database, data lake, or third party cloud service).

Analytics Platform – shall mean server algorithms or web interface systems used to (i) interpret, convert, manipulate, or calculate data, (ii) perform data processing, and/or (iii) the delivery of data to Automated Logic, affiliates or suppliers of Automated Logic, and/or Customer.

**(b) RETURN OF DATA** - Customer understands and acknowledges that Automated Logic will collect Source Data that will be stored on and/or transmitted to Automated Logic's servers and to suppliers or affiliates that are contracted by Automated Logic and used to transmit, process, extract or store such Source Data for purposes of Automated Logic's performance of the service in accordance with this Agreement. Once such data and information has been stored and/or transmitted to Automated Logic's servers, Customer agrees that such data and information shall become part of Automated Logic's database and therefore subject to the license terms under section 28(a).

**(c) DATA DELIVERY** - During the term of the Agreement Customer shall (i) make reasonable efforts to ensure that the hardware remains powered on, (ii) avoid intentional action to impede, block or throttle collection and transmission of Source Data by Automated Logic, and (iii) avoid intentional action to disable, turn off, or remove the data collection hardware or software without Automated Logic's express written consent, which consent shall not be unreasonably withheld.

**(d) DATA SAFEGUARDS** - Automated Logic processes personal data as described in our privacy notice at Carrier.com. The parties will comply with applicable data privacy laws governing personal data processed in connection with this Agreement, including the California Consumer Privacy Act (CCPA) and the European General Data Protection Regulation (GDPR), and take all reasonable commercial and legal steps to protect personal data. If Customer provides Automated Logic with personal data, Customer will ensure that it has the legal right to do so, including obtaining consent and providing notice to the individuals whose personal data it provides to Automated Logic. If a party collects or processes personal data from California residents under this Agreement, such party is a "Service Provider" under the CCPA and will not sell or exchange such personal data for anything of value.



## PROCUREMENT MEMO

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

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

**FROM:** Matthew Stoppay, Purchasing Manager

**DATE:** July 1, 2024

**SUBJECT:** Boiler (Building E)

---

**Description:** Replace Boiler

**Vendor Name:** Aero Plumbing and Heating Co., Inc

**Amount:** \$41,285.00

**Procurement Method:** Multiple Quotes

**Funding:** Operating Funds

**Attachments:** Aero Plumbing and Heating Quote, Unitemp Quote



# PROPOSAL

## AERO Plumbing & Heating Co., Inc.

NJ Master Plumber's License # 13174  
 NJ Master HVACR License # 185

P.O. Box 51, Vienna, NJ 07880-0051  
 Phone 908-637-8886 Fax 908-637-6978  
 vald@aeroplumbinginc.com

PROPOSAL # SCCC-24-01  
 DATE: JUNE 26, 2024

EXPIRATION DATE 60 DAYS

TO Sussex County Community College  
 1 College Hill Rd  
 Newton, NJ 07860  
 Attn: Rick Mc Dermott

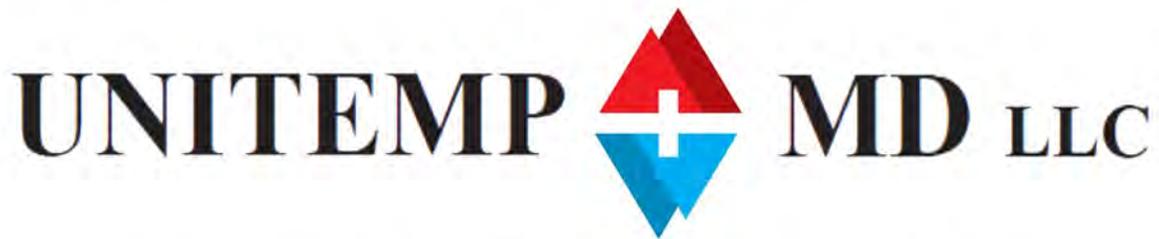
Project:  
 \*\*\*Replace Existing PK Boiler with New in Building E\*\*

CONTACT	LOCATION	PAYMENT TERMS	DUE DATE
Nicholas De Santo, Jr. CPD	E Building	Net 30 days	N/A

ITEM	QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	1	Replace exiting Patterson-Kelley Mach model # PK-C1050 gas-fired condensing boiler rated for 1,050,000 BTU/hr. input capacity and 985,950 BTU/hr. output capacity		
2	1	Outdoor sensor - Tasseron # TSA00B4		
3	1	Header sensor kit		
4	1	Certified factory start-up & operational instruction to staff		
5	1	1-year parts & control warranty (Parts & Labor)		
6	1	5-year burner warranty		
7	1	10-year heat exchanger warranty and warranty against thermal shock (parts only)		
8	1	Boiler Pump - B&G # E90 (3/4hp, 2", 2AAB, 115/230V, BLR)		
9	1	Auxiliary low water cutoff control (probe-type)		
10	1	Condensate neutralization kit		
		LEAD TIME - 6-8 WEEKS		
				<b>\$41,285.00</b>

**NOTES:**

1. WORK TO BE PERFORMED DURING NORMAL WORKING HOURS
2. NO SALES TAX IS INCLUDED



HVAC • BUILDING AUTOMATION SYSTEMS  
ENGINEERING • INSTALLATION • SERVICE

## Sussex County Community College

### *Boiler Replacement*

### *Proposed Project Agreement*

**Date:**

6/25/2024

**Proposal Number:**

UTP24-436B

**Prepared for:**

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

**Prepared by:**

Arturo Yanez, Jr.  
9087534800 Ext 1624  
Arturoy@hvac123.com



**PROJECT PROPOSAL**

**Company**

Unitemp MD, LLC  
26 World's Fair Dr.  
Somerset, NJ 08873  
Ph: 9087534800 Ext 1624

Proposal Date: 6/25/2024  
Proposal Number: UTP24-436B

**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:**

Dear Richard:

Thank you for the opportunity to offer our proposal for this project. We look forward to working with you on the following scope of work:

- Lock Out/Tag Out electrical.
- Remove & dispose of existing Boiler & Condensate Neutralizer.
- Furnish & install new Boiler & Condensate Neutralizer.
- Leak check all new work.
- Start up & test for proper operation.

**Our price for this work is \$43,364.00, plus applicable state sales tax.**

**Material:                                 \$ 37,144.00**

**Labor:   \$ 6,220.00**

**Lead time is 6-8 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.**

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

**\*\*\*Quotes accepted after 7 days may be subject to price increase depending on vendors current pricing on materials\*\*\***

**WARRANTY:** Our warranty on work performed is one (1) year, parts and labor.

**TERMS OF PAYMENT:** Monthly Progress Billing. Material and equipment furnished under this proposal shall remain the property of the seller until final payment has been received.

Upon execution as provided below, this agreement, including the following pages attached hereto (collectively, the “Agreement”), shall become a binding and enforceable agreement against both parties hereto. Customer, by execution of this Agreement, acknowledges that it has reviewed and understands the attached terms and conditions and has the authority to enter into this Agreement.

**Contractor**

**Customer**

*Arturo Yanez Jr*

\_\_\_\_\_  
Signature (Authorized Representative)

Arturo Yanez, Jr.

\_\_\_\_\_  
Name (Print/ Type)

9087534800 Ext 1624

\_\_\_\_\_  
Phone

6/25/2024

UTP24-436B

\_\_\_\_\_  
Date

\_\_\_\_\_  
Proposal #

\_\_\_\_\_  
Signature (Authorized Representative)

\_\_\_\_\_  
Name (Print/ Type)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
PO#



## PROCUREMENT MEMO

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

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

**FROM:** Matthew Stoppay, Purchasing Manager

**DATE:** July 8, 2024

**SUBJECT:** Main Campus Paving Projects

---

**Description:** Catch Basins, Gazebo/First Lot, PAC Lower lot

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

**Amount:** \$348,732.06

**Procurement Method:** ESCNJ State Approved Coop #65MCECCPS, JOC Contract No.: 23/24-06 Region 2 PV

**Funding:** Chapter 12

**Attachments:** Murry/Gordian Quote





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

ESCNJ State Approved Coop #65MCESCCPS

---

**Date:** June 27, 2024

**Re:** IQC Master Contract #: 23/24-06 Region 2 PV  
JOC Work Order #: 129709.00  
Owner PO #:  
Title: Sussex Co Community College Various Campus Improvements 24-345  
Contractor: Murray Paving and Concrete LLC  
Proposal Value: \$348,732.06

---

<b>Catch Basins</b>	<b>\$29,448.82</b>
<b>Gazebo/1st Lot</b>	<b>\$109,019.59</b>
<b>PAC Lower Lot</b>	<b>\$88,965.17</b>
<b>Student Center Path</b>	<b>\$121,298.48</b>
<b>Proposal Total</b>	<b>\$348,732.06</b>

---

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

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

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

## ESC NJ State Approved Coop #65MCESCCPS

Date: June 27, 2024

Re: IQC Master Contract #: 23/24-06 Region 2 PV  
 JOC Work Order #: 129709.00  
 Owner PO #:  
 Title: Sussex Co Community College Various Campus Improvements 24-345  
 Contractor: Murray Paving and Concrete LLC  
 Proposal Value: \$348,732.06

Sect.	Item	Mod.	UOM	Description	Line Total
Labor	Equip.	Material	(Excludes)		
<b>Catch Basins</b>					
1	01 22 20 00 0008		HR	Cement Mason For tasks not included in the Task Catalog and as directed by owner only.	\$3,024.35
			Installation	Quantity Unit Price Factor = Total 32.00 x 100.16 x 0.9436 = 3,024.35	
2	01 22 23 00 0314		DAY	3/8 CY Hydraulic Excavator With Full-Time Operator	\$2,406.63
			Installation	Quantity Unit Price Factor = Total 2.00 x 1,275.24 x 0.9436 = 2,406.63	
3	01 71 13 00 0003		EA	Equipment Delivery, Pickup, Mobilization And Demobilization Using A Tractor Trailer With Up To 53' Bed Includes loading, tie-down of equipment, delivery of equipment, off loading on site, rigging, dismantling, loading for return and transporting away. For equipment such as bulldozers, motor scrapers, hydraulic excavators, gradalls, road graders, loader-backhoes, heavy duty construction loaders, tractors, pavers, rollers, bridge finishers, straight mast construction forklifts, telescoping boom rough terrain construction forklifts, telescoping and articulating boom man lifts with >40' boom lengths, etc.	\$1,406.41
			Installation	Quantity Unit Price Factor = Total 1.00 x 1,490.47 x 0.9436 = 1,406.41	
4	02 41 19 13 0014		EA	Saw Cut Minimum Charge For projects where the total saw cutting charge is less than the minimum charge, use this task exclusively. This task should not be used in conjunction with any other tasks in this section.	\$2,094.89
			Installation	Quantity Unit Price Factor = Total 2.00 x 1,110.05 x 0.9436 = 2,094.89	
5	04 22 23 13 0020		SF	10" x 8" x 16", Cored, Normal Weight, Concrete Block	\$4,623.49
			Installation	Quantity Unit Price Factor = Total 256.00 x 19.14 x 0.9436 = 4,623.49	
6	32 01 17 63 0027		TON	Asphalt Placement For Small Repair Areas, Hot Mix Modified For each ton over 3 to 100 tons. For small areas of existing asphalt is removed to allow work such as trenching across or in a road, excavating a drainage structure, uncovering a utility line, etc.	\$4,060.35
			Installation	Quantity Unit Price Factor = Total 16.00 x 268.94 x 0.9436 = 4,060.35	
7	32 01 17 63 0028		EA	Asphalt Placement For Small Repair Areas, Hot Mix, Up To 3 Tons For small areas of existing asphalt is removed to allow work such as trenching across or in a road, excavating a drainage structure, uncovering a utility line, etc.	\$2,162.23
			Installation	Quantity Unit Price Factor = Total 1.00 x 2,291.47 x 0.9436 = 2,162.23	
8	33 01 30 81 0025		SF	Up To 1/4" Thick, Cementitious Grout, Manhole Patching	\$4,546.19
			Installation	Quantity Unit Price Factor = Total 256.00 x 18.82 x 0.9436 = 4,546.19	
9	33 42 31 00 0403		EA	Type A Inlet, Single Frame And Grate (General Foundries 52340)	\$5,124.28
		X	Installation	Quantity Unit Price Factor = Total 8.00 x 452.55 x 0.9436 = 3,416.21	
		X	Demolition	Quantity Unit Price Factor = Total 8.00 x 226.27 x 0.9436 = 1,708.07	

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

**Job Order No:** 129709.00  
**Job Order Title:** Sussex Co Community College Various Campus Improvements 24-345

---

---

**Subtotal for Catch Basins**

**\$29,448.82**

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

**Job Order No:** 129709.00  
**Job Order Title:** Sussex Co Community College Various Campus Improvements 24-345

**Gazebo/1st Lot**

10	01 22 20 00 0061	HR	Flagperson For Traffic Control						\$3,143.92
		Installation	Quantity	Unit Price	Factor	=	Total		
			32.00	104.12	0.9436		3,143.92		
11	01 22 23 00 0261	DAY	2,400 LB Capacity, 72" Wide, Skid-Steer Loader With Full-Time Operator						\$2,490.84
		Installation	Quantity	Unit Price	Factor	=	Total		
			2.00	1,319.86	0.9436		2,490.84		
12	01 22 23 00 0314	DAY	3/8 CY Hydraulic Excavator With Full-Time Operator						\$1,203.32
		Installation	Quantity	Unit Price	Factor	=	Total		
			1.00	1,275.24	0.9436		1,203.32		
13	01 22 23 00 1216	DAY	18 CY Rear Dump Truck With Full-Time Truck Driver						\$12,103.31
		Installation	Quantity	Unit Price	Factor	=	Total		
			6.00	2,137.79	0.9436		12,103.31		
14	01 22 23 00 1265	DAY	Vacuum Sweeper Truck, With Full-Time Truck Driver						\$1,883.89
		Installation	Quantity	Unit Price	Factor	=	Total		
			1.00	1,996.49	0.9436		1,883.89		
15	01 71 13 00 0003	EA	Equipment Delivery, Pickup, Mobilization And Demobilization Using A Tractor Trailer With Up To 53' BedIncludes loading, tie-down of equipment, delivery of equipment, off loading on site, rigging, dismantling, loading for return and transporting away. For equipment such as bulldozers, motor scrapers, hydraulic excavators, gradalls, road graders, loader-backhoes, heavy duty construction loaders, tractors, pavers, rollers, bridge finishers, straight mast construction forklifts, telescoping boom rough terrain construction forklifts, telescoping and articulating boom man lifts with >40' boom lengths, etc.						\$4,219.22
		Installation	Quantity	Unit Price	Factor	=	Total		
			3.00	1,490.47	0.9436		4,219.22		
16	01 74 19 00 0022	CY	Drop-Off Asphalt At Recycling Center						\$6,636.91
		Installation	Quantity	Unit Price	Factor	=	Total		
			224.00	31.40	0.9436		6,636.90		
17	02 41 19 13 0014	EA	Saw Cut Minimum ChargeFor projects where the total saw cutting charge is less than the minimum charge, use this task exclusively. This task should not be used in conjunction with any other tasks in this section.						\$2,094.89
		Installation	Quantity	Unit Price	Factor	=	Total		
			2.00	1,110.05	0.9436		2,094.89		
18	32 01 16 71 0003	SY	Up To 3" Depth, Production Cold Milling Of Asphalt						\$13,365.25
		Installation	Quantity	Unit Price	Factor	=	Total		
			3,033.00	4.67	0.9436		13,365.25		
19	32 01 16 71 0003 0010	MOD	For >2,500 To 5,000, Add						\$3,348.47
		Installation	Quantity	Unit Price	Factor	=	Total		
			3,033.00	1.17	0.9436		3,348.47		
20	32 12 16 13 0002	TON	Bituminous Hot Mix Intermediate Binder Course 3,954 LB/CYIncludes placement, rolling, finishing and sweeping. Used for applications not described elsewhere in this section.						\$8,277.26
		Installation	Quantity	Unit Price	Factor	=	Total		
			75.00	116.96	0.9436		8,277.26		
21	32 12 16 13 0013	TON	Bituminous Hot Mix Surface Wearing Course 3,774 LB/CYIncludes placement, rolling, finishing and sweeping. Used for applications not described elsewhere in this section.						\$42,764.67
		Installation	Quantity	Unit Price	Factor	=	Total		
			372.00	121.83	0.9436		42,764.67		
22	32 12 16 13 0020	TON	Hand Placed Hot Mixed Asphalt 3,954 LB/CYFor small areas not reachable by machine. Includes placement, rolling, finishing and sweeping.						\$7,487.64
		Installation	Quantity	Unit Price	Factor	=	Total		
			22.00	360.69	0.9436		7,487.64		

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

**Job Order No:** 129709.00  
**Job Order Title:** Sussex Co Community College Various Campus Improvements 24-345

---

---

**Subtotal for Gazebo/1st Lot**

**\$109,019.59**

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

**Job Order No:** 129709.00  
**Job Order Title:** Sussex Co Community College Various Campus Improvements 24-345

**PAC Lower Lot**

23	01 22 16 00 0002	EA	Reimbursable Fees	Reimbursable Fees will be paid to the contractor for eligible costs as directed by Owner. Insert the appropriate quantity to adjust the base cost to the actual Reimbursable Fee. If there are multiple Reimbursable Fees, list each one separately and add a comment in the "note" block to identify the Reimbursable Fee (e.g. sidewalk closure, road cut, various permits, extended warranty, expedited shipping costs, etc.). A copy of each receipt, invoice, or proof of payment shall be submitted with the Price Proposal.						\$1,636.62
		Installation	Quantity	Unit Price	Factor	=	Total			
			1,636.62	1.00	x	1.0000	=	1,636.62		
			private markout							
24	01 22 20 00 0061	HR	Flagperson For Traffic Control							\$3,143.92
		Installation	Quantity	Unit Price	Factor	=	Total			
			32.00	104.12	x	0.9436	=	3,143.92		
25	01 22 23 00 0261	DAY	2,400 LB Capacity, 72" Wide, Skid-Steer Loader With Full-Time Operator							\$2,490.84
		Installation	Quantity	Unit Price	Factor	=	Total			
			2.00	1,319.86	x	0.9436	=	2,490.84		
26	01 22 23 00 0314	DAY	3/8 CY Hydraulic Excavator With Full-Time Operator							\$1,203.32
		Installation	Quantity	Unit Price	Factor	=	Total			
			1.00	1,275.24	x	0.9436	=	1,203.32		
27	01 22 23 00 1216	DAY	18 CY Rear Dump Truck With Full-Time Truck Driver							\$10,086.09
		Installation	Quantity	Unit Price	Factor	=	Total			
			5.00	2,137.79	x	0.9436	=	10,086.09		
28	01 22 23 00 1265	DAY	Vacuum Sweeper Truck, With Full-Time Truck Driver							\$1,883.89
		Installation	Quantity	Unit Price	Factor	=	Total			
			1.00	1,996.49	x	0.9436	=	1,883.89		
29	01 71 13 00 0003	EA	Equipment Delivery, Pickup, Mobilization And Demobilization Using A Tractor Trailer With Up To 53' Bed	Includes loading, tie-down of equipment, delivery of equipment, off loading on site, rigging, dismantling, loading for return and transporting away. For equipment such as bulldozers, motor scrapers, hydraulic excavators, gradalls, road graders, loader-backhoes, heavy duty construction loaders, tractors, pavers, rollers, bridge finishers, straight mast construction forklifts, telescoping boom rough terrain construction forklifts, telescoping and articulating boom man lifts with >40' boom lengths, etc.						\$4,219.22
		Installation	Quantity	Unit Price	Factor	=	Total			
			3.00	1,490.47	x	0.9436	=	4,219.22		
30	01 74 19 00 0022	CY	Drop-Off Asphalt At Recycling Center							\$4,859.16
		Installation	Quantity	Unit Price	Factor	=	Total			
			164.00	31.40	x	0.9436	=	4,859.16		
31	02 41 19 13 0014	EA	Saw Cut Minimum Charge	For projects where the total saw cutting charge is less than the minimum charge, use this task exclusively. This task should not be used in conjunction with any other tasks in this section.						\$2,094.89
		Installation	Quantity	Unit Price	Factor	=	Total			
			2.00	1,110.05	x	0.9436	=	2,094.89		
32	32 01 16 71 0003	SY	Up To 3" Depth, Production Cold Milling Of Asphalt							\$9,791.49
		Installation	Quantity	Unit Price	Factor	=	Total			
			2,222.00	4.67	x	0.9436	=	9,791.49		
33	32 01 16 71 0003 0009	MOD	For Up To 2,500, Add							\$7,338.38
		Installation	Quantity	Unit Price	Factor	=	Total			
			2,222.00	3.50	x	0.9436	=	7,338.38		

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

**Job Order No:** 129709.00  
**Job Order Title:** Sussex Co Community College Various Campus Improvements 24-345

**PAC Lower Lot**

34	32 12 16 13 0002	TON	Bituminous Hot Mix Intermediate Binder Course 3,954 LB/CY Includes placement, rolling, finishing and sweeping. Used for applications not described elsewhere in this section.				\$5,959.63
	Installation		Quantity	Unit Price	Factor	Total	
			54.00	116.96	0.9436	5,959.63	
			x	x	=		
35	32 12 16 13 0013	TON	Bituminous Hot Mix Surface Wearing Course 3,774 LB/CY Includes placement, rolling, finishing and sweeping. Used for applications not described elsewhere in this section.				\$34,257.72
	Installation		Quantity	Unit Price	Factor	Total	
			298.00	121.83	0.9436	34,257.72	
			x	x	=		
<b>Subtotal for PAC Lower Lot</b>						<b>\$88,965.17</b>	

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

**Job Order No:** 129709.00  
**Job Order Title:** Sussex Co Community College Various Campus Improvements 24-345

**Student Center Path**

36	01 22 16 00 0002	EA	Reimbursable Fees Reimbursable Fees will be paid to the contractor for eligible costs as directed by Owner. Insert the appropriate quantity to adjust the base cost to the actual Reimbursable Fee. If there are multiple Reimbursable Fees, list each one separately and add a comment in the "note" block to identify the Reimbursable Fee (e.g. sidewalk closure, road cut, various permits, extended warranty, expedited shipping costs, etc.). A copy of each receipt, invoice, or proof of payment shall be submitted with the Price Proposal.							\$1,544.31
		Installation	Quantity	Unit Price	Factor	=	Total			
			1,636.62	1.00	0.9436		1,544.31			
			private markout							
37	01 22 20 00 0008	HR	Cement Mason For tasks not included in the Task Catalog and as directed by owner only.							\$756.09
		Installation	Quantity	Unit Price	Factor	=	Total			
			8.00	100.16	0.9436		756.09			
38	01 22 20 00 0061	HR	Flagperson For Traffic Control							\$1,571.96
		Installation	Quantity	Unit Price	Factor	=	Total			
			16.00	104.12	0.9436		1,571.96			
39	01 22 23 00 0261	DAY	2,400 LB Capacity, 72" Wide, Skid-Steer Loader With Full-Time Operator							\$4,981.68
		Installation	Quantity	Unit Price	Factor	=	Total			
			4.00	1,319.86	0.9436		4,981.68			
40	01 22 23 00 0320	DAY	5/8 CY Hydraulic Excavator With Full-Time Operator							\$4,013.11
		Installation	Quantity	Unit Price	Factor	=	Total			
			3.00	1,417.66	0.9436		4,013.11			
41	01 22 23 00 1193	DAY	3 Ton Capacity, 12' To 16' Bed, 4 x 2 Flat Bed Truck With Full-Time Truck Driver							\$1,964.73
		Installation	Quantity	Unit Price	Factor	=	Total			
			2.00	1,041.08	0.9436		1,964.73			
42	01 22 23 00 1265	DAY	Vacuum Sweeper Truck, With Full-Time Truck Driver							\$1,883.89
		Installation	Quantity	Unit Price	Factor	=	Total			
			1.00	1,996.49	0.9436		1,883.89			
43	01 71 13 00 0003	EA	Equipment Delivery, Pickup, Mobilization And Demobilization Using A Tractor Trailer With Up To 53' Bed Includes loading, tie-down of equipment, delivery of equipment, off loading on site, rigging, dismantling, loading for return and transporting away. For equipment such as bulldozers, motor scrapers, hydraulic excavators, gradalls, road graders, loader-backhoes, heavy duty construction loaders, tractors, pavers, rollers, bridge finishers, straight mast construction forklifts, telescoping boom rough terrain construction forklifts, telescoping and articulating boom man lifts with >40' boom lengths, etc.							\$5,625.63
		Installation	Quantity	Unit Price	Factor	=	Total			
			4.00	1,490.47	0.9436		5,625.63			
44	01 74 19 00 0024	CY	Drop-Off Reinforced Concrete At Recycling Center							\$1,422.95
		Installation	Quantity	Unit Price	Factor	=	Total			
			52.00	29.00	0.9436		1,422.95			
45	02 41 19 13 0014	EA	Saw Cut Minimum Charge For projects where the total saw cutting charge is less than the minimum charge, use this task exclusively. This task should not be used in conjunction with any other tasks in this section.							\$3,142.33
		Installation	Quantity	Unit Price	Factor	=	Total			
			3.00	1,110.05	0.9436		3,142.33			
46	31 05 16 00 0008	TON	#57 Stone Aggregate Fill (3/8" To 1")							\$2,519.60
		Installation	Quantity	Unit Price	Factor	=	Total			
			52.00	51.35	0.9436		2,519.60			

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

**Job Order No:** 129709.00  
**Job Order Title:** Sussex Co Community College Various Campus Improvements 24-345

<b>Student Center Path</b>										
47	31	23	16	13	0005	CY	Over 12" Wide, Excavation for Trenching by Machine in Loose RockIncludes compacted aggregate			\$1,442.26
						Installation	Quantity	Unit Price	Factor	Total
							111.00	13.77	0.9436	1,442.26
							x	x	=	
48	32	01	16	71	0007	SY	Up To 3" Depth, Limited Cold Milling Of Asphalt			\$32,517.88
						Installation	Quantity	Unit Price	Factor	Total
							1,167.00	29.53	0.9436	32,517.88
							x	x	=	
49	32	12	16	13	0013	TON	Bituminous Hot Mix Surface Wearing Course 3,774 LB/CYIncludes placement, rolling, finishing and sweeping. Used for applications not described elsewhere in this section.			\$17,013.90
						Installation	Quantity	Unit Price	Factor	Total
							148.00	121.83	0.9436	17,013.90
							x	x	=	
50	32	12	16	13	0020	TON	Hand Placed Hot Mixed Asphalt 3,954 LB/CYFor small areas not reachable by machine. Includes placement, rolling, finishing and sweeping.			\$7,487.64
						Installation	Quantity	Unit Price	Factor	Total
							22.00	360.69	0.9436	7,487.64
							x	x	=	
51	32	16	13	13	0018	LF	9" X 22" Vertical Face Cast In Place Concrete Curb			\$33,410.52
						Installation	Quantity	Unit Price	Factor	Total
							750.00	34.99	0.9436	24,762.42
							x	x	=	
						Demolition	Quantity	Unit Price	Factor	Total
							750.00	12.22	0.9436	8,648.09
							x	x	=	

**Subtotal for Student Center Path** **\$121,298.48**

**Proposal Total** **\$348,732.06**

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

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



# Murray Contracting

210 S. Newman St., Hackensack, NJ 07601

**June 13, 2024**

**Sussex County Community College**

**Project Ref: Various Projects**

**Attn: William Dickson**

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

Murray Contracting proposes to:

**Catch Basin (8)**

- Mobilize all equipment to job site
- Set up temporary protection
- Remove existing frame and grate
- Rebuild existing catch basins
- Parge interior of catch basins
- Patch perimeter of catch basins
- Reset the frame and grate
- Clean up job site
- Demobilize

**Gazebo/ First Lot**

- Mobilize all equipment to job site
- Set up temporary protection
- Saw cut perimeter to not disturb areas outside of scope
- Demo existing path by hand
- Mill 2" of existing asphalt
- Remove all millings off site
- Tack coat
- Pave 2" of 15 surface course asphalt
- Roll and finish asphalt
- Clean up job site
- Demobilize

**PAC Lower Lot**

- Mobilize all equipment to job site
- Set up temporary protection
- Saw cut perimeter to not disturb areas outside of scope
- Mill 2" of existing asphalt
- Remove all millings off site
- Tack coat
- Pave 2" of 15 surface course asphalt
- Roll and finish asphalt
- Clean up job site

PHONE    EMAIL    FAX

2016700030MurrayPaving@gmail.com

6096740588

- Demobilize

**Student Center Patch**

- Mobilize all equipment to job site
- Set up temporary protection
- Demo existing curbs
- Remove all demoed materials off site
- Supply grade and compact  $\frac{3}{4}$  clean stone for curb subbase
- Form and pour new curbs
- All tree bed/ mulch beds to remain
- Saw cut perimeter to not disturb areas outside of scope
- Mill 2" of existing asphalt
- Remove all millings off site
- Tack coat
- Pave 2" of 15 surface course asphalt
- Roll and finish asphalt
- Clean up job site
- Demobilize

**Notes and Exclusions:**

We exclude other than normal working hours. We exclude permit fees. We exclude drawings, calculations of engineering of any kind. We exclude cost of police or traffic protection (if applicable).



## PROCUREMENT MEMO

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

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

**FROM:** Matthew Stoppay, Purchasing Manager

**DATE:** July 9, 2024

**SUBJECT:** Transportation

---

**Description:** Sussex County Football Team Bus Services  
Monroe, Hudson Valley, Lackawanna, Louisburg

**Vendor Name:** Broadway Elite Tours, Inc.

**Amount:** \$30,235.00

**Procurement Method:** Multiple Quotes

**Funding:** Operating Funds

**Attachments:** Broadway Elite Tours Quotes, Raritan Valley Bus Service Quote



**Confirmation**

Trip #: 60791  
 Trip Date: **07-Sep-2024**  
 Group: Football / Monroe College

**Sussex County Community College**

Contact: Traci Smith  
 Contact Email: tsmith@sussex.edu

Booked Date: 12-Mar-2024  
 Total Vehicles: 2  
 Total Passengers: 0  
 Sales Person: Andy Steinfeld

**55 BUS**

2 x \$2,470.00 = \$4,940.00

Spot Time	07-Sep-2024 8:15 AM	Centenary University	400 Jefferson Street Anderson Hall Hacketstown, NJ 07840
Depart Time	07-Sep-2024 8:30 AM	Centenary University	400 Jefferson Street Anderson Hall Hacketstown, NJ 07840
Drop Off	07-Sep-2024 10:30 AM	Monroe College	434 Main St New Rochelle, NY 10801
Destination Leave	07-Sep-2024 4:45 PM	Monroe College	434 Main St New Rochelle, NY 10801
Drop Off	07-Sep-2024 6:15 PM	Centenary University	400 Jefferson Street Anderson Hall Hacketstown, NJ 07840

Extra Costs  
 Suggested Gratuity \$300.00

**Total: \$5,240.00**

All quotes are good for 10 days unless accepted in writing by the client. After 10 days, trip may need to be requested.

No driver gratuity included in this contract unless specified above. Please consider rewarding your driver for outstanding service!

If paying by credit card, a 4% processing fee will be added. If transporting minors, an adult chaperone is required.

Passaic Valley Coaches  
 Broadway Elite Tours, Inc.  
 71 River Road  
 Chatham, N.J. 07928  
 P - 973-635-2374  
 F - 973-635-0199  
 passaicvalleycoach.com  
 INFO@PVCBUS.COM

Signature: Traci A. Smith Date: 7/8/24



**Confirmation**

Trip #: 60792  
 Trip Date: **10-Oct-2024**  
 Group: Football Hudson Valley  
 Community College

**Sussex County Community College**  
 Contact: Traci Smith  
 Contact Email: tsmith@sussex.edu

Booked Date: 12-Mar-2024  
 Total Vehicles: 2  
 Total Passengers: 0  
 Sales Person: Andy Steinfeld

**55 BUS**

2 x \$2,660.00 = \$5,320.00

Spot Time	10-Oct-2024 1:15 PM	Centenary University	400 Jefferson Street Anderson Hall Hacketstown, NJ 07840
Depart Time	10-Oct-2024 1:30 PM	Centenary University	400 Jefferson Street Anderson Hall Hacketstown, NJ 07840
Drop Off	10-Oct-2024 5:00 PM	Hudson Valley Community College	80 Vandenburg Ave Troy, NY 12180
Destination Leave	10-Oct-2024 9:30 PM	Hudson Valley Community College	80 Vandenburg Ave Troy, NY 12180
Drop Off	11-Oct-2024 12:45 AM	Centenary University	400 Jefferson Street Anderson Hall Hacketstown, NJ 07840

<u>Extra Costs</u>	
Fuel Surcharge	\$400.00
Suggested Gratuity	\$400.00
<b>Total:</b>	<b>\$6,120.00</b>

All quotes are good for 10 days unless accepted in writing by the client. After 10 days, trip may need to be quoted.

No driver gratuity included in this contract unless specified above. Please consider rewarding your driver for outstanding service!

If paying by credit card, a 4% processing fee will be added. If transporting minors, an adult chaperone is required.

Passaic Valley Coaches  
 Broadway Elite Tours, Inc.  
 71 River Road  
 Chatham, N.J. 07928  
 P - 973-635-2374  
 F - 973-635-0199  
 passaicvalleycoach.com  
 INFO@PVCBUS.COM

Signature: Traci A. Smith Date: 7/8/24



**Confirmation**

Trip #: 60793  
 Trip Date: **19-Oct-2024**  
 Group: Football / Lackawanna College

**Sussex County Community College**  
  
 Contact: Traci Smith  
 Contact Email: tsmith@sussex.edu

Booked Date: 12-Mar-2024  
 Total Vehicles: 2  
 Total Passengers: 0  
 Sales Person: Andy Steinfeld

**55 BUS**

2 x \$2,470.00 = \$4,940.00

Spot Time	19-Oct-2024 8:15 AM	Centenary University	400 Jefferson Street Anderson Hall Hacketstown, NJ 07840
Depart Time	19-Oct-2024 8:30 AM	Centenary University	400 Jefferson Street Anderson Hall Hacketstown, NJ 07840
Drop Off	19-Oct-2024 10:15 AM	Lackawanna College	501 Vince Street Main Campus Scranton, PA 18508
Destination Leave	19-Oct-2024 4:45 PM	Lackawanna College	501 Vince Street Main Campus Scranton, PA 18508
Drop Off	19-Oct-2024 6:30 PM	Centenary University	400 Jefferson Street Anderson Hall Hacketstown, NJ 07840

<u>Extra Costs</u>	
Suggested Gratuity	\$400.00
Fuel Surcharge	\$200.00
<b>Total:</b>	<b>\$5,540.00</b>

All quotes are good for 10 days unless accepted in writing by the client. After 10 days, trip may need to be requested.  
 No driver gratuity included in this contract unless specified above. Please consider rewarding your driver for outstanding service!  
 If paying by credit card, a 4% processing fee will be added. If transporting minors, an adult chaperone is required.

Passaic Valley Coaches  
 Broadway Elite Tours, Inc.  
 71 River Road  
 Chatham, N.J. 07928  
 P - 973-635-2374  
 F - 973-635-0199  
 passaicvalleycoach.com  
 INFO@PVCBUS.COM

Signature: Traci A. Smith Date: 7/8/24



**Confirmation**

Trip #: 61047  
 Trip Date: **20-Sep-2024**  
 Group: Louisburg College

**Sussex County Community College**

Contact: Traci Smith  
 Contact Email: tsmith@sussex.edu  
 Phone: 973-300-2230

Booked Date: 09-Apr-2024  
 Total Vehicles: 2  
 Total Passengers: 0  
 Sales Person: Andy Steinfeld

**55 BUS**

2 x \$6,467.50 = \$12,935.00

Spot Time	20-Sep-2024 8:45 AM	Centenary University	400 Jefferson Street Anderson Hall Hacketstown, NJ 07840
Depart Time	20-Sep-2024 9:00 AM	Centenary University	400 Jefferson Street Anderson Hall Hacketstown, NJ 07840
Drop Off	20-Sep-2024	Louisburg College	501 N Main Street Louisburg , NC 27549
Destination Leave	21-Sep-2024 4:00 PM	Louisburg College	501 N Main Street Louisburg , NC 27549
Drop Off	22-Sep-2024 1:30 AM	Centenary University	400 Jefferson Street Anderson Hall Hacketstown, NJ 07840

Notes to Client

The customer is responsible for the driver's private hotel accommodation that can accommodate bus parking on-site with the group.  
 Drivers are bound by federal regulation of a 15-hr. day, 10 hours of that driving, and need 8 hours off before their day starts again.  
 Any applicable parking fee is to be paid by the customer

Extra Costs

Gratuity \$400.00

**Total: \$13,335.00**

All quotes are good for 10 days unless accepted in writing by the client. After 10 days, trip may need to be requoted.

No driver gratuity included in this contract unless specified above. Please consider rewarding your driver for outstanding service!

If paying by credit card, a 4% processing fee will be added. If transporting minors, an adult chaperone is required.

Passaic Valley Coaches  
 Broadway Elite Tours, Inc.  
 71 River Road  
 Chatham, N.J. 07928  
 P - 973-635-2374  
 F - 973-635-0199  
 passaicvalleycoach.com  
 INFO@PVCBUS.COM



**PASSAIC VALLEY**  
**COACHES**  
www.passaicvalleycoach.com

**Confirmation**

Trip #: 61047

Trip Date: **20-Sep-2024**

Group: Louisburg College

Signature: Irwin Smith Date: 4/11/24

Quote #2

**Traci Smith**

---

**From:** John <John@raritanvalleybus.com>  
**Sent:** Tuesday, April 9, 2024 10:57 AM  
**To:** Traci Smith  
**Subject:** RE: Request a Quote Submission

We no longer do trips like that!!

*John Yelencsics*

VICE – PRESIDENT

**P: 732.549.1212**  
**F: 732.549.1168 Fax**  
[john@raritanvalleybus.com](mailto:john@raritanvalleybus.com)



115 Main Street  
Edison, NJ 08837

**WARNING**

This email could be legally privileged and confidential. If you are not the intended recipient, any use, copying or reproduction of this document is strictly forbidden.

*This email message and any attachments may contain confidential information and may be privileged. If you are not the intended recipient or otherwise not authorized to receive this message, you are prohibited to use, copy, disclose or take any action based on this email or any information contained herein. If you are not the intended recipient, please advise the sender immediately by replying to this email and permanently delete this message and any attachments from your system.*

---

**From:** Trevor <Trevor@raritanvalleybus.com>  
**Sent:** Tuesday, April 2, 2024 1:58 PM  
**To:** Nick <Nick@raritanvalleybus.com>; John <John@raritanvalleybus.com>  
**Subject:** FW: Request a Quote Submission

---

**From:** Raritan Valley Bus Service <[no-reply@raritanvalleybus.com](mailto:no-reply@raritanvalleybus.com)>  
**Sent:** Tuesday, April 2, 2024 11:00 AM  
**To:** Info <[Info@raritanvalleybus.com](mailto:Info@raritanvalleybus.com)>  
**Subject:** Request a Quote Submission

**Name of Group:** Sussex County Community College Football  
**Name:** Traci Smith  
**Address:** 1 College Hill Road  
**Email:** [tsmith@sussex.edu](mailto:tsmith@sussex.edu)

Phone: 973-300-2230

Number of People  
Expected: 80

Number of Buses  
Expected: 2

Departing  
City/Town: Hackettstown, NJ

Departing Date: 09/20/2024

Departing Time: 9am

Destination  
City/Town: Louisburg, NC

Return Date: 09/21/2024

Time Departing  
Destination: 4:30pm

Trip Description: transporting the Sussex County Community College football team to Louisburg College for a football game on 9/21, but leaving NJ the day before and stay overnight at a hotel that Friday, 9/20, evening.



## PROCUREMENT MEMO

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

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

**FROM:** Matthew Stoppay, Purchasing Manager

**DATE:** July 16, 2024

**SUBJECT:** Flooring Building D

---

**Description:** Flooring Building D per quote 7.15.2024

**Vendor Name:** Hannon Floors. Union NJ

**Amount:** \$54,230.80

**Procurement Method:** State Co-op Pricing #34HUNCCP

**Funding:** Chapter 12

**Attachments:** Hannon Floors Quote



July 15, 2024

**Sussex County Community College**

1 College Hill Rd  
Newton, NJ 07860  
Attention: Rose Figueroa

We are pleased to submit our estimate as follows. Remove existing carpet, 6" base, and dispose. Prepare floor as needed. Furnish and install new carpet in the in selected areas within the bord office. Price includes 6-inch base and transitions where needed.

**Locations- D Building Classrooms & Offices**

D311, D306, D310, D307, D309, D203, D204, D210, D214, D211, Campus Life Office, D110B, D111A, D113

**RE Flooring Quote State Approved Co-Op Pricing #34HUNCCP**

**Removal & Disposal-**

Removal Of carpet- \$6.13 X 690	\$4,229.70
Disposal of Carpet- \$2.80 X 690	\$1,932.00
Removal of Base- .44 x 1,176	\$517.44
Disposal of Base- .87 X 1,176	\$1,023.12
<hr/>	
	<b>Total- \$7,702.26</b>

**Labor-**

Prep 1.76 X 6,191	\$10,896.16
Carpet Tile- per yard- \$13.80 x 690	\$9,522.00
6" base- \$3.00 X 1,176	\$3,528.00
<hr/>	
	<b>Total- \$23,946.16</b>

**Material-**

Mohawk Swipe Right- 29.95 per square yard X 690	\$20,665.50
6" base- \$1.63 X 1,176	\$1,916.88
<hr/>	
	<b>Total- \$22,582.38</b>

**Total- \$54,230.80**

- Work @ regular hours
- Price does not include any unforeseen issues
- Furniture removed by other.
- Manufactory maintenance and Warranty will be provided for products used.
- Proper furniture and chair protection should be followed.

Should you have any questions please feel free to call.

Thank you,  
Kristin Banks  
973-784-2941



## PROCUREMENT MEMO

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

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

**FROM:** Matthew Stoppay, Purchasing Manager

**DATE:** July 16, 2024

**SUBJECT:** Cyber Protection

---

**Description:** The College uses Barracuda Archiver for cyber protection and backup of all our College email and email recovery services.

The Barracuda company has decided to terminate the Barracuda system that the College presently uses as of Sept 2024

Barracuda has offered the College a discounted price for their new Cloud Archive system to replace the terminated system.

It is essential that the College maintain this cyber protection and backup of all our College email and email recovery services.

Barracuda will assist the College in transferring our email history database to the new system during the month of August.

**Vendor Name:** SHI

**Amount:** \$17,952.00

**Procurement Method:** State Contract 269EMCPS-21-001-EM-SHI

**Funding:** Operating Funds

**Attachments:** SHI Quotes



## Pricing Proposal

Quotation #: 25080376

Created On: Jul-15-2024

Valid Until: Jul-31-2024

---

### NJ-Sussex County Community College

#### Judy Lovas

One College Hill  
Newton, NJ 07860  
United States

Phone: (973) 300-2238

Fax:

Email: [jlovas@sussex.edu](mailto:jlovas@sussex.edu)

All Prices are in US Dollar (USD)

#### Additional Comments

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.  
TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTFO

---

### Inside Account Executive

#### Paul Munday

290 Davidson Ave  
Somerset, NJ 08873

Phone:

Fax:

Email: [paul\\_munday@shi.com](mailto:paul_munday@shi.com)

*Quoted Items located on Sheet2*

Item #	Manufacturer	Part #	Product	Contract Name	Contract #	Quantity	Retail	Discount %	Your Price	Total	Note
1	Barracuda	EP-CAS-USR-1M	Barracuda Email Protection, Cloud Archiving Service, per User, 1 Month	Edge Market – TeCHS Full Catalog	269EMCPS-21-001-EM-SHI	10,200	\$3.90	54.87179	\$1.76	\$17,952.00	
<b>Total</b>										\$17,952.00	



**June 30, 2024**  
**Twelve Months YTD**  
**FYE June 30, 2024**



# Table of Contents

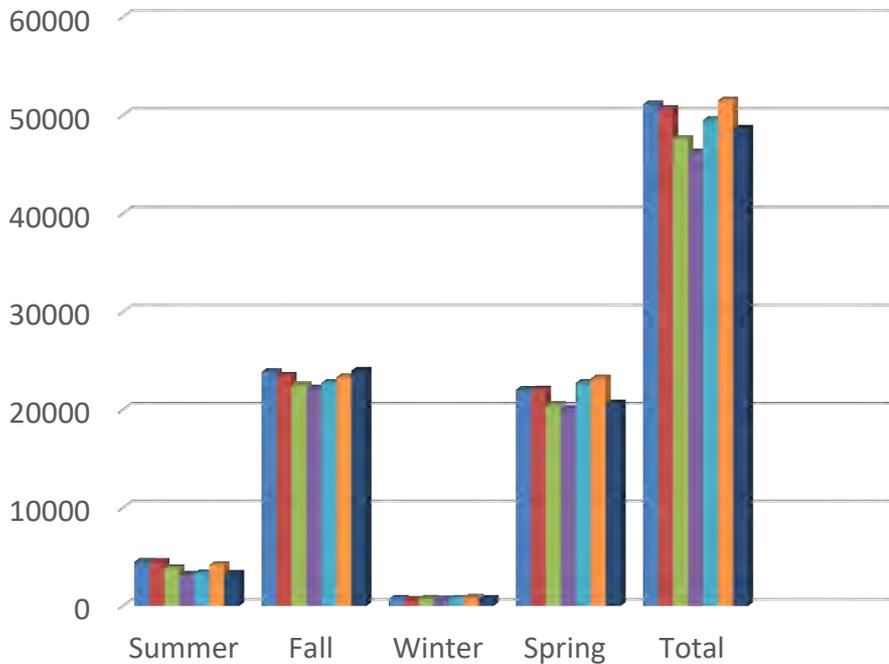
# Financial Status Discussion

- Overall Financial Status – Current and Year End

# June YTD FY24 - Credit Hours Dashboard

Credit Hours	FY24	FY24 Budget	FY24A vs FY24B	FY23 Actuals	FY24A vs FY23A
Summer II	929	436	113%	389	138.8%
Summer III	1,494	1,137	31%	1,234	21.1%
Fall	23,312	21,883	7%	22,810	2.2%
<u>1st half of year</u>	<u>25,735</u>	<u>23,456</u>	<u>10%</u>	<u>24,433</u>	<u>5.3%</u>
Winterim	841	665	26%	717	17.3%
Spring	23,187	19,617	18%	23,332	-0.6%
<u>2nd half of year</u>	<u>24,028</u>	<u>20,282</u>	<u>18%</u>	<u>24,049</u>	<u>-0.1%</u>
Summer I	1,735	1,707	2%	1,235	40.5%
Summer IV				-	
<u>2nd half of year</u>	<u>25,763</u>	<u>21,989</u>	<u>17%</u>	<u>25,284</u>	<u>1.9%</u>
<b>TOTAL Fiscal Year Credit Hrs</b>	<b>51,498</b>	<b>45,445</b>	<b>13%</b>	<b>49,717</b>	<b>3.6%</b>
<u>FTE Students (30 Credits)</u>	<u>1,717</u>	<u>1,515</u>	<u>13%</u>	<u>1,657</u>	<u>3.6%</u>

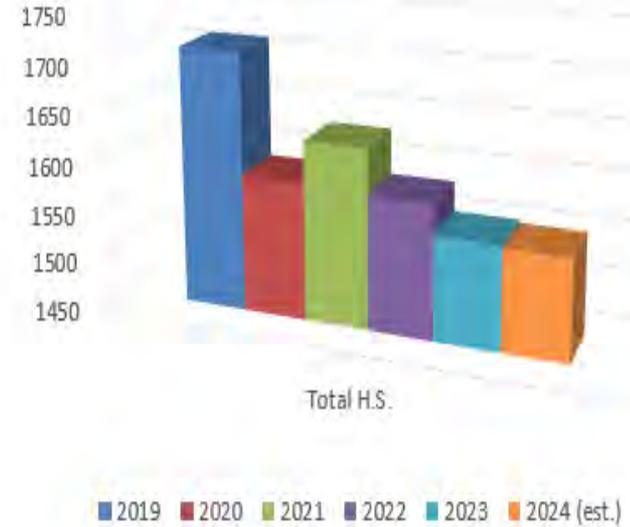
## Credit Hours



■ FY19 ■ FY20 ■ FY21 ■ FY22 ■ FY23 ■ FY24 ■ FY25

	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Summer	4511	4492	3838	3194	3331	4158	3279
Fall	23856	23460	22506	22166	22736	23312	23980
Winter	721	625	734	671	717	841	720
Spring	22033	22060	20495	20185	22737	23187	20647
Total	51121	50637	47573	46216	49521	51498	48626
Yr. over Yr.		<b>-0.9%</b>	<b>-6.1%</b>	<b>-2.9%</b>	<b>7.2%</b>	<b>4.0%</b>	<b>-5.6%</b>

## Sussex County H.S. Senior Class Population



# Income Statement

(\$thsd)	12 Mos. YTD24	12 Mos.24 YTD Budget	Budget Var \$	12 Mos. 23 YTD	Prior Year Var \$
<b>Total Student Revenues</b>	<b>12,578</b>	<b>11,770</b>	808	<b>12,198</b>	380
Change in Student Revenue			6.9%		3.1%
<b>Non-Student Revenues</b>					
State Support	3,894	3,594	300	3,559	335
County Support	4,020	4,020	0	4,020	0
CARES Support	579	0	579	394	185
Other Revenues	1,442	500	942	680	762
<b>Subtotal Non-Student Revenues</b>	<b>9,935</b>	<b>8,114</b>	<b>1,821</b>	<b>8,653</b>	<b>1,282</b>
<b>Subtotal all Revenues</b>	<b>22,513</b>	<b>19,884</b>	<b>2,629</b>	<b>20,851</b>	<b>1,663</b>
Grant Revenue (Pass thru)	1,502	800	702	1,162	340
PSTA Revenue	476	340	136	352	124
Federal, State Financial Aid	7,287	3,911	3,376	5,920	1,367
Federal ,State Loans	2,085	2,951	(866)	2,005	80
<b>Subtotal Grant Revenues(Pass thru)</b>	<b>11,350</b>	<b>8,002</b>	<b>3,348</b>	<b>9,439</b>	<b>1,911</b>
<b>Total Operating Revenues</b>	<b>33,863</b>	<b>27,886</b>	<b>5,977</b>	<b>30,290</b>	<b>3,574</b>
<b>Expenses</b>					
Salaries/Benefits	12,825	12,854	(29)	11,956	869
Other Expenses	8,094	7,007	1,087	6,774	1,320
<b>Subtotal Expenses</b>	<b>20,919</b>	<b>19,861</b>	<b>1,058</b>	<b>18,730</b>	<b>2,189</b>
Grant Expense (Pass thru)	1,502	800	702	1,162	340
PSTA Expense	476	340	136	352	124
Federal, State Financial Aid	7,287	3,974	3,313	5,920	1,367
Federal ,State Loans	2,085	2,888	(803)	2,005	80
<b>Subtotal Grant Expenses(Pass thru)</b>	<b>11,350</b>	<b>8,002</b>	<b>3,348</b>	<b>9,439</b>	<b>1,911</b>
<b>Total Operating Expenses</b>	<b>32,269</b>	<b>27,863</b>	<b>4,406</b>	<b>28,169</b>	<b>4,100</b>
<b>Contribution to Unrestricted Fund Balance</b>	<b>1,595</b>	<b>23</b>	<b>1,572</b>	<b>2,121</b>	<b>(526)</b>

# Income Statement Discussion



Impact of increased student revenue contribution to the Fund Balance



One-time expenses in FY24...what will be carried over into FY25

+

0

# Balance Sheet - Assets

6/30/2022 Per Audit	6/30/2023	BS Chg Y/Y		6/30/2024	6/30/2023	\$ Change Year/Year	% Chg
<b>Assets</b>							
<b>Current Assets:</b>							
9,845	11,654		Operating accounts	9,790	11,505	(1,715)	-15%
200	100		Restricted Cash- Student Clubs	163	149	14	10%
87	63		BNY Mellon - HEFT	0	63	(63)	-100%
9,355	9,811		Morgan Stanley	10,730	9,811	919	9%
667	668		Lakeland Bank CD	1,720	668	1,052	158%
0	500		First Hope Bank CD	1,549	500	1,049	210%
<u>20,154</u>	<u>22,796</u>	<u>2,642</u>	<b>Total Cash and Cash Equivalents</b>	<u>24,676</u>	<u>22,696</u>	<u>1,980</u>	<u>9%</u>
1,719	1,823		Student Accounts Receivable Gross	1,796	1,847	-51	-3%
(1,581)	(1,443)		Less: Student Accounts Receivable Reserve	(1,334)	(1,443)	109	-8%
<u>138</u>	<u>380</u>	<u>242</u>	<b>Student Accounts Receivable Net</b>	<u>462</u>	<u>404</u>	<u>58</u>	<u>14%</u>
<b>Other Receivables Due From/Due To:</b>							
287	(107)		Grants & Financial Aid	(765)	(107)	-658	615%
2,215	1,682		Other Receivables	286	738	-452	-61%
16	99		Intercompany/Interfund	97	68	29	43%
370	198		Prepaid Expenses	90	297	-207	-70%
<u>23,180</u>	<u>25,048</u>	<u>1,868</u>	<b>Total Current Assets</b>	<u>24,846</u>	<u>24,096</u>	<u>721</u>	<u>3%</u>
70,421	73,006		Fixed Assets Gross	79,020	75,567	3,453	5%
(25,592)	(27,657)		(Net of Accumulated Depreciation)	(33,512)	(31,324)	-2,188	7%
<u>44,829</u>	<u>45,349</u>	<u>520</u>	<b>Total Fixed Assets</b>	<u>45,508</u>	<u>44,243</u>	<u>1,265</u>	<u>3%</u>
<b>Pension Deferrals</b>							
485	753	268	Deferred Outflows of Resources	753	485	268	55%
<u>68,493</u>	<u>71,149</u>	<u>2,656</u>	<b>Total Assets</b>	<u>71,108</u>	<u>68,824</u>	<u>2,284</u>	<u>3%</u>

# Balance Sheet - Liabilities

6/30/2022 Per Audit	6/30/2023	BS Chg Y/Y		6/30/2024	6/30/2023	\$ Change Year/Year	% Chg
<b>Liabilities and Net Assets</b>							
			<b>Accounts Payable</b>				
20	0		<b>Capital Lease Payable</b>	(26)	0	-26	#DIV/0!
1,633	1,900		<b>Operating Payables/Encumbrances</b>	892	850	42	5%
100	0		<b>Accruals--- McGuire Escrow</b>	0	0	0	0%
0	(2)		<b>Other Payables</b>	(2)	(2)	0	10%
1,753	1,898	145		864	848	16	-2%
			<b>Accrued Compensated Absences Payable</b>	1,633	1,604	29	2%
1,686	1,604		<b>Deferred Revenues</b>	202	172	30	17%
121	767		<b>Deferred other deposits</b>	275	289	-14	-5%
337	289		<b>NJEFA Higher Ed(HEFT)</b>	0	63	-63	-100%
87	63			2,835	2,128	707	33%
2,231	2,723	492					
3,984	4,621	637	<b>Total Current Liabilities</b>	3,699	2,976	723	24%
			<b>Net Pension Liability</b>	4,872	3,725	1,147	31%
3,725	4,872	1,147	<b>Pension Deferrals</b>				
			<b>Deferred Inflows of Resources</b>	1,413	3,416	-2,003	-59%
3,416	1,413	(2,003)					
<b>NET POSITION</b>							
			<b>Invested in Capital Assets</b>	45,508	44,244	1,264	3%
44,829	45,346	517	<b>Capital Lease Payable(ELF)</b>	0	0	0	0%
(20)	0	20	<b>Net Invested in Capital Assets</b>	45,508	44,244	1,264	3%
44,809	45,346	537					
			<b>Restricted</b>	63	49	14	29%
47	49	2	<b>NJ Comm College Worforce Consortium Investment</b>	100	100	0	0%
100	100	0				0	0%
			<b>Restricted</b>	163	149	14	10%
147	149	2					
			<b>Unrestricted-Operating Statement PL</b>	15,248	14,110	1,138	8%
12,206	14,544		<b>GASB 68 PERS</b>	(9,500)	(9,500)	0	0%
(9,500)	(9,500)		<b>Board Designated funds</b>	9,705	9,705	0	0%
9,705	9,705		<b>Operating and Board Designated Funds</b>	15,453	14,315	1,138	8%
12,410	14,749	222					
			<b>Total Net Assets</b>	61,125	58,708	2,417	4%
57,368	60,244						
68,493	71,149	(219)	<b>Total Liabilities and Net Assets</b>	71,108	68,824	2,284	3%

# Three Year Comparison

## SUSSEX COUNTY COMMUNITY COLLEGE

(\$Thsd)	June YTD 24	June YTD 23	June YTD 22
<b>Balance Sheet - Current Assets</b>			
Operating Cash Accounts	\$ 9,790	\$ 11,505	\$ 9,845
BNY Mellow - ELF & HETI & HEFT Grants Funds	\$ 724	\$ 63	\$ 87
Investment CD'S Designated Funds	\$ 14,162	\$ 10,628	\$ 10,222
Student Accounts Receivable	\$ 462	\$ 404	\$ 138
Grants Receivable	\$ (765)	\$ (107)	\$ 287
Other Receivables	\$ 473	\$ 1,103	\$ 2,599
<b>Total Current Assets</b>	<b>\$ 24,846</b>	<b>\$ 23,596</b>	<b>\$ 23,178</b>
<b># Months of OPEX covered by Liquid Assets</b>	<b>12.3</b>	<b>12.6</b>	<b>11.7</b>
<b>Financial Benchmark 3-4 months avg</b>			
<b>Accounts Payable</b>			
Operating Payables	\$ 864	\$ 848	\$ 1,753
PTO Accruals	\$ 1,633	\$ 1,604	\$ 1,686
NJEFA - ELF & HETI & HEFT	\$ 724	\$ 63	\$ 87
Deferred Revenue	\$ 477	\$ 461	\$ 458
<b>Total Current Liabilities</b>	<b>\$ 3,699</b>	<b>\$ 2,976</b>	<b>\$ 3,984</b>
<b>Working Capital</b>	<b>\$ 21,148</b>	<b>\$ 20,620</b>	<b>\$ 19,194</b>
<b>Working Capital/Current Ratio.....current year</b>	<b>6.72</b>	<b>7.93</b>	<b>5.82</b>
<b>Financial Benchmark 2-4 avg</b>			
<b>Operating Statement (exclusive of pass thru's)</b>			
	<b>June YTD 24</b>	<b>June YTD 23</b>	<b>June YTD 22</b>
Operating Revenue	\$ 22,513	\$ 20,852	\$ 19,825
Operating Expenses	\$ 20,919	\$ 18,728	\$ 17,091
<b>Net Contribution to Fund Balance</b>	<b>\$ 1,595</b>	<b>\$ 2,124</b>	<b>\$ 2,734</b>



# Balance Sheet Discussion

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



**Correspondence File – July 2024**

1. Thank you letter from Dr. Ripley, Superintendent of High Point Regional High School, for the donation of two Tormach XPS CNC Mills for their Department of Technological Studies.
2. Thank you letter from Janet Bamford, Chief Public Affairs Officer of the New Jersey School Boards Association, for Dr. Homer's presentation.
3. Letter from a parent about the success of the concurrent program for her son.
4. College play "Alice by Heart" being listed as one of the Top 15 Things to Do in North Jersey.

BOARD OF EDUCATION

# HIGH POINT REGIONAL HIGH SCHOOL

299 PIDGEON HILL ROAD - SUSSEX, NJ 07461-2733

fax 973-875-0904 [www.hpregional.org](http://www.hpregional.org)

Fed Tax ID #22-1732402

Seamus Campbell  
Director of Curriculum & Instruction  
973-875-3170  
SCampbell@hpregional.org

Dr. Scott D. Ripley  
Superintendent  
973-875-7204  
sripley@hpregional.org

James Minkewicz  
Business Administrator/ Board Secretary  
973-875-7205  
jminkewicz@hpregional.org

Date: June 26, 2024

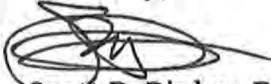
Donor: Sussex County Community College

To Whom it May Concern:

At their meeting on June 25, 2024, the Board of Education gratefully accepted your generous donation of two Tormach XPS CNC Mills for our Department of Technological Studies.

We at High Point Regional High School thank you and very much appreciate your support of our students and programs.

Sincerely,



Scott D. Ripley, Ed.D.  
Superintendent

SDR:lk

---

**From:** Janet Bamford <jbamford@njsba.org>  
**Sent:** Friday, July 19, 2024 7:55:32 AM  
**To:** Cory Homer <chomer@sussex.edu>  
**Cc:** rmorris@newtonnj.org <rmorris@newtonnj.org>  
**Subject:** thank you for your excellent presentation

Dr. Homer—Thank you so much for your presentation last evening. You're doing fantastic work at Sussex Co and I really think it will inspire other counties and school districts to work together in the same way.

Have a great weekend!  
Janet Bamford



**Janet Bamford**

Chief Public Affairs Officer

New Jersey School Boards Association

Office: 609.278.5247 | Mobile: 609-658-6249

[jbamford@njsba.org](mailto:jbamford@njsba.org)

[www.njsba.org](http://www.njsba.org)



---

**From:** jodi wilcoexpress.net <jodi@wilcoexpress.net>

**Sent:** Wednesday, July 17, 2024 10:07 AM

**To:** Kathleen Okay <kokay@sussex.edu>

**Subject:** Re: Syllabi - student ID 121308

Dr. Okay,

Thank you so very much! The program was excellent for Ryan - because of this program he is starting as a sophomore this fall!!

On 07/17/2024 9:54 AM EDT Kathleen Okay <kokay@sussex.edu> wrote:

Good morning!

I am very happy your son participated in the program, and I hope he found it to be a helpful and enjoyable learning experience. I am copying Maureen Lynch, our Academic Coordinator, who would be happy to assist you with obtaining the master syllabi for the courses he took.

Have a wonderful day.

Dr. Okay

Get [Outlook for iOS](#)

---

**From:** jodi [wilcoexpress.net](http://wilcoexpress.net) <jodi@wilcoexpress.net>

**Sent:** Wednesday, July 17, 2024 9:29 AM

**To:** Kathleen Okay <kokay@sussex.edu>

**Subject:** Syllabi - student ID 121308

Hi Ms. Okay,

My son, Ryan Palmasano (student ID [REDACTED]) participated in the concurrent program with SCCC - he just graduated from Sussex Technical School. We are in the process of getting some of his credits transferred. Lehigh University is asking for the syllabi for the following courses:

PHYS121-81

COMS225-81

COMS226-81

I looked on your website but didn't see an actual syllabus for these. Is this something you can help me with?

Wilcox Press

6 Main Street

Hamburg, NJ 07419

(973) 827-7474

Fax (973) 827-5373

email: jodi@wilcoexpress.net

Wilcox Press  
6 Main Street  
Hamburg, NJ 07419  
(973) 827-7474  
Fax (973) 827-5373  
email: [jodi@wilcoexpress.net](mailto:jodi@wilcoexpress.net)

**From:** [Jon Connolly](#)  
**To:** [Wendy Fullem](#)  
**Subject:** FW: Kudos!!! RE: Alice by Heart Musical Opens Friday, July 19  
**Date:** Friday, July 19, 2024 12:08:52 PM

---

For the correspondence file

*Jon H. Connolly, Ph.D.*

*President*

*Sussex County Community College*

---

**From:** Allison Ognibene <aognibene@sussex.edu>  
**Sent:** Friday, July 19, 2024 11:57 AM  
**To:** Jon Connolly <jconnolly@sussex.edu>; Nancy Gallo <ngallo@sussex.edu>; Sherry Fitzgerald <sfitzgerald@sussex.edu>  
**Cc:** Deborah Gianuzzi <dgianuzzi@sussex.edu>; Kathleen Okay <kokay@sussex.edu>  
**Subject:** Re: Kudos!!! RE: Alice by Heart Musical Opens Friday, July 19

Thank you, Dr. Connolly, Nancy, Sherry and Kathleen,

I was so happy to see that we made it into the top 15 things to do in North Jersey this weekend!

The synergy between the SCCC, CCM, Centenary, and Rutgers students and recent high school graduates is incredible! They were truly in the best hands with Dr. Gianuzzi, who also has a beautiful singing voice.

My favorite moments are when Don from facilities and I needed to kick the students out because they were bonding in the hallways and talking about art! I have taken many pictures of the students talking in the hall. We smile after the students leave and say, "THIS is what the college experience is about - connections!"

The fact that that they don't want to leave the campus of SCCC is a testament to what this beautiful college provides to them.

THANK YOU for letting this happen in building A! I can't believe we open tonight! So excited!

With sincere appreciation,

Allison Ognibene  
Adjunct-Theater  
Theater Liaison

Sussex County Community College  
One College Hill  
Newton, NJ

Work - 973-300-2184  
[aognibene@sussex.edu](mailto:aognibene@sussex.edu)

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

---

**From:** Jon Connolly <[jconnolly@sussex.edu](mailto:jconnolly@sussex.edu)>  
**Sent:** Friday, July 19, 2024 10:03 AM  
**To:** Nancy Gallo <[ngallo@sussex.edu](mailto:ngallo@sussex.edu)>; Sherry Fitzgerald <[sfitzgerald@sussex.edu](mailto:sfitzgerald@sussex.edu)>; Allison Ognibene <[aognibene@sussex.edu](mailto:aognibene@sussex.edu)>  
**Cc:** Deborah Gianuzzi <[dgianuzzi@sussex.edu](mailto:dgianuzzi@sussex.edu)>; Kathleen Okay <[kokay@sussex.edu](mailto:kokay@sussex.edu)>  
**Subject:** Kudos!!! RE: Alice by Heart Musical Opens Friday, July 19

Allison:

Congratulations on the work that you and everyone have done to rekindle the performing arts programs and the PAC. This is wonderful and exciting news indeed, and thank you so much for sharing and ensuring that this event is made known to the public and college community....

*Jon H. Connolly, Ph.D.*  
*President*  
*Sussex County Community College*

---

**From:** Nancy Gallo <[ngallo@sussex.edu](mailto:ngallo@sussex.edu)>  
**Sent:** Friday, July 19, 2024 8:09 AM  
**To:** Sherry Fitzgerald <[sfitzgerald@sussex.edu](mailto:sfitzgerald@sussex.edu)>; Allison Ognibene <[aognibene@sussex.edu](mailto:aognibene@sussex.edu)>  
**Cc:** Deborah Gianuzzi <[dgianuzzi@sussex.edu](mailto:dgianuzzi@sussex.edu)>; Kathleen Okay <[kokay@sussex.edu](mailto:kokay@sussex.edu)>; Jon Connolly <[jconnolly@sussex.edu](mailto:jconnolly@sussex.edu)>  
**Subject:** Kudos!!! RE: Alice by Heart Musical Opens Friday, July 19

Ladies,

Let me add my congratulations to Sherry's. You two and your acting/music teams have brought the spirit of theater back to SCCC. It is an honor and pleasure to support you both in your fine efforts to bring theater and music culture to our county citizens, while bringing performance opportunities to our students. I have also sent an announcement of the play to Wendy to be included in the board info packet and media links.

Thank you!

Nancy

---

**From:** Sherry Fitzgerald <[sfitzgerald@sussex.edu](mailto:sfitzgerald@sussex.edu)>

**Sent:** Friday, July 19, 2024 8:00 AM

**To:** Allison Ognibene <[aognibene@sussex.edu](mailto:aognibene@sussex.edu)>

**Cc:** Nancy Gallo <[ngallo@sussex.edu](mailto:ngallo@sussex.edu)>; Deborah Gianuzzi <[dgianuzzi@sussex.edu](mailto:dgianuzzi@sussex.edu)>

**Subject:** Re: Alice by Heart Musical Opens Friday, July 19

Congratulations for a job well done to all! Bringing these types of events to the College and the greater community is truly outstanding. These wonderful opportunities for our students and staff are what an academic theater program is all about. I could not be more proud! Thank you!

My apologies for not being there. I am away at an Iroc racing event since yesterday in Lime Rock. If I could, I certainly would not miss it! Have a great time and cannot wait to hear all about it. Exciting!

Sherry

On Jul 18, 2024, at 10:35 PM, Allison Ognibene <[aognibene@sussex.edu](mailto:aognibene@sussex.edu)> wrote:

Hello Nancy and Sherry,

Tomorrow the Summer musical opens! I just saw the final dress and it is absolutely beautiful, visually poetic. Debbie, Alex and Kimberly did an INCREDIBLE job, truly moving! It has been quite a journey and a wonderful opportunity for our students and area college students who have participated in this show.

So far we have 95 pre-sold tickets, which is good and in line with what we usually pre-sell, and I know we will hit 100 before we open. Other colleges are now doing this musical and people are paying attention to SCCC.

Here are press links. I had written and sent out the release and also posted to online social media pages and websites. Photos were taken by Jodi Halteman, who helped fund this show. Thank you both for your support! It means so much!

**Sparta Independent (Straus News):**

[‘Alice by Heart’ opens Friday at SCCC \(spartaindependent.com\)](https://www.spartaindependent.com)

**Bergen Record / NJ Herald (NorthJersey.com):**

[Free live music: Things to do July 18-21 in North Jersey \(njherald.com\)](https://www.njherald.com)

**Ridge View Echo:**

[Sussex County Community College Alumnus Directs College’s Summer Musical “Alice by Heart” - Ridge View Echo](https://www.ridgeviewecho.com)

**Broadway World: College Section**

[Sussex County College to Present ALICE BY HEART in July](https://www.broadwayworld.com)

[broadwayworld.com](http://broadwayworld.com)

**Tapinto:**

[Sussex County Community College Alumnus Directs College's Summer Musical 'Alice by Heart' | Sparta, NJ News TAPinto](#)

**I-Heart Radio (103.7 / WSUS / WRNJ)**

[SCCC Presents Alice By Heart | 103.7 NNJ \(iheart.com\)](#)

*Start here, go anywhere!*

**Allison Ognibene**  
Adjunct-Theater

Theater Liaison  
[973-300-2184](tel:973-300-2184)  
[aognibene@sussex.edu](mailto:aognibene@sussex.edu)

One College Hill Rd.  
Newton, NJ 07860

Take a [Tour of campus](#) today!