

# SUSSEX COUNTY COMMUNITY COLLEGE

## Board of Trustees

Sussex  
County  
COMMUNITY COLLEGE

# PROGRAM

*Spotlight*

## CHEMISTRY

Be ready to transfer to a four-year college! Conduct and design experiments, apply scientific theories and laws, learn safety practices, ethical methods, and train with modern lab equipment.



**Tuesday, June 18, 2024 - 5:00 p.m.**  
**Board Room**



**Board of Trustees Regular Meeting  
Tuesday, June 25, 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 June 20, 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 May 28, 2024 Regular Board Meeting (Attachment pgs.1-7, Resolution No. GI06252024-1).
  - 1.6.2 Minutes from the May 28, 2024 Executive Session (Attachment pg. 8, Resolution No. GI06252024-2).
  - 1.6.3 Acknowledgment of Receipt of Committee Meeting Minutes. (Attachment pgs. 9-13, Resolution No. GI06252024-3).
    - 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:

- 2.1 Approval of Personnel Items

- 2.1.1 Personnel Actions: May 13, 2024 - June 06, 2024. (Attachment pgs. 14 & 15, Resolution No. P06252024-1)
- 2.1.2 2024 Full Time Faculty Union Increases. (Attachment pg. 16, Resolution No. P06252024-2)
- 2.1.3 2024 Professional Staff Union Increases. (Attachment pg. 17, Resolution No. P06252024-3)
- 2.1.4 2024 Support Staff Union Increases. (Attachment pg. 18, Resolution No. P06252024-4)
- 2.1.5 2024 2024 Non-Union Staff Increases. (Attachment pg. 19, Resolution No. P06252024-5)
- 2.1.6 2024 Part Time Staff Increases. (Attachment pgs. 20-23, 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) (Attachment pg. 24, Resolution No.AP06252024-1)
  - 2.3.2 Policy No. 200.9 Part-Time Non-Academic / Support Staff Hours (Attachment pg. 25, Resolution No.AP06252024-2)
  - 2.3.3 Policy No. 200.10 Part-Time Academic Staff Calculation of Hours (Attachment pg. 26, Resolution No.AP06252024-3)
  - 2.3.4 Policy No. 200.22 Vacation Policy (Attachment pg. 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 (Attachment pg. 28, 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.(Attachment pgs.29-35, Resolution No. BFF06252024-2)
  - 2.4.3 SHI – to Extend Warranty and Service Coverage on Lenovo Servers, for \$37,194.36. Operating Funds. (Attachment pgs. 36-40, 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. (Attachment pgs. 41-47, 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. (Attachment pgs. 48-56, 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. (Attachment pgs. 57 & 58, 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. (Attachment pgs. 59 & 60, 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. (Attachment pgs. 61-71, Resolution No. GI06252024-4)

**4. Reports**

4.1 Correspondence File – None this month.

**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, July 23, 2024, Location TBD.

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

Now be it resolved that the Board of Trustees will now go into an Executive Session to discuss matters pertaining to Attorney-Client Privileged, 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, May 28, 2024  
Performing Arts Center Atrium**

**MINUTES**

**1. General Institutional Functions**

- 1.1 Mr. Gewecke called the meeting to order at 5:05 p.m.
- 1.2 Reading of 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 May 22, 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 (via phone), Dr. Crowley-Treasurer, Dr. Carrick, Mrs. Frank, Mr. Hofmann, Dr. Silverthorne, Mr. Yardley, Dr. Connolly, President and Ex-Officio Member, and Mrs. Fullem-Recording Secretary.

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

- 1.4 Mr. Gewecke welcomed the guests and stated:

All members of the public who provide public comment shall first identify themselves. Public comments may be submitted to the Board of Trustees Secretary via email or written letter if received at least (8) hours 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

- 1.6.1 Minutes from the April 23, 2024 Regular Board Meeting (Resolution No. GI05282024-1)

Mrs. Smith moved to approve minutes as noted above. Dr. Crowley seconded the motion. The motion carried unanimously.

1.6.1 Minutes from the April 23, 2024 Executive Session (Resolution No. GI05282024-2)

Mrs. Smith moved to approve the Executive Session minutes noted above. Dr. Crowley seconded the motion. The motion carried unanimously.

1.6.2 Acknowledgment of Receipt of May 21, 2024 Committee Meeting Minutes. (Resolution No. GI05282024-3)

- Personnel and Curriculum Committee – May 21, 2024
- Audit and Policy Committee – May 21, 2024
- Finance and Facilities Committee – May 21, 2024

Mrs. Smith moved to acknowledge receipt of the committee meeting minutes noted above. Mrs. Frank seconded the motion. The motion carried unanimously.

**Consent Agenda – ACTION/RC**

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

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

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

2.1 Approval of Personnel Items

2.1.1 Personnel Actions: April 9, 2024 – May 13, 2024. (Resolution No. P05282024-1)

2.2 Approval of Curriculum Items

2.2.1 Nurse Education Contract Between Passaic County College and Sussex County Community College. (Resolution No. CI05282024-1)

2.3 Approval of Policy Items

2.3.1 Policy No. 200.36 Resignation Policy- There are no changes. (Resolution No. AP05282024-1)

2.3.2 Policy No. 200.38 Inclement Weather- Changed from “Rave” to “Regroup” for the Provider (Resolution No. AP05282024-2)

2.3.3 Policy No. 200.43 Resignation Policy- There are no changes. Reporting of Convictions for Offenses or Crime for Currently Employed Faculty and Staff Policy – title changed from “Executive Director of HR” to “ Director of HR”. (Resolution No. AP05282024-3)

## 2.4 Approval of Finance Items

- 2.4.1 Increase to FY24 Blanket Purchase Order for Shoprite for Food Supplies (Culinary) Current PO: 17,000 Increase by \$2,500 = Total \$19,250 Operating Funds. (Resolution BFF05282024-1)
- 2.4.2 Dell Laptops – 20 Computers for Adult Students Returning to College in the Amount of \$25,670.70 SCND Grant. (Resolution BFF05282024-2)
- 2.4.3 Dell Laptops – 20 Loaner Laptops in the Amount of \$25,670.70 SCND Grant. (Resolution BFF05282024-3)
- 2.4.4 Dell Computers– 20 Computers for Adult Students Returning to College AIO Work Stations for Faculty in the Amount of \$25,670.70 Operating Funds. (Resolution BFF05282024-4)

## 2.5 Approval of Facilities Items

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

## 3. Finance – ACTION/RC

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

Mr. Gandhi presented the Financial Statements - April 30, 2024 Ten Months YTD FYE June 30, 2024, including: April YTD FY24 - Credit Hours, Income Statement, Balance Sheet-Assets, Balance Sheet-Liabilities, and Three-Year Comparison.

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

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

## 4. Personnel

- ACTION/RC** 4.1. Promotion of Sherry Fitzgerald from Associate Professor to Full Professor. Resolution No. P05282024-2)

Dr. Okay spoke about Sherry Fitzgerald, who has also as a Dean and VP of

Academic Affairs. This is a natural next step in an incredible career. Dr. Connolly noted that when Professor Fitzgerald says it can be done, she moves forward and gets “it” done. Professor Fitzgerald has been pivotal in bringing new academic programs to fruition.

Mrs. Smith added that Sherry Fitzgerald was an incredible liaison to the Hopatcong Board of Education.

Mrs. Smith moved to approve the promotion of Sherry Fitzgerald from Associate Professor to Professor. Mrs. Frank seconded the motion.

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

**ACTION/RC 4.2** Promotion of Michael Hughes from Associate Professor to Full Professor. (Resolution No. P05282024-3)

Dr. Okay spoke about Michael Hughes. She said he is a tremendous contributor, strong veteran’s supporter, always says “yes,” and is a wonderful speaker. Dr. Connolly added that Michael Hughes’s ability to captivate a classroom is legendary, and he is a true faculty leader.

Dr. Silverthorne moved to approve the promotion of Michael Hughes from Associate Professor to Professor. Mrs. Smith seconded the motion.

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

**ACTION/RC 4.3** Promotion of Salvatore Paolucci from Instructor to Assistant Professor (Resolution No. P05282024-4)

Dr. Okay spoke about Sal Paolucci noting that he achieved tenure around a year ago, he is the liaison for concurrent classes, a department chair, and ran a very successful networking event for students and community. Dr. Connolly added that Sal Paolucci is excellent in classroom methodology and has an “eye for quality.”

Mrs. Smith said that when Sal Paolucci was up for tenure he was put through the coals and passed with flying colors. She knows he will continue to do the next right thing.

Mrs. Smith moved to approve the promotion of Salvatore Paolucci from Instructor to Assistant Professor. Dr. Crowley seconded the motion.

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

Mr. Gewecke stated that as a board, we are very thankful for the professionalism and the passion of our faculty.



## 5. **Reports**

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

## 6. **Presentations**

- 6.1 State of the College, by Dr. Connolly. A copy of the presentation is on file and part of the meeting packet and minutes.

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

- Rich Linden, former full-time psychology professor at Sussex County Community College noted that he had been full-time faculty since 1989. He congratulated his “outstanding colleagues” who were promoted today. He then spoke about the College and how it was before and after Dr. Connolly became president. He noted that Dr. Connolly was really different from any of the past presidents, and that he really reached out to faculty in ways that no one had ever done before. He spoke highly of everyone at SCCC.
- James Gaddy, Chief Operating Officer at SCCC, currently on administrative leave, addressed the Board of Trustees. He began by congratulating the faculty members who were promoted earlier in the meeting. Mr. Gaddy commended Dr. Connolly’s presentation, describing it as a “great summary” of the college’s recent history and accomplishments.

He then spoke about the allegations made against Dr. Connolly and the College administration. Mr. Gaddy highlighted that he has repeatedly contacted the Board via email and in public session during board meetings, without receiving a response. He claimed his administrative leave resulted from being linked to an online petition, an accusation he denies. Gaddy emphasized that, despite this being a clear case of retaliation, he has not filed a lawsuit. Instead, he is seeking a thorough and genuine investigation into the matter.

- Mr. Gewecke stated that the Board’s “lack of response” has come up a few times. He asked Mr. Gagliardi, college counsel from Porzio Bromberg & Newman, to reply.
- Mr. Gagliardi addressed a concern regarding the Board's response to public comments. He explained that when citizens, including employees, bring accusations before the Board and the Board does not respond, it can unfairly suggest disinterest, lack of information, or lack of respect on the Board's part. He emphasized that this is not the case.

He clarified that, like any organization, this Board does not discuss employment issues in a public forum. Just as individuals would not discuss their employment reviews publicly, it is not appropriate or constructive for the Board to do so, as it can create liability. The Board has listened respectfully to public comments without responding, not out of disrespect, but to handle matters appropriately.

Mr. Gagliardi noted that both a survey referenced in public comments and an investigation are being conducted. He reminded the attendees that there are established processes in handbooks and Board policies for handling such matters. The Board's ethical obligations involve setting policies, not getting involved in day-to-day operations. This does not mean the Board does not care or is unaware of the importance of the issues raised. They rely on administrators and outside professionals to guide investigations, seek out facts, and make recommendations.

He assured that the Board will consider these matters within the bounds of the law and their ethical obligations. There will be a time and place to inform the public of the Board's decisions, but this process does not occur publicly. He urged not to mistake the Board's

silence for lack of diligence or caring. The Board is committed to handling matters responsibly and in line with their ethical obligations.

- Dr. Aaron Fictner, President of the New Jersey Council of County Colleges provided updates regarding what the NJCCC does, their role in the state budget, and areas where the NJCCC “is going.” He provided an overview regarding the different committees and affinity groups, the new funding formula. He provided a handout of the Executive Summary for the New Jersey’s Opportunity Agenda: Building Pathways to Equity and Economic Prosperity, noting the key pillars of the report. The full report is available on the NJCCC website.
- Sal Paolucci thanked the Board, Dr. Okay, Dr. Gallo, college administration, and his parents for all of the support.
- Michael Hughes expressed his gratitude to the Board and college administration. He shared his journey with the college, starting as a non-traditional student, transitioning to a full-time position in 2008, and culminating in his promotion tonight.

## 8. **Other Business**

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

#### 8.1 Trustee Activity Update – None this month.

- Dr. Carrick commented how wonderful it is to hear about the quality of the people working here. She noted that she ran into former trustee and county superintendent Dr. Andrews, who took her through the history of the college’s finances, from catastrophe to where we are today.
- Mrs. Smith shared her enthusiasm about the College’s commencement ceremony, and thanked everyone involved with putting it together.

#### 8.2 President’s Report – The president presented “The State of the College” earlier in the meeting. There was nothing additional for the President’s Report.

#### 8.3 Chair’s Comments – Mr. Gewecke noted that the Institutional Climate Survey and interviews have been completed. The Board will receive a preliminary report in June and the full report in July.

#### 8.4 The next meeting of the Board of Trustees will take place Tuesday, May 28, 2024, location TBD.

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

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

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

At 6:39 p.m. Mrs. Smith moved to enter into Executive Session. Dr. Crowley seconded the motion. The motion carried unanimously.

The Executive Session ended at 7:30 p.m. upon a motion made by Dr. Carrick and seconded by Mrs. Smith. The motion carried unanimously.

**10. Adjournment**

At 7:38 p.m., Mrs. Smith moved to adjourn the public meeting. Mrs. Frank seconded the motion. The motion carried unanimously.

Approved:



**Board of Trustees  
Tuesday, May 28, 2024**

**Executive Session Minutes**

Start: 6:45 p.m.

End: 7:30 p.m.

Present: Mr. Gewecke, Mrs. Smith, Mr. Santillo (via phone), Dr. Crowley, Dr. Carrick, Mrs. Frank, Mr. Hofmann, Mr. Yardley, Dr. Connolly, Mrs. Fullem, and Mr. Gagliardi. Dr. Silverthorne did not attend the Executive Session.

Mr. Gagliardi proved the Trustees with updates regarding current and pending legal issues. The updated included conversation about a former student, personnel, and property issues.

At 7:30 p.m. Dr. Carrick moved that the Board adjourn the Executive Session. Mrs. Smith seconded the motion. The motion carried unanimously.

Approved:

**PERSONNEL & CURRICULUM COMMITTEE**  
**SUSSEX COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**Tuesday, June 18, 2024**

**3:00 p.m.**

Zoom Virtual Meeting

**MINUTES**

Start: 3:00 p.m.

End: 3:57 p.m.

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

**PERSONNEL** – The committee reviewed:

- Personnel Actions May 13 2024 - June 6 2024, including full-time and part-time new hires, resignations/terminations/positions ended, internal promotions, stipends, leaves, full-time and part-time open positions. The rescission of r. Homer's promotion to Assistant Professor of Psychology was discussed. Dr. Homer will continue as an adjunct faculty member and Lead faculty in Psychology via adjunct status. Dr. Okay provided background information regarding the faculty hires and promotions. ***The committee agreed to present to the Board of Trustees for approval.***
- All 2024 increases were thoroughly discussed.
  - 2024 Full Time Faculty Union Increases.
  - 2024 Professional Staff Union Increases.
  - 2024 Support Staff Union Increases.
  - 2024 2024 Non-Union Staff Increases.
  - 2024 Part Time Staff Increases.

***The committee agreed to present to the Board of Trustees for approval.***

**CURRICULUM** – None this month.

**OTHER BUSINESS**

- Dr. Connolly provided an update on the administration's current actions and plans regarding the Climate Survey. He emphasized that this is an opportunity, and believes that the college is on target with the initiatives undertaken over the past three months. Comparing data and response rates will be important. Currently, the Board of Trustees and administration should consider hiring a consultant to help improve the college climate. Dr. Connolly suggested forming a committee of 12-15 college employees to interview and select the consultant, similar to the RFQ process. The consultant must understand Sussex County and offer relevant assistance. Additionally, the Open Conversations held in the fall were highly beneficial, providing a space for people to vent and be heard with successful outcomes. However, in the past the college has not adapted quickly or consistently enough. Future plans include holding more Open Conversations, some involving Dr. Connolly, and resuming invitation-only lunches with Dr. Connolly, ensuring

everyone gets an opportunity to attend. These lunches were successful in the past. Dr. Connolly will also visit all Foundations for Success classes so that incoming students can meet him and ask questions directly.

- Mrs. Smith said that she was very happy to hear of the proactive approaches being taken. She said she is looking forward to seeing the president in action, attending and interacting at more campus-wide events. She is very encouraged. Dr. Carrick echoed her comments.

**AUDIT & POLICY COMMITTEE**  
**SUSSEX COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**Tuesday, June 18, 2024**

**MINUTES**

Start: 4:00 p.m.

End: 4:41 p.m.

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

**POLICY**

- The committee reviewed the policies noted below. There were a few language or word changes, and the ***committee agrees to present to the Board of Trustees for approval.***
  - Policy No. 200.7 Longevity Salary Adjustment (non-bargaining unit personnel),
  - Policy No. 200.9 Part-Time Non-Academic / Support Staff Hours,
  - Policy No. 200.10 Part-Time Academic Staff Calculation of Hours,
  - Policy No. 200.22 Vacation Policy.

**AUDIT**

- Dr. Gandhi reported that the kick off call for the audit is happening next week. Conversation ensued regarding an RFP process for a new auditor. The discussion also included shifting investments from Morgan Stanley.

**OTHER BUSINESS**

- Dr. Connolly provided an update on the administration's current actions and plans regarding the Climate Survey. He emphasized that this is an opportunity and believes the college is on target with the initiatives undertaken over the past three months. Comparing data and response rates will be important. He recommended that the Board of Trustees and administration consider hiring a consultant to help improve the college climate. Dr. Connolly suggested forming a committee of 12-15 college employees to interview and select the consultant, mirroring the RFQ process. The consultant must understand Sussex County and offer relevant assistance, ensuring the process is not "top down." Staff members feel and behave as guardians and defenders of the college, and this kind of inclusive process fosters ownership. Additionally, the Open Conversations held in the fall were highly beneficial, providing a space for people to vent and be heard, resulting in successful outcomes. However, the college has not always adapted quickly or consistently enough in the past. Future plans include holding more Open Conversations, some involving Dr. Connolly, and resuming invitation-only lunches with Dr. Connolly to ensure everyone has an opportunity to attend. These lunches were successful in the past. Dr. Connolly will also visit all Foundations for Success classes so that incoming students can meet him and ask questions directly. Furthermore, based on recent meetings with the Staff Senate, there will be more messages from the President's Office, emphasizing the importance of communication.

**FINANCE & FACILITIES COMMITTEE**  
**SUSSEX COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**Tuesday, June 18, 2024**  
Zoom Virtual Meeting

**MINUTES**

Start: 5:00 p.m..

End: 6:40 p.m.

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

**FINANCE** – The committee reviewed:

- 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. ***The committee agreed to present to the Board of Trustees for acknowledgement of receipt and review.***

During the financial review, there were in-depth discussions about transitioning investments away from Morgan Stanley and the RFP process for auditors. It was determined that the Audit and Policy Committee should proceed with working with Dr. Connolly for the RFP. Since this was not discussed during the Audit and Policy Committee meeting, Dr. Crowley, as Chair of the Finance and Facilities Committee, will reach out to Dr. Carrick, Chair of the Audit and Policy Committee, to provide this update.

The committee discussed when board-allocated funds can be re-allocated. This can be done at any time, although it is traditionally done in June.

The RFP and P3 process were discussed. The attorney is still reviewing the details, and Chris Wolverton is working on providing a realistic cost estimate for the projects. We hope to receive his estimate within the next two weeks. Additionally, the possibility of completing the work in-house is being considered. ***The committee will receive an update next month.***

The R-Building construction project came in much higher than anticipated, with \$2.3-2.4M the lowest bid. Chris Wolverton agrees that the numbers are ridiculous and it could be due to the time of season.

- 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. There is an increase in the amount due to enrollment. The money will be allocated toward large expenditures that are not in the budget. ***The committee agreed to present to the Board of Trustees for approval.***
- 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. We have moved forward already because we have new full-time faculty coming onboard. ***The committee agreed to present to the Board of Trustees for approval.***
- SHI – to Extend Warranty and Service Coverage on Lenovo Servers, for \$ 37,194.36. Five-year extended warranty. Operating Funds. ***The committee agreed to present to the Board of Trustees for approval.***

**FACILITIES** – The committee reviewed:

- Cement Work at M-Tech. Murry/Gordian for \$25,954.03. Chapter 12. This is a good price for the amount of work to be done. ***The committee agreed to present to the Board of Trustees for approval.***
- 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. The recommendation is to pass with the exclusions. The depth of the blacktop underneath will determine the scope of work. ***The committee agreed to present to the Board of Trustees for approval.***



- 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-acre 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. ***The committee agreed to present to the Board of Trustees for approval.***
- Lighting at PSTA – Generations Services to furnish and install new exterior lighting for the PSTA for \$ 61,975. Chapter 12. ***The committee agreed to present to the Board of Trustees for approval.***

**SAFETY AND SECURITY** – None this month

**OTHER BUSINESS**

- Dr. Connolly provided an update on the administration’s current actions and plans regarding the Climate Survey. He emphasized that this is an opportunity and believes the college is on target with the initiatives undertaken over the past three months. Comparing data and response rates will be important. He recommended that the Board of Trustees and administration consider hiring a consultant to help improve the college climate. Dr. Connolly suggested forming a committee of 12-15 college employees to interview and select the consultant, mirroring the RFQ process. The consultant must understand Sussex County and offer relevant assistance, ensuring the process is not “top down.” Staff members feel and behave as guardians and defenders of the college, and this kind of inclusive process fosters ownership. Additionally, the Open Conversations held in the fall were highly beneficial, providing a space for people to vent and be heard, resulting in successful outcomes. However, the college has not always adapted quickly or consistently enough in the past. Future plans include holding more Open Conversations, some involving Dr. Connolly, and resuming invitation-only lunches with Dr. Connolly to ensure everyone has an opportunity to attend. These lunches were successful in the past. Dr. Connolly will also visit all Foundations for Success classes so that incoming students can meet him and ask questions directly. Furthermore, based on recent meetings with the Staff Senate, there will be more messages from the President's Office, emphasizing the importance of effective communication, and the use of Canvas as an internal communication tool.
- Mr. Gewecke stated that the Board will be briefed on the survey and interview results during the Executive Session. The comparative analysis is still pending, and the complete report is anticipated to be available in July.
- The committee received an update regarding PFOS issues at the Homestead. Weiner Law is reviewing the agreement received from Tate Knuckle because it was not what was discussed.
- The committee received an update regarding the CFO/VP Administrative Services position.
- The committee asked for a Jenzabar update in July.

**Sussex County Community College**  
Personnel Actions: May 13, 2024 – June 6, 2024

**NEW HIRES:**

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Full-time

- Victoria Ramirez Valencia – Custodian
- Dawn Flanders – Tenure Track Program Coordinator / Assistant Professor: Criminal Justice
- Richard Owens – Tenure Track Instructor: English

Part-Time:

- Angelica Lyon – PT Custodian
- Madison Washer – Adjunct Music
- Carol Schiavo – Adjunct Psychology
- Sean Utter – PT Summer Facilities Associate
- Anna Carina Sinocchi – Adjunct Photography
- Thomas LoGiudice – Adjunct English

**RESIGNATIONS/TERMINATIONS/POSITION ENDED:**

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- Wesley Suckey – PSTA Instructor (resigned)
- Cory Homer – Recission of the promotion to Assistant Professor of Psychology. Dr. Homer will continue as an adjunct faculty member and Lead faculty in Psychology via adjunct status.

**INTERNAL PROMOTIONS:**

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- Daniel Kous – Full Time Program Supervisor, Hospitality
- Daniel Warhol – Full Time Tenure Track Instructor / PTK Advisor / Writing Across the Disciplines (WATD), Faculty Facilitator English
- John Sissler – Full Time Tenure Track Instructor Faculty Computers
- Matthew Fowler – Full Time Tenure Track Faculty Instructor Business

**STIPEND:**

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- Michael Fiore - \$300 per pay period stipend for assuming additional finance duties

**ON LEAVE:**

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- James Gaddy – Administrative Leave

**OPEN POSITIONS:**

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Full-Time:

- Chief Financial Officer
- Director of Finance

- Writing Center Coordinator
- Program Supervisor Hospitality
- Coordinator Student Engagement and Inclusion

Part-Time:

- Adjunct – Fire Science
- Adjunct – Legal Studies
- PT Campus Security Specialist
- PT Campus Security Officer
- Adjunct – Cosmetology
- PT Head Coach Women’s Wrestling
- Adjunct – Biology
- Adjunct - Geology
- Adjunct – Accounting
- Adjunct - Computer Science
- PT Custodian
- Adjunct – Graphic Design
- PT Kitchen Lab Assistant
- Adjunct - Chemistry
- PT Service Staff
- Adjunct – Math
- Adjunct – Printmaking
- Adjunct – Spanish
- Adjunct – Criminal Justice
- Adjunct – Environmental Science
- Adjunct – Education
- Adjunct - Sociology
- PT Development Assistant
- PT Laboratory Assistant
- PT Assistant Coach Football Wide Receiver
- PT Assistant Coach Football Defensive Line
- PT Assistant Coach Football Running Backs
- PT Assistant Coach Football Quarterbacks
- PT Head Coach Cheerleading
- Adjunct – Art Sculpture 3D
- PT Student Intern

Salary information is available via OPRA.

**Sussex County Community College**  
**Policy No.: 200.7**  
**Area: Human Resources**  
**Adopted: February 24, 2014**  
**Updated & Adopted: March 24, 2020**  
**Updated & Adopted:**

**200.7 Longevity Salary Adjustment (non-bargaining unit personnel)**

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**PURPOSE OF THE POLICY**

The College President will recommend to the Board of Trustees that employees meeting the eligibility criteria within this policy receive a salary increase based on longevity.

**GENERAL STATEMENT OF LONEGEVITY SALARY ADJUSTMENT POLICY**

Longevity increases will be given to all full-time employees who meet certain requirements. These increases will be given to recognize an employee's service to the College.

The College reserves the right to amend or discontinue this practice at any time without prior notice.

**Sussex County Community College**  
**Policy No.: 200.9**  
**Area: Human Resources**  
**Adopted: September 22, 2014**  
**Re-adopted: January 28, 2020**  
**Re-adopted:**

## **200.9 Part-Time Non-Academic / Support Staff Hours**

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### **PURPOSE OF THE POLICY**

The purpose of this policy is to ensure that part time non-academic support staff members do not exceed the number of hours that will affect or inadvertently change their employment status.

### **GENERAL STATEMENT OF PART-TIME NON-ACADEMIC/SUPPORT STAFF HOURS**

Part-time support staff may not work more than 24 hours per week (1248) in a calendar year.

**Sussex County Community College**  
**Policy No.: 200.10**  
**Area: Human Resources**  
**Adopted: September 22, 2014**  
**Re-adopted: January 28, 2020**  
**Re-adopted:**

## **200.10 Part-Time Academic Staff Calculation of Hours**

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### **PURPOSE OF THE POLICY**

The purpose of this policy is to ensure that part time adjunct or instructor staff members do not exceed the number of hours that will affect or inadvertently change their employment status.

### **GENERAL STATEMENT OF PART-TIME ACADEMIC STAFF CALCULATION OF HOURS**

Part-time/adjunct instructors may not work more than 24 hours per week/1248 hours in a calendar year (January 1- December 31).

**Sussex County Community College**  
**Policy No.: 200.22**  
**Area: Human Resources**  
**Adopted: May 24, 2016**  
**Re-adopted: February 25, 2020**  
**Re-adopted:**

**200.22 Vacation Policy – Non Faculty**

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**PURPOSE OF THE POLICY**

To enable eligible Sussex County Community College (“College”) employees to enjoy time away from the duties and responsibilities of their positions with the College while ensuring that the needs of the students and operations of the College are maintained at an optimal level.

**GENERAL STATEMENT OF VACATION POLICY**

The College provides paid vacation days to all non-faculty full-time, regular employees who work on a twelve-month schedule. The amount of time provided is determined by an employee’s job classification and length of service at the College. Vacation time is not provided to employees who work on a ten-month schedule.

The College provides payment for unused, accrued vacation time upon an employee’s termination of employment provided that the employee is considered to be in good standing at the time the payment is to be made.



BOARD RESOLUTION TO APPLY

for the

Carl D Perkins Career and Technical Education Perkins V Grant for FY 2025

Project Number:

3	7	7	1	8	0	2	5
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The Sussex County Community College Board hereby certifies that permission has been granted to apply for the grant program entitled:

Carl D Perkins Career and Technical Education Perkins V Grant

for the purposes described in the application, in the amount of,

\$341,432

Starting on July 1, 2024 and

Ending on June 30, 2025

The submission of this application was authorized by the Board meeting held on,

\_\_\_\_\_, 2024

\_\_\_\_\_, 2024

Secretary of the Board



## **PROCUREMENT MEMO** (Revision)

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

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

**FROM:** Matthew Stoppay, Purchasing Manager

**DATE:** June 12, 2024

**SUBJECT:** AIO Work Stations - Correction

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**Description:** AIO Work Stations for Faculty

**Vendor Name:** Dell

**Amount:** ~~\$25,670.70~~ \$31,528.20 (Corrected Amount)

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

**Funding:** Operating Funds

**Attachments:** Dell Quote



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

### Message from your Sales Rep

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

Regards,  
Jordyn Farrar

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

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

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

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

**Shipping Method**  
 Standard Delivery

---

<b>OptiPlex All-in-One (Plus 7420)</b>	<b>Unit Price</b>	<b>Quantity</b>	<b>Subtotal</b>
Estimated delivery if purchased today: May. 10, 2024 Contract # C000001128033 Customer Agreement # 23026 / M0483/24-TELE-71883	\$1,576.41	20	\$31,528.20

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

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













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

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

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

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 Servers & Storage	 2-in-1's	 Electronics & Accessories
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**Governing Terms:** This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and

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

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

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

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

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

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

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

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





## PROCUREMENT MEMO

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

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

**FROM:** Matthew Stoppay, Purchasing Manager

**DATE:** June 3, 2024

**SUBJECT:** Extend Warranty and Service Coverage on Lenovo servers

---

**Description:** Lenovo 5-Year Premier Essential 24x7 4-Hour YourDrive YourData  
MFG Part#: 5PS7A07086. Covers the following hardware: Lenovo SR650 7x06 J100E8LM  
Lenovo SR650 7x06 J100E8LY, Lenovo SR650 7x06 J100E8LT  
Lenovo SR650 7x06 J100E8LW, Lenovo SR650 7x06 J100E8LN  
Lenovo SR650 7x06 J100E8LZ

**Vendor Name:** SHI

**Amount:** \$ 37,194.36

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

**Funding:** Operating Funds

**Attachments:** SHI Quote



Pricing Proposal  
 Quotation #: 24817269  
 Created On: 5/3/2024  
 Valid Until: 6/30/2024

## NJ-Sussex County Community College

## Inside Account Executive

### Judy Lovas

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

### Paul Munday

290 Davidson Ave  
 Somerset, NJ 08873  
 Phone:  
 Fax:  
 Email: paul\_munday@shi.com

[Click here](#) to order this quote

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 ThinkSystem SR850 - 5yr Warranty Lenovo - Part#: Lenovo - ZADR7U Contract Name: Edge Market – TeCHS Full Catalog Contract #: 289EMCPS-21-001-EM-SHI Serial #: J100E8LM Coverage Term: 7/28/2024 – 7/27/2029 <b>Note:</b> Premier Support	1	\$911.51	\$911.51
2 ThinkSystem SR850 - 5yr Warranty Lenovo - Part#: Lenovo - ZADR7U Contract Name: Edge Market – TeCHS Full Catalog Contract #: 289EMCPS-21-001-EM-SHI Serial #: J100E8LN Coverage Term: 7/28/2024 – 7/27/2029 <b>Note:</b> Premier Support	1	\$911.51	\$911.51
3 ThinkSystem SR850 - 5yr Warranty Lenovo - Part#: Lenovo - ZADR7U Contract Name: Edge Market – TeCHS Full Catalog Contract #: 289EMCPS-21-001-EM-SHI Serial #: J100E8LT Coverage Term: 7/28/2024 – 7/27/2029 <b>Note:</b> Premier Support	1	\$911.51	\$911.51
4 ThinkSystem SR850 - 5yr Warranty Lenovo - Part#: Lenovo - ZADR7U Contract Name: Edge Market – TeCHS Full Catalog Contract #: 289EMCPS-21-001-EM-SHI Serial #: J100E8LW Coverage Term: 7/28/2024 – 7/27/2029 <b>Note:</b> Premier Support	1	\$911.51	\$911.51
5 ThinkSystem SR850 - 5yr Warranty Lenovo - Part#: Lenovo - ZADR7U Contract Name: Edge Market – TeCHS Full Catalog	1	\$911.51	\$911.51

Contract #: 269EMCPS-21-001-EM-SHI  
Serial #: J100E8LY  
Coverage Term: 7/28/2024 – 7/27/2029  
**Note:** Premier Support

6	ThinkSystem SR850 - 5yr Warranty Lenovo - Part#: Lenovo - ZADR7U Contract Name: Edge Market – TeCHS Full Catalog Contract #: 269EMCPS-21-001-EM-SHI Serial #: J100E8LN Coverage Term: 7/28/2024 – 7/27/2029 <b>Note:</b> Essential YourDriveYourData	1	\$0.03	\$0.03
7	ThinkSystem SR850 - 5yr Warranty Lenovo - Part#: Lenovo - ZADR7U Contract Name: Edge Market – TeCHS Full Catalog Contract #: 269EMCPS-21-001-EM-SHI Serial #: J100E8LZ Coverage Term: 7/28/2024 – 7/27/2029 <b>Note:</b> Premier Support	1	\$911.51	\$911.51
8	ThinkSystem SR850 - 5yr Warranty Lenovo - Part#: Lenovo - ZADR7U Contract Name: Edge Market – TeCHS Full Catalog Contract #: 269EMCPS-21-001-EM-SHI Serial #: J100E8LM Coverage Term: 7/28/2024 – 7/27/2029 <b>Note:</b> On-site repair 24x7x4 hour response	1	\$5,287.52	\$5,287.52
9	ThinkSystem SR850 - 5yr Warranty Lenovo - Part#: Lenovo - ZADR7U Contract Name: Edge Market – TeCHS Full Catalog Contract #: 269EMCPS-21-001-EM-SHI Serial #: J100E8LN Coverage Term: 7/28/2024 – 7/27/2029 <b>Note:</b> On-site repair 24x7x4 hour response	1	\$5,287.52	\$5,287.52
10	ThinkSystem SR850 - 5yr Warranty Lenovo - Part#: Lenovo - ZADR7U Contract Name: Edge Market – TeCHS Full Catalog Contract #: 269EMCPS-21-001-EM-SHI Serial #: J100E8LT Coverage Term: 7/28/2024 – 7/27/2029 <b>Note:</b> On-site repair 24x7x4 hour response	1	\$5,287.52	\$5,287.52
11	ThinkSystem SR850 - 5yr Warranty Lenovo - Part#: Lenovo - ZADR7U Contract Name: Edge Market – TeCHS Full Catalog Contract #: 269EMCPS-21-001-EM-SHI Serial #: J100E8LW Coverage Term: 7/28/2024 – 7/27/2029 <b>Note:</b> On-site repair 24x7x4 hour response	1	\$5,287.52	\$5,287.52
12	ThinkSystem SR850 - 5yr Warranty Lenovo - Part#: Lenovo - ZADR7U Contract Name: Edge Market – TeCHS Full Catalog Contract #: 269EMCPS-21-001-EM-SHI Serial #: J100E8LY Coverage Term: 7/28/2024 – 7/27/2029 <b>Note:</b> On-site repair 24x7x4 hour response	1	\$5,287.52	\$5,287.52
13	ThinkSystem SR850 - 5yr Warranty	1	\$5,287.52	\$5,287.52

Lenovo - Part#: Lenovo - ZADR7U  
 Contract Name: Edge Market – TeCHS Full Catalog  
 Contract #: 269EMCPS-21-001-EM-SHI  
 Serial #: J100E8LZ  
 Coverage Term: 7/28/2024 – 7/27/2029  
**Note:** On-site repair 24x7x4 hour response

14	ThinkSystem SR850 - 5yr Warranty Lenovo - Part#: Lenovo - ZADR7U Contract Name: Edge Market – TeCHS Full Catalog Contract #: 269EMCPS-21-001-EM-SHI Serial #: J100E8LZ Coverage Term: 7/28/2024 – 7/27/2029 <b>Note:</b> Essential YourDriveYourData	1	\$0.03	\$0.03
15	ThinkSystem SR850 - 5yr Warranty Lenovo - Part#: Lenovo - ZADR7U Contract Name: Edge Market – TeCHS Full Catalog Contract #: 269EMCPS-21-001-EM-SHI Serial #: J100E8LM Coverage Term: 7/28/2024 – 7/27/2029 <b>Note:</b> Essential YourDriveYourData	1	\$0.03	\$0.03
16	ThinkSystem SR850 - 5yr Warranty Lenovo - Part#: Lenovo - ZADR7U Contract Name: Edge Market – TeCHS Full Catalog Contract #: 269EMCPS-21-001-EM-SHI Serial #: J100E8LT Coverage Term: 7/28/2024 – 7/27/2029 <b>Note:</b> Essential YourDriveYourData	1	\$0.03	\$0.03
17	ThinkSystem SR850 - 5yr Warranty Lenovo - Part#: Lenovo - ZADR7U Contract Name: Edge Market – TeCHS Full Catalog Contract #: 269EMCPS-21-001-EM-SHI Serial #: J100E8LW Coverage Term: 7/28/2024 – 7/27/2029 <b>Note:</b> Essential YourDriveYourData	1	\$0.03	\$0.03
18	ThinkSystem SR850 - 5yr Warranty Lenovo - Part#: Lenovo - ZADR7U Contract Name: Edge Market – TeCHS Full Catalog Contract #: 269EMCPS-21-001-EM-SHI Serial #: J100E8LY Coverage Term: 7/28/2024 – 7/27/2029 <b>Note:</b> Essential YourDriveYourData	1	\$0.03	\$0.03
			<b>Total</b>	<b>\$37,194.38</b>

#### Additional Comments

Please Note: Lenovo has a zero returns policy on any custom build machines. Lenovo also does not allow returns on open box/phased out products. For these products, orders are non-cancellable and non-returnable from point of order.

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# 81-1429481; CCR# 81-243957G; CAGE 1HTF0

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*The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.*



## PROCUREMENT MEMO

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

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

**FROM:** Matthew Stoppay, Purchasing Manager

**DATE:** June 13, 2024

**SUBJECT:** Cement work at M-tech

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**Description:** Interior Cement Work

**Vendor Name:** Murry/Gordian

**Amount:** \$25,954.03

**Procurement Method:** State Co-op #65MCESCCPS

**Funding:** Chapter 12

**Attachments:** Murry/Gordian Quote









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

ESCNJ State Approved Coop #65MCESCCPS

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**Date:** June 12, 2024

**Re:** IQC Master Contract #: 20/21-03  
JOC Work Order #: 130617.00  
Owner PO #:  
Title: Sussex Co Community College McGuire Concrete Repairs 24-372  
Contractor: Murray Paving and Concrete LLC  
Proposal Value: \$25,954.03

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<b>Section - 01 - General Requirements</b>	<b>\$10,811.47</b>
<b>Section - 02 - Site Work</b>	<b>\$7,373.86</b>
<b>Section - 03 - Concrete</b>	<b>\$747.87</b>
<b>Section - 31 - Earthwork</b>	<b>\$702.63</b>
<b>Section - 32 - Exterior Improvements</b>	<b>\$6,318.19</b>
<b>Proposal Total</b>	<b>\$25,954.03</b>

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

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

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

## ESC NJ State Approved Coop #65MCECCPS

Date: June 12, 2024

Re: IQC Master Contract #: 20/21-03  
 JOC Work Order #: 130617.00  
 Owner PO #:  
 Title: Sussex Co Community College McGuire Concrete Repairs 24-372  
 Contractor: Murray Paving and Concrete LLC  
 Proposal Value: \$25,954.03

Sect.	Item	Mod.	UOM	Description	Line Total
Labor	Equip.	Material	(Excludes)		
<b>Section - 01 - General Requirements</b>					
1	01 22 20 00 0008		HR	Cement Mason For tasks not included in the Task Catalog and as directed by owner only.	\$777.24
			Installation	Quantity 8.00 x Unit Price 100.16 x Factor 0.9700 = Total 777.24	
2	01 22 20 00 0016		HR	Laborer For tasks not included in the Task Catalog and as directed by owner only.	\$818.60
			Installation	Quantity 8.00 x Unit Price 105.49 x Factor 0.9700 = Total 818.60	
3	01 22 23 00 0261		DAY	2,400 LB Capacity, 72" Wide, Skid-Steer Loader With Full-Time Operator	\$1,266.11
			Installation	Quantity 1.00 x Unit Price 1,305.27 x Factor 0.9700 = Total 1,266.11	
4	01 22 23 00 0332		DAY	1-3/8 To 1-1/2 CY Hydraulic Excavator With Full-Time Operator	\$1,861.76
			Installation	Quantity 1.00 x Unit Price 1,919.34 x Factor 0.9700 = Total 1,861.76	
5	01 22 23 00 1216		DAY	18 CY Rear Dump Truck With Full-Time Truck Driver	\$2,293.14
			Installation	Quantity 1.00 x Unit Price 2,364.06 x Factor 0.9700 = Total 2,293.14	
6	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.	\$2,933.67
			Installation	Quantity 2.00 x Unit Price 1,512.20 x Factor 0.9700 = Total 2,933.67	
				delivery of equipment	
7	01 74 19 00 0030		CY	Mixed Asphalt, Concrete, Gravel And Subgrade Material, Landfill Dump Fee	\$860.95
			Installation	Quantity 18.00 x Unit Price 49.31 x Factor 0.9700 = Total 860.95	
<b>Subtotal for Section - 01 - General Requirements</b>					<b>\$10,811.47</b>

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

**Job Order No:** 130617.00  
**Job Order Title:** Sussex Co Community College McGuire Concrete Repairs 24-372

**Section - 02 - Site Work**

8	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.						\$1,060.62	
			Installation	Quantity	Unit Price	Factor	=	Total		
				1.00	1,093.42	0.9700		1,060.62		
			saw cut limit of work							
9	02 41 19 13 0027	EA	Drill 1" Diameter Core In Up To 4" Concrete						\$6,313.25	
			Installation	Quantity	Unit Price	Factor	=	Total		
				150.00	43.39	0.9700		6,313.25		
			core drill for dowels							

**Subtotal for Section - 02 - Site Work** **\$7,373.86**

**Section - 03 - Concrete**

10	03 21 11 00 0244	EA	3/4" Diameter x 24" Long, Deformed Straight Dowel						\$747.87	
			Installation	Quantity	Unit Price	Factor	=	Total		
				150.00	5.14	0.9700		747.87		
			dowel into existing concrete							

**Subtotal for Section - 03 - Concrete** **\$747.87**

**Section - 31 - Earthwork**

11	31 05 16 00 0008	TON	#57 Stone Aggregate Fill (3/8" To 1")						\$702.63	
			Installation	Quantity	Unit Price	Factor	=	Total		
				14.00	51.74	0.9700		702.63		
			subbase							

**Subtotal for Section - 31 - Earthwork** **\$702.63**

**Section - 32 - Exterior Improvements**

12	32 16 23 00 0004	SF	6" Cast In Place Concrete Sidewalk						\$6,318.19
			Installation	Quantity	Unit Price	Factor	=	Total	
				590.00	11.04	0.9700		6,318.19	

**Subtotal for Section - 32 - Exterior Improvements** **\$6,318.19**

**Proposal Total** **\$25,954.03**

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:** %



21 Wallace Street, Elmwood Park, NJ 07407

Jun 11, 2024

Sussex County Community College

ATTN: Jason Fruge

Project Reference: *24-372 SCCC McGuire Concrete Repairs*

Murray Contracting proposed to complete the following scope of work inclusive of all insurances, certifications, materials, equipment and labor.

- Mobilize all equipment to the jobsite
- Saw cut perimeter to not disturb areas outside of scope
- Excavate stone pads
- Remove excavated material
- Prep with  $\frac{3}{4}$  stone subbase
- Form for new 6" concrete
- Pour 4000 PSI 6" concrete
- Broom finish concrete
- Clean up jobsite
- Demobilize all equipment and material

Notes and Exclusions:

- We exclude other than normal working hours. We exclude permit fees. We exclude drawings, calculations or engineering of any kind.



## PROCUREMENT MEMO

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

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

**FROM:** Matthew Stoppay, Purchasing Manager

**DATE:** June 13, 2024

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

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**Description:** Front Lot Mill and Pave M -Tech – Option to include the Exclusions from Quote  
Exclusions: Excavation of proposal of existing sub base

**Vendor Name:** Murry/Gordian

**Amount:** Original \$340,000.00, with exclusions added \$468,120.27

**Procurement Method:** State Co-op #65MCESCCPS

**Funding:** Operating Funds

**Attachments:** Murry/Gordian Quote



Job Order Package

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

**New Job Order**       **Modify an Existing Job Order**

Job Order Number: 129712.00  
 Job Order Title: Sussex Co Community College MTEC Bldg Paving

Contact: Matthew Stoppay Contractor Name: Murray Paving and Concrete LLC  
 Phone: (973) 300-2110 Contact: Nick Zurla  
 Phone: 201-638-2859

**Work to be Performed**

Work to be performed as per the Final Scope of Work and the Price Proposal dated 05/28/2024, and as per the terms and conditions of JOC Contract No 23/24-06 Region 2 PV.

Brief Task Order Description:  
 Paving portion of lot at MTEC building

**Time of Performance**      Estimated Start Date:  
    Estimated Completion Date:

**Liquidated Damages**      Will apply:       Will NOT apply:

**Validation Information**

*Normal Working Hours*      **0.9436**

**Job Order Firm Fixed Price: \$468,120.27**

Owner Purchase Order:

**Approvals**

\_\_\_\_\_  
Project Manager      Date

\_\_\_\_\_  
Bureau/Division Manager      Date

\_\_\_\_\_  
Technical/Engineer Review      Date

\_\_\_\_\_  
Contracting Officer      Date



**Scope of Work**

**ESCNJ State Approved Coop #65MCECCPS**

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**To:** Matthew Stoppay  
Sussex County Community College  
No Address Input  
  
(973) 300-2110

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

**Job Order No:** 129712.00  
**Job Order Title:** Sussex Co Community College MTEC Bldg Paving  
**Contract #:** 23/24-06 Region 2 PV

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

see attached file  
Revised JOP 6/12/2024

Subject to the terms and conditions of JOC Contract 23/24-06 Region 2 PV.

\_\_\_\_\_  
Matthew Stoppay \_\_\_\_\_  
Date

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

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

ESCNJ State Approved Coop #65MCESCCPS

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**Date:** June 12, 2024

**Re:** IQC Master Contract #: 23/24-06 Region 2 PV  
JOC Work Order #: 129712.00  
Owner PO #:  
Title: Sussex Co Community College MTEC Bldg Paving  
Contractor: Murray Paving and Concrete LLC  
Proposal Value: \$468,120.27

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**ALTERNATE** **\$131,686.36**

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**BASE** **\$336,433.91**

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**Proposal Total** **\$468,120.27**

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

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



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

## ESCNJ State Approved Coop #65MCESCPCS

**Date:** June 12, 2024  
**Re:** IQC Master Contract #: 23/24-06 Region 2 PV  
 JOC Work Order #: 129712.00  
 Owner PO #:  
 Title: Sussex Co Community College MTEC Bldg Paving  
 Contractor: Murray Paving and Concrete LLC  
 Proposal Value: \$468,120.27

Sect.	Item	Mod.	UOM	Description	Line Total
Labor	Equip.	Material	(Excludes)		
<b>ALTERNATE</b>					
1	01 22 23 00 0261		DAY	2,400 LB Capacity, 72" Wide, Skid-Steer Loader With Full-Time Operator	\$7,472.52
				Installation Quantity 6.00 x Unit Price 1,319.86 x Factor 0.9436 = Total 7,472.52 knocking down piles of relocated excavated materials	
2	01 22 23 00 0326		DAY	7/8 To 1 CY Hydraulic Excavator With Full-Time Operator	\$5,592.72
				Installation Quantity 4.00 x Unit Price 1,481.75 x Factor 0.9436 = Total 5,592.72	
3	01 22 23 00 0391		DAY	3-1/2 CY, 198 HP, Heavy Duty Construction Loader With Full-Time Operator	\$7,015.10
				Installation Quantity 4.00 x Unit Price 1,858.60 x Factor 0.9436 = Total 7,015.10	
4	01 22 23 00 1216		DAY	18 CY Rear Dump Truck With Full-Time Truck Driver	\$24,206.62
				Installation Quantity 12.00 x Unit Price 2,137.79 x Factor 0.9436 = Total 24,206.62	
5	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.	\$2,812.82
				Installation Quantity 2.00 x Unit Price 1,490.47 x Factor 0.9436 = Total 2,812.81 loader,excavator	
6	31 23 16 13 0005		CY	Over 12" Wide, Excavation for Trenching by Machine in Loose RockIncludes compacted aggregate	\$13,136.30
				Installation Quantity 1,011.00 x Unit Price 13.77 x Factor 0.9436 = Total 13,136.30	
7	32 11 16 16 0007		SY	6" Crushed Aggregate Base Course For Roadways And Parking Areas	\$71,450.29
				Installation Quantity 5,515.00 x Unit Price 13.73 x Factor 0.9436 = Total 71,450.29 new subbase	

**Subtotal for ALTERNATE** **\$131,686.36**

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

**Job Order No:** 129712.00  
**Job Order Title:** Sussex Co Community College MTEC Bldg Paving

**BASE**

8	01 22 20 00 0020	HR	Painter, OrdinaryFor tasks not included in the Task Catalog and as directed by owner only.						\$1,363.46	
		Installation	Quantity	Unit Price	Factor	=	Total			
			16.00	90.31	0.9436		1,363.46			
			x	x						
			assit to layout striping in field							
9	01 22 20 00 0061	HR	Flagperson For Traffic Control						\$2,357.94	
		Installation	Quantity	Unit Price	Factor	=	Total			
			24.00	104.12	0.9436		2,357.94			
			x	x						
			truck coordination, traffic, and pedestrian control							
10	01 22 23 00 0195	DAY	8 To 10 Ton, 2 Drum Articulated Roller With Full-Time Operator						\$2,639.85	
		Installation	Quantity	Unit Price	Factor	=	Total			
			2.00	1,398.82	0.9436		2,639.85			
			x	x						
			compaction of existing subbase							
11	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			
			x	x						
			grading of lot prior to pavement loading of asphalt debris							
12	01 22 23 00 1216	DAY	18 CY Rear Dump Truck With Full-Time Truck Driver						\$30,258.28	
		Installation	Quantity	Unit Price	Factor	=	Total			
			15.00	2,137.79	0.9436		30,258.28			
			x	x						
			hauling of millings							
13	01 71 13 00 0003	EA	Equipment Delivery, Pickup, Mobilization And Demobilization Using A Tractor Trailer With Up To 53' BedIncludes loading, tie-down of equipment, delivery of equipment, off loading on site, rigging, dismantling, loading for return and transporting away. For equipment such as bulldozers, motor scrapers, hydraulic excavators, gradalls, road graders, loader-backhoes, heavy duty construction loaders, tractors, pavers, rollers, bridge finishers, straight mast construction forklifts, telescoping boom rough terrain construction forklifts, telescoping and articulating boom man lifts with >40' boom lengths, etc.						\$7,032.04	
		Installation	Quantity	Unit Price	Factor	=	Total			
			5.00	1,490.47	0.9436		7,032.04			
			x	x						
			mobilization of equipment							
14	01 74 19 00 0022	CY	Drop-Off Asphalt At Recycling Center						\$20,829.22	
		Installation	Quantity	Unit Price	Factor	=	Total			
			703.00	31.40	0.9436		20,829.22			
			x	x						
			disposal of millings							
15	02 41 13 13 0020	SY	>3" To 6" By Machine, Break-up And Remove Bituminous Paving						\$117,193.04	
		Installation	Quantity	Unit Price	Factor	=	Total			
			5,515.00	22.52	0.9436		117,193.04			
			x	x						
			break up asphalt							
16	02 41 13 13 0020 0016	MOD	For >5,000 To 10,000, Deduct						-\$39,862.29	
		Installation	Quantity	Unit Price	Factor	=	Total			
			5,515.00	-7.66	0.9436		-39,862.29			
			x	x						
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.						\$1,047.44	
		Installation	Quantity	Unit Price	Factor	=	Total			
			1.00	1,110.05	0.9436		1,047.44			
			x	x						
			saw cut limit of work							

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

**Job Order No:** 129712.00  
**Job Order Title:** Sussex Co Community College MTEC Bldg Paving

**BASE**

18	10 14 53 11 0030	EA	12" x 18" Aluminum Engineer Grade Traffic Sign						\$253.75
			Quantity	Unit Price	Factor	=	Total		
		Installation	4.00 x	67.23 x	0.9436	=	253.75		
			handicap space sign						
19	32 11 23 16 0002	SF	2" Crushed Aggregate Base Course For Sidewalks						\$29,426.17
			Quantity	Unit Price	Factor	=	Total		
		Installation	49,500.00 x	0.63 x	0.9436	=	29,426.17		
			top area with new stone						
20	32 12 13 19 0003	SY	Surface Prime Coat, 0.30 Gallon/SY						\$13,166.00
			Quantity	Unit Price	Factor	=	Total		
		Installation	5,515.00 x	2.53 x	0.9436	=	13,166.00		
			tack coat between layers of asphalt						
21	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.						\$68,977.16
			Quantity	Unit Price	Factor	=	Total		
		Installation	625.00 x	116.96 x	0.9436	=	68,977.16		
			base course asphalt						
22	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.						\$71,849.24
			Quantity	Unit Price	Factor	=	Total		
		Installation	625.00 x	121.83 x	0.9436	=	71,849.24		
			Surface course asphalt						
23	32 17 23 13 0087	LF	Single 4" Wide Solid Line, Painted Pavement Striping For Parking Areas						\$3,291.28
			Quantity	Unit Price	Factor	=	Total		
		Installation	3,200.00 x	1.09 x	0.9436	=	3,291.28		
			striping of lot						
24	32 17 23 13 0099	EA	Through Lane Arrow, Painted Pavement Marking For Parking AreasApproximate overall dimensions: 3-1/2' width x 10' height.						\$1,438.27
			Quantity	Unit Price	Factor	=	Total		
		Installation	18.00 x	84.68 x	0.9436	=	1,438.27		
			Parking Lot striping						
25	32 17 23 13 0105	EA	Handicap Symbol For Van Parking Stalls, Painted Pavement Marking For Parking AreasApproximate overall dimensions: 4-1/3' width x 5' height. White or blue symbol. Excludes striping.						\$191.36
			Quantity	Unit Price	Factor	=	Total		
		Installation	4.00 x	50.70 x	0.9436	=	191.36		
			striping of lot						

**Subtotal for BASE**

**\$336,433.91**

**Proposal Total**

**\$468,120.27**

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

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



# Murray Contracting

21 Wallace St, Elmwood Park, NJ 07470

**June 3, 2024**

**Sussex County Community College**

**Project Ref: M-Tec Lot Paving**

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

## **BASE**

Front Lot Mill and Pave:

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

## **ALTERNATE**

- Mobilization of excavator and loader
- Excavate 6" of existing dirt and relocate material on campus
- Supply grade and compact 6" of QP
- Spread materials as needed in dump location.

Exclusions:

Other than normal working hours.

Excavation or Disposal of existing subbase

Permit fees





## PROCUREMENT MEMO

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

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

**FROM:** Matthew Stoppay, Purchasing Manager

**DATE:** June 3, 2024

**SUBJECT:** Kubota for PSTA

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**Description:** This utility vehicle will replace two 20+ year old golf carts we currently use to shuttle equipment and personnel around our 14-acre training facility. The plow attachment will allow us to clean up snow in a more efficient and timely fashion.

**Vendor Name:** Tri-State Rentals

**Amount:** \$30,486.61

**Procurement Method:** Sourcewell Contract: Solicitation Number: RFP #122220

**Funding:** Chapter 12

**Attachments:** Tri-State Rentals Quote



Quote Provided By  
 Tri-State Rentals, Inc.  
 Tim Voss  
 105 Sparta Ave.  
 Newton, NJ 07860  
 email: tvoss@tristaterentals.com  
 phone: 9733838441

- Standard Features -

- Custom Options -



**Kubota**

V Series

RTV-X1130WL-H

\*\*\*EQUIPMENT IN STANDARD MACHINE\*\*\*

**DIESEL ENGINE**

Model Kubota D1105  
 3 Cyl. 68.5 cu in  
 +24.8 Gross Eng HP  
 60 Amp Alternator

**TRANSMISSION**

VHT-X  
 Variable Hydro Transmission  
 Forward Speeds:  
 Low 0 - 15 mph  
 High 0 - 25 mph  
 Reverse 0 - 17 mph  
 Limited-slip Front Differential  
 Rear differential lock

**HYDRAULICS**

Hydrostatic Power Steering  
 Hydraulic Cargo Dump  
 Hydraulic Oil Cooler

**FLUID CAPACITY**

Fuel Tank 7.9 gal  
 Cooling 8.6 qts  
 Engine Oil 4.3 qts  
 Transmission Oil 1.8 gal  
 Brake Fluid 0.4 qts

**DIMENSIONS**

Width 63 in  
 Height 80 in  
 Length 153 in  
 Wheelbase 98.2 in  
 Tow Capacity 1300 lbs  
 Ground Clearance F/R 11.3in / 9.4in  
 Suspension Travel 8 in  
 Turning Radius 17.1 ft

+ Manufacturer Estimate

**TIRES AND WHEELS**

ATV Tire 25 x 10 - 12, 6 ply  
 Heavy Duty Worksite 25 x 10 - 12, 6ply

**KEY FEATURES**

Digital Multi-meter  
 Speedometer  
 Front Independent Adjustable Suspension  
 Rear Independent Adjustable Suspension  
 Brakes - Front/Rear Wet Disc  
 Rear Brake Lights / Front Headlights  
 2" Hitch Receiver, Front and Rear  
 Deluxe 60/40 split bench seats with driver's side seat adjustment  
 Under front seat Storage Compartments  
 Lockable Glove Box  
 Front Guard (radiator guard and bumper, lens guard)

**SAFETY EQUIPMENT**

SAE J2194 & OSHA 1928 ROPS  
 Horn  
 Spark Arrestor Muffler  
 Retractable 2-point Seat Belts  
 Adjustable Head Lights  
 Rear Protection Screen  
 Dash-Mounted Parking Brake

**CARGO BOX**

Width 54.5 in  
 Length 72.3 in  
 Depth 11.6 in  
 Load Capacity 1212 lbs.  
 Vol. Capacity 26.1 cu ft

RTV-X1130WL-H Base Price: \$21,099.00

(1) CANOPY - METAL (BLACK) 77700-VC5000-CANOPY - METAL (BLACK)	\$839.43
(1) WINDSHIELD POLYCARBONATE HC 77700-VC5023-WINDSHIELD POLYCARBONATE HC	\$1,647.29
(1) DOORS - METAL (BLACK) 77700-VC5090-DOORS - METAL (BLACK)	\$3,137.06
(1) GLASS REAR PANEL (BLACK) 77700-VC5040-GLASS REAR PANEL (BLACK)	\$944.49
(1) HEAVY LOAD DAMPER - FRONT K7591-99180-HEAVY LOAD DAMPER - FRONT	\$345.65
(1) CAB HEATER PNF 77700-VC5083A-CAB HEATER PNF	\$823.13
(1) WORKLIGHTS LED FRONT (2) 77700-VC5050-WORKLIGHTS LED FRONT (2)	\$247.80
(1) WIPER KIT (172 DEGREE) PNF 77700-VC5030-WIPER KIT (172 DEGREE) PNF	\$333.79
(1) WIRE HARNESS KIT / MULTIPLE ACESY 77700-VC5090-WIRE HARNESS KIT / MULTIPLE ACESY	\$243.00
(1) REAR WORK LIGHT (1) PNF 77700-VC5051A-REAR WORK LIGHT (1) PNF	\$184.41
(1) SNOWBLADE W/ELEC OVER HYD LIFT PNF V5080-SNOWBLADE W/ELEC OVER HYD LIFT PNF	\$5,399.00
<b>Configured Price:</b>	<b><u>\$35,244.05</u></b>
<b>Sourcewell Discount:</b>	<b><u>(\$7,753.69)</u></b>
<b>SUBTOTAL:</b>	<b><u>\$27,490.36</u></b>
<b>Dealer Assembly:</b>	<b>\$1,677.50</b>
<b>Freight Cost:</b>	<b>\$918.75</b>
<b>PDI:</b>	<b>\$400.00</b>

Total Unit Price: \$30,486.61

Quantity Ordered: 1

Final Sales Price: \$30,486.61

**Final pricing will be based upon pricing at the time of final delivery to Sourcewell members. Purchase Order Must Reflect Final Sales Price.**

To order, place your Purchase Order directly with the quoting dealer

\*Some series of products are sold out for 2022. All equipment specifications are as complete as possible as of the date on the quote. Additional attachments, options, or accessories may be added (or deleted) at the discounted price. All specifications and prices are subject to change. Taxes are not included. The PDI fees and freight for attachments and accessories quoted may have additional charges added by the delivering dealer. These charges will be billed separately. Prices for product quoted are good for 60 days from the date shown on the quote. All equipment as quoted is subject to availability.



## PROCUREMENT MEMO

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

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

**FROM:** Matthew Stoppay, Purchasing Manager

**DATE:** June 12, 2024

**SUBJECT:** Lighting at PSTA

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**Description:** Furnish and Install new exterior lighting for the PSTA

**Vendor Name:** Generations Services

**Amount:** \$ 61,975

**Procurement Method:** Co- Op #'s - ESCNJ 23/24-02, HCESC-Cat-23-07, HSEC-Cat-08

**Funding:** Chapter 12

**Attachments:** SHI Quote



# PROPOSAL



**BILL TO:**

Sussex County Community College  
 Richard McDermott  
 1 College Hill Road  
 Newton, NJ 07860  
[rmcdermott@sussex.edu](mailto:rmcdermott@sussex.edu)

Date:  
**June 5, 2024**

Total:  
**\$61,975.00**

Quote #:  
**61147**

Expiration Date:  
**June 19, 2024**

Co-Op #'s ESCNJ-23/24-02, HCESC-Cal-23-07, HCESC-Cal-23-08, Bergen County #22-19 (HCK04) EDS#12197, EDS #10972

**BASE PACKAGE**

Item	Description	Total
1) Phase 1 Lighting Upgrades	<p>Furnish and install new exterior lighting for the Public Safety Training area at SCCC. Scope of work includes all material, labor, programming, new wiring, lift rental, storage, and all associated project management costs. Bill of materials includes (21) LED high powered flood lights with wattage/cct select option and (3) LED traditional forward throw wall packs with wattage/cct select option. All work to be performed in accordance with NEC code and professional workmanship standards.</p> <p><b>NOTES:</b>                      - This package was prepared using the first shift labor rate (8:00AM - 4:30PM). The State of NJ requires a second shift rate for work from 4:30PM to 12:30AM if the project duration is a minimum of 5 consecutive workdays. Otherwise working hours after 4:30PM must be paid at an overtime rate. The second shift rate is \$36,708.00 The overtime rate is \$42,607.50.</p>	32,775.00
2) Phase 2 Lighting Upgrades	<p>Furnish and install new exterior lighting for the Public Safety Training Field at SCCC. Scope of work includes all material, labor, programming, new wiring, lift rental, storage, and all associated project management costs. Bill of materials includes (23) LED high powered flood lights with wattage/cct select option and (5) total quad brackets. All work to be performed in accordance with NEC code and professional workmanship standards.</p> <p><b>NOTES:</b>                      - This package was prepared using the first shift labor rate (8:00AM - 4:30PM). The State of NJ requires a second shift rate for work from 4:30PM to 12:30AM if the project duration is a minimum of 5 consecutive workdays. Otherwise working hours after 4:30PM must be paid at an overtime rate. The second shift rate is \$32,704.00 (must be done in tandem with Item 1) The overtime rate is \$37,960.00.</p>	29,200.00

**Important Notes:**

Project is lump sum and will be progressively billed/paid based on percentage of completion.

Project Labor includes: Engineering, project management, installation drawings, and assembly labor which will be done at the Generations Services office/shop and is not subject to certified payroll

Scheduling is based on labor/material availability and is processed on the date purchase orders are received from all clients.

Client will provide consecutive days required for project completion with (9) consecutive hours per day for job site related activities.

**Base Package Total: \$ 61,975.00**  
**Tax Rate: 0%**

**Grand Total: \$ 61,975.00**

Please confirm your acceptance of this proposal by signing below:

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

We look forward to working with you!



**Board of Trustees**

**May 31, 2024**

**Eleven Months YTD**

**FYE June 30, 2024**

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# Financial Status Discussion

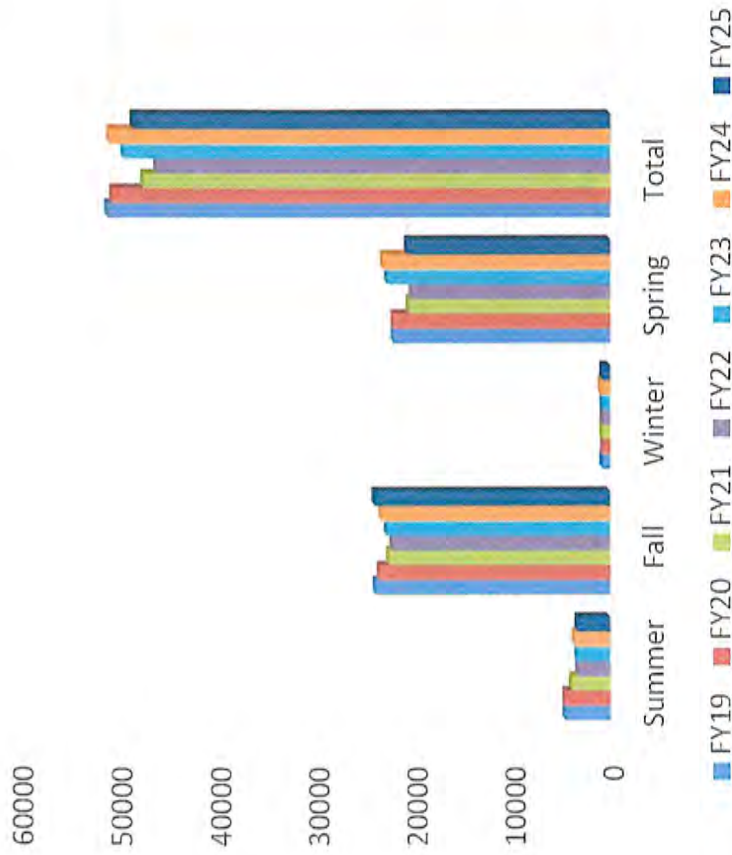
- Overall Financial Status – Current and Year End

# May YTD FY24 - Credit Hours Dashboard

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

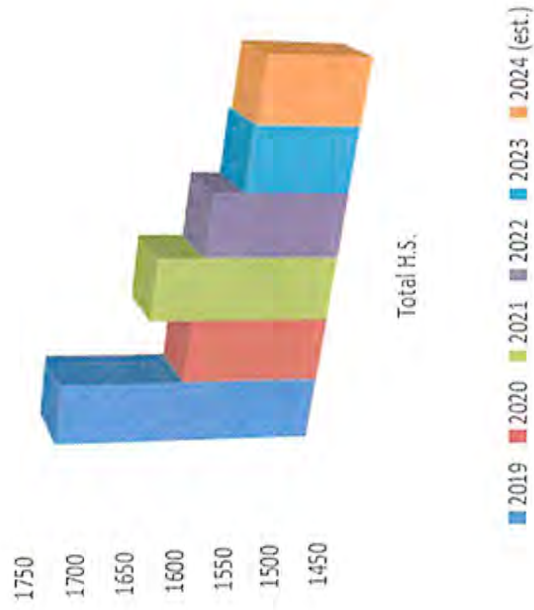


### Credit Hours



### Sussex County H.S. Senior Class

### Population



	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Summer	4511	4492	3838	3194	3331	3545	3279
Fall	23856	23460	22506	22166	22736	23312	23980
Winter	721	625	734	671	717	952	720
Spring	22033	22060	20495	20185	22737	23187	20647
Total	51121	50637	47573	46216	49521	50996	48626
Yr. over Yr.		-0.9%	-6.1%	-2.9%	7.2%	3.0%	-4.6%

	2019	2020	2021	2022	2023	2024 (est.)
Total H.S.	1712	1589	1631	1585	1555	1552
Yr. over Yr.		-7.18%	2.64%	-2.82%	-1.89%	-0.19%

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

# Income Statement

(\$thsd)	11 Mos. YTD24	11 Mos.24 YTD Budget	Budget Var \$	11 Mos. 23 YTD	Prior Year Var \$
<b>Total Student Revenues</b>	12,357	11,439	917 8.0%	11,857	500 4.2%
Change in Student Revenue					
<b>Non-Student Revenues</b>					
State Support	3,569	3,295	275	3,260	309
County Support	3,685	3,685	0	3,685	0
CARES Support	579	0	579	355	224
Other Revenues	1,325	458	866	411	914
<b>Subtotal Non-Student Revenues</b>	<b>9,158</b>	<b>7,438</b>	<b>1,720</b>	<b>7,711</b>	<b>1,447</b>
<b>Subtotal all Revenues</b>	<b>21,514</b>	<b>18,877</b>	<b>2,637</b>	<b>19,568</b>	<b>1,947</b>
Grant Revenue (Pass thru)	1,353	733	619	1,020	333
PSTA Revenue	431	312	120	317	114
Federal, State Financial Aid	7,216	3,585	3,631	5,885	1,331
Federal, State Loans	2,082	2,705	(623)	1,990	92
<b>Subtotal Grant Revenues(Pass thru)</b>	<b>11,082</b>	<b>7,335</b>	<b>3,747</b>	<b>9,212</b>	<b>1,870</b>
<b>Total Operating Revenues</b>	<b>32,596</b>	<b>26,212</b>	<b>6,384</b>	<b>28,780</b>	<b>3,817</b>
<b>Expenses</b>					
Salaries/Benefits	11,958	11,783	175	11,160	798
Other Expenses	7,275	6,433	842	5,920	1,355
<b>Subtotal Expenses</b>	<b>19,232</b>	<b>18,216</b>	<b>1,016</b>	<b>17,080</b>	<b>2,152</b>
Grant Expense (Pass thru)	1,353	733	619	1,020	333
PSTA Expense	431	312	120	317	114
Federal, State Financial Aid	7,216	3,643	3,573	5,885	1,331
Federal, State Loans	2,082	2,647	(566)	1,990	92
<b>Subtotal Grant Expenses(Pass thru)</b>	<b>11,082</b>	<b>7,335</b>	<b>3,747</b>	<b>9,212</b>	<b>1,870</b>
<b>Total Operating Expenses</b>	<b>30,314</b>	<b>25,551</b>	<b>4,763</b>	<b>26,292</b>	<b>4,022</b>
<b>Contribution to Unrestricted Fund Balance</b>	<b>2,282</b>	<b>661</b>	<b>1,621</b>	<b>2,488</b>	<b>(206)</b>

# Income Statement Discussion

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



# Balance Sheet - Assets

	6/30/2022 Per Audit	6/30/2023	BS Chg Y/Y	5/31/2024	5/31/2023	\$ Change Year/Year	% Chg
<b>Assets</b>							
<u>Current Assets:</u>							
Operating accounts	9,845	11,654		10,224	11,582	(1,358)	-12%
Restricted Cash- Student Clubs	200	100		163	149	14	9%
BNY Mellon - HEFT	87	63		0	63	(63)	-100%
Morgan Stanley	9,355	9,811		10,635	9,588	1,047	11%
Lakeland Bank CD	667	668		1,720	668	1,052	158%
First Hope Bank CD	0	500		1,549	500	1,049	210%
<b>Total Cash and Cash Equivalents</b>	<b>20,154</b>	<b>22,796</b>	<b>2,642</b>	<b>25,015</b>	<b>22,550</b>	<b>2,465</b>	<b>11%</b>
Student Accounts Receivable Gross	1,719	1,823		1,920	1,895	25	1%
Less: Student Accounts Receivable Reserve	(1,581)	(1,443)		(1,258)	(1,449)	191	-13%
<b>Student Accounts Receivable Net</b>	<b>138</b>	<b>380</b>	<b>242</b>	<b>662</b>	<b>446</b>	<b>216</b>	<b>48%</b>
<u>Other Receivables Due From/Due To:</u>							
Grants & Financial Aid	287	(107)		(831)	(108)	-723	669%
Other Receivables	2,215	1,682		284	862	-578	-67%
Intercompany/Interfund	16	99		(38)	46	-84	-182%
Prepaid Expenses	370	198		127	381	-254	-67%
<b>Total Current Assets</b>	<b>23,180</b>	<b>25,048</b>	<b>1,868</b>	<b>25,219</b>	<b>24,177</b>	<b>1,126</b>	<b>5%</b>
Fixed Assets Gross	70,421	73,006		78,769	75,280	3,489	5%
(Net of Accumulated Depreciation)	(25,592)	(27,657)		(33,317)	(30,813)	-2,504	8%
<b>Total Fixed Assets</b>	<b>44,829</b>	<b>45,349</b>	<b>520</b>	<b>45,451</b>	<b>44,467</b>	<b>984</b>	<b>2%</b>
Pension Deferrals	485	753		753	485	268	55%
Deferred Outflows of Resources							
<b>Total Assets</b>	<b>68,493</b>	<b>71,149</b>	<b>2,656</b>	<b>71,424</b>	<b>69,129</b>	<b>2,295</b>	<b>3%</b>

# Balance Sheet - Liabilities

	6/30/2022 Per Audit	6/30/2023	BS Chg Y/Y	5/31/2024	5/31/2023	\$ Change Year/Year	#DIV/0!	% Chg
Liabilities and Net Assets								
Accounts Payable	20	0		0	0	0		
Capital Lease Payable	1,633	1,900		448	496	-48	-10%	
Operating Payables/Encumbrances	100	0		0	0	0		
Accruals--- McGuire Escrow	0	(2)		(2)	(2)	0		
Other Payables	1,753	1,898	145	446	494	-48	10%	
<b>Total</b>								
<b>2010 NJ State Funding Adjustment</b>								
Accrued Compensated Absences Payable	1,686	1,604		1,633	1,623	0		1%
Deferred Revenues	121	767		270	360	-90	-25%	
Deferred other deposits	337	289		138	152	-14	-9%	
NJEFA Higher Ed(ELF)Equi	0	0		724	0	724	0%	
NJEFA Higher Ed(HETI)Tec	0	0		0	0	0		0%
NJEFA Higher Ed(HEFT)	87	63		0	63	-63	-100%	
<b>Total</b>	2,231	2,723	492	2,765	2,198	567	26%	
<b>Total Current Liabilities</b>	3,984	4,621	637	3,211	2,692	519		19%
<b>NET POSITION</b>								
1,147 Net Pension Liability	3,725	4,872	1,147	4,872	3,725	1,147		31%
Pension Deferrals								
(2,003) Deferred Inflows of Resources	3,416	1,413	(2,003)	1,413	3,416	-2,003		-59%
<b>Total</b>								
517 Invested in Capital Assets	44,829	45,346	517	45,451	44,467	984		2%
20 Capital Lease Payable(ELF)	(20)	0	20	0	0	0		0%
<b>Total</b>	44,809	45,346	537	45,451	44,467	984		2%
<b>NET POSITION</b>								
2 Restricted	47	49	2	63	49	14		29%
0 NJ Comm College Workforce Consortium Investment	100	100	0	100	100	0		0%
<b>Total</b>	147	149	2	163	149	14		9%
<b>NET POSITION</b>								
12,206 Unrestricted-Operating Statement PL	12,206	14,544		16,724	14,475	2,249		16%
GASB 68 PERS	(9,500)	(9,500)		(9,500)	(9,500)	0		0%
Board Designated funds	9,705	9,705		9,705	9,705	0		0%
<b>Total</b>	12,410	14,749	222	16,929	14,680	2,249		15%
<b>Total Net Assets</b>	57,368	60,244	2,876	62,543	59,297	3,246		5%
<b>Total Liabilities and Net Assets</b>	68,493	71,149	(2,656)	72,039	69,129	2,910		4%

# Three Year Comparison

## SUSSEX COUNTY COMMUNITY COLLEGE

(\$Thsd)	May YTD 24	May YTD 23	May YTD 22
Balance Sheet - Current Assets			
Operating Cash Accounts	\$ 10,224	\$ 11,582	\$ 10,037
BNY Mellow - ELF & HETI & HEFT Grants Funds	\$ 724	\$ 63	\$ 100
Investment CD'S Designated Funds	\$ 14,067	\$ 10,405	\$ 10,625
Student Accounts Receivable	\$ 662	\$ 446	\$ 422
Grants Receivable	\$ (831)	\$ (108)	\$ 15
Other Receivables	\$ 373	\$ 1,289	\$ 709
<b>Total Current Assets</b>	<b>\$ 25,219</b>	<b>\$ 23,677</b>	<b>\$ 21,908</b>
<b># Months of OPEX covered by Liquid Assets</b>	<b><u>12.7</u></b>	<b><u>12.8</u></b>	<b><u>12.3</u></b>
<b>Financial Benchmark 3-4 months avg</b>			
Accounts Payable	\$ 446	\$ 494	\$ 435
Operating Payables	\$ 1,633	\$ 1,623	\$ 1,749
PTO Accruals	\$ 724	\$ 63	\$ 100
NJEFA - ELF & HETI & HEFT	\$ 408	\$ 512	\$ 613
Deferred Revenue	\$ 3,211	\$ 2,692	\$ 2,897
<b>Total Current Liabilities</b>			
Working Capital	\$ 22,008	\$ 20,985	\$ 19,011
<b>Working Capital/Current Ratio.....current year</b>	<b>7.85</b>	<b>8.80</b>	<b>7.56</b>
<b>Financial Benchmark 2-4 avg</b>			
<b>Operating Statement (exclusive of pass thru's)</b>			
Operating Revenue	\$ 21,514	\$ 19,569	\$ 19,418
Operating Expenses	\$ 19,232	\$ 17,079	\$ 16,520
<b>Net Contribution to Fund Balance</b>	<b>\$ 2,282</b>	<b>\$ 2,490</b>	<b>\$ 2,898</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