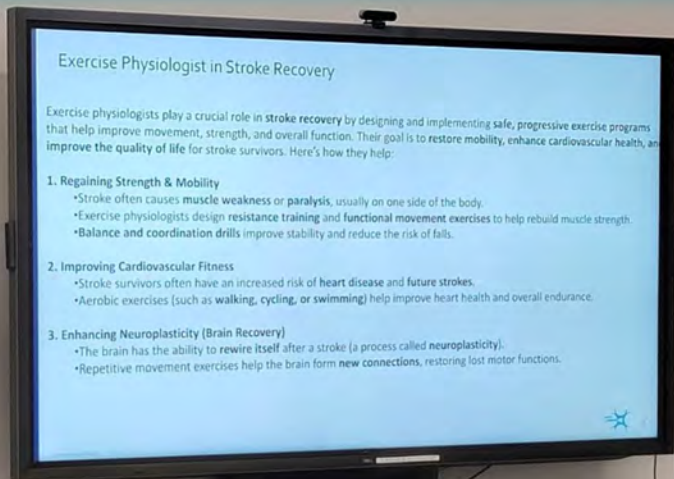


SUSSEX COUNTY COMMUNITY COLLEGE

Board of Trustees



Tuesday, May 27, 2025 - 5:00 p.m.
Executive Office Board Room



**Board of Trustees Regular Meeting
Tuesday, May 27, 2025 – 5:00 p.m.
PAC Atrium**

AGENDA

1. General Institutional Functions

- 1.1 Call to Order
- 1.2 Public Statement: Adequate notice of this meeting specifying the time and location was transmitted via fax and email to the County Commissioners, County Clerk, County Administrator, NJ Herald on May 21, 2025, and, posted to the Sussex County Community College website, and on the main entry doors to the Administration Building on May 22, 2025. The Executive Session public notice was transmitted to the same distribution as noted above, on May 21, 2025, pursuant to the Open Public Meetings Act, N.J.S.A. 10:4-8.

- 1.3 Roll Call / Pledge of Allegiance

- 1.4 Welcome to Guests

All members of the public who provide public comment shall first identify themselves. Public comments may be submitted to the Board of Trustees Secretary via email or written letter if received at least (8) hours before the meeting. Written public comments shall be read at the meeting with the same time restrictions as all public comments at the meeting. Duplicative comments may be summarized at the discretion of the Board of Trustees Chair.

- 1.5 Courtesy of the Floor on Agenda Items Only (Public Session-5 Minutes per Speaker).

ACTION

- 1.6 Approval/Acceptance of Minutes
 - 1.6.1 Minutes from the Regular Meeting on April 22, 2025. (Attachment pgs. 1-5, Resolution No. GI05272025-1).
 - 1.6.2 Minutes from the Executive Session on April 22, 2025. (Attachment pg. 6, Resolution No. GI05272025-2)
 - 1.6.3 Acknowledgment of Receipt of Committee Meeting Minutes. (Attachment pgs. 7-13, Resolution No. GI05202025-3).
 - Personnel and Curriculum Committee – May 20, 2025.
 - Audit and Policy Committee – May 20, 2025.
 - Finance and Facilities Committee – May 20, 2025.

2. Consent Agendas – ACTION/RC

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

2.1 Approval of Personnel Items

2.1.1 Personnel Actions April 9 - May 7, 2025. (Attachment pgs. 14 & 15, Resolution No. P05272025-1)

2.1.2 Staff and Faculty Salary Increases. (Attachment pgs. 16-22, Resolution No. P05272025-2)

2.2 Approval of Curriculum Items

2.2.1 Change in nomenclature from A.S. Human Services Degree to “A.S. Human Services: Pre-Social Work Degree”. This nomenclature change from Human Services to Human Services: Pre-Social Work is supported by the descriptions from academic partners at various transfer schools, and serves to better inform students of the direct applicability of this 60-credit associate degree to future career paths. (Attachment pg. 23, Resolution No. CI05272025-1)

2.2.2 New Academic Certificate: Geographic Information Systems. (Attachment pg. 23, Resolution No. CI05272025-2)

2.2.3 New Academic Certificate: CDL (Commercial Driver’s License) Owner Operator Certificate. (Attachment pg. 24, Resolution No. CI05272025-3)

2.3 Approval of Policy Items

2.3.1 Rescind Policy No. 301.40 Definition of Developmental Student. (Attachment pgs.25 & 26, Resolution No. AP05272025-1)

2.3.2 Re-adopt Policy No. 200.30 Implementation of the Tuition Reimbursement for Full-Time Non-Faculty College Employees Policy. (Attachment pg.27, Resolution No. AP05272025-2)

2.3.3 Re-adopt Policy No. 503.2 Nepotism in the Classroom. (Attachment pg. 28 & 29, Resolution No. AP05272025-3)

2.3.4 Adopt New Policy No. 600.04 Guests on Campus. (Attachment pgs. 30-32, Resolution No. AP05272025-4)

2.4 Approval of Finance Items

2.4.1 June Employee One-Time Payments – Funded by ERC. (Resolution No. BFF05272025-1)

- 2.4.2 HQW Architectural Services - Floor Shell and Construction Administration Services (Building A, Floor 2) for \$119,000. Chapter 12. (Attachment pgs. 33-39, Resolution No. BFF05272025-2)
- 2.4.3 HQW Architectural Services - Learning Commons Bidding/Awarding and Construction Administration for \$48,000. Chapter 12. (Attachment pgs. 40-44, Resolution No. BFF05272025-3)
- 2.4.4 Dell - PC's for the Learning Commons Renovation for \$62,163.20. ELF Grant. (Attachment pgs. 45-50, Resolution No. BFF05272025-4)

2.5 Approval of Facilities Items – None this month.

3. Finance – ACTION/RC

- 3.1 Recommendation: Acknowledge Receipt and Review of April 2025 Financial Statements. (Attachment pgs. 51-62, Resolution No. GI05272025-4)

4. Reports

- 4.1 Correspondence File – (Attachment pgs. 63-74)

5. Presentations – Student Spotlight – Sonel Pagan: Graduated from the Adult Transition Center and Wallkill High School on April 29, 2025. Student of Wallkill High School and SCCC Began with ATC/SCCC Fall 2023

Sonel has truly exemplified determination and resilience in his journey. During his time with us, Sonel embraced opportunities in our campus kitchen, engaging in food service internships that honed his culinary skills and instilled a sense of responsibility and teamwork. He worked closely with Chefs David, Anissa, and Rebecca, who provided invaluable mentorship and guidance. Their support helped Sonel develop his culinary techniques and gain confidence in a professional kitchen environment. His commitment to excellence led him to advocate for the ServSafe certification, a significant achievement he pursued diligently. I am proud to share that he not only took the test but passed it with flying colors, showcasing his dedication to professional standards in food safety. While attending the Adult Transition Center, Sonel expanded his capabilities by learning vital employment skills. He developed his resume writing and interview skills, demonstrating impressive workplace professionalism that will serve him well in future endeavors. Moreover, Sonel actively participated in various community career exploration opportunities, including a unique experience with the iHeartRadio station. These experiences have broadened his horizons and allowed him to connect with professionals in diverse fields. Sonel Pagan's journey is a testament to hard work and a growth mindset.

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 on Tuesday, June 24, 2025, at 5:00 p.m. in the Executive Office Board Room.

8. **Executive Session** – Be it resolved that the Board of Trustees will now go into an Executive Session to discuss personnel matters and pending litigation. 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.

The Executive Session is expected to last approximately 60 minutes. No action will be taken after the Executive Session.

9. **Adjournment**



**Board of Trustees Regular Meeting
Executive Office Board Room**

MINUTES

1. General Institutional Functions

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

1.2 Mrs. Fullem read the Public Statement: Adequate notice of this meeting specifying the time and location was transmitted via fax and email to the County Commissioners, County Clerk, NJ Herald, posted to the Sussex County Community College website, and on the main entry doors to the Administration Building on December 6, 2024, when the yearly schedule was posted. The Executive Session public notice was transmitted on April 16, 2025, 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. Yardley-Chair, Dr. Silverthorne-Vice Chair, Mrs. Pepe-Secretary, Mrs. Frank-Treasurer, Mr. Cable, Mr. Fiore, Ms. Quinn, Mr. Santonastaso, Mr. Schick, Dr. Homer-Interim President, and Mrs. Fullem-Recording Secretary.

Also present: Dr. Okay-Senior Vice President of Academic and Student Affairs, Mrs. Pappan-Vice President of Finance and Administration, Dr. Gallo-Associate Vice-President of Academic Affairs, Mr. Fruge-Dean of Technical Occupations, Mr. Kula, Executive Director of the Foundation, Ms. Caputo-Director of Human Resources, and Mrs. Fina-College Counsel.

1.4 Welcome to Guests

All members of the public who provide public comment shall first identify themselves. Public comments may be submitted to the Board of Trustees Secretary via email or written letter if received at least (8) hours before the meeting. Written public comments shall be read at the meeting with the same time restrictions as all public comments at the meeting. Duplicative comments may be summarized at the discretion of the Board of Trustees Chair.

1.5 Courtesy of the Floor on Agenda Items Only (Public Session-5 Minutes per Speaker).

Ms. Quinn moved to open the floor. Mrs. Pepe seconded the motion. The motion carried unanimously.

No one spoke.

Mr. Santonastaso moved to close the floor. Mr. Cable seconded the motion. The motion carried unanimously.

ACTION 1.6 Approval/Acceptance of Minutes.

Mr. Santonastaso moved to approve all minutes as noted below. Mr. Cable seconded the motion. The motion carried unanimously.

1.6.1 Minutes from the Executive Session on March 26, 2025. (Resolution No. GI04222025-1)

1.6.2 Minutes from the Regular Meeting on March 26, 2025. (Resolution No. GI04222025-2).

1.6.3 Acknowledgment of Receipt of Committee Meeting Minutes. (Resolution No. GI04222025-3).

- Personnel and Curriculum Committee – April 15, 2025.
- Audit and Policy Committee – April 15, 2025.
- Finance and Facilities Committee – April 15, 2025.

2. Consent Agendas – ACTION/RC

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

2.1 Approval of Personnel Items

2.1.1 Personnel Actions: March 12, 2025 – April 8, 2025. Resolution No. P04222025-1)

2.1.2 Approval of One Sabbatical Leave for the 26-27 AY. This may be taken as either a one-semester leave at full pay or for one full year at one-half of the unit member's annual salary. (Resolution No. P04222025-2)

2.2 Approval of Curriculum Items

2.2.1 New Academic Certificate: Patient Care Technician.(Resolution No. CI04222025-1).

2.2.2 New Certificate of Achievement in American Sign Language. (Resolution No. CI04222025-2).

2.2.3 Change in Nomenclature from A.A.S Technical Studies: Machine Tool Technology Option to A.A.S. Technical Studies: Advanced Manufacturing Option. (Resolution No. CI04222025-3).

2.3 Approval of Policy Items

2.3.1 Policy No. 301.1 Standards for Conferring Degrees. There are no changes to the policy. There are changes in the procedures. (Resolution No. AP04222025-1).

- 2.3.2 Policy No. 301.3 Awarding of Posthumous Degree. There are no changes to the policy. There are changes in the procedures.(Resolution No. AP04222025-2).
- 2.3.3 Policy No. 500.2 Minors on Campus. There are no changes to the policy. There are changes in the procedures. (Resolution No. AP04222025-3)
- 2.4 Approval of Finance Items
 - 2.4.1 HQW for Architectural Services. ATC Building Construction Documents, Bidding/Awarding Construction Administration (Phase 3). Total: \$26,000.00. Chapter 12. (Resolution No. BFF04222025-1)
 - 2.4.2 HQW for Architectural Services. Building L - Central Building Automation System and HVAC. Total: \$35,200.00. Chapter 12. (Resolution No. BFF04222025-2)
 - 2.4.3 HQW for Architectural Services. Building L - Learning Commons Interior Finishes Selection. Total: \$19,750.00. Chapter 12. (Resolution No. BFF04222025-3)
 - 2.4.4 HQW for Architectural Services. Building R, Horton Mansion - Sewer Line/Parking Lot Coordination – Bidding & Awarding. Total: \$ 19,500.00. Chapter 12. (Resolution No. BFF 04222025-4)
 - 2.4.5 HQW for Architectural Services. New Scoreboard & Well Electric. Total: \$41,650.00. Chapter 12. (Resolution No. BFF04222025-5)
 - 2.4.6 CDW for VMware License Renewal (Renewal needed 4/10/25). Allows for many virtual servers, share drives, domain and device registries, 12 Jenzabar servers, remote access system, ID card system, and six host servers. \$93,749.76 (3-year renewal). Operating funds. (Resolution No. BFF04222025-6)
 - 2.4.7 Laerdal for Simulation Manikin. Full-body simulator that mimics human anatomy and physiology. Total: \$168,387.69. Chapter 12. (Resolution No. BFF04222025-7)
 - 2.4.8 Increase Bid Threshold Approval to \$41,600. (Resolution No. BFF04222025-8)
- 2.5 Approval of Facilities Items
 - 2.5.1 Wallkill Group for PSTA Renovation. Total: \$310,000.00. Chapter 12 (25%), Reserves (75%). (Resolution No. BFF04222025-9)

3. Finance – **ACTION/RC**

- ACTION/RC** 3.1 Recommendation: Acknowledge Receipt and Review of March 2025 Financial Statements. (Resolution No. GI04222025-4)

Mr. Santonastaso moved to acknowledge receipt and review the March 2025 Financial Statements, and Mrs. Frank seconded the motion.

Key takeaways:

- Enrollment and tuition revenue exceeded the budget.
- CARES Act funding is no longer received.
- Increased expenses from Jenzabar implementation, legal fees, and benefits.
- Market volatility was discussed concerning college investments.
- Federal and NJ budget cuts are not confirmed. We will likely not know until June 30th.

4. Reports

4.1 The Correspondence File was received, reviewed, and filed.

5. Presentations – Student Spotlight – Mia Sciabica

Dr. Homer introduced Mia Sciabica. He and Mr. Warhol recognized her for academic excellence, PTK leadership, service projects, and entrepreneurial achievements. President Homer presented her with a Presidential Challenge Coin.

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

Dr. Nancy Gallo introduced James James Caiazzo from the Sussex County Arts and Heritage Council (SCAHC) and Professor Sal Paolucci. Mr. James Caiazzo shared about a successful partnership project where SCCC students developed a marketing plan for the council, demonstrating student impact and community engagement, and presented Professor Paolucci with a SCAHC certificate.

7. Other Business

Discussion / Reports / Announcements:

7.1 Trustee and Alumni Trustee Activity Update

Mr. Yardley praised college leadership and recent community outreach, including a presentation that Dr. Homer gave at the Branchville Businessmen's Association.

7.2 President's Report – Dr. Homer shared updates, including:

- Student Excellence Awards
- Faculty award recognition
- New articulation agreements with Ramapo College
- Recent theater productions and upcoming PTK induction
- Certificate approvals
- Upcoming community health fair and blood drive
- Capital project updates
- Athletics and alumni engagement

7.3 Chair's Comments

Chair comments highlighted community pride and continuing excellence at SCCC.

7.4 The next meeting of the Board of Trustees will take place on Tuesday, May 27, 2025, at 5:00 p.m. in the Executive Office Board Room.

8. **Executive Session** – Be it resolved that the Board of Trustees will now go into an Executive Session to discuss 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.

The Executive Session is expected to last approximately 60 minutes. After the Executive Session, action may or may not be taken.

At 5:43 p.m., Mr. Santonastaso moved to enter into an Executive Session. Ms. Quinn seconded the motion. The motion carried unanimously.

At 6:46 p.m., Mr. Santonastaso moved to adjourn the Executive Session. Mr. Cable seconded the motion. The motion carried unanimously.

9. **Adjournment**

At 6:47 p.m., Mr. Santonastaso moved to adjourn the Regular Board Meeting. Mr. Schick seconded the motion. The motion carried unanimously.

Approved:



Board of Trustees
Tuesday, April 22, 2025
Executive Office Board Room

EXECUTIVE SESSION MINUTES

Start: 5:43 p.m.

End: 6:46 p.m.

Present: Mr. Yardley-Chair, Dr. Silverthorne-Vice Chair, Mrs. Frank-Treasurer, Mrs. Pepe-Secretary, Mr. Cable, Mr. Fiore, Ms. Quinn, Mr. Santonastaso, Mr. Schick, Mrs. Fullem, and Mrs. Fina.

- The presidential search process was discussed, including methods for a search, the search committee, future vision, job description, interim president's goals and objectives.

At 6:46 p.m. Mr. Santonastaso moved to adjourn from the Executive Session.
Mr. Cable seconded the motion. The motion carried unanimously.

Approved:

Katherine Pepe, Secretary – Board of Trustees

AUDIT & POLICY COMMITTEE
SUSSEX COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES
Tuesday, May 20, 2025

MINUTES

Start: 3:04 p.m.

End: 3:24 p.m.

Present: Mr. Santonastaso-Chair, Dr. Carrick, Dr. Homer, Dr. Okay, Mrs. Pappan, and
Mrs. Fullem

POLICY

1. Rescind Policy No. 301.40 Definition of Developmental Student.
 - The committee discussed rescinding the policy defining developmental students. Dr. Okay noted that this classification is outdated due to the shift to direct and self-placement. The policy is no longer relevant, and there are no financial aid or registrar requirements to retain it. Historical use included tracking outcomes, but current systems enable similar analysis without designation. *The committee supported the rescission.*
2. Policy No. 200.30 Implementation of the Tuition Reimbursement for Full-Time Non-Faculty College Employees Policy.
 - The committee reviewed the updated policy, aligning the tuition reimbursement benefit at \$5,000 for all non-faculty employees. The policy ensures consistency and supports professional development related to employee roles. *The committee was in favor of the update.*
3. Policy No. 503.2 Nepotism in the Classroom.
 - Discussion clarified that the redlined updates reflect updated titles and procedural clarifications. The core policy remains unchanged and aligns with legal and HR standards. It applies explicitly to instructional settings, ensuring that relatives do not instruct one another. *The committee agreed with the updates.*
4. Policy No. 600.04 Guests on Campus.
 - The purpose and implementation of the guest policy were discussed. The committee expressed concern about limited security staffing. Still, it acknowledged the need for a policy to manage liability and safety, especially when guests may cause discomfort or violate norms. The policy enables enforcement, particularly if guests fail to check in. Signage and communication strategies were reviewed and considered. The policy also supports a protocol for law enforcement and immigration officers visiting the campus. *The committee supported moving forward with implementation.*

AUDIT – None this month.

OTHER BUSINESS

1. April 8, 2025 – May 8, 2025 Incidents were reviewed.
2. Capital Projects
 - Committee members appreciated having the capital projects clearly outlined. All items reflected ongoing discussions, and no questions were raised.
3. June Employee One-Time Payments – Funded by the Employee Retention Credit (ERC).
 - Questions were answered, and no concerns were raised.
4. Security Officer Training
 - All full-time security staff will undergo consistent SOA training to ensure standardized preparedness across the team.
5. Middle States Inquiry
 - The college received a request from Middle States regarding Standards II (Ethics and Integrity) and VII (Governance, Leadership, and Administration). Middle States has asked for a supplemental information report (SIR), which is due by June 13. Administration is confident in the college's current standing, and positive feedback has been received from Middle States representatives.

PERSONNEL & CURRICULUM COMMITTEE
SUSSEX COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES
Tuesday, May 20, 2025

MINUTES

Start: 4:00 p.m.

End: 5:02 p.m.

Present: Ms. Quinn-Chair, Mr. Fiore, Mr. Santonastaso, Mr. Yardley, Dr. Homer, Dr. Okay, Mrs. Pappan, Mrs. Fullem, and Mr. Fruge

I. PERSONNEL

1. Personnel Actions April 9 - May 7, 2025.

- The committee reviewed full-time and part-time new hires, resignations, terminations, and positions that ended, as well as full-time and part-time open positions. Discussion included clarification on bookstore operations, staffing, oversight, and the football coaching staff. ***The committee agrees to bring to the Board of Trustees for approval.***

2. Reviewed Staff and Faculty Salary Increases.

- a. Full-Time Faculty
- b. Professional Staff Union
- c. Support Staff Union
- d. Non-Union Staff
- e. Part-Time Staff

- Market adjustments discussed, including methodology, data sources (peer community colleges), and rationale for variations in increases.
- Clarified union vs. non-union treatment and opportunities for salary review and appeals.
- Noted reintroduction of performance evaluations to inform future adjustments.

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

3. Reviewed June Employee One-Time Payments – Funded by ERC.

- Proposal to allocate \$1,000 bonuses to full-time and \$500 to part-time employees using Employee Retention Credit (ERC) funds.
- Total allocation: \$238,000.
- Remaining ERC funds to be considered for capital investments, including a possible indoor turf facility.
- Trustees expressed strong support for the flat-rate model for fairness and equity.

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

II. CURRICULUM

1. Reviewed Change in nomenclature from A.S. Human Services Degree to A.S. Human Services: Pre-Social Work Degree. This nomenclature change from Human Services to Human Services: Pre-Social Work is supported by the descriptions from academic partners at various transfer schools, and serves to better inform students of the direct applicability of this 60-credit associate degree to future career paths.

- Rationale: Better alignment with transfer institutions and clarity for student career pathways.
- Change emphasizes direct connection to social work professions without restricting broader applicability.

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

2. Reviewed New Academic Certificate: Geographic Information Systems.
Developed in partnership with Camden and Hudson County Colleges under NJCCC Pathways Initiative.
 - GIS has applications in public works, environmental science, engineering, etc.
 - The program includes a summer capstone and discussions on partnerships for internships with local municipalities.

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

3. Reviewed New Academic Certificate: CDL (Commercial Driver's License) Owner Operator Certificate.
 - Collaborative initiative with other NJ community colleges, with Sussex as the only institution offering a credit-bearing (and financial aid eligible) program.
 - Supports entrepreneurship training and career advancement in commercial driving.
 - Will serve students from existing Diesel and Electrical Line Worker programs, with long-term plans for broader small business preparation.

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

III. OTHER BUSINESS

1. The committee reviewed the April 8 – May 8, 2025 Incident Report. There were no significant incidents.
2. Capital projects were reviewed.
 - Updates provided via Gantt chart.
 - Ongoing updates to continue monthly.

FINANCE & FACILITIES COMMITTEE
SUSSEX COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES
Tuesday, May 20, 2025
MINUTES

Start: 4:05 p.m.

End: 6:07 p.m.

Present: Mrs. Frank-Chair, Dr. Silverthorne, Mrs. Pepe, Mr. Yardley, Dr. Homer, Dr. Okay, Mrs. Pappan, Mrs. Fullem, Mrs. Unrath, Ms. Belli, Mr. Tsemberlis, and Mr. Stoppay.

I. FINANCE

1. Reviewed April 2025 Financial Statements

- Revenue remains strong, with significant contributions from increased enrollment, the \$2.8M Employee Retention Credit (ERC), and \$800K in capital gains.
- Year-over-year revenue reductions noted due to the expiration of CARES funding.
- Expenses show pressures in benefits, consulting (Jenzabar transition), and general maintenance.
- Consulting costs are expected to drop due to internal hiring.
- Credit hour enrollment is strong and trending upward.
- The balance sheet shows 13.1 months of operating expense reserves, though most is earmarked for capital projects.
- FY26 outlook is optimistic with careful budget management.

The committee agrees to bring this to the Board of Trustees for acknowledgement and review.

2. Reviewed June Employee One-Time Payments – Funded by ERC.

- Approved distribution of one-time bonuses from ERC funds: \$1,000 for full-time employees and \$500 for part-time employees (including adjuncts).
- Total cost is approximately \$240,000.
- Remaining ERC funds will be used for investment and future capital projects.

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

3. The committee reviewed purchases between \$17,500-\$41,600.

4. Reviewed HQW Architectural Services - Floor Shell and Construction Administration Services (Building A, Floor 2) for \$119,000. Chapter 12.

- Design and schematics for a future two-story health science expansion.
- Concerns raised about total project costs and board approval process; clarification provided that this is for design only and not construction.

- Board approval will be required for any future building or bid.

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

5. Reviewed HQW Architectural Services - Learning Commons Bidding/Awarding and Construction Administration for \$48,000. Chapter 12.

- Cleanup item to formalize compensation for work already performed.
- Delays attributed to administrative transition.

The committee approved forwarding to the Board.

6. Reviewed Dell PC's for The Learning Commons Renovation for \$62,163.20. ELF Grant.

- Equipment needed for computer labs and learning commons renovation.
- Funded in part by grants to reduce impact on cash reserves.

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

II. FACILITIES

1. Capital Facilities Projects were reviewed.

- Reviewed Gantt chart of all ongoing and planned projects.
- Highlights:
 - Building A Floor 2 (yellow): Awaiting Board approval for architectural services.
 - Simulation Lab: Under construction.
 - Library Learning Commons: Contractor start planned for mid-June.
 - HVAC Projects: Scheduled for completion this summer.
 - Lighting Audit: NJ Direct Install energy efficiency project—\$372K total, \$188K reimbursed, \$86K annual savings.
- All other projects are proceeding as planned.
- The committee praised the new format and project transparency.

III. SAFETY AND SECURITY

1. The committee reviewed the April 8, 2025 – May 8, 2025 incident reports. No significant incidents occurred, and nothing warranted further attention.

IV. OTHER BUSINESS

- Health Insurance Follow-Up and Discussion
 - Consultant engaged to analyze alternatives to the State Health Benefits Plan.
 - Possibility of joining the County plan discussed.
 - Noted that community colleges are grouped with K–12, leading to higher premiums; efforts to reclassify are ongoing.
- Community College Impacts in the 2026 Proposed Federal Budget
 - Potential federal cuts unlikely to significantly impact operations.
 - State-level cuts to CCOG (Community College Opportunity Grant) are more concerning, impacting ~150 students.
 - Administration is exploring strategies to retain and support students affected

by this situation.

- Investment Portfolio Management
 - Current allocation: ~20% equity, ~80% liquid/fixed; tailored for anticipated CapEx needs.
 - Policy allows up to 50/50 allocation; cautious approach maintained given market volatility.
- Cash Management Policy Update
 - Revisions underway to reflect current procedures and contacts.
- Emergency Operations Plan Update
 - Full revision completed with input from Newton PD and NJ State Police.
 - Digitization is underway to enhance ADA accessibility and usability.
 - A “quick reference” version is being layered on for real-time emergencies.
- Lighting Audit
 - Investment-grade audit completed.
 - Proposed campus-wide upgrade to LED lighting with ~50% utility reimbursement.
 - \$372K project with 2-year ROI and long-term energy savings.
- Middle States Accreditation Inquiry:
 - Received a request for supplemental documentation concerning ethics and governance, linked to a past news article.
 - Response due June 13. The college administration is confident in the documentation and efforts to date.

Sussex County Community College

Personnel Actions: April 9, 2025 – May 7, 2025

NEW HIRES:

Full-time:

- Katherine Reeves – Registration Generalist
- Theresa Chapman – Full Time Temporary Math Instructor

Part-Time:

- Daniel Finkle – Adjunct Criminal Justice
- Tim Bohinski - Adjunct Chemistry
- Luisa Surma – Adjunct College Foundations
- Jahvia Griffin - PT Athletic Equipment Manager & Assistant Football Coach (rehire)
- Kaela DeJoseph – PT Custodial Student Summer Worker

RESIGNATIONS / TERMINATIONS / POSITION ENDED:

- Gerald Dawson – Shuttle Driver – Voluntary Resignation
- Meira Kaplin Graham – Student Bookstore Associate – Involuntary Resignation (ineligible due to dropping all classes)
- Robert Fleming – Student Bookstore Associate – Voluntary Resignation

ON LEAVE:

N/A

OPEN POSITIONS:

Full-Time:

- Program Supervisor - Hospitality
- ERP Specialist
- Temporary One Year Accounting and Business Instructor

Part-Time:

- PT Facilities Summer Worker
- PT Custodial Summer Student Worker
- PT Student Farm Assistant
- PT Career Counselor
- PT Marketing & Communications Assistant
- PT Assistant Coach Football Defensive Back
- PT Assistant Coach Football Defensive Coordinator LB
- PT Assistant Coach Football Defensive Line
- PT Assistant Coach Football Recruiting Coordinator Nickel

- PT Assistant Coach Football Running Backs
- PT Assistant Coach Football Wide Receivers
- Adjunct – Art History
- Adjunct – Accounting
- Adjunct – Biology
- Adjunct – Business
- Adjunct – Business Management
- Adjunct – Electrical Line Worker
- Adjunct – Environmental Science
- Adjunct – Fire Science
- Adjunct – Math

To respect privacy, salary information has been omitted from this public post. If you'd like to receive that information, please contact Wendy Fullem at wfullem@sussex.edu.

**Academic Affairs
Board Agenda Items
May 2025**

ACTION ITEMS

1. Recommendation: Approval of the change in nomenclature from A.S. Human Services Degree to “A.S. Human Services: Pre-Social Work Degree”.

This nomenclature change from *Human Services* to *Human Services: Pre-Social Work* is supported by the descriptions from academic partners at various transfer schools, and serves to better inform students of the direct applicability of this 60-credit associate degree to future career paths.

2. Recommendation: Approval of the following new Academic Certificate: Geographic Information Systems.

This 33-credit academic certificate in Geographic Information Systems (GIS) equips students with the essential skills and knowledge required for careers in spatial data analysis, mapping, and geospatial problem-solving and prepares students to address complex real-world challenges. Designed for both newcomers and professionals seeking to advance their careers, the program covers core areas such as GIS fundamentals, remote sensing, and spatial data analysis. Students will gain hands-on experience using industry-standard tools to analyze and visualize geographic data, while also learning how to integrate GIS with technologies such as Computer-Aided Design and Drafting (CADD) and Building Information Modeling (BIM). Graduates will be able to leverage GIS technologies to communicate insights, make data-driven decisions, and contribute to solving societal and environmental problems. With a focus on critical thinking, applied problem-solving, teamwork, and effective communication, the program prepares students for a wide range of career opportunities where spatial data and analysis are

essential, including environmental management, urban planning, public health, business, and more.

3. Recommendation: Approval of the following new Academic Certificate: CDL (Commercial Driver's License) Owner Operator Certificate.

This 30-credit academic certificate in CDL (Commercial Driver's License) Owner Operator Certificate Program is designed for individuals seeking to become successful owner-operators in the commercial trucking industry. This comprehensive program equips students with the essential knowledge and skills required to navigate the complexities of operating a commercial vehicle while managing their own business. Students will learn about the fundamentals of commercial driver licensing, vehicle maintenance, logistics management, and key business practices such as budgeting, accounting, and marketing. The curriculum emphasizes practical training in areas like route planning, regulatory compliance, and customer service, ensuring that graduates are well prepared to meet industry demands and challenges. With a blend of classroom instruction and hands-on experience, this program prepares students to operate their own trucking business effectively and safely. It fosters independence and an entrepreneurial spirit in the competitive transportation sector. Graduates will be equipped to make informed decisions, maximize profitability, and contribute to the efficiency of the supply chain.

Sussex County Community College
Policy No.: 301.40
Area: Academic Affairs
Adopted: November 22, 2016
(Renumbered policy 300.4)
Rescinded:

301.40 Definition of Developmental Student

PURPOSE OF THE POLICY

A developmental student is defined as a student who is taking two or more developmental classes concurrently, resulting from proficiency levels and indicated through the College Placement Test. It is noted that a developmental student could still earn three to six college-level credits.

301.40.1 Procedure for Implementation of the Definition of Developmental Student Policy

A student progresses to regular status upon satisfactory completion of developmental courses or when the student is enrolled in one developmental class in any given semester as a full-time student.

Satisfactory progress for the developmental student is defined as a student satisfactorily completing 35% of credits attempted and earning a GPA minimum of 1.4 during the semester he/she is enrolled in two or more developmental courses concurrently.

Sussex County Community College

Policy No.: 200.30

Area: Human Resources

Adopted: July 26, 2016

Re-adopted:

200.30 Tuition Reimbursement for Full Time, Non-Faculty College Employees Policy

PURPOSE OF THE POLICY

To provide full-time, non-faculty Sussex County Community College (“College”) employees with tuition reimbursement for professional development.

GENERAL STATEMENT OF TUITION REIMBURSEMENT FOR FULL-TIME, NON-FACULTY POLICY

The College will provide up to \$5,000 per fiscal year in tuition reimbursement as a means to maximize employee effectiveness in current position assignments and to prepare for career advancement at SCCC.

The tuition reimbursement is subject to the outlined eligibility requirements and limitations.

503.2 Nepotism in the Classroom

PURPOSE OF THE POLICY

The purpose of this policy is to establish criteria in order to avoid nepotism or the appearance of nepotism in the classroom. In preservation of academic integrity, conflicts of interest in the classroom must be avoided. Conflicts may occur when relatives or persons of significant personal association have direct oversight for academic grading in a course in which a family member or close personal associate is enrolled.

GENERAL STATEMENT OF NEPOTISM IN THE CLASSROOM

Students desiring to enroll at Sussex County Community College may not register for a class (lecture, lab, etc.) where either a close relative or person of significant personal association is scheduled to teach.

503.2.1 Procedure for Implementation of the Nepotism in the Classroom Policy

1. For purposes of this procedure, “close relative” and “closely related” refer to the following relations: spouse, domestic partner, son, daughter, sister, brother, parent, step-parent, grandparent, grandchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law or any person living in the immediate household of the faculty member on a regular basis. Any other connections defined as close personal associations shall be considered on a case-by-case basis.
2. If a student determines a need for a particular class, they are required to select a ~~course~~ section of that course whose instructor poses no conflict to the “Nepotism in the Classroom” policy, 503.2. If such a conflict is discovered, the student must meet with the Executive Director of Student Success to discuss the nature of the connection/relationship to the instructor.
3. The Executive Director will consult with the appropriate Academic Dean, who shall jointly determine whether the registration of the student in that particular section violates the Nepotism in the Classroom policy, thus requiring the student to make alternate scheduling choices, or if some extenuating circumstances exist, allows the student to stay in the course with specific academic modification (an alternate proctor/grader, Academic Dean oversight, etc.)
4. Based on the joint decision of the appropriate Academic Dean and the Executive Director of Student Success, the Executive Director will advise the student, in writing, of their enrollment status in the course(s) in question.
5. The Senior Vice President of Academic & Student Affairs is able to render any further appeal to this decision.

600.04 Guests On Campus Policy

PURPOSE OF THE POLICY

The purpose of this policy is to establish guidelines for guests visiting Sussex County Community College to ensure a safe and secure environment for students, faculty, staff, and visitors.

This policy applies to all guests, including prospective students, family members, event attendees, contractors, vendors, and other visitors who are not current students or employees of the college.

600.04.1 Procedure for Guests On Campus Policy

Definition of a Guest

A guest is any individual who is not a registered student, faculty, or staff member of Sussex County Community College, but who is present on campus for official business, events, or personal visits.

Guest Registration & Check-In

- Guests visiting administrative offices, academic buildings, or other restricted areas must check in at the Security Office located in the D building.
- A valid government-issued photo ID may be required at the time of check-in.
- Visitors attending public events (e.g., open houses, performances, athletic events) do not require individual check-in unless otherwise specified.

General Guidelines

- All guests must comply with the college's rules, regulations, and code of conduct.
- Guests must be accompanied by a host (student, faculty, or staff member) or have prior authorization from an appropriate college office.
- Guests are expected to respect campus property and adhere to campus safety protocols.
- The college reserves the right to deny access to any guest who poses a security risk or violates college policies.

Campus Access and Restrictions

- Guests are only permitted in areas relevant to their visit. Access to faculty offices and other sensitive areas requires prior approval.
- Minors (under 18) must be accompanied by a responsible adult unless participating in an official college program.
- The use of college resources (e.g., computer labs, library materials) may be restricted for guests unless authorized.

Special Events and Group Visits

- Departments organizing special events with large guest attendance must coordinate with campus security and facilities management.
- Group visits (e.g., school tours) must be scheduled in advance and accompanied by an authorized college representative.

Conduct and Liability

- Guests must adhere to the college's code of conduct, including policies related to harassment, discrimination, and disruptive behavior.

- The host is responsible for the behavior of their guest(s) and any damage they may cause to college property.
- The college assumes no liability for personal injury, loss, or damage to guest belongings while on campus.

Enforcement and Violations

- Campus security has the authority to remove any guest violating this policy.
- Repeated violations may result in a ban from campus and potential legal action.
- Any issues involving guests should be reported to campus security or administration immediately.



PROCUREMENT MEMO

TO: Sussex County Community College Board of Trustees,
Dr. Cory Homer

CC: Wendy Fullem, Karen Unrath

FROM: Matthew Stoppay, Purchasing Manager

DATE: May 13, 2025

SUBJECT: Floor Shell and Construction Administration Services (Building A, Floor 2)

Description: Architectural Services

Vendor Name: HQW

Amount: Schematic/Design:	\$17,800.00	
Construction Documents:	26,700.00	
Planning Board:	500.00	
Billing and Award:	7,500.00	Billed hourly, not to exceed
Construction Administration:	65,000.00	Billed hourly, not to exceed
Reimbursable Expenses:	1,500.00	Estimated

Total - \$119,000.00

Procurement Method: Professional Services

Funding: Chapter 12

Attachments: HQW Proposal



ARCHITECTURAL SERVICES PROPOSAL

May 13, 2025

Sussex County Community College
One College Hill Road
Newton, NJ 07860
Attn: Cory Homer, Interim President
chomer@sussex.edu

ok Frank Tsemberlis \$54,000 for 2nd Floor addition
\$65,000 for Construction Admin
of entire project .
Total \$ \$119,000

Project: Building A 2nd Floor Shell & Construction Administration Services

Dear Dr. Homer

HQW Architects (HQW), is pleased to present our proposal for Architectural Service for the Building A 2nd Floor Shell & Construction Administration Services at the Sussex County Community College.

We are excited to continue our collaboration with Sussex County Community College. This is an important project that deserves the best effort and attention from a talented architectural design team. The purpose of this proposal is to demonstrate our understanding of the project at this time, outline the scope of services we will provide, and enumerate the fees required to accomplish those services.

I hope this proposal meets your approval.

Project Understanding

Sussex County Community College will be undertaking the construction of a new one-story, 6,500 square foot steel-framed addition to Academic Building A. As part of this project, the College is considering the inclusion of a second floor shell over the new addition.

The intent would be to fully construct the second floor exterior shell, allowing the space to be enclosed and protected from the elements and to be brought into the building's Certificate of Occupancy.

This shell would include:

- Structural steel framing for the second floor and roof systems
- Installation of exterior walls, including a mix of brick veneer, EIFS, and storefront glazing as per current design intent
- Roofing assembly with insulation and membrane system
- Storefront window framing and glazing at four 100-square-foot openings

- Temporary or permanent framing of the stair shaft for future egress
- Life safety infrastructure required to obtain a CO for the shell space, including:
 - Fire sprinkler system with freeze protection
 - Fire alarm notification devices
 - Exit signage and egress lighting
 - Temporary lighting
 - Minimal heating system to protect MEP systems

Project Phasing

Phase 1 – Schematic/Design Development Design

- a. Based on the above referenced scope of work, the 2nd floor will be developed
- b. Architectural Code Analysis
- c. Preliminary Structural Systems will be presented
- d. Preliminary Plumbing, Mechanical, Electrical Systems will be presented
- e. Attend (1) meeting to discuss the Design documents

Phase 2 – Construction Documents & Specifications

- a. Work will begin on the Construction Documents upon approval of the Schematic/Design Development documents
- b. HQW Design Team will complete the final Construction Documents, integrating the 2nd floor into the already developed documents
- c. HQW Design Team will complete the final Book Specifications, integrating this work into the previously developed documents
- d. Attend (2) monthly meetings to review the progress of the construction documents

Phase 3 – Bidding & Award

- a. Manage and Distribute Bid Documents
- b. Review and Respond to contractor RFIs during the Bid Phase
- c. Attend (1) Pre-Bid Meeting
- d. Attend (1) Bid Opening Meeting
- e. Evaluate the contractor bid packages

Phase 4 – Construction Administration

- a. Attend (1) Pre-Construction Meeting
- b. Attend (24) bi-weekly project meetings
- c. Conduct (8) field reports to evaluate contractors work
- d. Review contractor shop drawings and submittals for conformance with design
- e. Review contractor payment application
- f. Review contractor RFIs during the Construction Phase
- g. Review contractor change orders
- h. Conduct (2) punch list surveys of the installed work and provide written report on the findings
- i. Review Close-out Documentation

Schedule

The preliminary schedule to complete this scope of work would generally be as follows:

Schematic/ Design Development	4 weeks
Construction Documents	4-6 weeks
Bidding & Award	6-8 weeks
Construction Administration	12 months
Project Closeout	1 month

Deliverables

HQW Architects will deliver all documents electronically in PDF format.

Owner Furnished Items

The following are to be provided by the owner for the completion of the project:

- a. Geotechnical report
- b. Site Survey with topo survey
- c. Civil Engineering Construction Documents
- d. Equipment Specifications

Excluded Items

The following services are not included as part of this proposal but can be provided as an additional service:

Any scope not outlined in this document
Construction Cost Estimates
Geotechnical Report
Environmental Analysis/Studies/Engineering
Site/Civil Engineering
COMcheck
LEED Consultants / LEED Certification
Acoustical Engineering Consultants
Signage / Branding Consultants
Interior Design
Furniture Selections
Digital Models / Renderings
Presentation Materials
Planning Board Presentations
Fees for permitting review and construction permits
As-built Drawings

Basic Architectural Services Fees

We estimate the total Cost for the 1st floor, plus 2nd Floor Shell Construction to be approximately \$4,150,000

Schematic / Design Development	Lump Sum Fee of	\$17,800.00
Construction Documents	Lump Sum Fee of	\$26,700.00

Additional Architectural Services

Planning Board	Lump Sum Fee of	\$ 500.00
Bidding & Award	Billed Hourly, Not to Exceed	\$7,500.00
Construction Administration	Billed Hourly, Not to Exceed	\$65,000.00*
*\$5000 per month for 13 months. This includes entire build.		
Reimbursable Expenses	Estimated	\$1,500

In conclusion

We are prepared to begin work immediately, thank you for the opportunity to present our proposal for this project. If you have any questions, please feel free to contact us at your earliest convenience.

We look forward to working with you on this project and should you find our proposal acceptable please sign this proposal and return it to our office.

Sincerely,



Christopher M. Wolverton AIA, LEED AP

Principal

HQW Architects LLC

14 North Village Boulevard

Suite C

Sparta, NJ 07871

P: 973.383.5550

chrisw@hqwllc.com

I have reviewed the above proposal and hereby authorize HQW Architects, LLC to proceed with the outlined services.

Signature

Title

Date

Billing Schedule

Billing will occur at the end of each month based on the percentage completion of each project phase. We will advise of the phase of work we are performing; when the work of that phase is completed, we will request your approval before proceeding to the next phase. Terms are net 30 days and 1.50% interest per month on 30-day overdue accounts. Plus, the cost of collection.

A Change in Services can be provided at the Client's request. Please contact HQW Architects should you require anything outside the scope of this contract and we will gladly provide a proposal for those services. Any Change in Services must be authorized in writing before any billable services can take place.

Hourly Rates and Reimbursables (updated January 1, 2025)

Billing rates are subject to review and adjustment every 12 months on January 1 of each year

Hourly Rates:

Administrative	\$65 per hour
Architectural Associate	\$90 per hour
Design Professional	\$125 per hour
Project Manager	\$150 per hour
Project Architect.....	\$175 per hour
Principal Architect	\$250 per hour

Reimbursable Expenses:

Signed/Sealed Plans.....	\$50 per set plus printing
24" x 36" Plotting/Scanning Cost	\$6 per sheet
30" x 42" Plotting/Scanning Cost	\$9 per sheet
Glossy Plot.....	\$15 per sheet
Foam Core Mounting	\$65 per sheet
8.5" X 11" Color Printing Cost	\$.10 per sheet
8.5" X 11" B/W Printing Cost	\$.05 per sheet
Other Reimbursable Costs.....	Cost plus 30% for Administrative Expense

Basic Architectural Fees includes all printing, plotting, or copying of drawings and details prepared by this office for in-house coordination, but do not include printing for issuance to bidders, estimators, building departments, etc.

Provisions

1. All work to be performed in conformance with AIA Document B-101, "Standard Form of Agreement Between Owner and Architect with standard form of Architects Services"
2. Fees indicated as 'Estimated' shall be invoiced on an hourly basis up to the contract fee. In the event that we exceed the estimated fee by 10%, we will contact you for authorization to proceed. If you elect not to proceed, we will invoice you for services completed to date.
3. Changes to the documents or additional work requested by the Client after preliminary construction document approval will be provided at our hourly rates, (see Fee Schedule attached). Additional services of the Architect's consultants shall be the amount invoiced to the Architect plus 1.3 times.
4. Changes to the documents or additional work requested by the Client that results in an add change order during construction will be billed at our hourly rates.
5. Bidding/Award Services will be limited in duration, not to exceed 6 weeks from advertisement of bids, extension of the Architect's services beyond that time will be provided at our hourly rates, (see Fee Schedule attached).
6. Re-bidding of the project will be provided at our hourly rates, (see Fee Schedule attached).
7. Construction Administration Services will be limited in duration, not to exceed 13 months from signing of the owner-contractor contract agreement, extension of the Architect's services beyond that time shall be billed at our hourly rates, (see Fee Schedule attached). We have provided a fee for involvement during the construction process, as reflected in above, which is based on the assumption that the work will follow a timely schedule and the contractor(s) will perform to the terms of their contract. Our fee does not include services required or requested due to lack of performance of the contractor(s), unforeseen field issues that arise, additional inspections or job meetings. If our involvement is increasing beyond our agreed scope of work we will notify you in writing requesting approval for additional services. If our involvement is needed for additional meetings at the site or other issues, our fee can be adjusted accordingly, or will be provided on an hourly basis (see Fee Schedule attached).
8. If the Scope of Work for this project changes to the point that our fee structure cannot cover the additional work, we will provide written notice and request that our fee be re-negotiated.
9. Should the project fail to continue, or should the project be canceled at any time or reason through no fault of HQW, costs for services rendered to date will be due.
10. If the project does not proceed within 6 months of the date of this proposal, we reserve the right to re-evaluate our fee and adjust on current costs. If this project proceeds but is then placed on hold for more than 3 months, we reserve the right to apply a re-activation fee.



PROCUREMENT MEMO

TO: Sussex County Community College Board of Trustees,
Dr. Cory Homer

CC: Wendy Fullem, Karen Unrath,

FROM: Matthew Stoppay, Purchasing Manager

DATE: May 12, 2025

SUBJECT: Learning Commons Bidding/Awarding and Construction Administration

Description: Architectural Services

Vendor Name: HQW

Amount:	Bidding and Awarding:	\$ 5,000.00	Billed Hourly, not to Exceed
	Construction Administration:	\$37,500.00	Billed Hourly, not to Exceed (\$3,500.00-\$7,500.00 per Month)
	Project Closeout:	\$ 5,000.00	Billed Hourly, not to Exceed
	Reimbursable Expenses:	\$ 500.00	Estimated

Total: \$48,000.00

Procurement Method: Professional Services

Funding: Chapter 12

Attachments: HQW Proposal



ARCHITECTURAL SERVICES PROPOSAL

March 18, 2025

Sussex County Community College
One College Hill Road
Newton, NJ 07860

Attn: Dr. Cory Homer, Vice President, Student Success & Institutional Effectiveness
Chomer@sussex.edu

Project: Building L 2nd Floor Learning Commons Bidding/Award and Construction Administration Services

Dear Dr. Homer

HQW Architects (HQW), is pleased to present our proposal for Bidding/Award and Construction Administration Architectural Service for the Building L 2nd Floor Library Renovations to create a Learning Commons.

We are excited to continue our collaboration with Sussex County Community College. This is an important project that deserves the best effort and attention from a talented architectural design team. The purpose of this proposal is to demonstrate our understanding of the project at this time, outline the scope of services we will provide, and enumerate the fees required to accomplish those services.

I hope this proposal meets your approval.

Project Phasing

Phase 1 – Bidding & Award

- a. Manage and Distribute Bid Documents
- b. Review and Respond to contractor RFIs during the Bid Phase
- c. Attend (1) Pre-Bid Meeting
- d. Attend (1) Bid Opening Meeting
- e. Evaluate the contractor bid packages

Phase 2 – Construction Administration

- a. Attend (1) Pre-Construction Meeting
- b. Attend (9) bi-weekly project meetings
- c. Conduct field reports to evaluate contractors work
- d. Review contractor shop drawings and submittals for conformance with design
- e. Review contractor payment application
- f. Review contractor RFIs during the Construction Phase

g. Review contractor change orders
Phase 3 – Project Closeout

- a. Conduct (2) punch list surveys of the installed work and provide written report on the findings
- b. Review Close-out Documentation

Schedule

The preliminary schedule to complete this scope of work would generally be as follows:

Bidding & Award	4-6 weeks
Construction Administration	5 months
Project Closeout	1-2 months

Deliverables

HQW Architects will deliver all documents electronically in PDF format.

Excluded Items

The following services are not included as part of this proposal but can be provided as an additional service:

Any scope not outlined in this document
Construction Cost Estimates
Geotechnical Report
Environmental Analysis/Studies/Engineering
Site/Civil Engineering
Structural Engineering
Acoustical Engineering Consultants
Signage / Branding Consultants
Interior Design
Furniture Selections
Digital Models / Renderings
Presentation Materials
Planning Board Presentations
Fees for permitting review and construction permits
As-built Drawings

Architectural Services Fees

Bidding & Award	Billed Hourly, Not to Exceed Fee of \$5,000.00
Construction Administration	Billed Hourly, Not to Exceed Fee of \$37,500.00* (3,500.00-\$7,500.00 per month)
Project Closeout	Billed Hourly, Not to Exceed Fee of \$5,000.00
Reimbursable Expenses	Estimated \$500.00

In conclusion

We are prepared to begin work immediately, thank you for the opportunity to present our proposal for this project. If you have any questions, please feel free to contact us at your earliest convenience.

We look forward to working with you on this project and should you find our proposal acceptable please sign this proposal and return it to our office.

Sincerely,



Christopher M. Wolverton AIA, LEED AP

Principal

HQW Architects LLC

14 North Village Boulevard, Suite C

Sparta, NJ 07871

P: 973.383.5550

chrisw@hqwllc.com

I have reviewed the above proposal and hereby authorize HQW Architects, LLC to proceed with the outlined services.

Signature

Title

Date

Billing Schedule

Billing will occur at the end of each month based on the percentage completion of each project phase. We will advise of the phase of work we are performing; when the work of that phase is completed, we will request your approval before proceeding to the next phase. Terms are net 30 days and 1.50% interest per month on 30-day overdue accounts. Plus, the cost of collection.

A Change in Services can be provided at the Client's request. Please contact HQW Architects should you require anything outside the scope of this contract and we will gladly provide a proposal for those services. Any Change in Services must be authorized in writing before any billable services can take place.

Hourly Rates and Reimbursables (updated January 1, 2025)

Billing rates are subject to review and adjustment every 12 months on January 1 of each year

Hourly Rates:

Administrative	\$65 per hour
Architectural Associate.....	\$90 per hour
Design Professional	\$125 per hour
Project Manager.....	\$150 per hour
Project Architect	\$175 per hour
Principal Architect	\$250 per hour

Reimbursable Expenses:

Signed/Sealed Plans.....	\$50 per set plus printing
24" x 36" Plotting/Scanning Cost.....	\$6 per sheet
30" x 42" Plotting/Scanning Cost.....	\$9 per sheet
Glossy Plot	\$15 per sheet
Foam Core Mounting	\$65 per sheet
8.5" X 11" Color Printing Cost.....	\$.10 per sheet
8.5" X 11" B/W Printing Cost.....	\$.05 per sheet
Other Reimbursable Costs.....	Cost plus 30% for Administrative Expense

Basic Architectural Fees includes all printing, plotting, or copying of drawings and details prepared by this office for in-house coordination, but do not include printing for issuance to bidders, estimators, building departments, etc.

Provisions

1. All work to be performed in conformance with AIA Document B-101, "Standard Form of Agreement Between Owner and Architect with standard form of Architects Services"
2. If the Scope of Work for this project changes to the point that our fee structure cannot cover the additional work, we will provide written notice and request that our fee be re-negotiated.
3. Should the project fail to continue, or should the project be canceled at any time or reason through no fault of HQW, costs for services rendered to date will be due.
4. Construction Administration Services will be limited in duration, not to exceed 20 weeks from signing of the owner-contractor contract agreement, extension of the Architect's services beyond that time shall be billed at our hourly rates, (see Fee Schedule attached). We have provided a fee for involvement during the construction process, as reflected in above, which is based on the assumption that the work will follow a timely schedule and the contractor(s) will perform to the terms of their contract. Our fee does not include services required or requested due to lack of performance of the contractor(s), unforeseen field issues that arise, additional inspections or job meetings. If our involvement is increasing beyond our agreed scope of work we will notify you in writing requesting approval for additional services. If our involvement is needed for additional meetings at the site or other issues, our fee can be adjusted accordingly, or will be provided on an hourly basis (see Fee Schedule attached).



PROCUREMENT MEMO

TO: Sussex County Community College Board of Trustees,
Dr. Cory Homer

CC: Wendy Fullem, Karen Unrath,

FROM: Matthew Stoppay, Purchasing Manager

DATE: April 17, 2025

SUBJECT: PC's for The Learning Commons Renovation

Description: OptiPlex All-in-One Plus 7420 BTX (QTY 40)

Vendor Name: Dell

Amount: \$62,163.20

Procurement Method: Contract: Equipment PA – New Jersey
Contract Code: C0000001128033

Funding: Elf Grant

Attachments: Dell Quote



Your quote is ready for purchase.

Complete the purchase of your personalized quote through our secure online checkout before the quote expires on **Jun. 12, 2025**.

You can download a copy of this quote during checkout.

[Place your order](#)

Quote Name:	Qty 40 Opti AIO Plus 7420 w/ KM5221W	Sales Rep	Marty Dernberger
Quote No.	3000188186163.3	Phone	1(800) 456-3355, 7288690
Total	\$62,163.20	Email	Marty_Dernberger@Dell.com
Customer #	4466333	Billing To	ACCOUNTS PAYABLE
Quoted On	May. 13, 2025		SUSSEX COUNTY COMM
Expires by	Jun. 12, 2025		COLLEGE
	Dell NASPO Computer		1 COLLEGE HILL RD
Contract Name	Equipment PA - New		ACCOUNTS PAYABLE
	Jersey		NEWTON, NJ 07860-1149
Contract Code	C000001128033		
Customer Agreement #	23026 / M0483/24-TELE-		
	71883		
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,
Marty Dernberger

Shipping Group

Shipping To	Shipping Method
GEORGE SANTANA SUSSEX COUNTY COMM COLLEGE 1 COLLEGE HILL RD NEWTON, NJ 07860-1149 (973) 300-2249	Standard Delivery

Product	Unit Price	Quantity	Subtotal
OptiPlex All-in-One Plus 7420 BTX	\$1,554.08	40	\$62,163.20

Subtotal:	\$62,163.20
Shipping:	\$0.00
Non-Taxable Amount:	\$62,163.20
Taxable Amount:	\$0.00
Estimated Tax:	\$0.00

Total:	\$62,163.20
---------------	--------------------

Accelerate the power
of AI for your data

Take the first step in achieving
Generative AI success

[Learn More](#)

Shipping Group Details

Shipping To

GEORGE SANTANA
SUSSEX COUNTY COMM COLLEGE
1 COLLEGE HILL RD
NEWTON, NJ 07860-1149
(973) 300-2249

Shipping Method

Standard Delivery

OptiPlex All-in-One Plus 7420 BTX

Estimated delivery if purchased today:

Jun. 09, 2025

Contract # C000001128033

Customer Agreement # 23026 / M0483/24-TELE-71883

Description	SKU	Unit Price	Quantity	Subtotal
Intel Core i7 processor 14700 vPro (33 MB cache, 20 cores, 28 threads, up to 5.4 GHz Turbo, 65W)	338-CNCK	-	40	-
Windows 11 Pro, English, Brazilian Portuguese PT-BR, French, Spanish	619-ARSB	-	40	-
Activate Your Microsoft 365 For A 30 Day Trial	658-BCSB	-	40	-
16GB DDR5 Memory, 1X16GB, Non-ECC, SoDIMM	370-BBPX	-	40	-
M.2 2230 512GB PCIe NVMe Class 35 Solid State Drive	400-BQTN	-	40	-
Thermal Pad, Screw and Rubber for SSD	412-ABEK	-	40	-
Intel Integrated Graphics	490-BBFG	-	40	-
Intel(R) AX211 Wi-Fi 6E 2x2 and Bluetooth	555-BH DU	-	40	-
Screw for WLAN card	555-BIGS	-	40	-
Wireless Driver, Intel AX211 Wi-Fi 6E 2x2 (6GHz), BT 5.3	555-BKJC	-	40	-
OptiPlex All-in-One Plus 7420, 65W CPU, Touch, 5MP IR cam, GFX option, 240W Platinum, DAO/ BCC	329-BJXH	-	40	-
Dell Pro Keyboard and Mouse - KM5221W - US English - Black	580-AJJG	-	40	-
Mouse included with Keyboard	570-AADI	-	40	-
No Cover Selected	325-BCZQ	-	40	-
Height Adjustable Stand for OptiPlex All-in-One Plus	575-BCNO	-	40	-
Dell Additional Software	634-CHFP	-	40	-
ENERGY STAR Qualified	387-BBLW	-	40	-
NO RAID	817-BBBN	-	40	-
System Power Cord (Philippine/TH/US)	450-AAOJ	-	40	-
SERI Guide (ENG/FR/Multi)	340-AGIK	-	40	-
Watch Dog SRV	379-BFMR	-	40	-
Quick Start Guide, OptiPlex All-in-One Plus 7420	340-DMJL	-	40	-
Print on Demand Label	389-BDQH	-	40	-
Trusted Platform Module (Discrete TPM Enabled)	329-BBJL	-	40	-
Package for Fixed/ HAS/ no stand (DAO, CCC)	340-DDGK	-	40	-
DAO factory Information	340-DFWR	-	40	-
Shipping Label	389-BBUU	-	40	-

Unit Price

\$1,554.08

Quantity

40

Subtotal

\$62,163.20

Regulatory Label for OptiPlex All-in-One Plus 7420, 240W Platinum, FSJ	389-FGBM	-	40	-
SW Driver, Intel Rapid Storage Technology, OptiPlex All-in-One	658-BFST	-	40	-
Intel Core i7 vPro Enterprise Processor Label	389-EDDR	-	40	-
Desktop BTS/BTP Shipment	800-BBIP	-	40	-
Fixed Hardware Configuration	998-GSGT	-	40	-
OptiPlex All-in-One Plus 7420 BTX	210-BK VX	-	40	-
OptiPlex All-in-One Touch Panel	391-BDPU	-	40	-
EPEAT 2018 Registered (Silver)	379-BDTO	-	40	-
Intel vPro Enterprise	631-BBPZ	-	40	-
Dell Limited Hardware Warranty Plus Service	997-6870	-	40	-
ProSupport Plus: Accidental Damage Service, 5 Years	997-6942	-	40	-
ProSupport Plus: Keep Your Hard Drive, 5 Years	997-6952	-	40	-
ProSupport Plus: Next Business Day Onsite 5 Years	997-6962	-	40	-
ProSupport Plus: 7x24 Technical Support, 5 Years	997-6982	-	40	-
Thank you for choosing Dell ProSupport Plus. For tech support, visit www.dell.com/contactdell or call 1-866-516-3115	997-8367	-	40	-
			Subtotal:	\$62,163.20
			Shipping:	\$0.00
			Estimated Tax:	\$0.00
			Total:	\$62,163.20

Important Notes

Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All products, pricing, and other information is based on the latest information available and is subject to change for any reason, including but not limited to tariffs imposed by government authorities. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to Tax_Department@dell.com or ARSalesTax@emc.com, as applicable.

Governing Terms: This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at www.dell.com/terms or 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. Descriptions and terms for Supplier-branded standard services are stated at www.dell.com/servicecontracts/global or for certain infrastructure products at 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/offeringsspecificterms ("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.



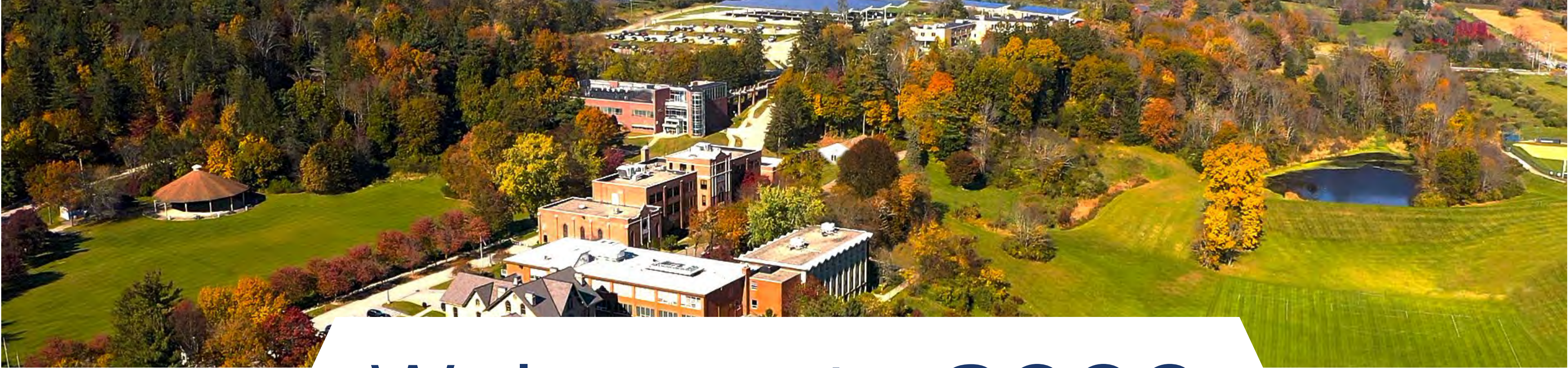
About Sussex County Community College

Start here, go anywhere!

April 2025 Financial Discussion

sussex.edu | 973.300.2100





Welcome to SCCC

- Two-year Comprehensive Community College
- 167-Acre Campus located in Newton, NJ
- Over 3,000 students each year from 10 states and 14 countries.

2022-2026 Strategic Plan

High-Quality Academic and Occupational Programs

To strengthen and support high-quality academic and occupational programs through a comprehensive teaching and learning experience which fosters student success.

Accessible and Supportive Environment

To provide an accessible, inclusive, and supportive environment that fosters a holistic approach to academic and student support resources for the success of all students.

Dynamic College Experience

To offer a unique, robust college experience including engaging campus life, athletics, and clubs to strengthen the student experience.

Lifelong Learning

To foster a community-wide culture that promotes scholarly inquiry, professional development, and academic research.

Inclusive College Community

To embrace and strengthen an inclusive culture that values all members of the community.

ABOUT SCCC

VISION

Sussex County Community College will be a leader in NJ Higher Education as a premier provider of 21st century learning opportunities, professional training, and skills development to meet the needs of the people of our community in a globally competitive environment.

MISSION

Sussex County Community College provides a dynamic college experience to a diverse community of students that supports the economic prosperity of the region through lifelong learning, and high-quality academic and occupational programs, in an accessible and supportive environment to ensure student success.





Student
Centered
Campus



Financial Status Discussion

As of April 30, 2025 Actual vs. Budget and vs. Prior Year

Revenue:

- Fall, Winter and Spring semesters have exceeded 2025 budget by 6% and 2% over prior year.
- Other Revenue increase to Budget due to receipt of the Employee Retention Credit (ERC) \$2.8M and capital gains (\$0.8M) from the sale of Morgan Stanley portfolio and transferred to Provident bank accounts February 11, 2025. Funds have been moved to the new investment firm, Biondo Group.
- Year over year revenue reduction due to CARES funds received in 2024

Expenses:

- Pressures to budget:
 - Consulting/Professional costs for Jenzabar
 - Repairs and maintenance (Boiler, plumbing, general interior, snow plow budget seasonality)
 - Health insurance benefits (working with a consulting group that may assist with obtaining a lower priced health plan)
- Variances in grants and financial aid is timing compared to budget and more need than prior year

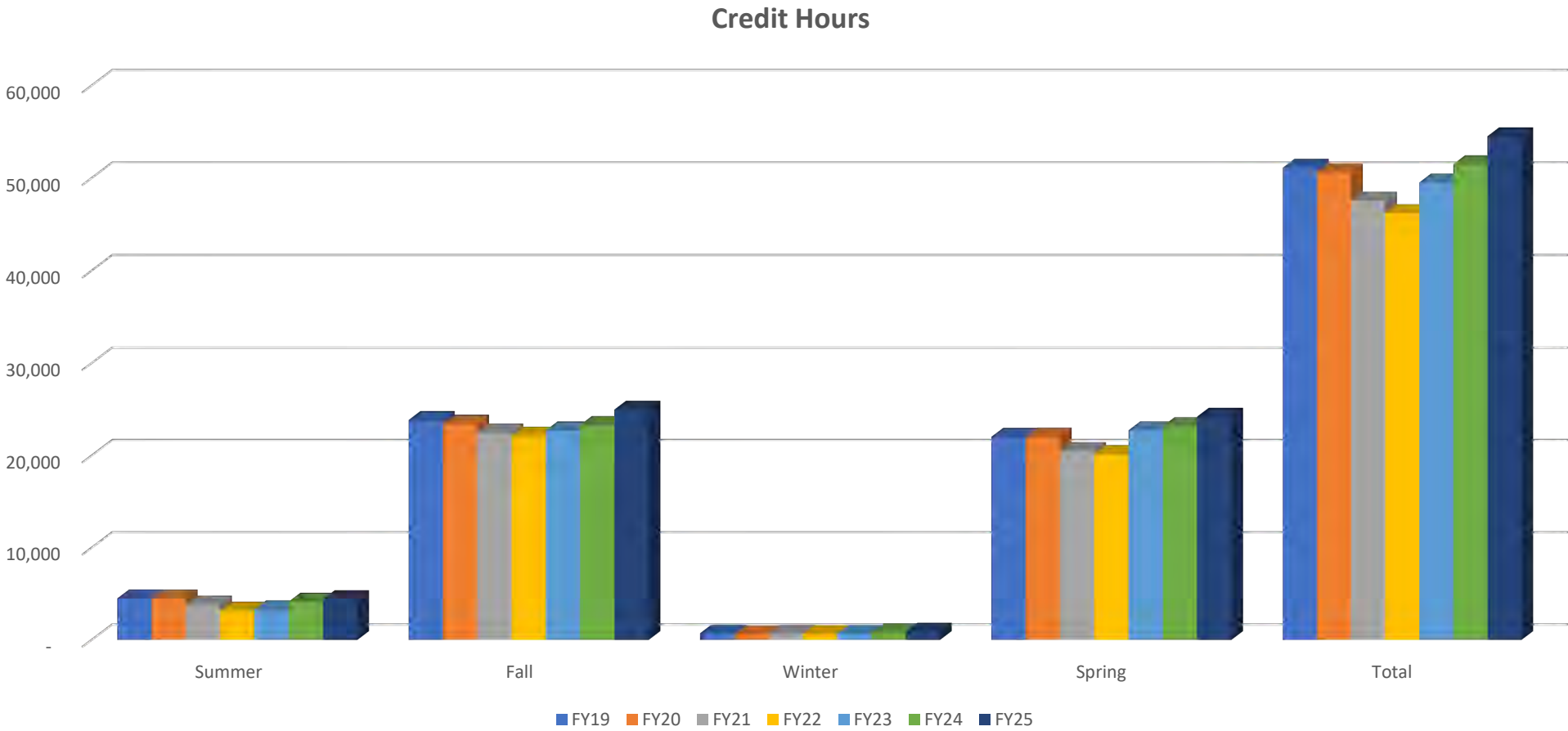




April 2025 - Credit Hours Dashboard

Credit Hours	FY25	FY25 Budget	FY25A vs FY25B	FY24 Actuals	FY25A vs FY24A
Summer II	929	436	113%	929	0.0%
Summer III	1,494	1,137	31%	1,494	0.0%
Fall	24,974	23,980	4%	23,312	7.1%
<u>1st half of year</u>	27,397	25,553	7%	25,735	6.5%
Winterim	900	665	35%	841	7.0%
Spring	24,209	19,617	23%	23,187	4.4%
<u>2nd half of year</u>	25,109	20,282	24%	24,028	4.5%
Summer I	1,942	1,707	14%	1,735	11.9%
Summer IV	67				#DIV/0!
<u>2nd half of year</u>	27,118	21,989	23%	25,763	5.3%
<u>TOTAL Fiscal Year Credit Hrs</u>	54,515	47,542	15%	51,498	5.9%

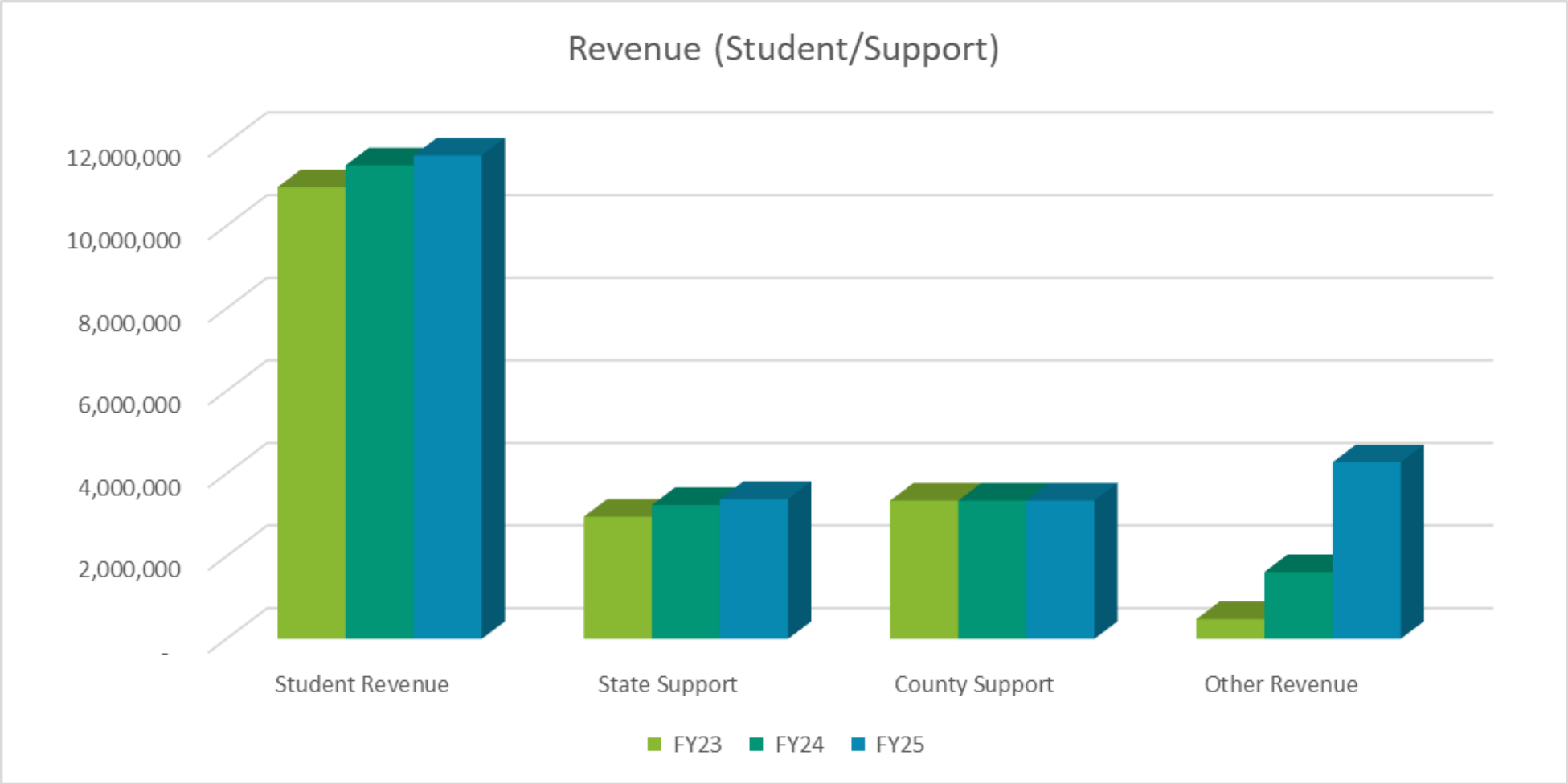
FY History of Credit Hours



	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Summer	4,511	4,492	3,838	3,194	3,331	4,158	4,432
Fall	23,856	23,460	22,506	22,166	22,736	23,312	24,974
Winter	721	625	734	671	717	841	900
Spring	22,033	22,060	20,495	20,185	22,737	23,187	24,209
Total	51,121	50,637	47,573	46,216	49,521	51,498	54,515



Revenue



	FY23	FY24	FY25
Student Revenue	10,936,817	11,464,554	11,706,519
State Support	2,960,155	3,244,030	3,385,188
County Support	3,350,000	3,350,000	3,350,000
Other Revenue	481,226	1,621,096	4,276,860



Balance Sheet April YTD vs. April 2024 and 2023

SUSSEX COUNTY COMMUNITY COLLEGE

(\$Thsd)	April YTD 2025	April YTD 2024	April YTD 2023
Balance Sheet - Current Assets			
Operating Cash Accounts	\$ 9,356	\$ 10,802	\$ 11,951
BNY Mellow - ELF & HETI & HEFT Grants Funds	537	724	63
Investments	17,386	13,843	10,562
Student Accounts Receivable	484	629	385
Grants Receivable	-	(713)	(245)
Other Receivables	2,101	1,018	1,441
Total Current Assets	\$ 29,864	\$ 26,303	\$ 24,157
# Months of OPEX covered by Liquid Assets	13.1	13.0	13.3
Financial Benchmark 3-4 months avg			
Accounts Payable			
Operating Payables	\$ 769	\$ 448	\$ 355
PTO Accruals	1,714	1,633	1,623
NJEFA - ELF & HETI & HEFT	288	724	63
Deferred Revenue	900	-	820
Grant Revenue	230	1,185	
Total Current Liabilities	\$ 3,901	\$ 3,990	\$ 2,861
Working Capital	\$ 25,963	\$ 22,313	\$ 21,296
Working Capital/Current Ratio.....current year	7.66	6.59	8.44
Financial Benchmark 2-4 avg			
Operating Statement (exclusive of pass thru's)			
Operating Revenue	\$ 22,719	\$ 19,680	\$ 18,229
Operating Expenses	\$ 18,579	\$ 17,352	\$ 15,429
Net Contribution to Fund Balance	\$ 4,140	\$ 2,328	\$ 2,800

April 2025 YTD Actual vs Budget & Prior Year



(\$thsd)		10 Mos. YTD 25	10 Mos.25 YTD Budget	Budget Var \$		10 Mos. 24 YTD	Prior Year Var \$	FY 2025 BOSE Budget
Total Student Revenues	11,706,519	11,707	11,077	629		11,465	242	12,154
Change in Student Revenue				5.7%			2.1%	
Non-Student Revenues								
State Support	3,385,188	3,385	3,252	134		3,244	141	3,902
County Support	3,350,000	3,350	3,350	0		3,350	0	4,020
CARES Support	0	0	0	0		579	(579)	0
Other Revenues	4,276,860	4,277	457	3,820		1,042	3,235	548
Subtotal Non-Student Revenues	11,012,049	11,012	7,058	3,954		8,215	2,797	8,470
Subtotal all Revenues	22,718,567	22,719	18,135	4,583		19,680	3,040	20,624
Grant Revenue (Pass thru)	2,083,252	2,083	667	1,417		1,185	898	800
PSTA Revenue	389,762	390	283	106		381	9	340
Federal, State Financial Aid	6,772,417	6,772	3,259	3,513		7,223	(451)	3,911
Federal ,State Loans	1,988,382	1,988	2,459	(471)		2,050	(62)	2,951
Subtotal Grant Revenues(Pass thru)	11,233,814	11,234	6,668	4,565		10,839	395	8,002
Total Operating Revenues	33,952,381	33,952	24,804	9,149		30,519	3,435	28,626
Expenses								
Salaries/Benefits	11,878,085	11,878	11,313	566		10,911	967	13,575
Other Expenses	6,700,979	6,701	5,873	828		6,441	260	7,047
Subtotal Expenses	18,579,064	18,579	17,185	1,394		17,352	1,227	20,622
Grant Expense (Pass thru)	2,083,252	2,083	667	1,417		1,185	898	800
PSTA Expense	389,762	390	283	106		381	9	340
Federal, State Financial Aid	6,772,417	6,772	3,312	3,461		7,223	(451)	3,974
Federal ,State Loans	1,988,382	1,988	2,407	(418)		2,050	(62)	2,888
Subtotal Grant Expenses(Pass thru)	11,233,814	11,234	6,668	4,565		10,839	395	8,002
Total Operating Expenses	29,812,878	29,813	23,853	5,960		28,190	1,622	28,624
Contribution to Unrestricted Fund Balance	4,139,503	4,140	950	3,189		2,328	1,811	2





Thank You



973.300.2100



tpappan@sussex.edu



sussex.edu



One College Hill Road
Newton, NJ



Correspondence File – May 2025

1. Donation from the Sparta Women's Club to the SCCC Veteran's Program.
2. Letter from Patti Nugent, LACE Program Coordinator, to NJAdvanceMedia.
3. Letter from Patti Nugent, LACE Program Coordinator, to SCCC Facilities Staff.
4. Email from Allison Ognibene to Kathleen Okay, Nancy Gallo, and Sherry Fitzgerald about the theater workshop "I Can! We Can!"



Sparta Woman's Club, Inc.

P.O. Box 612

Sparta, New Jersey 07871-0612

www.spartawomansclub.org

May 7, 2025

Sussex County Community College
Veteran's Program
c/o Foundation Department
One College Hill Road
Newton, New Jersey 07860-1122

Dear Friends at Sussex County Community College Veteran's Program:

The Sparta Woman's Club is a non-profit organization for women and is a member of the New Jersey Federation of Woman's Clubs. Founded in 1949, we are dedicated to supporting local organizations that enrich our community.

At this time, we are pleased to present you with a \$200.00 donation to support the vital work that you do. Please accept our congratulations, appreciation and best wishes.

Sincerely,

Christine Boreyko

Christine Boreyko
Corresponding Secretary

SPARTA WOMAN'S CLUB PO BOX 612 SPARTA, NJ 07871		55-138/212	5916
DATE <u>5/7/25</u>			
PAY TO THE ORDER OF	<u>SCCC Veterans Program</u>	<u>\$ 200.00</u>	
<u>two hundred</u>		DOLLARS	
 Valley National Bank		<i>Joan Lucas</i> <i>Mary Warner</i>	
MEMO			
⑆021201383⑆		⑆60010436⑆5916	





May 8, 2025

Mr. Steve Strunsky
sstrunsky@njadvancemedia.com

Dear Steve,

All of us at the college appreciate the thorough coverage you gave the LACE Student Showcase that took place last week! You caught the spirit of the event and saw the heart of these students and realized how much they enjoy being on the college campus, just like their family members and some peers.

As you know, the students age out of high school at 21 – some sooner – as they are just getting into the swing of things academically and socially. This program enables enrichment to be a mainstay in their lives as they enjoy learning and socializing.

I knew it would be on nj.com but did not realize it would be in the Star Ledger on-line edition also until I read the paper on my iPad last night. The entire page seven was us:) I was glad to see you mentioned the issue with Medicaid. I'll let you know how the students make out moving forward.

Thanks again for the great article and we look forward to collaborating more in the future!

Sincerely,

Patti

Patti Nugent

LACE Program Coordinator

cc: Vicky Hoskin, Manager of Continuing Education and Workforce Development
Jason Fruge, Dean of Technical Occupations
Chris Kelly, VP of Content at NJ Advance Media
Yvette Ousley, Editor, Mosaic, NJ Advance Media



May 7, 2025

TO: Rose Figueroa Kimberlee Mafaro
 Jim Allstaedt Dedean Calderon Jessica Bedoya Castillo
 Dawn DeLeeuw Elizabeth Delfino Lina Gutierrez
 Andrew Logsdon Natalia Lopez Eric Niewinski
 Victoria Ramirez Valencia

Thank you so much for all the support with the set-up and take-down of events that you do for us! Everything is always ready and so well organized. We rely on large group gatherings to foster social skills among our students and your extra effort allows that to happen.

The addition of the fancy tablecloths makes everything look more professional.

Enjoy the break and we look forward to seeing you again in the fall!

Sincerely,

Patti Nugent

Patti Nugent, for all the LACE Staff
LACE Program Director

cc: Vicky Hoskin, Manager of Continuing Education and Workforce Development
 Jason Fruge, Dean of Technical Occupations

From: [Kathleen Okay](#)
To: [Wendy Fullem](#); [Cory Homer](#)
Subject: FW: THANK YOU - Theater Workshop Recap
Date: Tuesday, May 13, 2025 1:32:13 PM
Attachments: [We Can.jpg](#)
[I can we Can projection.jpg](#)
[Cast of I can we Can.jpg](#)
[Family waiting for show I can We Can.jpg](#)
[birthday party and I can We Can.jpg](#)
[Parent with Child at cookie and library station.jpg](#)
[Michelle, Allison, Vicki.jpg](#)
[Creation Station 2025.jpg](#)



Start here, go anywhere!

Kathleen
Kathleen Okay, Ed.D.
(she, her, hers)
Senior Vice President
of Academic and
Student Affairs
kokay@sussex.edu
One College Hill Rd. Newton,
NJ 07860
973-300-2131

From: Allison Ognibene <aognibene@sussex.edu>
Sent: Tuesday, May 13, 2025 1:28 PM
To: Sherry Fitzgerald <sfitzgerald@sussex.edu>; Nancy Gallo <ngallo@sussex.edu>; Kathleen Okay <kokay@sussex.edu>
Cc: Vicki Vigorito <vvigorito@sussex.edu>; Deborah Gianuzzi <dgianuzzi@sussex.edu>; Anthony Ur <aur@sussex.edu>; Michele Tagliabue <mtagliabue@sussex.edu>; Christopher Tryde <ctryde@sussex.edu>; Martin Kester <mkester@sussex.edu>; Anita Collins <acollins@sussex.edu>
Subject: THANK YOU - Theater Workshop Recap

Hello Nancy, Sherry and Kathleen,

I wanted to give you an update on this past semester's Theater Workshop's show, "I Can! We Can!" This is the second year we collaborated with other departments and once again we had a great turnout with our audience. We presold 84 tickets and had a total of 100 people attend. We even had a birthday party that created "We Can" wands!

Sussex County Arts and Heritage Council:

The Sussex County Arts and Heritage Council representative, Joanne Scheidt, came to the final performance and raved about what the college is doing. She said for us to apply for the grant again and loved how the show involved the children and how interactive it was. She was impressed with the music, cookies, play, arts and crafts creation station and the overall experience. She also commented on the library being involved again.

SHOUT OUTS GO TO:

I wanted to point out the professors who were involved with this production and how they helped make this a very successful project.

Vicki Vigorito and Michelle Tagliabue hit it out of the park with their exceptional creation station. The Early Childhood Development department did an excellent job with creating a comprehensive learning and creative environment for the young audience members. **THANK YOU, Michelle**, for stepping in when one of my students did NOT show up for the morning show. She stepped in and showed her acting chops!

Dr. Deb Gianuzzi's piano class performed before the show. We had live music and the audiences commented on how lovely the live music was. It added to the ambiance. **Bravo!**

Chris Tryde's lighting class designed the lights and we had three different students from his class run the lights. We definitely need to get an upgrade of the lighting system, but the students made it work and Chris did a fantastic job teaching the students!

Anthony Ur's projection class enhanced the performance by illustrating a school, words of the day, a cafeteria and a playground. The students created projections that they can now add to their portfolio.

Martin Kester and the culinary department provided heart shaped cookies that added to the fun and theme of the show! The patrons absolutely loved them and it truly was a special treat!

Anita Collins had her second-year student as the graphic artist for this show. I would hire Skyler Kunkle in a heartbeat, she was that good! She created the poster and program.

Finally, **MY CLASS** - I am SO PROUD of my Theater Workshop students who wrote an ORIGINAL play called "I Can! We Can!" about kindness and acceptance and performed their work. The students said they gained so much knowledge and experience and wanted to do this again.

I have attached some photos of our show. Next year, we are going to modify the show dates and hopefully take the play to schools during the week and only have one show on Saturdays. I will meet with Vicki and Michelle to discuss further.

Overall, this was a successful project!

THANK YOU ALL FOR YOUR SUPPORT in creating interactive environment For a New Audience!

Sincerely,

Allison Ognibene
Lead Faculty Theater
Adjunct-Theater

Sussex County Community College

One College Hill
Newton, NJ
Work - 973-300-2184
aognibene@sussex.edu

Register for Spring Semester at www.sussex.edu



