

SUSSEX COUNTY COMMUNITY COLLEGE

Board of Trustees



Tuesday, September 23, 2025
5:00 p.m. – Executive Office Board Room



**Board of Trustees Regular Meeting
Tuesday, September 23, 2025
Executive Office Board Room**

AGENDA

1. General Institutional Functions

- 1.1 Call to Order
- 1.2 Public Statement: Pursuant to the Open Public Meetings Act, N.J.S.A. 10:4-8, adequate notice of this meeting and Executive Session specifying the time and the location was transmitted via fax and email to the County Commissioners, County Clerk, County Administrator, the NJ Herald, and posted on the Sussex County Community College Website, and the main entrance to the Administration Building on September 18, 2025.
- 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 under the same time restrictions as all other public comments. Duplicative comments may be summarized at the discretion of the Board of Trustees Chair.

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

ACTION

- 1.6 Approval/Acceptance of Minutes
 - 1.6.1 Minutes from the Board Retreat Thursday, June 26, 2025. (Attachment pgs. 1 & 2, Resolution No. GI09232025-1)
 - 1.6.2 Minutes from the Regular Meeting on August 26, 2025. (Attachment pgs. 3-7, Resolution No. GI09232025-2).
 - 1.6.3 Minutes from the Executive Session on August 26, 2025. (Attachment pg. 8, Resolution No. GI09232025-3)
 - 1.6.4 Minutes from the Board Workshop on August 26, 2025. (Attachment pg. 9, Resolution No. GI09232025-4)
 - 1.6.5 Acknowledgment of Receipt of Committee Meeting Minutes. (Attachment pgs. 10-13, Resolution No. GI09232025-5).

- Personnel and Curriculum Committee – September 16, 2025.
- Audit and Policy Committee – September 16, 2025.
- Finance and Facilities Committee – September 16, 2025.

2. **Consent Agendas – ACTION/Roll Call**

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 August 13, 2025 – September 10, 2025. (Attachment pgs. 14 & 15, Resolution No. P09232025-1)
- 2.1.2 2026-2027 Administrative Calendar. (Attachment pg. 16, Resolution No. P09232025-2)

2.2 Approval of Curriculum Items

- 2.2.1 2026-2027 Academic Calendar. (Attachment pgs. 17-20, Resolution No. CI09232025-1)

2.3 Approval of Policy Items

- 2.3.1 Policy No. 300.1 Faculty Requirements. There are changes to the procedures. (Attachment pg. 21, Resolution No. AP09232025-1)
- 2.3.2 Policy No. 300.10 Granting Tenure to Full-time Faculty. There are changes to the procedures. (Attachment pg. 22, Resolution No. AP09232025-2)
- 2.3.3 Policy No. 600.02 Weapons Policy. There are no changes. (Attachment pg. 23, Resolution No. AP09262025-3)
- 2.3.4 Updated Policy No. 600.03 Weapons on Campus – Authorization to Carry for Retired Police Officers (RPO) and NJ SORA Level 2. (Attachment pgs. 24-26, Resolution No. AP09232025-4)

2.4 Approval of Finance Items

- 2.4.1 CrowdStrike Software – 1200 seats, from CDW, for \$58,531.50. CrowdStrike provides endpoint cyberattack detection and 24/7 monitoring and response covering the 1200 workstations, laptops, and servers that comprise the College network. (Operating Funds) (Attachment pgs. 27-30, Resolution No. BFF09232025-1)

2.4.2 Simulation Manikin from Laerdal for \$129,323.42. Full-body simulator that mimics human anatomy and physiology. (Perkins Grant) (Attachment pgs. 31-34, Resolution No. BFF09232025-2) AOF1

2.5 Approval of Facilities Items

2.5.1 Theatrical Technology System from PureTek Group for \$72,203.00. The purchase and installation of a comprehensive theater lighting upgrade for the college's Student Center Theater, which supports intuitive controls and educational engagement, ensuring a visually captivating, safe, and accessible performance space for students, staff, and the broader community. (Funding: Carol Jane Scott Charitable Trust Grant: \$15,000.00 20.8%, Chapter 12: 57,203.00 79.2%) (Attachment pgs. 35-41, Resolution No. BFF09232025-3) AOF1

3. **Finance – ACTION/Roll Call**

3.1 Recommendation: Acknowledge Receipt and Review of July and August 2025 Financial Statements (Attachment pgs. 42-52, Resolution No. GI09232025-6)

4. **Reports**

4.1 Correspondence File – None this month.

6. **Presentations** – Introduction of the SCCC Student Government Officers:

Rhys Moore, President
Dante Garrido, VP
Gianna Dacunto, Diversity Officer

7. **Student Spotlight** – Veteran Spouse Adrienne Crowder

As a loving wife to a U.S. Navy veteran, a mom of two, and a volunteer for a hospice and crisis helpline, Adrienne's life is rooted in family and service. In 2014, she took a break from college to focus on her family and finances. Then, in 2023, she was able to return to her academic goals here at SCCC. Adrienne is currently a Psychology major with a 3.2 grade point average. She is planning on completing her Associate's degree in Psychology and continuing in the 3+1 program this Spring.

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

9. **Other Business**

ACTION 9.1 Appointment of the Nominating Committee. (Resolution No. OBB09232025-1)

Discussion / Reports / Announcements:

9.2 Trustee Activity Update

9.3 President's Report

9.4 Chair's Comments

9.5 Reminder: Board of Trustees Second Meet & Greet Event – Wednesday, September 24, 2025, 5:30 p.m. at the Arbor Restaurant.

9.6 Reminder: Funding Their Future – Wednesday, October 15, 2025, 5:30 p.m., at Perona Farms.

9.7 Reminder: President's Reception – Thursday, November 6, 2025, 5:00 p.m., at The Conservatory at the Sussex County Fairgrounds.

9.8 The next meeting of the Board of Trustees will take place on Tuesday, October 28, 2025, at 5:00 p.m. in the Executive Office Board Room.

10. **Executive Session** – Be it resolved that the Board of Trustees will now go into an Executive Session to discuss campus security, including tactics and techniques utilized in protecting the safety and property of the public, provided that their disclosure could impair that protection. 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 30 minutes.

Adjourn Executive Session.

11. **Adjournment**



**Board of Trustees Retreat
Thursday, June 26, 2025
Minutes**

Start: 9:11 a.m.

End: 12:38 p.m.

Present: Dr. Homer, Mr. Yardley, Dr. Carrick, Mr. Fiore, Mrs. Frank, Mrs. Pepe,
Dr. Silverthorne, Ms. Quinn, Mr. Cable, Mr. Giardullo, Mr. Santonastaso, Mr. Schick,
and Mrs. Fullem

Board Retreat Objectives

- Align board and leadership around institutional strategic priorities.
- Review progress and challenges related to student success and enrollment.
- Foster stronger governance practices and board collaboration.
- Engage in forward-thinking discussion on the college's role in the community.

8:30 AM – 9:00 AM: Arrival and Breakfast

9:00 AM – 9:15 AM: Welcome and Opening Remarks

- Chair of the Board of Trustees
- Overview of retreat purpose and goals

During this section of the Retreat, Mr. Yardley and Dr. Homer provided updates regarding upcoming events in the works and reviewed the purpose and goals of the retreat.

9:15 AM – 9:45 AM: State of the College Address

- President's Update: Key accomplishments, challenges, and opportunities

Dr. Homer provided various updates. Some of the things discussed include the Strategic Plan, NJSDS (Tracking), the National Student Clearing House, and students/alumni employment statistics. Also discussed:

- 2022-2023 Transfer Institutions
- High School point system (guidance counselors). Dr. Carrick said she is not aware of any system.
- Department reviews every five years.
- IPEDS data feedback.

- Placement program.
- AI/AI Taskforce.

9:45 AM – 10:45 AM: Public Trust and Community Engagement

- Strategies to strengthen visibility, advocacy, and community support
- Engaging local leaders and alumni

During this section, Dr. Homer also talked about engaging the county's non-profits.

10:45 AM – 11:00 AM - BREAK

11:00 AM – 11:30 AM: Finance and Facilities – Terry Pappan and Frank Tsemberlis

- Overview of College Finances
- Update on Major College Projects
- Future Capital Initiatives

Sweep Account was mentioned. This will be further discussed at the August Finance and Facilities Committee Meeting.

11:30 AM – 12:30 PM: Visioning for the Future

- Facilitated brainstorm: What is SCCC's vision for 2030?
- Aligning mission and community impact
- Action items and next steps

Talked about the economy and job/career overviews

12:30 – 1:00 PM – Lunch Discussion: Presidential Goals for 2025-2026

- Strategic realignment proposal from the president
- Mentor/coach/think tank/futurists

All handouts are on file with these minutes.

Approved:



**Board of Trustees Regular Meeting
Tuesday, August 26, 2025
4:00 p.m. Executive Session
4:30 p.m. Workshop
5:00 p.m. Regular Meeting
Executive Office Board Room**

MINUTES

1. General Institutional Functions

- 4:00 p.m. 1.1 Mr. Yardley called the meeting to order at 4:00 p.m.
- 1.2 Mrs. Fullem read the Public Statement: Adequate notice of this meeting specifying the time and the location was transmitted via fax and email to the County Commissioners, County Clerk, County Administrator, and the NJ Herald on August 21, 2025. It was also posted on the Sussex County Community College website and on the main entrance doors of the Administration Building on August 22, 2025. The Executive Session and workshop public notice was transmitted to the same distribution as noted above, on August 21, 2025, pursuant to the Open Public Meetings Act, N.J.S.A. 10:4-8.
- 1.3 Roll Call / Pledge of Allegiance
- Mr. Yardley-Chair, Dr. Silverthorne-Vice Chair, Mrs. Frank-Treasurer, Mrs. Pepe-Secretary, Mr. Cable, Dr. Carrick, Mr. Giardullo (via Zoom/phone), Ms. Quinn, Mr. Santonastaso, Mr. Schick, Dr. Homer-President and Ex-Officio Member, Mr. Prior-Alumni Member, and Mrs. Fullem-Chief of Staff and Recording Secretary.
- Also present: Dr. Okay, Senior Vice President of Academic and Student Affairs, Mrs. Pappan, Vice President of Finance and Administrative Services, Dr. Gallo, Associate Vice-President of Academic Affairs, Mr. Fruge, Dean of Technical Occupations, Mr. Kula, Executive Director of the Foundation, Ms. Caputo, Executive Director of Human Resources, and Mrs. Fina, College Counsel.
- 1.4 **Executive Session**
- At 4:03 p.m., Mr. Cable moved for the Board to enter Executive Session. Mr. Santonastaso seconded the motion. The motion carried unanimously.
- Mrs. Fullem read the resolution: 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 require confidentiality no longer exists. However, it is not presently known if and when that will be.
- The Executive Session is expected to last approximately 30 minutes.

At 4:37 p.m. Mr. Cable moved for the Board to adjourn Executive Session. Mrs. Frank seconded the motion. The motion carried unanimously.

At this time the Board took a short break and resumed at 4:40 p.m.

4:40 p.m. 1.5 Board Workshop on Capital Projects (See separate minutes).

5:00 p.m. 1.6 The Regular meeting resumed at 5:00 p.m.. Mr. Yardley welcomed the guests.

Mr. Yardley and Dr. Homer introduced Mr. James Prior, Alumni Trustee, noting his role as 2025 Commencement Speaker. Mr. Prior expressed his enthusiasm for serving in this role.

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

Mr. Santonastaso moved to open the floor to the public on agenda items. Mr. Cable seconded the motion. The motion carried unanimously.

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 under the same time restrictions as all other public comments. Duplicative comments may be summarized at the discretion of the Board of Trustees Chair.

No one spoke.

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

ACTION 1.8 Approval/Acceptance of Minutes

1.8.1 Minutes from the Regular Meeting on June 24, 2025. (Resolution No. GI08262025-1).

1.8.2 Minutes from the Executive Session on June 24, 2025. (Resolution No. GI08262520-2)

Mrs. Pepe moved to approve minutes as noted in agenda items 1.8.1 and 1.8.2. Dr. Carrick seconded the motion. The motion carried unanimously.

1.8.3 Acknowledgment of Receipt of Committee Meeting Minutes. (Resolution No. GI08262025-3).

- Personnel and Curriculum Committee – August 19, 2025.
- Audit and Policy Committee – August 19, 2025.
- Finance and Facilities Committee – August 19, 2025.

Mr. Santonastaso moved to acknowledge receipt and review of the committee meeting minutes. Mr. Cable seconded the motion. The motion carried unanimously.

2. Consent Agendas – ACTION/Roll Call

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

Mr. Cable moved to approve all items (2.12.5) on the Consent Agenda. Ms. Quinn seconded the motion.

Roll call vote: Mr. Cable, Dr. Carrick, Mrs. Frank, Mr. Giardullo, Mrs. Pepe, Ms. Quinn, Mr. Santonastaso, Mr. Schick, Dr. Silverthorne, and Mr. Yardley voted yes. The motion carried unanimously.

2.1 Approval of Personnel Items

2.1.1 Personnel Actions June 12, 2025 – August 7, 2025. (Resolution No. P08262025-1)

2.2 Approval of Curriculum Items – None this month.

2.3 Approval of Policy Items

2.3.1 Adopt Updated Policy No. 102.2 Policy Regarding the Use of Human Subjects in Research. (Resolution No. AP08262025-1)

2.3.2 Adopt Updated Policy No. 102.7 State-Backed Bonds and Other Grants Policy. (Resolution No. AP08262025-2)

2.3.3 Readopt Policy No. 102.8 Naming of Schools, Departments, Programs, And Institutes. There are no changes. (Resolution No. AP08262025-3)

2.3.4 Adopt Updated Policy No. 102.9 Policy Governing Conscientious Employee Protection Act (CEPA), also known as “Whistleblower Protection.” (Resolution No. AP08262025-4)

2.4 Approval of Finance Items

2.4.1 Resolution Authorizing Sussex County Community College to Submit a Grant Application to the Secretary of Higher Education for Grant Funding Under the Summer 2025 Cycle of the Higher Education Capital Facilities Program for the Purpose of Providing Funding for One or More Projects of the Institution and Authorizing All Other Necessary Actions Required in Connection Therewith. The application is for the HEFT Grant in the amount of \$3.85M. (Resolution No. BFF08262025-1) (AOF3)

2.4.2 Change of Approvers on the First Hope Bank SCCC CDs from Dr. Connolly and Manal Meseha to Dr. Homer and Theresa Pappan. (Resolution No. BFF08262025-5)

2.5 Approval of Facilities Items

- 2.5.1 Fitness Court Outdoor Facility for Recreational Activities and Body Building from NFC (National Fitness Campaign), for \$205,000.00. (Funding - Horizon Blue Cross/Blue Shield *\$45,000.00 and Chapter 12 \$160,000). (Resolution No. BFF08262025-2) (AOF3)

*This amount has been corrected for the minutes. It was incorrectly written as \$40,000 on the agenda. The total amount remains the same.

- 2.5.2 L Building Management System to Unitemp Mechanical Degrees, LLC, for \$282,000 (Funding - Chapter 12). (Resolution No. BFF08262025-3)

3. **Facilities – ACTION/Roll Call**

- 3.1 Naming of Soccer Field – First Responders Field. (Resolution No. BFF08262025-4)

Mr. Cable moved to approve naming the soccer field the First Responders Field. Ms. Quinn seconded the motion.

Dr. Homer noted that the field dedication is Friday.

Roll call vote: Mr. Cable, Dr. Carrick, Mrs. Frank, Mr. Giardullo, Mrs. Pepe, Ms. Quinn, Mr. Santonasasto, Mr. Schick, Dr. Silverthorne, and Mr. Yardley voted yes. The motion carried unanimously.

4. **Finance – ACTION/Roll Call**

- 4.1 Recommendation: Acknowledge Receipt and Review of June 2025 Financial Statements. (Resolution No. GI08262025-4)

Mrs. Pappan presented unaudited results:

- Enrollment revenue exceeded budget by 15%.
- \$2.8M Employee Retention Credit received; \$800K capital gains from Morgan Stanley liquidation.
- Expenses pressured by consulting, litigation, and state health benefit costs (expected 32% increase).
- Fund balance strengthened; current assets rising.

Mr. Santonastaso moved to acknowledge receipt and review of the June 2025 Financial Statements. Ms. Quinn seconded the motion.

Roll call vote: Mr. Cable, Dr. Carrick, Mrs. Frank, Mr. Giardullo, Mrs. Pepe, Ms. Quinn, Mr. Santonasasto, Mr. Schick, Dr. Silverthorne, and Mr. Yardley voted yes. The motion carried unanimously.

5. **Reports**

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

6. **Presentations** – None this month.

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

Mr. Schick moved to open the floor to the public on general matters. Mrs. Frank seconded the motion. The motion carried unanimously.

- Ms. Alissa Isaacson (Foundation Board) spoke on the upcoming *Funding Their Future* event, highlighting its importance for student scholarships, the goal of exceeding \$100,000, honoree Al Dorsal (Skylands Stadium), and student ambassador involvement.

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

8. Other Business

Discussion / Reports / Announcements:

- 8.1 Trustee Activity Update – Trustees noted recent campus events and community engagement.
- 8.2 President’s Report – the President’s Report is on file in the Office of the President.
- 8.3 Chair’s Comments - Mr. Yardley echoed optimism for the year ahead. He highlighted:
 - Medical labs ribbon cutting
 - Optics tour this morning.
 - Orientation staff and faculty.
 - Very happy people and positive change going on.
- 8.4 Reminder: Board of Trustees Meet & Greet Events – Wednesday, September 17, 2025 and Wednesday, September 24, 2025, 5:30 p.m. at the Arbor Restaurant.
- 8.5 The next meeting of the Board of Trustees will take place on Tuesday, September 23, 2025, at 5:00 p.m. in the Executive Office Board Room.
 - Also noted: October 2, 2025 Golf Outing.

9. Adjournment

At 5:54 p.m., Mr. Santonastaso moved to adjourn the meeting. Mr. Schick seconded the motion. The motion carried unanimously.

Approved:



Board of Trustees
Tuesday, August 26, 2025
Executive Office Board Room

EXECUTIVE SESSION MINUTES

Start: 4:03 p.m.

End: 4:37 p.m.

Present: Mr. Yardley-Chair, Dr. Silverthorne-Vice Chair, Mrs. Frank-Treasurer, Mrs. Pepe-Secretary, Mr. Cable, Dr. Carrick, Mr. Giardullo (via Zoom/phone), Ms. Quinn, Mr. Santonastaso, Mr. Schick, Dr. Homer-President and Ex-Officio Member, Mrs. Fullem-Chief of Staff and Recording Secretary, and Ms. Fina-College Counsel.

During the Executive Session, the Board of Trustees discussed personnel matters, specifically, the President's goals.

Approved:



Board of Trustees Regular Meeting
Tuesday, August 26, 2025
Executive Office Board Room

WORKSHOP MINUTES

Start: 4:40 p.m.

End: 4:55 p.m.

Present: Mr. Yardley-Chair, Dr. Silverthorne-Vice Chair, Mrs. Frank-Treasurer, Mrs. Pepe-Secretary, Mr. Cable, Dr. Carrick, Mr. Giardullo (via Zoom/phone), Ms. Quinn, Mr. Santonastaso, Mr. Schick, Dr. Homer-President and Ex-Officio Member, Mr. Prior-Alumni Member, and Mrs. Fullem-Chief of Staff and Recording Secretary.

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

Mr. Tsemberlis provided a detailed update on major capital projects:

- Optics Center: Roof installation underway; completion expected late 2025/early 2026.
- Learning Commons: HVAC and interior partitions installed; projected completion early 2026.
- Chapel Renovation: Temporarily housing library books; future plan to house the County Film Commission. The Adult Transition Center is to be relocated to Building E for accessibility and inclusion.
- Art Gallery: Renovations completed; new flooring to follow during academic recess.
- Nursing Simulation Labs: Open and fully operational.
- Medical Arts Center: Approved by Newton Planning Board; design phase underway; bidding expected in November.
- PSTA Basement: Sewer line installation in progress; completion projected for November.
- Outdoor Shooting Range (Hampton Twp.): Approved; out to bid with Sept. 30 deadline. Strong support from local police chiefs.
- Soccer Field Irrigation System: Well drilling initiated; flow testing to determine system design.
- Future Athletic & Community Facilities: Indoor turf facility, gym expansion, tennis courts, Horton Pond accessible trail, Horton Mansion grant project.

Board members commended the breadth of projects and their community engagement potential.

Approved:

AUDIT & POLICY COMMITTEE
SUSSEX COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES
Tuesday, September 16, 2025
3:00 p.m.

MINUTES

Start: 3:00 p.m.

End: 3:16 p.m.

Present: Mr. Santonastaso-Chair, Mr. Giardullo, Mr. Yardley, Dr. Homer, Dr. Okay, Mrs. Pappan, Mrs. Fullem, and Dr. Gallo.

POLICY – The Committee reviewed:

- Policy No. 300.1 Faculty Requirements. The policy remains unchanged; procedures were clarified to note that credentialing guidance also applies to concurrent enrollment courses. *The committee agrees to submit the policy to the Board of Trustees for reapproval.*
- Policy No. 300.10 Granting Tenure to Full-time Faculty.
 - No changes to policy language; procedures updated to reflect the current Collective Bargaining Agreement (CBA).
 - Tenure committees will now include an external content specialist (non-voting) to provide expertise and perspective.
 - Honorarium for the specialist is approximately \$1,000; availability is ensured through professional networks.
 - Committees consist of three voting tenured faculty members plus the non-voting specialist.
 - Process timeline: committee forms late in year four, evaluates in year five, and the recommendation proceeds through administration to the Board in year six.
 - One faculty member (Diane Harris) has completed this process under current parameters. *The committee agrees to submit the policy to the Board of Trustees for reapproval.*
- Policy No. 600.02 Weapons Policy. There are no changes. *The committee agrees to submit the policy to the Board of Trustees for reapproval.*
- Updated Policy No. 600.03 Weapons on Campus – Authorization to Carry for Retired Police Officers (RPO) and NJ SORA Level 2. *The committee agrees to submit the policy to the Board of Trustees for reapproval.*
 - Minor clarification to include security officers holding NJ SORA Level 2 certification.
 - Local law enforcement assists during large events as needed.

AUDIT – None this month.

OTHER BUSINESS

- The committee reviewed the August 1, 2025 – September 8, 2025 Incident Reports.

PERSONNEL & CURRICULUM COMMITTEE
SUSSEX COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES
Tuesday, September 16, 2025

MINUTES

Start: 4:00 p.m.

End: 4:19 p.m.

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

PERSONNEL – The committee reviewed:

- Personnel Actions Personnel Actions August 13 – September 10, 2025, including full-time and part-time new hires and open positions, and resignations/terminations/positions ended.
 - A discussion was held regarding staffing for the expanding athletic program. Administration noted a plan to backfill the part-time trainer position, utilize shared services, and engage event-specific trainers as needed.
 - Security dispatch roles were explained as part of a revamped campus security model separating dispatchers from responders. The committee also discussed the value of the dispatcher/telecommunications course at the Public Safety Training Academy.
 - A newly created paid mascot position to improve outreach and maintain continuity of representation at events was explained. Marketing ideas for job postings (e.g., QR-code business cards, displays at presidential receptions) were shared.

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

- 2026-2027 Administrative Calendar. This calendar defines college holidays and college closures. Security is on duty when the college is closed. *The committee agreed to bring to the Board of Trustees for approval.*

CURRICULUM

- The committee reviewed the 2026-2027 Academic Calendar. This calendar outlines semester dates, registration periods, and key deadlines. A minor adjustment was made to the registration timing to capture prospective students' interest better. *The committee agreed to bring to the Board of Trustees for approval.*

OTHER BUSINESS

- The committee reviewed the Incident Report from August 1, 2025, to September 8, 2025.

FINANCE & FACILITIES COMMITTEE
SUSSEX COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES
Tuesday, September 16, 2025
Zoom Virtual Meeting

MINUTES

Start: 5:00 p.m.

End: 6:10 p.m.

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

FINANCE – The committee reviewed:

- July and August 2025 Financial Statements.
 - Mrs. Pappan presented the July and August statements, noting the summer usually has lower revenues and costs due to limited summer activity. Enrollment exceeded budget by 6% and the prior year by 2%; tuition revenue was slightly below budget but expected to rise by October
 - A 32% projected increase in health benefit costs for January was discussed. Mrs. Pappan and our broker are marketing the plan for potential better pricing in the private market. Committee requested costs for health benefits (prior, current, and projected years) for the next meeting.
- *The committee agrees to bring to the Board of Trustees to acknowledge receipt and review.*
- Health Insurance Discussion
 - The increase in State Employee Health Benefit Plan rates is believed to be linked to claim experience and underfunding of the state plan.
 - Sussex's own claims are favorable, but other organizations' higher utilization impacted the consortium's overall costs.
- Investments Update
 - Work is underway to schedule a meeting with the investment advisor to discuss the portfolio (\$17.5M) and potential updates to the investment policy before a broader presentation.
- Purchases & Reviews
 - CrowdStrike Endpoint Security: \$58,531.50 for 1,200 licenses (Operating Funds). Provides real-time monitoring and attack containment across college devices. *The committee agrees to bring to the Board of Trustees for approval.*
 - Simulation Manikin from Laerdal for \$129,323.42. Full-Body Simulator that mimics human anatomy and physiology. (Perkins Grant) AOF1. *The committee agrees to bring to the Board of Trustees for approval.*

FACILITIES

- The committee reviewed a Theatrical Technology System from PureTek Group for \$72,203.00. The purchase and installation of a comprehensive theater lighting upgrade for the college's Student Center Theater, which supports intuitive controls and educational engagement, ensuring a visually captivating, safe and accessible performance space for students, staff, and the broader community. (Funding: Carol Jane Scott Charitable Trust Grant: \$15,000.00 20.8%, Chapter 12: 57,203.00 79.2%) AOF1. *The committee agrees to bring to the Board of Trustees for approval.*

- The committee received an update regarding capital facilities projects and maintenance items.
 - Four new labs (Activity 3) in design; bid expected mid-November.
 - Theater walkway safety tape to be installed.
 - Facade and ramp improvements under proposal.
 - Building R progressing with roof, interiors, HVAC, and stucco.
 - Sewer/drainage rebid underway; bids due late September.
 - Library renovation spackling underway; furniture bid pending.
 - McGuire Technical Center demolition and plumbing in progress; asbestos mitigation planned.
 - Gun range bids due early October.
 - Campus lighting upgrade to LED scheduled for November.
 - Other projects: scoreboard foundation, irrigation well, and Horton renovation (grant-dependent).
 - Multiple completed projects were noted.
 - Change orders approved for bipolar ionization and control valves for heating systems in Buildings B & C; within allowable limits.

SAFETY AND SECURITY

- The committee reviewed the August 1, 2025 – September 8, 2025 Incident Reports.

OTHER BUSINESS

- KPIs: Committee requested inclusion of additional financial/facilities KPIs (e.g., working capital, operating margin) in October reports as discussed at an earlier committee meeting.
- Jenzabar Migration: Teams preparing for cutover; contingency plans and communication for blackout period in place.
- State/Federal Funding: Presidents' Council debating formula changes; SCCC to participate in statewide and county economic impact studies.
- Deferred Maintenance: Committee requested an updated list with priorities and costs, desire is to review twice annually.

Sussex County Community College
Personnel Actions August 13 – September 10, 2025

NEW HIRES:

Full Time:

- Jason Boehm – Temporary Full Time Instructor – History / Political Science
- Danielle Giamanco – Athletic Trainer

Part Time:

- Hayley Gronenthal – Adjunct English
 - Pamela Brennan - Adjunct English
 - Tristen Putera – Adjunct Optics
 - Erin Shroll – Adjunct Agriculture
 - Roberto Masis-Castro – Adjunct Biology
 - Michael Carmiche – Adjunct Exercise Science
 - Alex Maxwell – Adjunct Graphic Design
 - Dwyll Williams – Adjunct Welding
 - Vincent Marcone – Shuttle Driver
 - Robert Androvette – Shuttle Driver
 - Seanna Riker – Culinary Service Staff
 - Andrew Moore – PSTA Instructor
 - Michael Ferrarella – PSTA Instructor
 - Zane Papula – Line Cook
-

RESIGNATIONS / TERMINATIONS / POSITION ENDED:

- Victoria Hoskin – Manager of Career & Transitional Programs – Involuntary Resignation Funding Cut
 - Christina Sakelakos – Head Athletic Trainer – Voluntary Resignation
 - Susan Graff – Grant Coordinator – Voluntary Resignation
 - Jessica Wilkens – Dispatcher – Voluntary Resignation
 - Madeline Dean – Dispatcher – Voluntary Resignation
 - Patrick Greer – Adjunct Chemistry – Voluntary Resignation
-

ON LEAVE:

N/A

OPEN POSITIONS:

Part-Time:

- Federal Work Study (SCCC Student Position)
- Mascot (SCCC Student Position)
- Adult Transitions Center Coach
- Bus Driver
- Custodian
- Campus Security Officer
- Dispatcher

- Adjunct Instructor Allied Health
- Adjunct Instructor Biology
- Adjunct Instructor Criminal Justice
- Adjunct Instructor Electrical Lineworker
- Adjunct Instructor English
- Adjunct Instructor Environmental Science
- Adjunct Instructor Human Services
- Adjunct Instructor Legal
- Adjunct Instructor Math
- Adjunct Instructor Music
- Adjunct Instructor Photography
- Adjunct Instructor Theatre Arts
- Adjunct Instructor Welding
- ABE/HSE/ESOL Lab Assistant
- ABE College Career Center Readiness Counselor
- Career Counselor Technical Operations
- ESOL Instructor
- Assistant Soccer Coach
- Assistant Lacrosse Coach
- Assistant Softball Coach
- Assistant Baseball Coach
- Assistant Baseball Coach (pitching)
- Kitchen Lab Assistant
- Culinary Service Staff
- Porter / Dishwasher

2026-2027 Administrative Calendar

| | | |
|---|---|---------|
| Friday, July 3, 2026 | Independence Day Observed | 1 Day |
| Monday, September 7, 2026 | Labor Day | 1 Day |
| Monday, October 12, 2026 | Columbus Day/Indigenous Peoples' Day | 1 Day |
| Thursday, November 26, 2026 | Thanksgiving Day | 1 Day |
| Friday, November 27, 2026 | Friday After Thanksgiving | 1 Day |
| Thursday, December 24, 2026-Thursday, December 31, 2026 | Winter Break | 6 Days |
| Friday, January 1, 2027 | New Year's Day | 1 Day |
| Monday, January 18, 2027 | Martin Luther King, Jr., Day | 1 Day |
| Monday, May 31, 2027 | Memorial Day | 1 Day |
| | | 14 Days |

*College-determined holiday.

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

2026-2027 Academic Calendar

The College reserves the right to adjust the calendar as conditions necessitate.

Summer 2026 (May 18 – August 20, 2026)

SUMMER 1 2026

| | |
|-------------------------------|--|
| May 14 | UPP & Senior Citizen Registration begins |
| May 18 | Classes begin; Late Registration begins |
| May 19 | Last day to late register or add a class |
| May 21 | Last day to drop a class with a 100% refund (tuition & fees). There are no partial refunds after this date. |
| May 21 | Last day to change to an audit |
| May 22 to May 26 (11:59 pm) | Tenth Day Enrollment Entered Online (Faculty Only) |
| May 25 | Memorial Day – College Closed |
| June 16 | Last day to withdraw with a “W” |
| June 19 | Juneteenth – College Open – Events Planned on Campus |
| June 22 | Final day of semester |
| June 16 to June 24 (11:59 pm) | Final Grades Entered Online (Faculty Only) |

SUMMER 2 2026 (7 Weeks)

| | |
|---------------------------------|--|
| June 18 | UPP & Senior Citizen Registration begins |
| June 23 | Classes begin; Late Registration begins |
| June 25 | Last day to late register or add a class |
| July 1 | Last day to drop a class with a 100% refund (tuition & fees). There are no partial refunds after this date. |
| July 1 | Last day to change to an audit |
| July 2 to July 6 (11:59 pm) | Tenth Day Enrollment Entered Online (Faculty Only) |
| July 3 | July 4th Holiday Observance – College Closed |
| July 29 | Last day to withdraw with a “W” |
| August 6 | Final day of semester |
| August 5 to August 8 (11:59 pm) | Final Grades Entered Online (Faculty Only) |

SUMMER 3 2026 (5 Weeks)

| | |
|--------------------------------|--|
| June 24 | UPP & Senior Citizen Registration begins |
| June 29 | Classes begin; Late Registration begins |
| June 30 | Last day to late register or add a class |
| July 2 | Last day to drop a class with a 100% refund (tuition & fees). There are no partial refunds after this date. |
| July 2 | Last day to change to an audit |
| July 3 | July 4th Holiday Observance – College Closed |
| July 3 to July 6 (11:59 pm) | Tenth Day Enrollment Entered Online (Faculty Only) |
| July 23 | Last day to withdraw with a “W” |
| July 30 | Final day of semester |
| July 27 to August 1 (11:59 pm) | Final Grades Entered Online (Faculty Only) |

SUMMER 4 2026 (14 Weeks)

| | |
|-----------------------------------|--|
| May 14 | UPP & Senior Citizen Registration begins |
| May 18 | Classes begin; Late Registration begins |
| May 25 | Memorial Day – College Closed |
| May 22 | Last day to late register or add a class |
| June 2 | Last day to drop a class with a 100% refund (tuition & fees). There are no partial refunds after this date. |
| June 2 | Last day to change to an audit |
| June 3 to June 8 (11:59 pm) | Tenth Day Enrollment Entered Online (Faculty Only) |
| July 3 | July 4th Holiday Observance – College Closed |
| August 3 | Last day to withdraw with a “W” |
| August 20 | Final day of semester |
| August 17 to August 22 (11:59 pm) | Final Grades Entered Online (Faculty Only) |

FALL 2026

| | |
|-------------------------|--|
| August 31 – September 4 | Full-Time Faculty Return/Faculty & Staff Orientation |
|-------------------------|--|

| | |
|---|--|
| <i>See Campus Life Calendar for Dates</i> | Orientation for New & Transfer Students |
| September 3 | Adjunct Faculty Orientation |
| September 3 | UPP & Senior Citizen Registration begins |
| September 7 | Labor Day - College Closed |
| September 8 | Classes Begin; Late Registration begins |
| September 14 | Last day to late register or add a class |
| September 21 | Last day to drop a class with a 100% refund (tuition & fees). There are no partial refunds after this date. |
| September 21 | Last day to change to an audit |
| September 22 to September 28 (11:59 pm) | Tenth Day Enrollment Entered Online (Faculty Only) |
| September 30 | Last day to change Spring & Summer Incomplete grades |
| October 12 | Indigenous Peoples' Day – College Closed |
| October 14 | Registration for Winter begins |
| October 26 to November 1 (11:59 pm) | Midterm D's & F's Entered Online (Faculty Only) |
| November 11 | Veterans Day – College Open - Events Planned on Campus |
| November 16 | Registration for Spring begins |
| November 25 (5:00 pm) to November 29 | Thanksgiving Holiday – College Closed |
| December 3 | Last day to withdraw with a “W” |
| December 23 | Final day of the semester |
| December 15 to December 25 (11:59 pm) | Final Grades Entered Online (Faculty Only) |
| December 25, 2026 to January 1, 2027 | Winter Break – College Closed |
| FALL 2026 Early Finish | |
| September 7 | Labor Day - College Closed |
| September 8 | Classes Begin; Late Registration begins |
| September 10 | Last day to late register or add a class |
| September 15 | Last day to drop a class with a 100% refund (tuition & fees). There are no partial refunds after this date. |
| September 15 | Last day to change to an audit |
| September 16 to September 20 (11:59 pm) | Tenth Day Enrollment Entered Online (Faculty Only) |
| October 12 | Indigenous Peoples' Day – College Closed |
| October 21 | Last day to withdraw from Early Finish with a “W” |
| October 29 | Final day of Early Finish |
| October 23 to October 31 (11:59 pm) | Final Grades Entered Online (Faculty Only) |
| FALL 2026 Delayed Start | |
| September 28 | Classes Begin; Late Registration begins |
| October 1 | Last day to late register or add a class |
| October 7 | Last day to drop a class with a 100% refund (tuition & fees). There are no partial refunds after this date. |
| October 7 | Last day to change to an audit |
| October 8 to October 13 (11:59 pm) | Tenth Day Enrollment Entered Online (Faculty Only) |
| October 12 | Indigenous Peoples' Day – College Closed |
| November 11 | Veterans Day – College Open - Events Planned on Campus |
| November 25 (5:00 pm) to November 29 | Thanksgiving Holiday – College Closed |
| December 10 | Last day to withdraw from Delayed Start with a “W” |
| December 23 | Final day of Late Start Session |
| December 15 to December 25 (11:59 pm) | Final Grades Entered Online (Faculty Only) |

| FALL 2026 Late Start | |
|---|---|
| November 2 | Classes Begin; Late Registration begins |
| November 4 | Last day to late register or add a class |
| November 9 | Last day to drop a class with a 100% refund (tuition & fees). There are no partial refunds after this date. |
| November 9 | Last day to change to an audit |
| November 10 to November 13 (11:59 pm) | Tenth Day Enrollment Entered Online (Faculty Only) |
| November 11 | Veterans Day – College Open - Events Planned on Campus |
| November 25 (5:00 pm) to November 29 | Thanksgiving Holiday – College Closed |
| December 15 | Last day to withdraw from Late Start with a “W” |
| December 23 | Final day of Late Start |
| December 14 to December 25 (11:59 pm) | Final Grades Entered Online (Faculty Only) |
| WINTER 2027 | |
| December 22 | UPP & Senior Citizen Registration begins |
| January 4 | Classes begin; Late Registration begins |
| January 4 | Last day to late register or add a class |
| January 5 | Last day to drop a class with a 100% refund (tuition & fees). There are no partial refunds after this date. |
| January 5 | Last day to change to an audit |
| January 6 to January 7 (11:59 pm) | Tenth Day Enrollment Entered Online (Faculty Only) |
| January 13 | Last day to withdraw with a “W” |
| January 15 | Final day of semester |
| January 15 to January 17 (11:59 pm) | Final Grades Entered Online (Faculty Only) |
| SPRING 2027 | |
| <i>See Campus Life calendar for dates</i> | <i>Orientation for New & Transfer Students</i> |
| <i>January 11-15</i> | <i>Full-Time Faculty Return/Faculty & Staff Orientation</i> |
| <i>January 14</i> | <i>Adjunct Faculty Orientation</i> |
| January 14 | UPP & Senior Citizen Registration begins |
| January 18 | Martin Luther King Jr. Day – College Closed |
| January 19 | Classes begin; Late Registration begins |
| January 25 | Last day to late register or add a class |
| February 1 | Last day to drop a class with a 100% refund (tuition & fees). There are no partial refunds after this date. |
| February 1 | Last day to change to an audit |
| February 1 | Registration for Summer begins |
| February 2 to February 8 (11:59 pm) | Tenth Day Enrollment Entered Online (Faculty Only) |
| February 15 | Last day to change Fall & Winter Incomplete grades |
| March 8 to March 14 | Spring Break |
| March 15 to March 21 (11:59 pm) | Midterm D's & F's Entered Online (Faculty Only) |
| March 22 | Registration for Fall begins |
| April 20 | Last day to withdraw with a “W” |
| May 10 | Final day of semester |
| May 4 to May 12 (11:59 pm) | Final Grades Entered Online (Faculty Only) |
| May 12 | Commencement |

| SPRING 2027 Early Finish | |
|---------------------------------------|--|
| January 19 | Classes begin; Late Registration begins |
| January 21 | Last day to late register or add a class |
| January 26 | Last day to drop a class with a 100% refund (tuition & fees). There are no partial refunds after this date. |
| January 26 | Last day to change to an audit |
| January 27 to January 31 (11:59 pm) | Tenth Day Enrollment Entered Online (Faculty Only) |
| February 26 | Last day to withdraw from Early Finish with a "W" |
| March 8 to March 14 | Spring Break |
| March 18 | Final day of Early Finish |
| March 2 to March 20 (11:59 pm) | Final Grades Entered Online (Faculty Only) |
| SPRING 2027 Delayed Start | |
| February 8 | Classes Begin; Late Registration begins |
| February 11 | Last day to late register or add a class |
| February 17 | Last day to drop a class with a 100% refund (tuition & fees). There are no partial refunds after this date. |
| February 17 | Last day to change to an audit |
| February 18 to February 23 (11:59 pm) | Tenth Day Enrollment Entered Online (Faculty Only) |
| March 8 to March 14 | Spring Break |
| April 27 | Last day to withdraw from Delayed Start with a "W" |
| May 10 | Final day of Delayed Start |
| May 3 to May 12 (11:59 pm) | Final Grades Entered Online (Faculty Only) |
| SPRING 2027 Late Start | |
| March 19 | Classes Begin; Late Registration begins |
| March 23 | Last day to late register or add a class |
| March 26 | Last day to drop a class with a 100% refund (tuition & fees). There are no partial refunds after this date. |
| March 26 | Last day to change to an audit |
| March 27 to March 30 (11:59 pm) | Tenth Day Enrollment Entered Online (Faculty Only) |
| April 27 | Last day to withdraw from Late Start with a "W" |
| May 10 | Final day of Late Start |
| May 3 to May 12 (11:59 pm) | Final Grades Entered Online (Faculty Only) |

Sussex County Community College

Policy No.: 300.1

Area: Academic Affairs

Adopted: October 23, 2018

Readopted: March 28, 2023

300.1 Faculty Requirements

PURPOSE OF THE POLICY

The purpose of this policy is to establish criteria to seek the best qualified candidates available for all faculty positions within the limitations imposed by the availability of resources, level of the appointment, unique requirements of the positions, and the talent pool.

GENERAL STATEMENT OF FACULTY REQUIREMENTS

Sussex County Community College shall consider academic preparation, professional training, and equivalent experience of prospective faculty.

Sussex County Community College

Policy No.: 300.10

Area: Academic Affairs

Adopted: October 23, 2018

(Renumbered policy 300.27)

300.10 Granting Tenure to Full-time Faculty

PURPOSE OF THE POLICY

The purpose of this policy is to establish criteria for granting tenure to full-time faculty whose performance as a non-tenured faculty member demonstrates the ability and willingness to make a continuing contribution to the positive growth and development of Sussex County Community College.

GENERAL STATEMENT FOR EARNING TENURE FOR FULL-TIME FACULTY

SCCC shall grant tenure to full-time faculty (i.e. those who hold academic rank and appointment to faculty positions), in accordance with all applicable New Jersey statutes and New Jersey Administrative Code requirements, as well as the criteria established by the Board of Trustees in its sole discretion. The final decision of the College President shall be considered final and shall not be subject to any grievance and arbitration provisions of the SCCC Faculty Federation agreement.

Sussex County Community College
Policy No.: 600.02
Area: Safety & Security
Approved: October 27, 2015

600.02 Weapons on Campus

Sussex County Community College prohibits weapons possession of any kind on any College owned or controlled property. Prohibition includes the carrying or possession of a firearm, weapon, or unlawful device as defined by N.J.S.A. 2C:39-1, and other objects/weapons as further described herein, while on Sussex County Community College property¹. This policy is applicable to all faculty, staff, students and visitors.

Note: This prohibition does not extend to active law enforcement, retired law enforcement, or others who are in compliance with N.J.S.A. 2C:39-3g. Those officers/agents who are not on duty should make efforts to conceal and/or prevent public display of a weapon so as not to cause public alarm.

Definitions

Firearm - any firearm whether operable or inoperable as defined by the New Jersey Criminal Code or any facsimile thereof, including, but not limited to paintball guns, BB guns, air soft guns, or any device that propels a projectile of any kind as defined in N.J.S.A. 2C:39-3; 2C:39-4 and 2C:39-5.

Explosive or Destructive Device - as defined in New Jersey Criminal Code, N.J.S.A. 2C:38-3. Any explosive compound/material defined in the New Jersey Criminal Code; or, any hoax device or replica of a destructive device.

Weapon (all others) - Any operable or inoperable object (or reasonable facsimile thereof) referenced in the New Jersey Criminal Code, including but not limited to any knife or edged weapon with a blade of three or more inches in length, any impact-type instrument (e.g., club, nun chuck, etc.), any electrical discharge weapon (e.g. stun gun or Taser) Please refer to definitions as per N.J.S.A. 2C:39-1.

Exceptions - Any person employed by the college (e.g., faculty, maintenance staff, security, contractor) authorized by the President or his/her designee to have in his/her possession for use as part of any activity conducted at the college workplace a device which would otherwise be prohibited by this policy.

¹ Property is defined as including, but not limited to; buildings, grounds, roadways and parking areas. Public Safety Training Academy – This policy does not apply, when in conflict with lawful and approved activities occurring at the PSTA.

600.03 Weapons on Campus – Authorization to Carry for Retired Police Officers (RPO) and NJ SORA Level 2

Introduction:

In an effort to reinforce the safety and security of the campus community, certain qualified staff members may be approved and directed to carry a firearm on any and all SCCC properties, at the discretion of the college president or designee.

Rationale:

With the increase of catastrophic violent crime at institutions of higher education and other public and private areas abroad, Sussex County Community College recognizes the potential for increased casualties associated with timed response by law enforcement. It is the college's intent to mitigate loss and/or prevent these types of incidents through immediate intervention by trained and qualified personnel of Sussex County Community College. The New Jersey retired law enforcement officer permit to carry a handgun law was enacted to help make our streets and communities safer. SCCC shall authorize intercession by qualified employees when there exists an imminent threat of serious bodily injury or death, and there is an immediate need to act for the protection of life.

The Board of Trustees empowers the College President to approve and provide a written authorization for:

- A law enforcement officer who retired in good standing (RPO) and is an employee of Sussex County Community College, provided they maintain a valid permit to carry a handgun issued pursuant to N.J.S.A. 2C:58-4, and meet the exception to N.J.S.A. 2C:39-5(b.) outlined in N.J.S.A. 2C:39-6(l.).
- An employee who possesses and maintains a valid New Jersey Security Officer Registration Act (SORA) Level 2 certification, in accordance with state law and college policy.

Any authorization will only be for the time period the New Jersey State Police issued identification card or SORA certification is valid.

Eligible Employees

The college employee who is authorized shall be assigned in a position that serves the college in the capacity of safety and security. Those positions shall include, but may not be limited to, the

following: Director of Campus Safety, Security & Campus Officers, and any personnel the College President authorizes.

The staff member must provide the College President, upon request, documentation supporting compliance with the applicable state requirements, including but not limited to, a copy of the identification card issued by the Superintendent of the State Police (for RPOs) or SORA Level 2 certification documentation, along with any associated training and qualification records.

The College President may request additional proofs of capacities and capabilities and may also wish to review these documents with the local Chief of Police or designee.

Written Authorization Required

Upon such approval, the College President shall provide written authorization to the staff member along with any conditions on the authority to carry a handgun on campus property as required by the State of New Jersey. N.J.S.A. 2C:39-5(b.).

Notification to Law Enforcement Jurisdictions

Upon approval by the College President, the College President or designee shall notify any and all law enforcement authorities within the jurisdictions associated, of any person or persons who will be authorized to carry a firearm on college property. This shall include basic pedigree information and current photo. Employees so authorized must also carry photographic identification indicating their authorization as required by New Jersey State law.

Maintenance of Valid Permit

The college shall satisfy any associated costs for the maintenance of the RPO's permit to carry and SORA license, including but not limited to, permit to carry fees and ammunition and equipment costs associated with required semi-annual qualifications. In addition, the college shall facilitate and make available any training and qualifications required by the State of New Jersey. This may include utilization and coordination of training at the college's Public Safety Training Academy or other appropriate facility as needed.

Training and Equipment Requirements

The RPO or SORA Level 2 security officer shall make themselves available for required training associated with the permit to carry, including firearms qualification and use of force training, as well as SORA training and certification. In addition to semiannual qualification with a handgun, the authorized carrier must be thoroughly familiar with N.J.S.A. 2C:3-1 et. seq. of the New Jersey Code of Criminal Justice which codifies the justified use of deadly force by a civilian.

The authorized carrier shall provide their own firearm and holster that must conform to the restrictions set forth in the state's handgun qualification course. The college reserves the right to further restrict and/or dictate the type of equipment and attire to be utilized while acting in this capacity. It should also be noted that, as civilians, neither retired officers nor SORA Level 2 officers can legally carry hollow-point ammunition or utilize high-capacity ammunition magazines (capable of holding more than 15 rounds) in the handgun they are carrying.

Indemnification

The college shall secure indemnification protection from the appropriate authority sufficient to protect the college, the authorized carrier, and any third party(s) from any potential loss that may arise due to the actions involving the employee and his/her assigned duties.

****The compensation portion of this policy (procedures) has been removed.**



PROCUREMENT MEMO

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

CC: Wendy Fullem, Karen Unrath

FROM: Matthew Stoppay, Purchasing Manager

DATE: September 9, 2025

SUBJECT: CrowdStrike Software – 1200 Seats

Description: CrowdStrike provides endpoint cyberattack detection and 24/7 monitoring and response covering the 1200 workstations, laptops and servers that comprise the College network.

Vendor Name: CDW

Amount: \$58,531.50

Procurement Method: Contract: New Jersey T3121 Software (T3121 #20-TELE-01511)

Funding: Operating Funds

Attachments: CDW Quote



Thank you for choosing CDW. We have received your quote.

Hardware

Software

Services

IT Solutions

Brands

Research Hub

QUOTE CONFIRMATION

JUDY LOVAS,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

[Convert Quote to Order](#)

| QUOTE # | QUOTE DATE | QUOTE REFERENCE | CUSTOMER # | GRAND TOTAL |
|---------|------------|----------------------------------|------------|-------------|
| PNTR191 | 8/18/2025 | SUSSEX- CROWDSTRIKE REV OCT/1 | 1453190 | \$58,531.50 |

| QUOTE DETAILS | | | | |
|---|------|---------|------------|-------------|
| ITEM | QTY | CDW# | UNIT PRICE | EXT. PRICE |
| Falcon Complete with Threat Graph Standard - subscription license - 1 licen Mfg. Part#: CS.FCSD.GOV.SOLN Electronic distribution - NO MEDIA Contract: New Jersey T3121 Software (T3121 #20-TELE-01511) | 1200 | 7688924 | \$41.61 | \$49,932.00 |
| CrowdStrike Insight - Bundled Software Subscription Mfg. Part#: CS.INSIGHTB.SOLN Electronic distribution - NO MEDIA Contract: New Jersey T3121 Software (T3121 #20-TELE-01511) | 1200 | 5400615 | \$0.00 | \$0.00 |
| CrowdStrike Prevent - Bundled Software Subscription Mfg. Part#: CS.PREVENTB.SOLN Electronic distribution - NO MEDIA Contract: New Jersey T3121 Software (T3121 #20-TELE-01511) | 1200 | 5400620 | \$0.00 | \$0.00 |
| CrowdStrike Discover - Bundled Software Subscription Mfg. Part#: CS.DISCB.SOLN Electronic distribution - NO MEDIA Contract: New Jersey T3121 Software (T3121 #20-TELE-01511) | 1200 | 5400623 | \$0.00 | \$0.00 |
| Falcon Complete - subscription license - 1 license Mfg. Part#: CS.FALCOMPSGOV.SVC Electronic distribution - NO MEDIA Contract: New Jersey T3121 Software (T3121 #20-TELE-01511) | 1200 | 6896200 | \$0.00 | \$0.00 |
| CrowdStrike Threat Graph Standard on GovCloud Software Subscription Mfg. Part#: CS.TG.STD.GOV Electronic distribution - NO MEDIA Contract: New Jersey T3121 Software (T3121 #20-TELE-01511) | 1200 | 5900110 | \$0.00 | \$0.00 |
| CrowdStrike Overwatch - Bundled Mfg. Part#: CS.OWB.SVC | 1200 | 5400629 | \$0.00 | \$0.00 |

QUOTE DETAILS (CONT.)

Electronic distribution - NO MEDIA

Contract: New Jersey T3121 Software (T3121 #20-TELE-01511)

CrowdStrike Falcon Intelligence Application Software Subscription

1200

7369172

\$2.81

\$3,372.00

Mfg. Part#: CS.INTEL.SOLN

Electronic distribution - NO MEDIA

Contract: New Jersey T3121 Software (T3121 #20-TELE-01511)

CrowdStrike Falcon Spotlight Application Software Subscription

250

5522278

\$1.31

\$327.50

Mfg. Part#: CS.SPOTLT.SOLN

UNSPSC: 43233205

Electronic distribution - NO MEDIA

Contract: New Jersey T3121 Software (T3121 #20-TELE-01511)

CrowdStrike Express Support

1

4803952

\$4,900.00

\$4,900.00

Mfg. Part#: RR.HOS.ENT.EXPS

Electronic distribution - NO MEDIA

Contract: New Jersey T3121 Software (T3121 #20-TELE-01511)

SUBTOTAL \$58,531.50**SHIPPING** \$0.00**SALES TAX** \$0.00**GRAND TOTAL** **\$58,531.50****PURCHASER BILLING INFO****Billing Address:**

SUSSEX COUNTY COMMUNITY COLLEGE
ACCTS PAYABLE
1 COLLEGE HILL RD
NEW JERSEY EDUCATIONAL FACILIT
NEWTON, NJ 07860-1149
Phone: (973) 300-2100
Payment Terms: NET 30 Days-Govt/Ed

DELIVER TO**Shipping Address:**

SUSSEX COUNTY COMMUNITY COLLEGE
JUDY LOVAS
1 COLLEGE HILL RD
NEW JERSEY EDUCATIONAL FACILIT
NEWTON, NJ 07860-1149
Phone: (973) 300-2100
Shipping Method: ELECTRONIC DISTRIBUTION

Please remit payments to:

CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515

**Sales Contact Info****Charlie Rhodes** | (866) 643-9334 | charlie.rhodes@cdwg.com**Need Help?****My Account****Support****Call 800.800.4239**

[About Us](#) | [Privacy Policy](#) | [Terms and Conditions](#)

This order is subject to CDW's Terms and Conditions of Sales and Service Projects at
<http://www.cdwg.com/content/terms-conditions/product-sales.aspx>

For more information, contact a CDW account manager.

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PROCUREMENT MEMO

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

CC: Wendy Fullem, Karen Unrath,

FROM: Matthew Stoppay, Purchasing Manager

DATE: September 8, 2025

SUBJECT: Simulation Manikin

Description: Full-Body Simulator that mimic human anatomy and physiology

Vendor Name: Laerdal

Amount: \$129,323.42

Procurement Method: Joint Purchasing Consortium FY25JPC-28 Academic & Medical Supply pricing

Funding: Perkins Grant

Attachments: Laerdal Group Quote

Laerdal Medical Corporation

167 Myers Corners Road
 Wappingers Falls, NY 12590
 Order to: 877-LAERDAL
 Fax Order To: (800) 227-1143
 Email: customerservice@laerdal.com

Territory Manager

Terry Whalen
 (845) 260-2342
 terry.whelen@laerdal.com

Instructions

To prevent any delays in processing your purchase, please include your quote # when ordering.

DATE: 09-02-2025

ATTN: Melissa DeJoseph

mdejoseph@sussex.edu

QUOTE NUMBER: Q-1178233
CREDIT TERMS: 30 days
EXPIRATION DATE: 12-31-2025
PO NUMBER:

BILL TO: 02156560
 SUSSEX COUNTY COMMUNITY COLLEGE
 1 COLLEGE HILL
 NEWTON NJ 07860

SHIP TO:
 Melissa DeJoseph
 SUSSEX COUNTY COMMUNITY COLLEGE
 1 College Hill Rd
 Newton NJ 07860

Joint Purchasing Consortium FY25JPC-28 – Academic & Medical Supply pricing applied.

MamaAnne- Dark

| Qty | Description | List Price | Term | Billing Freq. | Unit Price | Total |
|-----|---|-------------|------|---------------|-------------|-------------|
| 1 | 380-00250 MamaAnne Dark Includes: MamaAnne Dark Manikin, Birthing Baby with Placenta, Incomplete Placenta with Retained Parts, Delivery and Transition to PPH Belly with Palpable Contractions, Boggy and Firm Uterus, Advanced PPH Uterus with Cervix, Cephalic and Breech Clamps, 2x Clean Bleed Mat, Set of Consumables, Gown, Quick Setup Guide, User Guide. | \$66,044.00 | | | \$66,044.00 | \$66,044.00 |
| 1 | 260320 Cable,Power,C5,2m,US CBL-PWR- C5-US-2M | \$0.00 | | | \$0.00 | \$0.00 |
| 1 | 370-00033 MamaBirthie Dark with C-section Module . | \$2,257.00 | | | \$0.00 | \$0.00 |



MamaAnne- Dark

| Qty | Description | List Price | Term | Billing Freq. | Unit Price | Total |
|---------------|---|-------------|------|---------------|-------------|---------------------|
| 1 | 400-01050 LLEAP Software License . | \$6,719.00 | | | \$6,719.00 | \$6,719.00 |
| 1 | 400-10201 Laptop For use with LLEAP, Ultrasound, or as a Patient Monitor | \$2,414.00 | | | \$2,414.00 | \$2,414.00 |
| 1 | 400-29301 All In One Panel PC For use with LLEAP, or as a Patient Monitor. • AIO Monitor does not come ready to be wall mounted. • Requires additional MGR Part, # 6H1W8AA (not sold by Laerdal) • Requires a wall mount (not sold by Laerdal) | \$3,044.00 | | | \$3,044.00 | \$3,044.00 |
| 1 | 400-93050 Mobile Router Can accommodate up to 3 simulators being used simultaneously on one router. Battery-powered and ideal for mobile simulations. For optional internet access, SIM Card (not included) must be purchased by the customer. | \$260.00 | | | \$260.00 | \$260.00 |
| 1 | 380-B-EDBNL1 MamaAnne Education Bundle: Getting Started/LLEAP A 2-day educational session with a Laerdal Educator at the customer site for up to 8 participants. Day one focuses on fundamental knowledge of the Simulator and day two provides in- depth knowledge of the Learner Application software. | \$8,818.00 | | | \$8,818.00 | \$8,818.00 |
| 1 | 380-B-ProTech-MA MamaAnne ProTech Coverage Complete technical coverage for simulator, patient monitor, instructor laptop and or SimPad against defects, including loaner coverage, updates and modifications to products. ProTech also includes the following value add items: installs for new manikin, 1 periodic maintenance per year as requested, and Premium Tech Support. | \$78,209.00 | 60 | One Time | \$41,114.42 | \$41,114.42 |
| TOTAL: | | | | | | \$128,413.42 |

| | |
|---------------------------|--------------|
| ITEM TOTAL: | \$128,413.42 |
| SHIPPING/HANDLING: | \$910.00 |
| ADDITIONAL CHARGE/CREDIT: | |
| TAX: | \$0.00 |
| TOTAL: | \$129,323.42 |

Appropriate Sales Tax will be added to invoice - Pricing and Availability are subject to change
Shipping/Handling costs will be added to invoice

By Accepting this Quote, the following terms are hereby incorporated into customer's order:

Products:

Products that are currently on contract will be removed immediately if manufacturing or distribution of the product is discontinued.

Payment:

Net 30 Days for approved open accounts; CIA; Credit Cards accepted.

Warranty:

One(1) year warranty on manufactured products and 90 day warranty on refurbished products
Two(2) year parts replacement warranty with technical assistance by phone on all Hill-Rom refurbished products

Delivery:

If you require delivery of the product to a specific location within your building, there will be an additional charge. This charge will be included in the total Shipping and Handling cost stated in this quote.

Delivery of product to a site without a loading dock will require Lift Gate delivery and should be identified during quote process as there is an added fee. In addition, if delivery to a specific location within a building is needed, it is available at an additional cost. Please ensure that necessary delivery requirements are discussed, and the related fees are included on the quote. This will also enable us to set proper delivery expectations with our warehouse.

Training/Education:

Onsite and Virtual Education will expire one (1) year from date of purchase. Exceptions include:

- Educational Pathway trainings will expire two (2) years from date of purchase. Five (5) or more Ed Path Training days will expire in five (5) years.
- Contracts/Technology Sustainment Program (TSP)
- Advanced Care & Maintenance Courses

Cancellation/Rescheduling

CANCELLATION or RESCHEDULING of Educational, Technical, AV, or Implementation Services WILL RESULT in CANCELLATION / RESCHEDULING FEES as detailed below:

5 Business Days or Less Prior to Appointment = 100% of Educational, Technical, AV, or Implementation Services
6-14 Business Days Prior to Appointment = 50% of Educational, Technical, AV, or Implementation Services
15 Business Days or More Prior to Appointment = No Fee

Customer will be required to submit a new PO to reschedule a cancelled Educational, Technical, AV, or Implementation Services.

Confidential



PROCUREMENT MEMO

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

CC: Wendy Fullem, Karen Unrath,

FROM: Matthew Stoppay, Purchasing Manager

DATE: September 8, 2025

SUBJECT: Theatrical Technology System

Description: The Purchase and installation of a comprehensive theater lighting upgrade for the college's Student Center Theater which supports intuitive controls and educational engagement, ensuring a visually captivating, Safe, and accessible performance space for students, staff and the broader community

Vendor Name: PureTek Group

Amount: \$72,203.00

Procurement Method: Co-op # HCESC-CAT-25-06

Funding: Carol Jane Scott Charitable Trust Grant: \$15,000.00 (20.8%), Chapter 12: 57,203.00 (79.2)

Attachments: PureTek Group Quote

2025 PROPOSAL

At Puretek Group, we blend technology and creativity to design immersive EduTainment spaces that empower education.



www.PureTekgroup.com

+973 915 3133
info@puretekgroup.com

unRAVL

ONE TOUCH, TOTAL CONTROL

(un)ified (R)igging (A)udio (V)isual (L)ighting

Unravels the complexity of standard school systems by seamlessly integrating lighting, audio, visual, and rigging technologies into a user-friendly touchscreen-based platform.



PureTek Group Inc
315 Wootton St Ste L
Boonton, NJ 07005
9739153133
info@puretekgroup.com
www.puretekgroup.com



ADDRESS

Timothy O'Conner
Sussex County Community
College
1 College Hill Rd
Newton, NJ 07860

Estimate 1936

DATE 09/02/2025

EXPIRATION DATE 10/01/2025

COOP#

HCESC-CAT-25-06 Tech Supplies

| DATE | ACTIVITY | DESCRIPTION | QTY | RATE | AMOUNT |
|------|----------|--|-----|-----------|-----------|
| | Sales | Scope of work in accordance with enclosed Theatrical Technology System Bill-of-Materials for the Sussex County Community College Theatrical Upgrades | 1 | 72,203.00 | 72,203.00 |

Transaction is subject to PureTek Standard Terms & Conditions of Sale. Full system(s) verification and design to be performed upon submittal phase (if applicable). A 25% payment is due upon submission of engineered submittals and design (if applicable). PE drawings, GC work, disposal, fire alarm/PA connections, painting, patching, and anything not expressly specified in the proposal and/or BOM is not included.

TOTAL \$72,203.00

Accepted By

Accepted Date

Theatrical Technology System Bill-of-Materials

| Manufacturer | Item # | Description | Qty |
|---|-----------------------|--|-----|
| Theatrical Dimming Controls | | | |
| ETC | Element 2 | Element Lighting Console | 1 |
| Dell | P2424HT | 24" Touchscreen Monitor & HDMI Cable | 1 |
| SSRC | PM-2-2PGFL-1-DMX5F | Pipe Mount 2-GANG BOX: (2) Stage Pin | 4 |
| Strand | CD80CM-SV | Dual 20A Constant Power Module | 4 |
| ETC | CSR-M | ColorSource Relay Multiverse Receiver | 4 |
| Stage Fixtures | | | |
| Elektralite | SRAY RGBL 200W ENG PT | Stingray Profile RGBL 200w Ellipsoidals | 16 |
| Elektralite | SRAY LENS 26D | 26 Degree Lens for Stingray Profile | 8 |
| Elektralite | SRAY LENS 19D | 19 Degree Lens for Stingray Profile | 8 |
| MISC | MISC | C-clamp, 10ft 5-Pin DMX, 10ft PowerCon, Safety Cable | 16 |
| Design, Services & Education | | | |
| PureTek Group | Commissioning | Commissioning/Programming/Engineering/Training | 32 |
| PureTek Group | Fixture Install | Hang and focus of new stage fixtures; Creation of Magic Sheets | 8 |
| Electrical Labor | | | |
| PureTek Group | Electrical Labor | Electrical labor for the above scope of work to consist of: installation of equipment in accordance with manufacturers' specifications, new low and line voltage wiring, terminations, electrical materials, deliveries, misc. materials, lift rental, disposal and site clean-up. All electrical and low voltage work will meet NEC code compliance and professional workmanship standards. | 1 |

Notes:

- Any equipment not specified above is not included.
- Shipping to client is included. Equipment is subject to manufacturer lead times.
- Anything out of scope of proposal is not included; Any GC work including but not limited to removal and installation of flooring, painting or patching, HVAC work, PE Drawings or PE Services and any other services not specified above are not included.
- System components may be changed during submittals phase for the purpose of accommodating system functionality.
- A 25% payment is due upon submission of engineered submittals and design.

Standard Terms & Conditions of Sale

All sales made by PureTek Group ("Seller") are subject to the Standard Terms and Conditions of Sale stated below and which may be amended from time to time by Seller. These terms and conditions take precedence over Client/Buyer's supplemental or conflicting terms and conditions to which notice of objection is hereby given. Neither Seller's commencement of performance or delivery shall be deemed or construed as acceptance of Buyer's supplemental or conflicting terms and conditions. Buyer's acceptance of the products and/or services from Seller shall be deemed to constitute acceptance of the terms and conditions contained herein.

1. **Quotations.** All quotes are valid for 30 days from issue date. Additional freight charges may apply. Buyer agrees to pay the price increase on products as a result of tariff increases imposed by the US Government after the date of a Quote.
2. **Taxes.** Unless otherwise agreed to in writing by Seller, all prices quoted are exclusive of taxes, transportation and insurance costs. Buyer agrees to indemnify and hold Seller harmless for any liability for tax in connection with the sale, including any sales, excise, or other governmental tax or charge payable by Seller to Federal, State or Local authorities. Buyer agrees to provide a tax-exempt certificate as applicable.
3. **Orders.** All Orders placed by Buyer are subject to acceptance by Seller. By placing an order, Buyer accepts the materials as specified in the Quote. Additional components are sold separately and are not included with order unless specified.
4. **Rebates.** Rebates are subject to the terms and conditions of the applicable state rebate program. Seller is not responsible for submission of the rebate application or for rebate funds. Estimated rebate amount shall not be deducted from amount due Seller.
5. **Submittals.** Seller will request submittals from manufacturer after receipt of order confirmation from Buyer. If listed on Quote, Seller will perform measurements and design and prepare submittal package upon receipt of signed acknowledgment from Buyer. Submittals are subject to manufacturer terms.
6. **Delivery.** Ordered non-stocked parts and materials are subject to manufacturing, availability and standard shipping delivery times unless otherwise noted. Specifications and availability of products are subject to change without notice in which case an equivalent or superior product will be provided at the same cost. Buyer will accept delivery within seven (7) business days of notification of intended delivery. If Buyer does not accept delivery, Buyer agrees to pay the full contract price for the materials plus an additional storage fee.
7. **Demos.** Buyer is responsible for installation and removal of demos. If demo product is not returned in "as new" condition in the original packaging within (60) days from the date provided, Buyer will be invoiced per the original quote.
8. **Risk of Loss.** Seller shall not be liable for delay or default in delivery beyond Seller's reasonable control, including, but not limited to, governmental action, strikes, fire, damage and destruction of goods, manufacturer shortages, acts of God, or any other cause whatsoever beyond Seller's control. Seller shall not be liable to Client for goods that are damaged or lost while in the possession of a common carrier, and it will be Client's responsibility to recover any and all damages directly from the common carrier.
9. **Installation.** When installation is quoted: All work is to be performed during the "first shift" hours of 7:00AM-4:00PM. Requests for additional hours will require an additional quote. If Client fails to cancel a site visit at least 24 hours prior to the scheduled time, then Client shall pay \$150 to Seller within thirty (30) days. Client shall ensure contractor has unobstructed access to the site during scheduled work times. Client is advised that any additional blackout dates or restrictions on access to the Work Area not made known to PureTek at the time of the approval of the Submittal Documents may cause delays to the time of completion. Such delays may not be commensurate with the number of additional inaccessible days unknown at the time of Submittals and will likely extend the completion date. PureTek Group shall not be held responsible for such delays, or any damages incurred as a consequence of such delays. Additional fees may be imposed beyond the original Purchase Order amount in the event that client restricts access to the Work Area outside of the dates disclosed at the time of Submittals.
10. **Payment.** By accepting Seller's quotation, Buyer agrees to the payment of partial invoices as the contract work is completed. Payment for materials delivered is due irrespective of installation. A 3% fee applies for all payments by credit card. 50% deposit is required to release order unless otherwise stated. Balance payment without a credit account is due on C.O.D. terms. Past due invoices are subject to monthly interest of the prime rate plus 1%, or the maximum allowable by law. Title to the goods shall remain vested in the Seller and shall not pass to the Buyer until all sums due to the Seller under the contract have been paid in full. In the event of Buyer's default or failure to pay for goods sold and delivered, or any other breach of contract between Buyer and Seller, Buyer agrees that the Seller is entitled to all collection expenses, including but not limited to attorney's fees, costs of suit, interest, and/or any alternative dispute resolution fees.
11. **Credit Accounts.** In addition, where Buyer has been granted a credit account with Seller, all decisions with respect to the extension or continuation shall be in the sole discretion of Seller. Seller may terminate any credit account at any time and for any reason. Established accounts are invoiced Net 30 days, unless otherwise agreed to in writing by Seller.
12. **Returns.** Special order items are considered billable at the time of order and are non-returnable and non-refundable. Goods are not acceptable for return without Seller's prior authorization and issuance of a return materials authorization number. Goods must be returned in original packaging in "new" resalable condition and must be prepaid, insured, and shipped at Buyer's expense. All returns will be inspected for damage and if applicable, cost to restore product to "as new" condition will be deducted from any credit due. In addition, all returns are subject to a minimum 25% restocking charge or greater as per terms of the manufacturer, shipping and handling costs, plus ten percent (10%) service and processing fee due to Seller. No claim for shortage of goods or damage to goods shall be allowed unless Client gives Seller written notice including a full description of the claim within three (3) business days of delivery. Seller assumes no responsibility for damage or faulty performance caused by misuse, improper installation, careless handling, or where repairs have been attempted by others.
13. **Confidentiality.** The information contained within a proposal including any attachment(s), is intended solely for use by the named addressee(s) and is subject to Seller's intellectual property rights. Any design, layout, drawings, data, technical information, images, and/or work product are proprietary and cannot be used, reproduced or disclosed without written permission of Seller. Buyer agrees to compensate Seller the sum of 15% of the total proposal cost in the event that Buyer or its representative wrongfully distributes or uses a proposal including, but not limited to, distribution to an architect or use as part of an advertised bid solicitation.

14. **Warranty and Limitation of Liability.** Materials are subject to applicable Manufacturer's Standard Guarantee only, unless Buyer has purchased Extended Warranty from Seller at the time of sale. Neither the Standard Warranty nor Extended Warranty apply to goods which have been subject to abuse, misuse, neglect, improper installation or alteration (other than by Seller) after delivery to the carrier for shipment to Buyer. **EXCEPT AS EXPRESSLY SET FORTH HEREIN, SELLER EXCLUDES AND EXPRESSLY DISCLAIMS ALL WARRANTIES AND TERMS, WRITTEN OR ORAL, EXPRESS, IMPLIED OR STATUTORY, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OR CONDITIONS OF MERCHANTABILITY, SATISFACTORY QUALITY, AND FITNESS FOR A PARTICULAR USE OR PURPOSE. IN NO EVENT WILL SELLER BE LIABLE, TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, UNDER ANY CONTRACT, TORT, STRICT LIABILITY OR OTHER THEORY, FOR (A) ANY INDIRECT, INCIDENTAL, EXEMPLARY, PUNITIVE, SPECIAL OR CONSEQUENTIAL DAMAGES, TO THE EXTENT PERMITTED BY LAW, AND (B) LOSS OF PROFITS, LOSS OF PRODUCTION, LOSS OF USE, LOSS OF BUSINESS OPPORTUNITIES, OR LOSS OF REVENUES; IN EACH CASE, WHETHER OR NOT THE POSSIBILITY OF SUCH DAMAGES HAS BEEN DISCLOSED IN ADVANCE BY THE PURCHASER OR COULD HAVE BEEN REASONABLY FORESEEN BY THE PURCHASER, AND NOTWITHSTANDING THE FAILURE OF ANY AGREED OR OTHER REMEDY OF ITS ESSENTIAL PURPOSE. UNDER NO CIRCUMSTANCES SHALL SELLER'S ENTIRE LIABILITY FOR A DEFECTIVE PRODUCT EXCEED THE PURCHASE PRICE OF THAT PRODUCT. SELLER WILL NOT BE RESPONSIBLE AT ANY TIME FOR ANY LABOR, REMOVAL, OR INSTALLATION COSTS, UNLESS BUYER HAS PURCHASED LIMITED EXTENDED WARRANTY. THE LIMITED WARRANTY [OR PURCHASED ADDITIONAL EXTENDED WARRANTY IF APPLICABLE] IS THE SOLE AND EXCLUSIVE WARRANTY PROVIDED BY SELLER WITH RESPECT TO THE PRODUCTS. IN ADDITION TO AND WITHOUT LIMITATION OF ANY EXCLUSIONS OR LIMITATIONS OF LIABILITY, SELLER SHALL HAVE NO RESPONSIBILITY OR LIABILITY WHATSOEVER FOR ANY CLAIM OR DAMAGE THAT MAY ARISE FROM OR RELATE TO ANY USE OF THE PRODUCTS OUTSIDE OF THEIR INTENDED USE.** With regard to the Intelli-Safe App, all warranties for defects, malfunctions, damage or loss attributable to incorrect operation, hardware faults, operating system errors, non-compliance with data back-up regulations or other actions outside the scope of responsibility of Seller are expressly excluded.
15. **Defective Product.** Buyer shall obtain Return Merchandise Authorization ("RMA") from Seller. Upon issuance of the RMA, Buyer is to remove the allegedly defective product and return it as directed by Seller for all Standard Warranty claims at Buyer's sole expense. Seller is not responsible for shipping costs or labor associated with the replacement of a defective item nor for replacements or processing of claims beyond the term of the applicable Manufacturer's Guarantee. Seller's sole responsibility is to coordinate with Manufacturer on behalf of Buyer within the term of the Manufacturer's Guarantee.
16. **Extended Warranty.** In addition to Paragraphs 14 and 15, Buyer may purchase a material and labor Extended Warranty at the time of sale of the Product(s). To enact Extended Warranty, Buyer must first obtain an RMA from Seller. Seller may, in its sole discretion, schedule a site visit to troubleshoot and inspect the Product(s), or pay for the allegedly defective Product(s) to be returned to Seller. In the event Seller determines that the Product(s) are defective after testing and verification, Seller shall, as the Buyer's sole remedy and at Seller's sole option, repair or replace the defective equipment, parts, and/or fixtures, and provide labor exclusively for the removal and installation of the replacement Product(s). If, in Seller's sole determination, the Product is found not to be defective, then Buyer is responsible for the cost of any labor (including troubleshooting, removal, and installation), and shipping costs incurred in connection with Buyer's request for replacement of the allegedly defective item. Additionally, if Buyer fails to cancel a site visit at least 24 hours prior to the scheduled time, then Buyer shall pay \$150 to Seller within thirty (30) days. The Extended Warranty shall not be enacted unless Buyer has paid for the Product(s) and Extended Warranty in full. If the Extended Warranty is not purchased, then Buyer's sole remedy is the applicable standard Manufacturer's Guarantee as expressed in Paragraphs 14 and 15 above. This Extended Warranty is valid for three (3) years from the date of Purchase Order.
17. **Default.** In the event of Buyer's default or failure to pay for goods sold and delivered, or any other breach of contract between Buyer and Seller, Buyer agrees that the Seller is entitled to all collection and legal expenses, including but not limited to, attorney's fees, costs of suit, interest, and/or any alternative dispute resolution fees.
18. **Indemnification.** Buyer will, at its expense, defend and indemnify Seller and its agents, officers, directors, and employees from and against any and all loss, cost, expense, damage, claim, demand, or liability including reasonable attorney and professional fees and costs, and the cost of settlement, compromise, judgment or verdict incurred by or demanded of an indemnitee arising out of, resulting from or occurring in connection with Buyer's improper use of products, negligence, willful misconduct, or breach of the terms of this Agreement. All Seller's remedies set forth in this Agreement are in addition to, and will in no way limit, any other rights and remedies that may be available to Seller at law or in equity. Notwithstanding the foregoing, Seller reserves the right, at Buyer's expense, to assume the exclusive defense and control of any matter for which Buyer is required to indemnify Seller, and Buyer agrees to cooperate, at Buyer's expense, with Seller's defense of such claims. Seller will use reasonable efforts to notify Buyer of any such claim, action, or proceeding which is subject to this indemnification upon becoming aware of it.
19. **Modification.** No terms and conditions in any way altering or modifying these provisions shall be binding upon Seller unless they are specifically authorized in writing by Seller's authorized representative.
20. **Severability.** If any provision contained in these terms and conditions or any contract of sale between Seller and the purchaser or any portion of any such provision is held to be unenforceable or invalid, the remaining provisions shall nevertheless be upheld.
21. **Governing Law and Venue.** This agreement and any transactions contemplated hereby shall be governed by and interpreted in accordance with the laws of the State of New Jersey without regard to principles of conflicts or choice of laws. The United Nations Convention on Contracts for the International Sale of Goods shall not apply to these terms and conditions or to any contract of sale between Seller and the purchaser. Buyer agrees that i) any suit, action or legal proceeding arising out of or relating to this application/agreement and transactions between the parties shall be bought in the courts of the State of New Jersey in Morris County, ii) Buyer consents and voluntarily hereby submits itself to the jurisdiction of the courts of the State of New Jersey, and iii) Buyer waives any objection which it may have to the laying of venue in such courts.



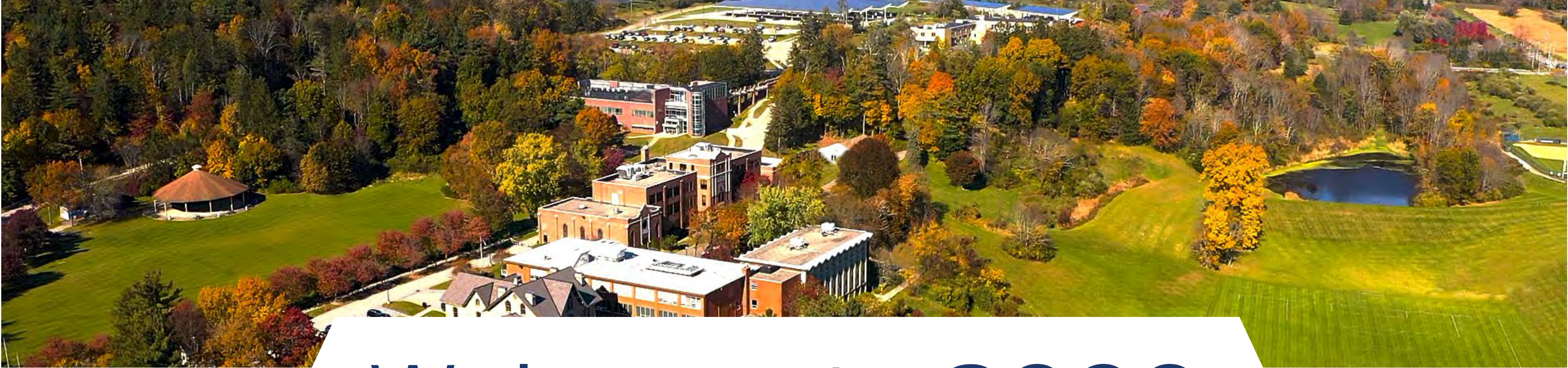
About Sussex County Community College

Start here, go anywhere!

July & August 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 July & August 2025 Actual vs. Budget and vs. Prior Year

Revenue:

- Actual enrollment has exceeded budget by 6% and 2% over prior year. The revenue stream is slightly under budget.

Expenses:

- Operating expenses are starting out under budget for the 2 months entering the 2025/26 fiscal year.
- We can expect to see an uptick in benefit costs in January when the new health benefit plan renews.
- Variances in grants and financial aid is timing compared to budget and more need than prior year



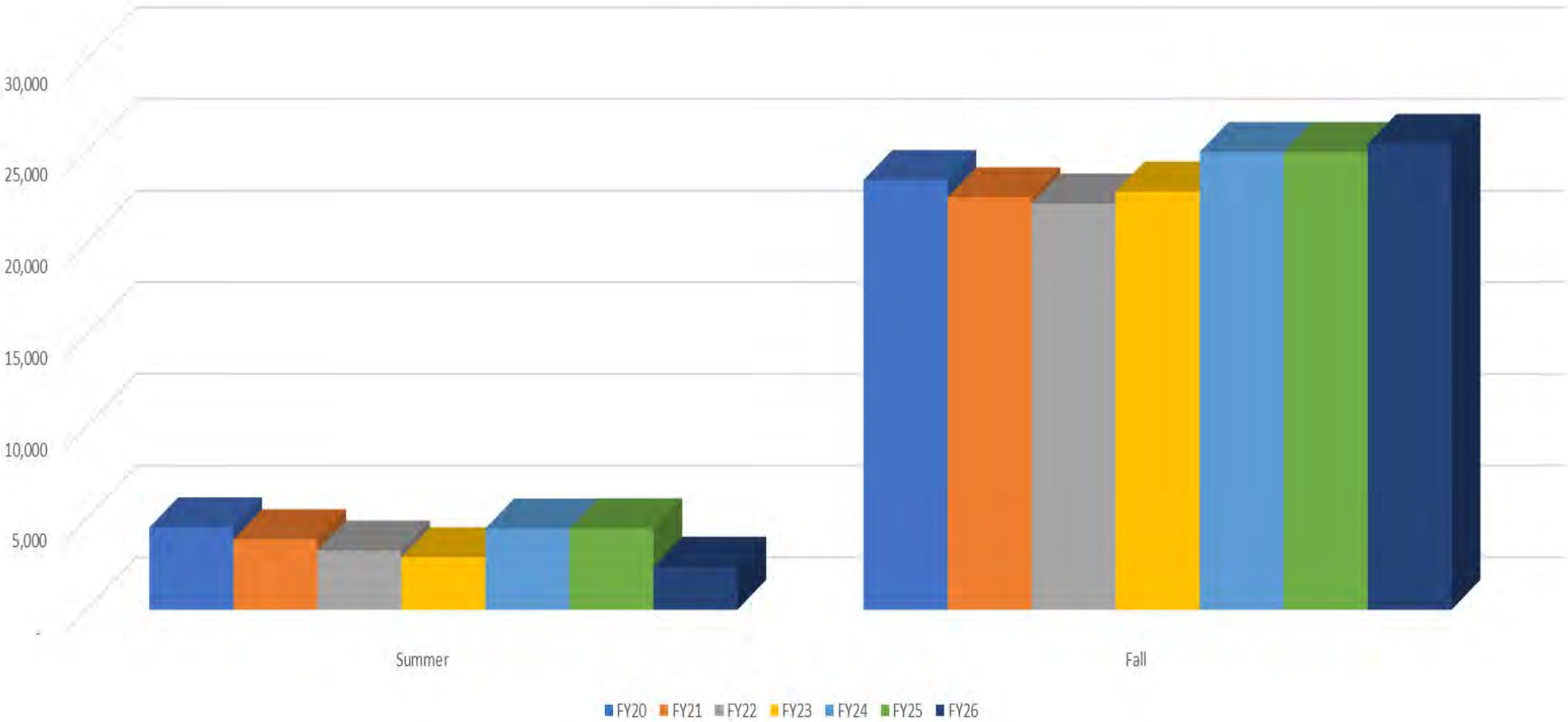


July & August 2025 - Credit Hours

| Credit Hours | FY26 | FY26 Budget | FY25A vs FY25B | FY25 Actuals | FY26A vs FY25A |
|-------------------------|--------|-------------|----------------|--------------|----------------|
| Summer II | 1,021 | 1,172 | -13% | 1,023 | -0.20% |
| Summer III | 1,318 | 540 | 144% | 1,346 | -2.08% |
| Fall | 25,420 | 24,548 | 4% | 24,974 | 1.79% |
| <u>1st half of year</u> | 27,759 | 26,260 | 6% | 27,343 | 2% |

FY History of Credit Hours

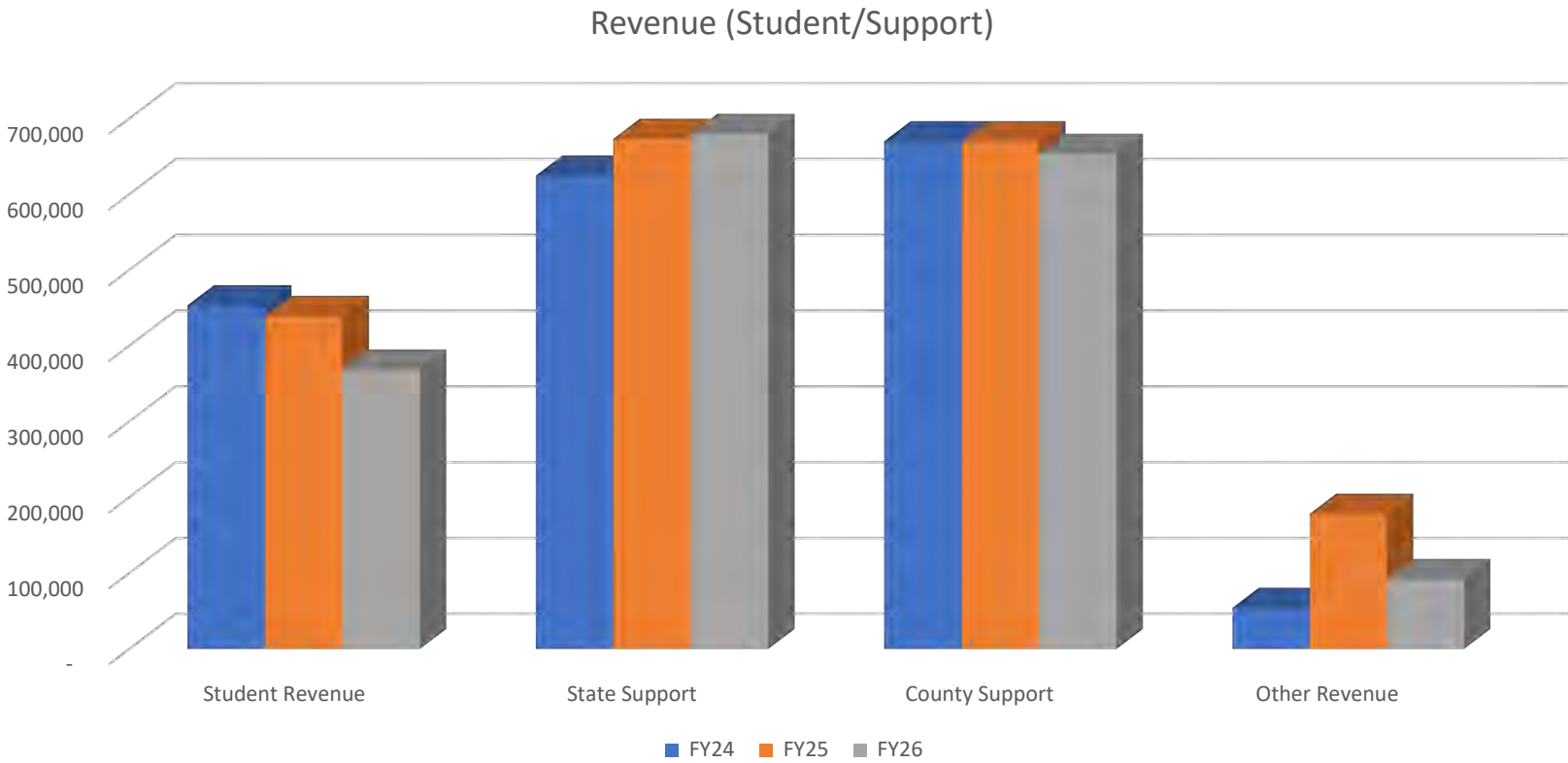
Credit Hours



| | FY20 | FY21 | FY22 | FY23 | FY24 | FY25 | FY26 |
|--------|--------|--------|--------|--------|--------|--------|--------|
| Summer | 4,492 | 3,838 | 3,232 | 2,858 | 4,429 | 4,442 | 2,339 |
| Fall | 23,446 | 22,506 | 22,166 | 22,810 | 24,974 | 24,974 | 25,420 |
| Winter | 625 | 734 | 671 | 717 | 900 | 900 | |
| Spring | 22,035 | 20,495 | 20,185 | 23,332 | 24,209 | 24,209 | |
| Total | 50,598 | 47,573 | 46,254 | 49,717 | 54,512 | 54,525 | 27,759 |



Revenue



| | FY24 | FY25 | FY26 |
|-----------------|---------|---------|---------|
| Student Revenue | 453,464 | 439,307 | 368,496 |
| State Support | 624,722 | 673,156 | 679,689 |
| County Support | 670,000 | 670,000 | 653,332 |
| Other Revenue | 54,332 | 178,308 | 92,133 |



July & August 2025 YTD Actual vs Budget & Prior Year



| (\$thsd) | | 2 Mos. YTD 25 | 2 Mos.25 YTD Budget | Budget Var \$ | 2 Mos. 24 YTD | Prior Year Var \$ | FY 2026 BOSE Budget |
|---|--|------------------|------------------------|------------------|---------------|----------------------|------------------------|
| | | | | | | | |
| Total Student Revenues | | 368 | 458 | (89) | 439 | (71) | 13,622 |
| Change in Student Revenue | | | | -19.5% | | -16.1% | |
| | | | | | | | |
| Non-Student Revenues | | | | | | | |
| State Support | | 680 | 673 | 7 | 673 | 7 | 4,039 |
| County Support | | 653 | 653 | (0) | 670 | (17) | 3,920 |
| CARES Support | | 0 | 0 | 0 | 0 | 0 | 0 |
| Other Revenues | | 92 | 105 | (13) | 178 | (86) | 630 |
| Subtotal Non-Student Revenues | | 1,425 | 1,432 | (6) | 1,521 | (96) | 8,589 |
| Subtotal all Revenues | | 1,794 | 1,889 | (96) | 1,961 | (166) | 22,211 |
| | | | | | | | |
| Grant Revenue (Pass thru) | | 140 | 133 | 7 | 454 | (313) | 800 |
| PSTA Revenue | | 77 | 72 | 5 | 68 | 9 | 430 |
| Federal, State Financial Aid | | 331 | 652 | (321) | 328 | 2 | 3,911 |
| Federal ,State Loans | | 39 | 492 | (453) | 47 | (8) | 2,951 |
| Subtotal Grant Revenues(Pass thru) | | 587 | 1,349 | (762) | 897 | (311) | 8,092 |
| | | | | | | | |
| Total Operating Revenues | | 2,380 | 3,238 | (858) | 2,858 | (477) | 30,303 |
| | | | | | | | |
| Expenses | | | | | | | |
| | | | | | | | |
| Salaries/Benefits | | 2,097 | 2,511 | (413) | 1,829 | 269 | 15,063 |
| Other Expenses | | 901 | 1,191 | (291) | 951 | (50) | 7,148 |
| Subtotal Expenses | | 2,998 | 3,702 | (704) | 2,780 | 218 | 22,211 |
| | | | | | | | |
| Grant Expense (Pass thru) | | 140 | 133 | 7 | 454 | (313) | 800 |
| PSTA Expense | | 77 | 72 | 5 | 68 | 9 | 430 |
| Federal, State Financial Aid | | 331 | 662 | (332) | 328 | 2 | 3,974 |
| Federal ,State Loans | | 39 | 481 | (443) | 47 | (8) | 2,888 |
| Subtotal Grant Expenses(Pass thru) | | 587 | 1,349 | (762) | 897 | (311) | 8,092 |
| | | | | | | | |
| Total Operating Expenses | | 3,584 | 5,051 | (1,466) | 3,677 | (92) | 30,303 |
| | | | | | | | |
| Contribution to Unrestricted Fund Balance | | (1,204) | (1,812) | 608 | (819) | (385) | 0 |





Thank You



973.300.2100



tpappan@sussex.edu



sussex.edu



One College Hill Road
Newton, NJ