


# SUSSEX COUNTY COMMUNITY COLLEGE

## Board of Trustees




**Sussex  
County**  
COMMUNITY COLLEGE

# Allied Health

**INFORMATION  
SESSIONS**

- ▶▶ JUNE 12
- ▶▶ JULY 17
- ▶▶ AUGUST 7

NOON-1:00 PM,  
BUILDING A, ROOM A207



**Tuesday, June 24, 2025  
4:00 p.m.**

**Executive Office Board Room**



**Board of Trustees Regular Meeting  
Tuesday, June 24, 2025 – 4:00 p.m.  
Executive Office Board Room**

**AGENDA**

**1. General Institutional Functions**

- 1.1 Call to Order
- 1.2 Public Statement: Adequate notice of this meeting specifying the time and location was transmitted via fax and email to the County Commissioners, County Clerk, County Administrator, and the NJ Herald on June 19, 2025. It was also posted on the Sussex County Community College website and on the main entrance doors of the Administration Building on June 19, 2025. The Executive Session public notice was transmitted to the same distribution as noted above, on June 19, 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 under the same time restrictions as all other public comments. Duplicative comments may be summarized at the discretion of the Board of Trustees Chair.

**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.

- 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 May 27, 2025. (Attachment pgs. 1-6, Resolution No. GI06242025-1).
  - 1.6.2 Minutes from the Executive Session on May 27, 2025. (Attachment pg. 7, Resolution No. GI06242025-2)

1.6.3 Acknowledgment of Receipt of Committee Meeting Minutes. (Attachment pgs. 8-12, Resolution No. GI06242025-3).

- Personnel and Curriculum Committee – June 17, 2025.
- Audit and Policy Committee – June 17, 2025.
- Finance and Facilities Committee – June 17, 2025.

**ACTION** 1.7 Approval to Extend the Current Strategic Plan to 2027 (Attachment pgs. 13-16, Resolution No. GI06242025-4).

## **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 May 8 - June 11, 2025. (Attachment pgs. 17 & 18, Resolution No. P06242025-1)

2.2 Approval of Curriculum Items – None this month.

2.3 Approval of Policy Items

2.3.1 Re-adopt Policy No. 200.2 Nepotism with Policy and Procedures Updates. (Attachment pg.19, Resolution No. AP0624025-1)

2.3.2 Adopt New Policy No. 200.53 Dress Code. (Attachment pg. 20, Resolution No. AP06242025-2)

2.4 Approval of Finance Items

2.4.1 Blanket Purchase Orders FY 25/26. (Attachment pg. 21, Resolution No. BFF06242025-1)

2.4.2 Application to Apply for the Carl D Perkins Career and Technical Education Perkins V Grant for FY 2026 for \$327,320, Starting on July 1, 2025, and Ending on June 30, 2026 (Attachment pg. 22, Resolution No. BFF06242025-2) AOF-1.

2.5 Approval of Facilities Items

2.5.1 M-Tech Building B Renovation. Wallkill Group for \$1,147,000.00. Funding: Personal Donation (9%), Chapter 12 (43%), Reserves (48%). SCCC will renovate the building located behind the McGuire Technical Education Center (known as MTEC B) to create additional space for hands-on learning in the Diesel Technology and Building Construction Trades Programs. The project is set to include additional classroom space and new lab space for the SCCC's upcoming HVAC training program. (Attachment pgs. 23-26, Resolution No. BFF06242025-3) AOF-1.

- 2.5.2 Building R, Horton Mansion – Sewer Line/Parking to ADS Contractors LLC, for \$150,000. Funding: Chapter 12. (Attachment pg. 27-29, Resolution No. BFF06242025-4) AOF-1
- 2.5.3 Campus Lighting Energy Efficient Upgrade -- CMC Energy Services – JCP&L:  
Total Project Cost: \$416,044.00  
Utility Reimbursement: \$201,992.00  
SCCC Portion: \$214,052.00  
Annual Payments: \$42,910.00 (Paid over 5 years, 0% interest through our monthly utility Bill)  
Funding source: Chapter 12  
(Attachment pg. 30, Resolution No. BFF06242025-5) AOF-3

3. **Personnel – ACTION/RC**

- 3.1 Recommendation: Awarding of Faculty Emerita Status to Dr. Eleanor Carducci. (Attachment pgs. 31-38, Resolution No. P06242025-2)

4. **Finance – ACTION/RC**

- 4.1 Recommendation: Acknowledge Receipt and Review of May 2025 Financial Statements. (Attachment pgs. 39-50, Resolution No. GI06242025-4)

5. **Reports**

- 5.1 Correspondence File – (Attachment pgs. 51-58)

6. **Presentations** – Student Spotlight – Sean Fallon graduated from the college in May with an Associate of Science degree in Engineering Science. He is a member of Mu Alpha Theta, the National High School and Two-Year College Mathematics Honor Society, and is a tutor for the college in the Math & Science Learning Center. He has worked with and helped many students with rave reviews. Sean shows unwavering commitment and dedication to his academics, yielding high grades and a deep understanding of the course concepts while also working a steady job in the community. He successfully balances these endeavors with his family life. Sean is a proud and devoted husband and father of two daughters. Sean will be continuing his education this fall at a four-year institution.

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

8. **Other Business**

**Discussion / Reports / Announcements:**

- 8.1 Trustee Activity Update
- 8.2 President's Report
- 8.3 Chair's Comments
- 8.4 The next meeting of the Board of Trustees will take place on Tuesday, August 26, 2025, at 5:00 p.m. in the Executive Office Board Room.

9. **Adjournment**



**Board of Trustees Regular Meeting  
Tuesday, May 27, 2025  
PAC Atrium**

**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, 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

The following were present: Mr. Yardley-Chair, Dr. Silverthorne-Vice Chair, Mrs. Frank-Treasurer, Mrs. Pepe-Secretary, Mr. Cable, Mr. Fiore, Mr. Giardullo, Ms. Quinn, Mr. Schick, Dr. Homer-Interim President and Ex-Officio Member, and Mrs. Fullem-Recording Secretary.

Also present: Mrs. Pappan (via Zoom call), Mr. Fruge, and Mr. Kula.

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).

Mr. Cable moved to open the floor. Mr. Schick seconded the motion. The motion carried unanimously.

- Dave Haslip, Veteran SEO at Sussex County Community College, shared the recent progress of the college's Veteran Services department, highlighting its mission to support military-affiliated students. Over the past two years, the department has seen notable growth and strengthened ties with the veteran

community. Since Spring 2023, the number of students using VA educational benefits has increased from 39 to 70, representing a 79.46% rise. Additionally, 53 veteran students were retained for Spring 2025, the highest number in three years.

Key initiatives driving this success include the free Veterans Counseling Services launched in December 2023, as well as community events such as the 9/11 Remembrance Ceremony, Veterans Day Observance, and the “Boots on the Ground” 10K run, all of which are supported by local VFW, American Legion, and PBA groups. Internally, Haslip reestablished the Veteran Advisory Board with the support of President Homer, ensuring that veteran input was incorporated into college decisions. A new veteran orientation launching in August aims to streamline benefit processing and housing stipends.

Despite operating under a part-time staffing model, the department has achieved remarkable results. Haslip emphasized the importance of dedication and collaboration, calling for continued support to help veteran students thrive at Sussex County Community College.

With no one else wishing to address the Board, Ms. Quinn moved to close the floor. Mrs. Pepe seconded the motion. The motion carried unanimously.

**ACTION**      1.6      Approval/Acceptance of Minutes

Mr. Schick moved to approve/accept the minutes, as indicated below. Mrs. Frank seconded the motion. The motion carried unanimously.

1.6.1      Minutes from the Regular Meeting on April 22, 2025. (Resolution No. GI05272025-1).

1.6.2      Minutes from the Executive Session on April 22, 2025. (Resolution No. GI05272025-2)

1.6.3      Acknowledgment of Receipt of Committee Meeting Minutes. (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:

Dr. Silverthorne moved to approve all items on the Consent Agenda. Mrs. Pepe seconded the motion.

It was noted that a small percentage of employees utilize tuition reimbursement, most often because they already hold degrees that align with their current positions.

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

## 2.1 Approval of Personnel Items

2.1.1 Personnel Actions April 9 - May 7, 2025. (Resolution No. P05272025-1)

2.1.2 Staff and Faculty Salary Increases. (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. (Resolution No. CI05272025-1)

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

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

## 2.3 Approval of Policy Items

2.3.1 Rescind Policy No. 301.40 Definition of Developmental Student. (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. (Resolution No. AP05272025-2)

2.3.3 Re-adopt Policy No. 503.2 Nepotism in the Classroom. (Resolution No. AP05272025-3)

2.3.4 Adopt New Policy No. 600.04 Guests on Campus. (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. (Resolution No. BFF05272025-2)

2.4.3 HQW Architectural Services - Learning Commons Bidding/Awarding and Construction Administration for \$48,000. Chapter 12. (Resolution No. BFF05272025-3)

2.4.4 Dell - PC's for the Learning Commons Renovation for \$62,163.20. ELF Grant. (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. (Resolution No. GI05272025-4)

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

Cerene Belli, Director of Finance, and Dr. Homer presented the financial statements. Key points included:

- Financial Status (as of April 30, 2025):
  - Revenue has exceeded the FY25 budget by 6% and is 2% over prior year.
  - Major revenue boosts include:
    - \$2.8M Employee Retention Credit (ERC)
    - \$0.8M capital gains from Morgan Stanley investment sale.
  - Expense pressures noted:
    - Consulting/professional costs (e.g., Jenzabar)
    - Repairs and maintenance (e.g., plumbing, boiler, snow removal)
    - Health insurance premiums
    - Grant/aid timing differences
  - Administration has developed plans to “rightsize” these areas, such as reducing outside consulting, handling more maintenance in-house, and reviewing all health insurance options.
- Strong enrollment growth across most sessions.
  - Total FY25 credit hours: 54,515, a 15% increase over budget and 5.9% over FY24.
  - Each semester (Fall, Winter, Spring, Summer) showed positive growth compared to the budget and the previous year.
- Growth attributed to:
  - Expanded high school outreach and on-site registration
  - Strategic Enrollment Team efforts
  - Strong support from departments such as Veterans Services
- Balance Sheet and Financial Health
  - Working capital ratio: 7.66, far exceeding the standard benchmark (2–4).
  - Operating cash and investments: Healthy and improving.
  - Net contribution to fund balance: \$4.1M YTD.



- External Funding Risks. Concerns raised about:
  - Possible elimination of NJ Tuition Aid Grant (TAG) and Community College Opportunity Grant (CCOG)
  - Potential federal aid reductions
  - These funding cuts could significantly impact low-income students and require ongoing vigilance.
- Strategic Opportunities and Next Steps
  - Discussions around leveraging the College's program diversity (e.g., culinary, trades, veterans programs) to access alternative or targeted funding.
  - Board retreat in late June will focus on reallocation strategies and long-term planning to sustain program growth and adapt to funding pressures.
  - Ongoing effort to align college offerings with county business needs, referencing a recent business-education roundtable hosted by the Chamber of Commerce.

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

#### 4. **Reports**

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

#### 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)

Mr. Cable moved to open the floor. Mr. Schick seconded the motion. The motion carried unanimously.

No one spoke.

Mrs. Frank moved to close the floor. Mrs. Pepe seconded the motion. The motion carried unanimously.

**7. Other Business**

**Discussion / Reports / Announcements:**

7.1 Trustee Activity Update – No update this month.

7.2 President's Report – A copy of the President's Report is on file in the office of the President.

7.3 Chair's Comments – Mr. Yardley extended his sincere thanks to the Board of Commissioners, faculty, staff and students who came together to make our commencement ceremony truly memorable. It was also a historic occasion, the first time in 30 years that we had to activate a lightning delay protocol.

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.

At 5:35 p.m. Mr. Schick moved that the Board enter into an Executive Session. Mr. Cable seconded the motion. The motion carried unanimously.

At 6:37 p.m., Mrs. Pepe moved to adjourn the Executive Session. Mr. Cable seconded the motion. The motion carried unanimously.

**9. Adjournment**

The Regular Meeting was adjourned at 6:47 p.m. upon a motion made by Dr. Silverthorne and seconded by Mr. Schick. The motion carried unanimously.

Approved:



Board of Trustees  
Tuesday, May 27, 2025  
Executive Office Board Room

## EXECUTIVE SESSION MINUTES

Start: 5:40 p.m.

End: 6:37 p.m.

Present: Mr. Yardley-Chair, Dr. Silverthorne-Vice Chair, Mrs. Frank-Treasurer, Mrs. Pepe-Secretary, Mr. Cable, Mr. Fiore, Mr. Giardullo, Ms. Quinn, Mr. Schick, Dr. Homer (until 5:55 p.m.), Mrs. Fullem, and Mrs. Fina.

- Dr. Homer provided an update regarding the Middle States Self-Study and the Supplemental Information Report.
- Dr. Homer provided information regarding pending litigation.
- The presidential search process was discussed, including survey results, job description, and job posting.
- The need for an updated succession plan was discussed.

At 6:37 p.m., Mrs. Pepe moved to adjourn the Executive Session. Mr. Cable seconded the motion. The motion carried unanimously.

Approved:

**AUDIT & POLICY COMMITTEE**  
**SUSSEX COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**Tuesday, June 17, 2025**

**MINUTES**

Start: 3:02 p.m.

End: 3:31 p.m.

Present: Dr. Carrick-Acting Chair for the meeting, Mr. Giardullo, Mr. Yardley, Dr. Homer, Dr. Okay, Mrs. Pappan, and Mrs. Fullem

**POLICY**

1. The committee reviewed policy no. 200.2 Nepotism. Updates to the policy (and procedures) ensure greater discretion in hiring decisions involving close relatives, even when no direct reporting lines exist. This change is intended to prevent institutional conflicts and address similar issues that have arisen at other institutions. It is worth noting that there are currently no known issues at SCCC, which should provide a sense of security. The policy aims to proactively mitigate potential future concerns. The committee agreed that the final sentence of the policy sufficiently addresses any future appointments involving relatives of executive leadership. ***The committee agrees to bring the policy to the Board of Trustees for re-adoption.***
2. The committee reviewed the new policy 200.53 Dress Code, a policy that aligns with our goal of maintaining a professional and respectful workplace. The policy aims to establish a clear standard of professional attire for employees while allowing flexibility for department-specific dress codes. Adjustments clarifying what is considered acceptable and unacceptable attire were discussed. Department-specific dress guidelines will be included in hiring documents to avoid future issues. ***The committee agrees to bring the policy to the Board of Trustees for re-adoption.***

**AUDIT**

- Mrs. Pappan provided a brief update regarding the upcoming fiscal close. The new audit firm (Nisivoccia) will begin fieldwork in August. An audit update will be provided in August.

**OTHER BUSINESS**

1. The committee reviewed a proposal to extend the current strategic plan through June 2027. This extension will enable the incorporation of findings from the ongoing Middle States self-study, the ERP transition, contract negotiations, and the new board and administrative leadership. The committee affirmed that the current five strategic focus areas remain relevant and ***agreed that the extension provides adequate time for a thoughtful planning process.***
2. The incident reports for May 9, 2025, to June 10, 2025, were reviewed. There were no significant incidents, and all are now closed.

**PERSONNEL & CURRICULUM COMMITTEE  
SUSSEX COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES  
Tuesday, June 17, 2025**

**MINUTES**

Start: 4:00 p.m.

End: 4:42 p.m.

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

**PERSONNEL**

1. The committee reviewed personnel actions from May 8 to June 11, 2025, including new hires, separations, and open full-time and part-time positions. ***The committee agrees to bring the personnel actions to the Board of Trustees for approval.***

Additional discussion occurred regarding job posting procedures, which now operate through ADP's applicant tracking system, posting to internal ADP, Sussex.edu, Indeed, and HigherEdJobs (via automatic scraping). Discussion also addressed the temporary one-year full-time teaching roles as a strategy to evaluate program needs and effectiveness before making tenure-track decisions. An organizational chart for the Culinary and Hospitality department was requested and will be provided.

2. Drs. Homer and Okay presented the nomination of Dr. Eleanor Carducci for faculty emeritus status. Dr. Carducci taught English at SCCC for 38 years and founded the College Novel tradition, which continues to be a cross-disciplinary campus initiative. She is only the third professor in the college's history to be recommended for this honor, following Priscilla Orr and Naomi Miller. The Personnel & Curriculum Committee unanimously supported forwarding the nomination to the Board for approval. Plans were discussed to formally recognize Dr. Carducci at the June Board Meeting and again during the Fall 2025 Faculty Orientation. A suggestion was made to create a permanent plaque on campus honoring all emeritus faculty, which will be explored. ***The committee agrees to bring the personnel actions to the Board of Trustees for approval.***

**CURRICULUM** – None this month.

**OTHER BUSINESS**

1. Dr. Homer proposed extending the current 2022–2026 Strategic Plan through June 2027. This would allow the college to focus on major initiatives over the next year, including:
  - Completion of the Middle States self-study and accreditation visit
  - Implementation of a new ERP system
  - Three union contract negotiationsExtending the plan allows time to fully assess the current strategic goals and integrate insights from the self-study into the next plan. The extension will be accompanied by updates to the plan's cover and back pages, including current Board and administrative listings, and will be posted on the college website.

***The committee supported the extension, with a request to establish a clearer schedule of assessment and board communication.*** Dr. Homer noted the existence of internal

assessments and performance metrics and will ensure these are shared during the board retreat.

2. The committee reviewed the Incident Reports from May 8, 2025, to June 10, 2025.
  - One custodial staff member suffered a minor injury using a hand truck.
  - A grandparent tripped on a slightly raised sidewalk slab near the 9/11 memorial but was not seriously injured and declined EMS. The Facilities team has marked raised areas and included repairs in the summer maintenance list.

**FINANCE & FACILITIES COMMITTEE**  
**SUSSEX COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES**  
**Tuesday, June 17, 2025**  
**MINUTES**

Start: 5:00 p.m.

End: 6:15 p.m.

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

- The meeting began with a general insurance review, presented by Michael Chymiy from Gallagher. The following were discussed: liability, auto, cyber, student-athlete coverage, and property insurance. Mr. Chymiy confirmed that board members are protected under E&O policies.

**FINANCE**

1. The committee reviewed the May financials and ***agreed to present them to the Board of Trustees for acknowledgement and review.*** Highlights from the financials included:
  - Enrollment revenue exceeded the budget by 15% and the prior year by 6%.
  - A \$2.8 million Employee Retention Credit (ERC) was received in April.
  - An additional \$800,000 in capital gains was realized from the Morgan Stanley account.
  - Ongoing pressures remain in consulting/professional fees, repairs/maintenance, and health insurance benefits.
2. The college is exploring alternatives to the state's health benefits plan. There is a meeting between the college administration and a vendor on June 18th to discuss one option further.
3. The committee reviewed blanket purchase orders (BPOs) for expected recurring expenditures in FY26. These are set amounts invoiced throughout the year. Several categories saw notable increases:
  - Snow removal increased due to expanded lots and inflation.
  - Waste removal reflected more dumpster usage related to renovations.
  - Overall, legal BPOs did not increase, but as we changed firms, the budget was reallocated among the firms
  - Some BPOs are for auxiliary operations (e.g., bookstore, culinary), which are pass-through costs.
4. Purchases between \$17,500 and \$41,600 were reviewed for transparency. These items are not subject to board approval, but were shared with the committee for awareness.

**FACILITIES** – The committee reviewed the following and ***agreed to present to the Board of Trustees for approval:***

1. M-Tech Building B Renovation. Wallkill Group for \$1,147,000.00
  - Funding: Personal Donation (9%), Chapter 12 (43%), Reserves (48%)
  - Renovation to support the Diesel Technology and Building Construction Trades Programs and provide HVAC training space.
  - Project rebid saved the college significantly compared to the prior year's bid of \$ 2.5 M.

2. Building R, Horton Mansion – Sewer Line/Parking to ADS Contractors LLC, for \$150,000
  - Funding: Chapter 12
  - Includes infrastructure to support Horton Mansion and ATC building expansion.
3. Campus Lighting Energy Efficient Upgrade – CMC Energy Services – JCP&L
  - Total Cost: \$416,044.00
  - Utility Reimbursement: \$201,992.00
  - SCCC Portion: \$214,052.00 (paid over 5 years, \$42,910/year at 0% interest via utility bill)
  - Funding Source: Chapter 12
  - Estimated cost savings will exceed repayment.
4. The committee reviewed the Gantt chart of all ongoing and completed capital projects. Significant progress was reported:
  - Nursing simulation lab construction complete; mannequins and training setup scheduled for July.
  - Library renovations underway; over 18,000 books donated or stored for future use.
  - Optics expansion proceeding on schedule.
  - The LED lighting project is set to begin shortly.
  - Sewer and site prep work are progressing on the Horton site.
  - Dr. Homer noted that the Master Facility Plan will be updated to reflect facility renovations.

## **SAFETY AND SECURITY**

1. May 9, 2025, to June 10, 2025, incidents were reviewed. Notable item: trip and fall due to a slightly raised sidewalk slab. Repairs pending. Contractors are scheduled to address several similar sidewalk issues this summer.

## **OTHER BUSINESS**

1. The request to extend the current 2022–2026 strategic plan through June 2027 was discussed.
  - Rationale: allow full implementation, avoid overlap with accreditation visit, major ERP implementation (Jenzabar), and union negotiations.
  - ***Committee supported the extension and updating of public-facing plan materials.***
2. Discussions:
  - Investment Review: Investment funds (approximately \$14M) are held with Biondo; \$9.4M has been committed to projects. Remaining ~\$4.5M uncommitted.
  - Jenzabar Update: ERP implementation progressing on schedule for October cutover. Staff training is ongoing.
  - State / Federal Funding Updates: Awaiting FY26 state budget finalization (due by June 30). Expectation that \$20M in community college funding will be restored. The federal level is still discussing changes to the Pell Grant.
  - Financial Metrics: Committee reviewed KPIs for oversight:
    - Forecasting of actual vs. budget.
    - Operating cash reserves (currently at 5 months).
    - Operating revenue ratio (currently 11%).
    - Asset utilization (fill rates).





PLAN

2022-2026



One College Hill Road, Newton, NJ 07860  
sussex.edu | 973.300.2100





**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.

**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.

## Area of Focus #1 High-Quality Academic and Occupational Programs



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

### OBJECTIVES:

1. Increase inclusive curricular offerings that incorporate various styles of teaching and learning.
2. Increase program-specific student success through recruitment, completion, and post-graduation preparation.
3. Develop pathways to improve access and opportunities to postsecondary education and labor force participation.

## Area of Focus #2 Accessible and Supportive Environment



**GOAL:** 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.

### OBJECTIVES:

1. Maximize comprehensive student and academic support resources to efficiently facilitate student success.
2. Identify and remove roadblocks that impede student success.

### Area of Focus #3 Dynamic College Experience



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

**OBJECTIVES:**

1. Enhance the quality of innovative and unique programming to improve student engagement.
2. Maximize relationships with community partners and alumni that support the campus experience.

### Area of Focus #4 Lifelong Learning



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

**OBJECTIVES:**

1. Expand opportunities for college-wide scholarly inquiry and research.
2. Broaden and diversify professional development opportunities for all members of the college community.

### Area of Focus #5 Inclusive College Community



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

**OBJECTIVES:**

1. Cultivate an environment where members of the college community feel safe, respected, and included.
2. Strengthen the role of shared governance to develop a more inclusive college community.





## SCCC ADMINISTRATION



**Jon Connolly, Ph.D.**

President

**Kathleen Okay, Ed.D.**

Senior Vice President of  
Academic and Student Affairs

**Cory Homer, Ph.D.**

Vice President of Student Success  
and Institutional Effectiveness

**Sherry Fitzgerald, M.F.A.**

Associate Vice President of Academic  
Affairs and Dean of Arts and Humanities

**Nancy Gallo, J.D.**

Dean of Professional Studies,  
Social Sciences, and STEM

**Jason Fruge, B.S.**

Dean of Technical Occupations

**John Kuntz, M.A.**

Dean of Student Affairs and  
Director of Athletics

**James Gaddy, M.S.**

Chief Operating and  
Human Resources Officer

## SCCC BOARD OF TRUSTEES



Dr. Tyler Morgus, Chair

Dr. Paul Crowley, Vice Chair

Kurt Gewecke, Secretary

E. Jane Brown, Treasurer

Dr. Gayle Carrick, Member

David Castner, Member

Dr. Thomas Digby, Member

Maryanne Fox, Member

James Hofmann, Member

John Santillo, Member

Candice Smith, Member

## Sussex County Community College

Personnel Actions: May 8, 2025 – June 11, 2025

### NEW HIRES:

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#### Full-time:

- Nicolay Yerofeyev – Program Supervisor, Hospitality

#### Part-Time:

- Thomas Wild – Tutor Scribe
  - Anthony Bongiardina – MTEC Student Worker
  - Dominick Bongiardina – MTEC Student Worker
  - Kelly Stoll – Adjunct Legal
  - Elizabeth Livensperger – Adjunct Art
  - Nicole Chaladoff – Adjunct Human Services
- 

### RESIGNATIONS / TERMINATIONS / POSITION ENDED:

- Nathan Sarnella – Student Patrol Officer – Graduated
  - Erin Frawley – Student Bookstore Associate - Graduated
  - Rebecca Mattes – Women’s Wrestling Coach – Voluntary
  - Amanda Mead – Federal Work Study - Graduated
  - Bonnie Brooks – Adjunct Math - Retiring
  - Anna Carina Sinocchi – Adjunct Photography – No reason given
  - Paul Eskola – Adjunct Computer Science - Retiring
  - Jamilia Hughley – Adjunct Human Services – Job Abandonment
- 

### ON LEAVE:

N/A

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### OPEN POSITIONS:

#### Full-Time:

- Temporary One Year Accounting and Business Instructor
- Temporary One Year Assist Professor Education

#### Part-Time:

- PT Assistant Soccer Coach
- PT Women’s Wrestling Coach
- PT ABE/HSE/ESOL Lab Assistant
- PT ABE College Career Readiness Counselor
- PT ABE/HSE Instructor
- PT ESOL Instructor
- PT IT Tech
- PT Visual Arts Lab Assistant
- PT Student Farmer

- PT Career Counselor Technical Operations
- 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 – Theatre Arts
- Adjunct – Welding
- Adjunct – Accounting
- Adjunct – Biology
- Adjunct – Business
- Adjunct – Business Management
- Adjunct – Electrical Line Worker
- Adjunct – English
- Adjunct – Environmental Science
- Adjunct – Math
- Adjunct – Theatre Arts
- Adjunct – Welding

**Sussex County Community College**  
**Policy No.: 200.2**  
**Area: Human Resources**  
**Adopted: November 26, 2019**  
**Re-Adopted: September 26, 2023**

## **200.2 Nepotism**

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### **PURPOSE OF THE POLICY**

The purpose of this policy is to avoid conflicts of interest and the appearance or potential for favoritism in the workplace, which is often associated with nepotism.

### **GENERAL STATEMENT OF NEPOTISM POLICY**

Nepotism is inconsistent with Sussex County Community College's employment mission, which is to make employment decisions based on need, qualification and merit. In order to avoid nepotism, no employee or Trustee may be involved in any decision making regarding personnel matters which may directly affect the selection, appointment, retention, tenure, compensation, promotion, termination, or other employment status or interest of a close relative. For co-employees who become closely related while already employed with the College, the College shall make reasonable efforts to accommodate the employees through assignment to positions consistent with this policy.

The employment of relatives consistent with this policy is generally discouraged, but at the discretion of the President.

## **200.53 Dress Code Policy**

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### **PURPOSE OF THE POLICY**

This policy outlines expectations for appropriate workplace attire that promotes a professional, respectful, and inclusive environment, while allowing casual dress where appropriate.

Sussex County Community College encourages a casual dress environment that is comfortable yet suitable for a professional academic and administrative setting. Employees are expected to use good judgment in their appearance and attire, reflecting the values and professionalism of the College.



**FISCAL YEAR 25/26 BLANKET PURCHASE ORDERS > \$41,600 TIER 1**

Vendor Name	Description	FY26 Estimate BPO Amount	FY25 BPO Amount	Notes
AAA Facilities Solutions	Janitorial Services	\$ 50,000	\$ 50,000	Bid 23-00-0300/FY25 Budget
ADP Inc.	Payroll Services	\$ 70,000	\$ 70,000	National Coop/FY 25 Budget
AERO Plumbing & Heating	Plumbing Services	\$ 60,000	\$ 60,000	Bid 23-00-0130/FY25 Budget
Bollinger Insurance	Athletic Insurance	\$ 150,000	\$ 150,000	Bid Exemption - Insurance
Delta Dental Plan of NJ	Dental Services	\$ 60,000	\$ 60,000	Bid Exemption - Insurance
Distinctive Voice & Data LLC	Network Support	\$ 207,000	\$ 207,000	RFP 19-05-0096
Elizabethtown Gas	Natural Gas Utility	\$ 100,000	\$ 100,000	Bid Exemption - Utility
Generations Services, Inc.	Electrical Services	\$ 65,000	\$ 65,000	Bid 23-00-0100
Home Depot	Facilities Supplies	\$ 50,000	\$ 50,000	NJ State Contract
iHeartMedia + Entertainment Inc.	Radio Advertising	\$ 45,000	\$ 45,000	Bid Exemption - Advertising
Instructure Inc.	Canvas Software	\$ 65,000	\$ 65,000	Bid Exemption - Proprietary Software
J. Kramer Landscaping & Snowplow	Snow removal	\$ 300,000	\$ 200,000	Bid 23-08-0003
J. Kramer Landscaping & Snowplow	Landscaping	\$ 100,000	\$ 100,000	Bid 21-03-0117
JCP&L	SCCC/PSTA Electric	\$ 307,000	\$ 307,000	Bid Exemption - Utility
Lowe's Home Centers	Facilities Supplies	\$ 80,000	\$ 80,000	NJ State Contract
NJ Community College Ins. Pool	Insurance WMC	\$ 90,000	\$ 90,000	Bid Exemption - Insurance
NJ Department of Labor	Unemployment	\$ 48,000	\$ 48,000	Bid Exemption - NJ State Fund
NJEdge.net	Internet Services	\$ 52,000	\$ 52,000	Consortium
Passaic County Community College	Nursing Agreement	\$ 140,000	\$ 135,000	Exemption - Contract with CC
Nisivoccia	Auditing	\$ 79,000	\$ 79,000	RFP # 25-01-0001
Prudential Retirement/Empower Trust	Employee Retirement	\$ 45,000	\$ 45,000	Bid Exemption - NJ State Fund
School Alliance Insurance Fund	Liability Insurance	\$ 258,000	\$ 258,000	Bid Exemption - Insurance
Sign Language Resources	Sign Language Svc	\$ 75,000	\$ 75,000	Bid 22-10-0001
SunLight General Sussex Solar	Solar Electric	\$ 120,000	\$ 120,000	Power Purchase Agmt
NRG Business Solutions	Natural Gas Supply	\$ 100,000	\$ 100,000	NJCC Joint Purchasing Consortium
Vertiv Corporation	IT Power & AC Sys	\$ 23,000	\$ 23,000	Proprietary/Sole Source
Waste Management	Garbage Removal	\$ 75,000	\$ 50,000	NJ State Contract
A Book Company LLC	Online Books	\$ 400,000	\$ 400,000	Bid Exemption - Bookstore
A Book Company LLC	Financial Aid Charges	\$ 100,000	\$ 100,000	Bid Exemption - Bookstore
Higher One	Cash management	\$ 90,500	\$ 90,500	Proprietary/Sole Source
Unitemp Mechanical	On-Call HVAC	\$ 60,000	\$ 60,000	Bid 23-08-0002
Florio, Perucci, Steinhardt Capelli & Tipton	Legal Services	\$ 50,000	\$ 20,000	Bid Exemption - Professional services
Lakeside	Online Counseling	\$ 20,000	\$ 20,000	Mental Health Services

BOARD RESOLUTION TO APPLY

for the

Carl D Perkins Career and Technical Education Perkins V Grant for FY 2026

Project Number:

3	7	7	1	8	0	2	6
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The Sussex County Community College Board hereby certifies that permission has been granted to apply for the grant program entitled:

Carl D Perkins Career and Technical Education Perkins V Grant

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

\$327,320

Starting on July 1, 2025 and

Ending on June 30, 2026

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

\_\_\_\_\_, 2025

\_\_\_\_\_, 2025

Secretary of the Board



## PROCUREMENT MEMO

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

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

**FROM:** Matthew Stoppay, Purchasing Manager

**DATE:** June 10, 2025

**SUBJECT:** M-Tech Building B Renovation

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**Description:** SCCC will renovate the building located behind the McGuire Technical Education Center (known as MTEC B) to create additional space for hands-on learning in the Diesel Technology and Building Construction Trades Programs. The project is set to include additional classroom space and new lab space for the SCCC's upcoming HVAC training program.

**Vendor Name:** Wallkill Group

**Amount:** \$1,147,000.00

**Procurement Method:** Bid # 25-05-0001

**Funding:** Personal Donation (9%), Chapter 12 (43%) Reserves (48%)

**Attachments:** Bid Form, HQW Pre-bid proposal, HQW Recommendation Letter

**SUSSEX COUNTY COMMUNITY COLLEGE**  
**M-Tech Building B Renovation**  
**BID #25-05-0001**  
**BID FORM**

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

**M-Tech Building B Renovation:**

Bidder agrees to provide the services described in the attached bid specifications for the all-inclusive fixed sum for the **M-Tech Building B Renovation** of:

Cost           \$ 1,147,000.00

(In words)   One million one hundred forty-seven thousand dollars and no cents



June 12<sup>th</sup>, 2025

Sussex County Community College  
Purchasing Department  
1 College Hill Road  
Newton, New Jersey 07860

ATTN. Matthew Stoppay, Purchasing Manager  
[mstoppay@sussex.edu](mailto:mstoppay@sussex.edu)

Subject: Bid Recommendation for SCCC MTEC Building 'B' Renovations (Diesel & HVAC Programs)

Dear Mr. Stoppay,

We have completed our review of the bid results for the MTEC Building 'B' Renovations. Walkill Group, Inc. is the apparent low bidder with a base bid of \$1,147,000.00. After thoroughly examining their bid package, we confirm that it includes all required information and the necessary DPMC qualifications.

To ensure their suitability for this project, we reached out to references provided in the bid package. The facilities manager from Warwick Central School District provided positive feedback, reporting no issues with workmanship, timeframes, change orders, or documentation on the listed Media Library Center Renovation project. Additionally, Hqw Architects has successfully completed several projects at a similar scale with Walkill Group in the past.

The projects listed in their references are comparable in both cost and scope to the MTEC Building 'B' Renovation. Based on their strong references, past performance, and competitive pricing, we recommend awarding the contract to Walkill Group, Inc.

With your Board's permission, we can issue a Letter of Intent to Award to Walkill Group, Inc., allowing them to begin preparations such as contracts, bonds, schedules, and subcontractor lists.

Sincerely,

A handwritten signature in black ink, appearing to read 'Chris Wolverton', is written over a light blue circular stamp.

Christopher M. Wolverton, AIA, LEED AP  
Principal  
Hqw Architects LLC  
[chrisw@hqwllc.com](mailto:chrisw@hqwllc.com)

**Hqw** Architects LLC

NY Metro · 14 North Village Blvd Ste C · Sparta, NJ · 07871 · p.973.383.5550  
[hqw@hqwllc.com](mailto:hqw@hqwllc.com) · [www.hqwarchitects.com](http://www.hqwarchitects.com)  
Christopher M. Wolverton, AIA · NJ 21AI01946500  
Glenn G. Gorlich, RA · NJ 21AI01833300



## **ARCHITECTURAL SERVICES PROPOSAL**

February 10, 2025

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

**Project:** MTEC Building B Renovations

Dear Dr. Homer,

HQW Architects (HQW), is pleased to present our proposal for Architectural Service for the Renovations to MTEC Building B in Newton, New Jersey.

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 intends to complete the renovation of the McGuire Technical Education Center (MTEC) Building B, a 7,500-square-foot facility currently divided into several spaces and partially in use by the college. HQW Architects has previously developed two design iterations for the building, with the most recent permit drawings outlining the minimum requirements for occupancy. The college now seeks to fully renovate the space to accommodate a Diesel Shop, HVAC Shop, Compressor Room, Classroom, Bathrooms, Office, and Electric/IT Room.

It is understood that the project will be publicly bid and not self-performed by the college.



## PROCUREMENT MEMO

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

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

**FROM:** Matthew Stoppay, Purchasing Manager

**DATE:** June 11, 2025

**SUBJECT:** Building R, Horton Mansion – Sewer Line/Parking Lot

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**Description:** Installation of new sanitary sewer line to service Building R and Horton

**Mansion Vendor Name:** ADS Contractors LLC

**Amount:** \$150,000

**Procurement Method:** Bid # 25-05-0002

**Funding:** Chapter 12

**Attachments:** Bid Form, HQW Pre-bid Proposal

**Pending:** Bid Opening 6/12/2025 \* Pending award due diligence from HQW \*



## **ARCHITECTURAL SERVICES PROPOSAL**

April 8, 2025

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

**Project:** SCCC Building R and Horton Mansion Sewer Line/Parking Lot Coordination, Bidding/Award, and Construction Administration

Dear Dr. Homer,

HQW Architects (HQW), is pleased to present our proposal for Building R and Horton Mansion Sewer Line/Parking Lot Coordination, Bidding/Award, and Construction Administration

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 (SCCC) is moving forward with the installation of a new sanitary sewer line to service Building R and Horton Mansion. HQW Architects previously coordinated with Dykstra Walker Design Group for the design of the sewer system, which will support current and future use of both buildings.

As the project advances, HQW will provide coordination, support during bidding and award, and construction administration services. This includes review of design documents, assistance during contractor selection, and oversight during construction to ensure proper execution and restoration of affected parking areas.



**SUSSEX COUNTY COMMUNITY COLLEGE**  
**Building R and Horton Mansion Sewer Line/Parking Lot**  
**BID #25-05-0002**  
**BID FORM**

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

**Building R and Horton Mansion Sewer Line/Parking Lot:**

Bidder agrees to provide the services described in the attached bid specifications for the all-inclusive fixed sum for the **Building R and Horton Mansion Sewer Line/Parking Lot** of:

Cost     \$ 150,000.00

(In words) one hundred fifty thousand

**UNIT PRICE**

**UNIT PRICES INCLUDED IN BASE BID:**

**Unit Price # 1: Rock Excavation**

1. Rate: \$ 312.50 per CY

2. Total: 80 CY;  
\$ 25,000.00



## PROCUREMENT MEMO

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

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

**FROM:** Matthew Stoppay, Purchasing Manager

**DATE:** June 11, 2025

**SUBJECT:** Campus Lighting Upgrade

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**Description:** An investment grade lighting audit of the campus was performed by Willdan Associates working with JCP&L as part of the NJ Direct Install energy program. CMC Energy Services will be the installation contractor for the project working for JCP&L. Willdan's survey determined a significant opportunity for campus wide energy savings by replacing fluorescent and incandescent light fixtures with energy efficient LED fixtures. Over 550 light fixtures including parking lot lighting will be replaced under this project. Besides the energy and dollar savings, this project will improve the lighting levels throughout our classrooms and public spaces. The project duration is 6 months after approval to proceed.

**Vendor Name:** CMC Energy Services – JCP&L

<b>Amount:</b> Total Project Cost:	\$416,044.00
Utility Reimbursement:	\$201,992.00
SCCC Portion:	\$214,052.00
Annual Payments:	\$42,910.00 (Paid over 5 years 0% interest through our monthly utility Bill)

**Procurement Method:** Bid exception – Public utilities

**Funding:** Chapter 12

**Attachments:** Lighting Upgrade Building Chart

[illegible]

SUSSEX COUNTY COMMUNITY COLLEGE  
OFFICE OF ACADEMIC AFFAIRS

To: Dr. Cory Homer, Interim President

From: Dr. Kathleen Okay, Senior Vice President of Academic & Student Affairs

Re: Narrative in Support of Eleanor Carducci's Application for Professor Emeritus Status

Dr. Carducci joined SCCC as a professor of English in the early 1992, and was officially tenured in 1998. Dr. Eleanor Carducci established herself as a passionate educator, as committed to the well-being of her students as she was to the mission and purpose of Community College work. As a member of the English department, Eleanor pursued and readily was granted full professor status. Eventually, Eleanor transitioned into a Division Dean role for over two years, but ultimately returned to the classroom that she dearly missed. In her turn as a dean, she won the respect of her faculty colleagues and administration alike, and was seen as a leader and a mentor, especially to newer faculty members. Eleanor retired in 2017.

In 2013, in my then-role of Dean of Liberal Arts, Education & Social Sciences, I was honored to observe Dr. Carducci in class. I observed her while she taught a section of English Composition II. Eleanor began by laying out a plan for the session, allowing students to anticipate the content. Following a journaling assignment, the class was given clear directions connected to the next phase of the class, group work discussing specified elements and characters in the story "The Revelation" by Flannery O'Connor. I think it is important to note the care and structure Eleanor provided to coach students through group activity. Specific roles within the groups were identified, maximizing the efficiency of their time, but also allaying the anxiety which group work can trigger in some students. Again – structure was a key element, carefully balanced with robust discussion and free expression of ideas. Following approximately 20–25 minutes of group work, the groups took turns sharing their discoveries with their peers. In the lecture that followed, Eleanor highlighted various literary techniques in the story, including symbolism, irony, and the power that details have to literally paint a picture for the reader. She was also able to weave in historical and cultural contexts into the discussion, for example, the pride of shiny shoes – despite economic means – in individuals from the era of the characters. This was not simply Eleanor supplying answers to the students, but Eleanor pushing the students to engage critically with the text. It was a robust and expertly-led 75-minute session. This, I would come to know, was quite simply characteristic of all of Eleanor's work.

Dr. Mary Thompson, in her elegantly laid out support of Dr. Carducci, also included in the Board materials, for the rank of Professor Emerita. Mary covered many highlights and attributes of Eleanor, but the one I would like to emphasize especially is the long-standing impact of the College Novel initiative at SCCC. This shared reading experience is really quite unique among our peer institutions, which I am regularly reminded of as I tout its deep tradition at various state meetings. Over 30 years strong, this is the sole vehicle at SCCC which brings together faculty from multiple disciplines on campus, united through the threads of great story telling. As an example, when the College selected ***The Four Winds*** by Kristin Hannah, a historical fiction novel set in the 1930s dustbowl era, faculty were able to provide various lectures framing connections from that era to their disciplines, resulting in lectures on art, agricultural science, societal and psychological impacts of the 1930s. It was Eleanor who launched

this, many years earlier. As a sweet nod to this tradition, our College Librarian creates “ornaments” of the book covers of each novel the College has selected – with which, every December, she decorates a holiday tree in our college library.

Throughout her years at SCCC, Dr. Carducci consistently demonstrated excellence in teaching, scholarly pursuits, curriculum development, mentorship, and leadership among her peers. An excellent college professor is more than just a subject-matter expert—they're an inspiring guide who ignites curiosity and a love for learning. They have a deep understanding of their field and can break down complex concepts into relatable, engaging lessons. Their lectures are dynamic, thoughtfully organized, and often sprinkled with real-world examples or stories that bring the material to life. What sets them apart is their genuine passion for teaching and care for their students. They're approachable, empathetic, and open-minded, creating an inclusive environment where every student feels heard and supported. They're available during office hours, give constructive feedback, and are invested in their students' growth both academically and personally. Beyond the classroom, they stay current in their field, contribute to research or professional communities, and often mentor students long after the semester ends. They challenge students to think critically, ask questions, and explore beyond the syllabus—not just to pass the course, but to truly understand and apply what they've learned. This is Eleanor.

I strongly support the granting of emeritus status to Dr. Eleanor Carducci in recognition of her legacy of dedication and excellence.

**From:** [Kathleen Okay](#)  
**To:** [Cory Homer](#); [Nancy Gallo](#)  
**Cc:** [Wendy Fullem](#); [Saliha Iftikhar](#)  
**Subject:** FW: Professor Emeritus Recommendation & May Board agenda  
**Date:** Tuesday, April 1, 2025 1:19:09 PM  
**Attachments:** [image001.png](#)  
[Professor Emeritus Recommendation.docx](#)  
[doc00413320250401123619.pdf](#)

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We also received this email from Mary T, on behalf of English & Humanities, for Eleanor. 2 nominations this year.

In the case of two or more nominations, it seems the CAO and President confer on which to move forward.

**From:** Mary Thompson  
**Sent:** Wednesday, January 29, 2025 9:00 AM  
**To:** Nancy Gallo <[ngallo@sussex.edu](mailto:ngallo@sussex.edu)>; Kathleen Okay <[kokay@sussex.edu](mailto:kokay@sussex.edu)>  
**Subject:** Nomination: Professor Emerita

Dear Dr. Okay,

I am writing to formally nominate Dr. Eleanor Carducci for the rank of Professor Emerita. Throughout her distinguished career at SCCC, she has served not only as a dedicated professor of English but also as Division Dean, and has been an invaluable mentor to countless students and colleagues, including myself.

Dr. Carducci's commitment to excellence in education and her passion for inspiring students have left an indelible mark on our institution. As Division Dean, she was instrumental in fostering a collaborative and supportive environment that allowed both faculty and students to thrive. In the classroom, she demonstrated a rare ability to challenge students while also nurturing their potential, creating a space where they felt encouraged to explore, grow, and succeed.

Beyond the classroom, Dr. Carducci served as a mentor to many of us. She provided guidance, wisdom, and compassion in equal measure, always willing to lend her ear or offer counsel when needed. Her leadership, both formal and informal, shaped the culture of our department and has been an example to all who have had the privilege of working with her. She also founded the College Novel program, which continues to encourage a love of reading in students of all disciplines at SCCC.

Her legacy is woven into the fabric of our college. She has influenced not only students but also colleagues, inspiring all of us to uphold the values of dedication, integrity, and commitment to student success that are the cornerstone of this our college, and I can think of no one more deserving of this recognition.

Thank you for considering this nomination. I would be happy to provide any further information or support to assist in the review process.

Warm regards,  
Mary

*Mary I. Thompson, PhD*

Professor of English  
Instructional Design Faculty Facilitator

Sussex County Community College  
1 College Hill Rd.  
Newton, NJ 07860  
973-300-2265

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**From:** Kathleen Okay  
**Sent:** Tuesday, April 1, 2025 12:43 PM  
**To:** Cory Homer <chomer@sussex.edu>; Nancy Gallo <ngallo@sussex.edu>  
**Cc:** Wendy Fullem <wfullem@sussex.edu>; Saliha Iftikhar <siftikhar@sussex.edu>  
**Subject:** FW: Professor Emeritus Recommendation & May Board agenda

I am enclosing the departmental recommendation for emeritus rec for Rich. Language in contract is also attached for reference. Essentially, the departments must submit recs to the CAO by 4/1. We will see if any others come in by end of day. Language is clear that even with multiple recs, like sabbatical, only one can prevail.

As CAO, I need to get you, Cory, my rec by 5/1 – I will send much sooner. Similar to tenure, I would imagine you also prepare a letter of rec, and all 3 letters are included in board packet for Board approval for the **MAY meeting**. We announce the Emeritus status at Fall Orientation (I will also send an all college note after the May meeting. **I will have Saliha put a reminder on your calendar for 5/1/25 to prepare/submit letter of rec for Rich.**

Wendy – I will include this item in the May P&C materials – does this get included specifically in curriculum report? Is it a personnel item? How did we present Naomi's about 3 years ago?

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**From:** Deborah Lanza <dlanza@sussex.edu>  
**Sent:** Friday, March 28, 2025 8:41 AM  
**To:** Kathleen Okay <kokay@sussex.edu>; Nancy Gallo <ngallo@sussex.edu>  
**Cc:** Salvatore Paolucci <spaolucci@sussex.edu>; Anthony Balzano <abalzano@sussex.edu>; Stacie Golin <sgolin@sussex.edu>; Dawn Flanders <dflanders@sussex.edu>; Matthew Fowler <mfowler@sussex.edu>; John Dixon <jdixon@sussex.edu>; Richard Linden <rlinden@sussex.edu>  
**Subject:** Professor Emeritus Recommendation

Dear Dr. Okay and Dr. Gallo,

On behalf of the Department of Professional Studies and Social Sciences, it is our pleasure to

recommend the appointment of Professor Richard Linden as Professor Emeritus. The attached document serves as a narrative in support of his appointment, highlighting his outstanding and influential career.

Sincerely,

Deborah



**Deborah Phillips-Lanza**  
**Associate Professor,**  
**Psychology and Program**  
**Coordinator, Foundations**  
**for Success**

[dlanza@sussex.edu](mailto:dlanza@sussex.edu)  
One College Hill Rd.  
Newton, NJ 07860

Tour the Campus



**ARTICLE 29**

**EMERITUS PROFESSOR**

- A) The Board, upon the recommendation of the College President, may confer “Emeritus” status upon a Faculty member who has been retired for at least one year in order to recognize that Faculty member’s meritorious service. Faculty/Academic Departments shall be able to nominate for consideration by the CAO one retired colleague per Academic Year for consideration as an awardee of Emeritus status. The CAO may recommend to the College President the award of Emeritus status for retired Faculty s/he deems qualified for that designation.
- B) Emeritus professor (and any other retired, former full-time Faculty) who are employed to teach College course sections as adjunct faculty will be compensated at the senior adjunct pay rate as stipulated in any collective bargaining agreement that may be in effect between the College and the adjunct faculty bargaining unit.
- C) Faculty/Academic Departments nominating retired colleagues as described in A) above are limited to one such nominee per department. The respective Department Chair will obtain nominee approval and will forward their Departmental nomination, if any, to the CAO by April 1<sup>st</sup>. The CAO will submit and recommend to the President those nominations that he/she feels are qualified by May 1<sup>st</sup> and will confer with the President on the nomination, if any, that will be recommended to the Board for their June meeting. A maximum of one candidate will be submitted to the Board for consideration in any given academic year. The associated announcement of

Emeritus status being conferred upon a selected nominee will be made during the Fall orientation.





# About Sussex County Community College

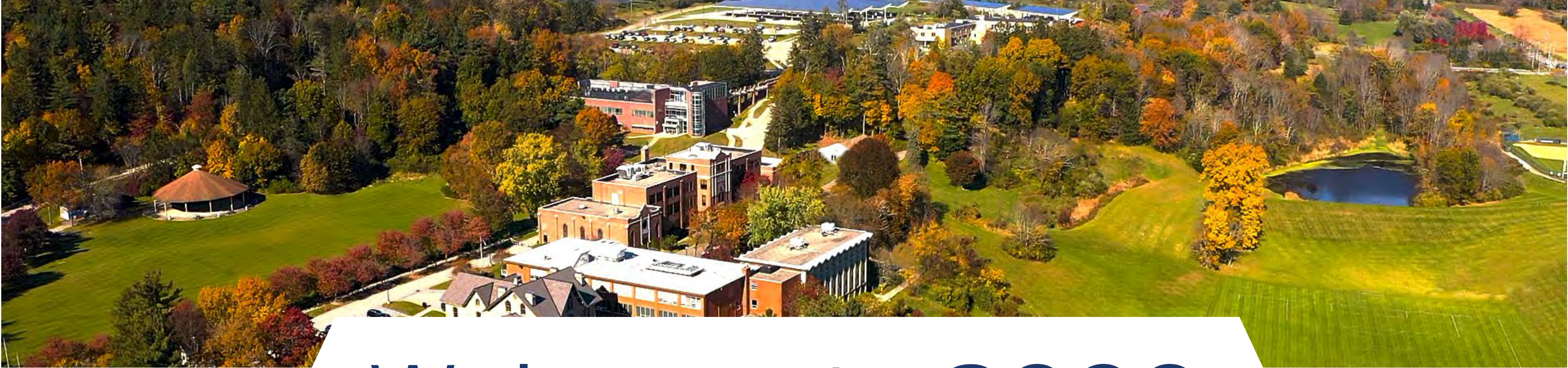
Start here, go anywhere!

**May 2025 Financial Discussion**

[sussex.edu](http://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 21<sup>st</sup> 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 May 31, 2025 Actual vs. Budget and vs. Prior Year

## Revenue:

- Fall, Winter and Spring semesters have exceeded 2025 budget by 15% and 6% 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
  - 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





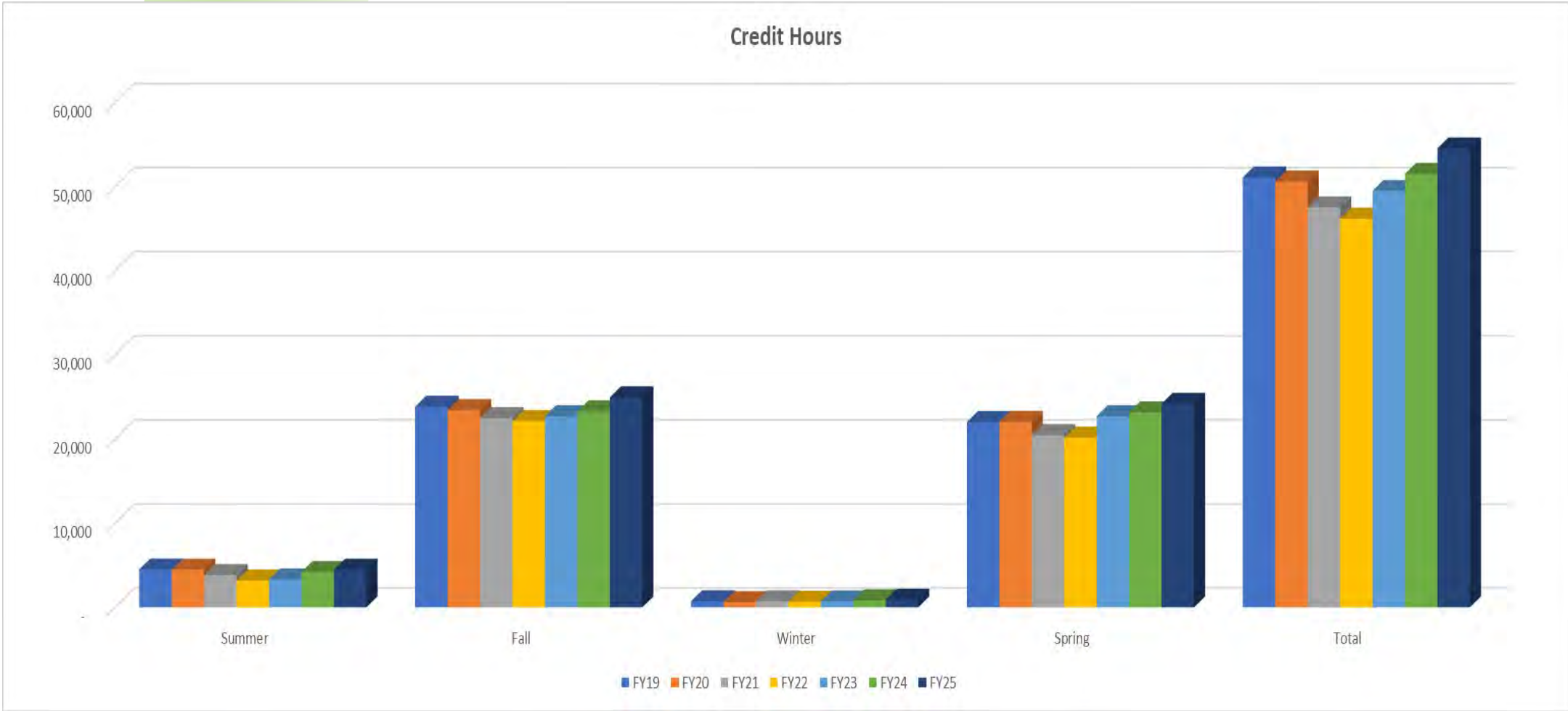


May 2025 - Credit Hours Dashboard

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	2,006	1,707	18%	1,785	12.4%
Summer IV	67				#DIV/0!
<u>2nd half of year</u>	27,182	21,989	24%	25,813	5.3%
<u>TOTAL Fiscal Year Credit Hrs</u>	54,579	47,542	15%	51,548	5.9%
<u>FTE Students (30 Credits)</u>	1,819	1,585	15%	1,718	5.9%



# FY History of Credit Hours

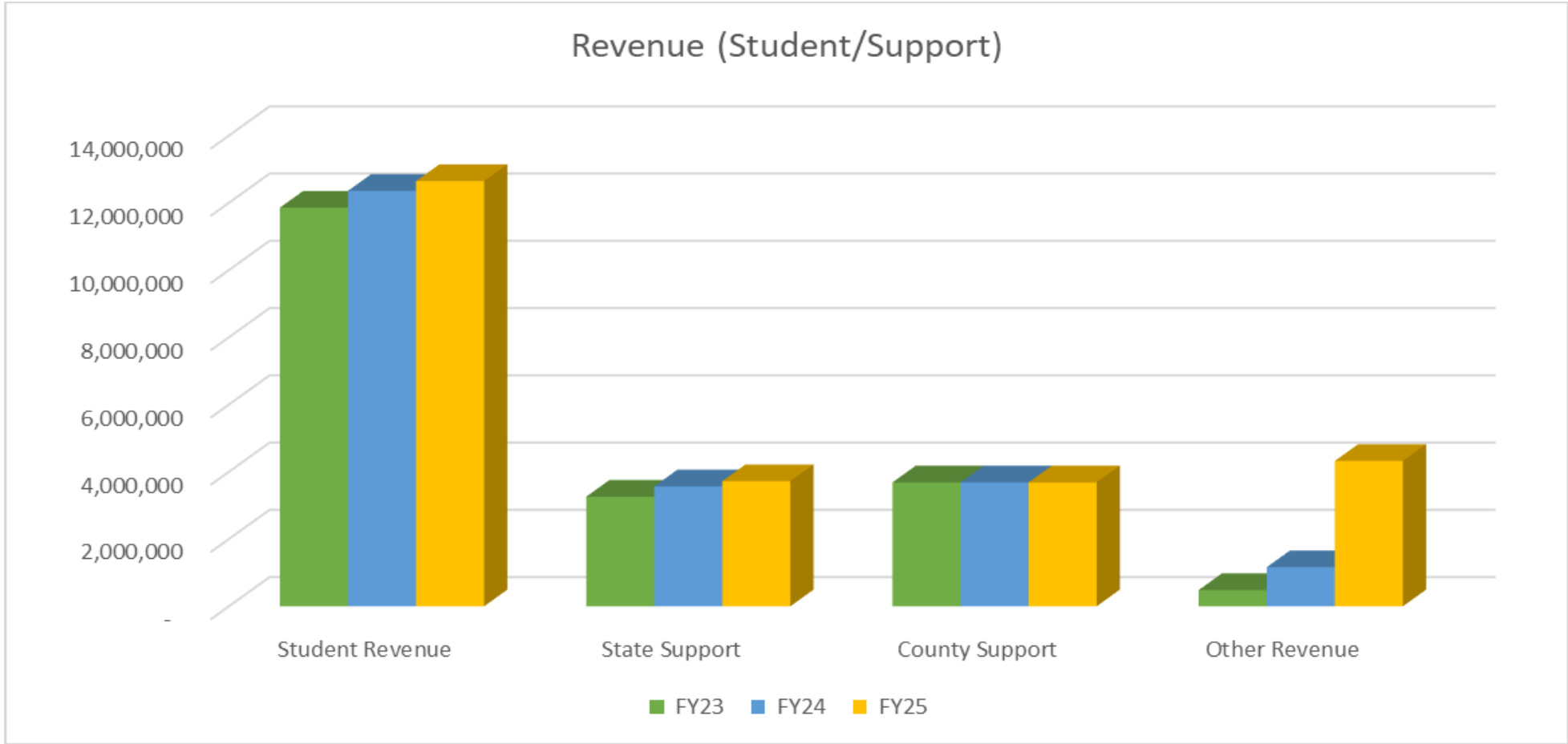


	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Summer	4,511	4,492	3,838	3,194	3,331	4,208	4,496
Fall	23,856	23,460	22,506	22,166	22,736	23,312	24,974
Winter	721	625	734	671	717	841	900
Spring	22,033	22,060	20,495	20,185	22,737	23,187	24,209
Total	51,121	50,637	47,573	46,216	49,521	51,548	54,579





# Revenue



	FY23	FY24	FY25
Student Revenue	11,857,238	12,356,744	12,647,110
State Support	3,259,703	3,569,204	3,721,766
County Support	3,685,000	3,685,000	3,685,000
Other Revenue	483,734	1,164,646	4,323,750



# Balance Sheet May YTD vs. May 2024 and 2023

SUSSEX COUNTY COMMUNITY COLLEGE			
(\$Thsd)	May YTD 2025	May YTD 2024	May YTD 2023
<b>Balance Sheet - Current Assets</b>			
Operating Cash Accounts	\$ 8,457	\$ 10,224	\$ 11,582
BNY Mellow - ELF & HETI & HEFT Grants Funds	537	724	63
Investments	17,444	14,067	10,905
Student Accounts Receivable	1,085	662	446
Grants Receivable	-	(831)	(108)
Other Receivables	2,110	491	1,289
<b>Total Current Assets</b>	<b>\$ 29,633</b>	<b>\$ 25,337</b>	<b>\$ 24,177</b>
<b># Months of OPEX covered by Liquid Assets</b>	<b>12.6</b>	<b>12.7</b>	<b>13.1</b>
<b>Financial Benchmark 3-4 months avg</b>			
<b>Accounts Payable</b>			
Operating Payables	\$ 805	\$ 446	\$ 494
PTO Accruals	1,714	1,633	1,623
NJEFA - ELF & HETI & HEFT	288	724	63
Deferred Revenue	951	408	512
Grant Revenue	60	-	
<b>Total Current Liabilities</b>	<b>\$ 3,817</b>	<b>\$ 3,211</b>	<b>\$ 2,692</b>
<b>Working Capital</b>	<b>\$ 25,815</b>	<b>\$ 22,126</b>	<b>\$ 21,485</b>
<b>Working Capital/Current Ratio.....current year</b>	<b>7.76</b>	<b>7.89</b>	<b>8.98</b>
<b>Financial Benchmark 2-4 avg</b>			
<b>Operating Statement (exclusive of pass thru's)</b>	<b>May YTD 2025</b>	<b>May YTD 2024</b>	<b>May YTD 2023</b>
Operating Revenue	\$ 24,378	\$ 20,776	\$ 19,286
Operating Expenses	\$ 20,433	\$ 19,238	\$ 17,080
<b>Net Contribution to Fund Balance</b>	<b>\$ 3,945</b>	<b>\$ 1,538</b>	<b>\$ 2,206</b>



May 2025 YTD Actual vs Budget & Prior Year

(\$thsd)			11 Mos. YTD 25	11 Mos.25 YTD Budget	Budget Var \$	11 Mos. 24 YTD	Prior Year Var \$	FY 2025 BOSE Budget
Total Student Revenues		12,647,110	12,647	12,154	493	12,357	290	12,154
Change in Student Revenue					4.1%		2.3%	
Non-Student Revenues								
State Support		3,721,766	3,722	3,577	145	3,569	153	3,902
County Support		3,685,000	3,685	3,685	0	3,685	0	4,020
CARES Support		0	0	0	0	579	(579)	0
Other Revenues		4,323,750	4,324	502	3,821	586	3,738	548
Subtotal Non-Student Revenues		11,730,516	11,731	7,764	3,966	8,419	3,312	8,470
Subtotal all Revenues		24,377,626	24,378	19,918	4,460	20,776	3,603	20,624
Grant Revenue (Pass thru)		2,275,570	2,276	733	1,542	1,353	923	800
PSTA Revenue		444,156	444	312	132	431	13	340
Federal, State Financial Aid		6,775,959	6,776	3,585	3,191	7,216	(440)	3,911
Federal ,State Loans		2,009,503	2,010	2,705	(696)	2,082	(72)	2,951
Subtotal Grant Revenues(Pass thru)		11,505,189	11,505	7,335	4,170	11,082	423	8,002
Total Operating Revenues		35,882,815	35,883	27,253	8,630	31,858	4,026	28,626
Expenses								
Salaries/Benefits		13,049,840	13,050	12,444	606	11,958	1,092	13,575
Other Expenses		7,382,764	7,383	6,460	923	7,280	103	7,047
Subtotal Expenses		20,432,604	20,433	18,904	1,529	19,238	1,195	20,622
Grant Expense (Pass thru)		2,275,570	2,276	733	1,542	1,353	923	800
PSTA Expense		444,156	444	312	132	431	13	340
Federal, State Financial Aid		6,775,959	6,776	3,643	3,133	7,216	(440)	3,974
Federal ,State Loans		2,009,503	2,010	2,647	(638)	2,082	(72)	2,888
Subtotal Grant Expenses(Pass thru)		11,505,189	11,505	7,335	4,170	11,082	423	8,002
Total Operating Expenses		31,937,793	31,938	26,239	5,699	30,320	1,618	28,624
Contribution to Unrestricted Fund Balance		3,945,022	3,945	1,015	2,930	1,538	2,407	2







# Thank You



973.300.2100



tpappan@sussex.edu



sussex.edu



One College Hill Road  
Newton, NJ



**Correspondence File – June 2025**

1. HSE/ABE Graduation Correspondence.
2. Letter from Dr. Brian Bridges, New Jersey Secretary of Higher Education, regarding support of student mental health.
3. Email from Nicole Pedoto, Assistant Director, Transfer & Veterans at Ramapo College, regarding another successful semester for 3 + 1 students.
4. Letter from a parent commending SCCC employees for the exceptional service provided to her son.

**From:** [Melissa DeJoseph](#)  
**To:** [Wendy Fullem](#)  
**Subject:** FW: HSE Graduation...what a night!  
**Date:** Thursday, June 19, 2025 10:08:27 AM

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Board correspondence?

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**From:** Sara Gorst <[sgorst@sussex.edu](mailto:sgorst@sussex.edu)>  
**Sent:** Thursday, June 19, 2025 10:04 AM  
**To:** George Santana <[gsantana@sussex.edu](mailto:gsantana@sussex.edu)>; Cory Homer <[chomer@sussex.edu](mailto:chomer@sussex.edu)>; Martin Kester <[mkester@sussex.edu](mailto:mkester@sussex.edu)>; Rose Figueroa <[rfigueroa@sussex.edu](mailto:rfigueroa@sussex.edu)>; Mary Hayes <[mhayes@sussex.edu](mailto:mhayes@sussex.edu)>; Karin Rennie <[kreddie@sussex.edu](mailto:kreddie@sussex.edu)>; Rachel Beyer <[rbeyer@sussex.edu](mailto:rbeyer@sussex.edu)>; Sierra LoCicero <[slocicero@sussex.edu](mailto:slocicero@sussex.edu)>; Tim O'Connor <[toconnor@sussex.edu](mailto:toconnor@sussex.edu)>; Kathleen Carr <[kcarr@sussex.edu](mailto:kcarr@sussex.edu)>  
**Cc:** Melissa DeJoseph <[mdejoseph@sussex.edu](mailto:mdejoseph@sussex.edu)>; Theresa Pappan <[tpappan@sussex.edu](mailto:tpappan@sussex.edu)>; Kathleen Okay <[kokay@sussex.edu](mailto:kokay@sussex.edu)>; Stan Kula <[skula@sussex.edu](mailto:skula@sussex.edu)>; Erin Gervald <[egervald@sussex.edu](mailto:egervald@sussex.edu)>; Sandra Cupo <[scupo@sussex.edu](mailto:scupo@sussex.edu)>; Kathleen Peterson <[kpeterson@sussex.edu](mailto:kpeterson@sussex.edu)>; Sue Unverzagt <[sunverzagt@sussex.edu](mailto:sunverzagt@sussex.edu)>; Melissa Marshall <[mmarshall@sussex.edu](mailto:mmarshall@sussex.edu)>  
**Subject:** HSE Graduation...what a night!

Thank you everyone for making our HSE Graduation such a special and successful event. I appreciate all your help, support and input-I absolutely could not have done it without all of you. I never have enough words to say to all of you to show my true appreciation. It was such an inspiring, heartwarming and moving occasion and the feedback from students and their families was all positive. They were absolutely thrilled to be there.

From the planning to the set up to the event itself, everything worked perfectly (well almost!!). Thank you for the important role you all played in Graduation #3. Please pass on my thanks to the teams that worked alongside you for our event. It really does take a team...and I am so glad that you are all on my team! I am so lucky and thankful to work with such a caring, responsive and wonderful group of people.

Thank you all so much.

Sara

**Sara Gorst**  
ABE/HSE/ESOL Program  
Coordinator  
**973 300 2158**  
[sgorst@sussex.edu](mailto:sgorst@sussex.edu)





*Start here, go anywhere!*

One College Hill Rd.  
Newton, NJ 07860

[Tour the Campus](#)

**From:** [Sierra LoCicero](#)  
**To:** [All College](#)  
**Subject:** ABE/HSE Graduation  
**Date:** Thursday, June 19, 2025 10:49:27 AM  
**Attachments:** [image.png](#)

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Dear Colleagues,

Yesterday evening we marked the fourth graduation celebration for the high school equivalency program at Sussex County Community College. With the excellent guidance of Sara Gorst and her team, Mary Hayes, Karin Rennie, Rachel Beyer and Sierra LoCicero, our fourth ceremony was a resounding success!

There were 32 graduates for the program and 13 2025 graduates present to receive their diplomas amidst proud family members and friends.

Special thanks to the guest speakers Dr. Cory Homer, Martin Keister and student speaker Kamille Lauffer who gave the graduates inspiring messages and heartfelt **congratulations**. Additional thanks to George Santana for providing the photography for the event and Peggy Durkin for her assistance with the graduates.

A program that has always been near and dear to my heart, Sara and her team help students to achieve their lifelong goal of earning a high school diploma. I have often been amazed at the resiliency of students in this program who have navigated life's challenges to arrive at this finish line. Many will be going on to higher education, better jobs and military careers. I cannot emphasize the significance and importance of this program and the lives that it changes for the better. Seeing the graduates and their families celebrate this life-defining moment makes this a perfect capstone for their hard work.

An extra thank you to Stan Kula for his work in providing sources of revenue (Providian Bank for the caps and gowns and Franklin Mutual for refreshments), George Santana for his photography, Rose Figueroa and her team, and Tim O'Conner for the audio.

Looking forward to next year!

Kathleen

Kathleen Carr, Ed.D.



*Start here, go anywhere!*

**Kathleen A. Carr, Ed. D.**  
Assistant Dean  
Library/Learning Resources  
EOF Director  
**973-300-2155**  
[kcarr@sussex.edu](mailto:kcarr@sussex.edu)  
One College Hill Rd.  
Newton, NJ 07860



## State of New Jersey

OFFICE OF THE SECRETARY OF HIGHER EDUCATION

P.O. Box 542

TRENTON, NJ 08625-0542

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FAX: (609) 292-7225

E-mail: [oshe@oshe.nj.gov](mailto:oshe@oshe.nj.gov)

PHILIP D. MURPHY  
GOVERNOR

TAHESHA L. WAY  
LT. GOVERNOR

BRIAN K. BRIDGES, PH.D.  
SECRETARY OF HIGHER EDUCATION

June 10, 2025

Dear Colleagues,

I would like to take an opportunity to thank you for the incredible work you are doing to support student mental health on your campuses.

These are trying times for our students. By ensuring students feel seen and cared for, when they need it most, you help them successfully pursue their academic goals. Professionals like you are often called upon as the source of comfort and stability for students navigating complex personal challenges. As we work to promote cultures of well-being across New Jersey campuses, your health is equally important and I hope you find time this summer to take care of yourself too.

This is one of the many reasons we continue to create visibility of the Uwill partnership. Last week we were pleased to [release new data](#) that demonstrates the partnership's value to students and how it builds upon the vital work your offices and centers do. We trust that Uwill provides the assistance you and your colleagues need to manage the student demand and believe this resource can alleviate some of the load.

Thank you again for all you are doing to guide our students during this crucial time in their lives and for connecting them to the supports that help them succeed.

Sincerely,

A handwritten signature in black ink, appearing to read 'B. Bridges'.

Dr. Brian Bridges  
New Jersey Secretary of Higher Education

cc: College Presidents

**From:** [Cory Homer](#)  
**To:** [Wendy Fullem](#)  
**Subject:** Fw: Thank you for a Wonderful Semester & Partnership  
**Date:** Tuesday, June 10, 2025 2:05:28 PM

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## Board correspondence

Cory Homer, Ph.D.  
Interim President  
Sussex County Community College

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**From:** Pedoto, Nicole <npedoto@ramapo.edu>  
**Sent:** Tuesday, June 10, 2025 2:04:04 PM  
**To:** Jamie Borger <jborger@sussex.edu>; Cory Homer <chomer@sussex.edu>  
**Subject:** Thank you for a Wonderful Semester & Partnership

Hi Jamie & Cory,

Congratulations on closing out another successful academic year! I wanted to reach out and personally thank you for all of your assistance and support this year. We are grateful for the wonderful SCCC-Ramapo partnership and hope to continue to grow with you this Fall.

We are excited to report all 16 3+1 students will be joining us in the Fall. We are hopeful that the number of traditional transfers from SCCC will continue to grow throughout the summer. Wishing you a great summer and looking forward to speaking with you in September.

Best,  
Nicole Pedoto  
Assistant Director Transfer & Veterans  
505 Ramapo Valley Rd.  
Mahwah, NJ 07430  
[npedoto@ramapo.edu](mailto:npedoto@ramapo.edu)  
201-684-7572

**\*\*Please be mindful that the college is closed on Friday's starting in mid-May through mid-August.\*\***

**From:** [Cory Homer](#)  
**To:** [Wendy Fullem](#)  
**Subject:** Fw: Thank you letter  
**Date:** Monday, June 16, 2025 1:47:37 PM  
**Attachments:** [Outlook-rc2ufgdz.png](#)

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Can you add to the board correspondence for the future

Cory Homer, Ph.D.  
Interim President  
Sussex County Community College

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**From:** Abbe Morello <amorello@hce.works>  
**Sent:** Monday, June 16, 2025 1:45:34 PM  
**To:** Cory Homer <chomer@sussex.edu>; Kathleen Okay <kokay@sussex.edu>  
**Subject:** Thank you letter

Good Afternoon,

I wanted to take the time to make you aware of the outstanding service I received from several of your employees. Long story short, my son needed to get his AA degree by August, or he was at risk of losing a \$40,000 scholarship for football. My son did attend Sussex and played football for one year and was transferring to University of New Haven who at the time was D2 but once they went D1, June 2025, he needed his associates degree. We found this out on a Thursday about 2 weeks ago and he was already at summer training in New Haven. Needless to say, we panicked. I reached out to the school and Kelsie answered the phone, and she must have heard the stress in my voice. Well Kelsie was our angel. Kelsie Stefkovich, Student Athlete Success Advisor went above and beyond to help us, and she got everything accomplished with help of her supervisor (sorry I never obtained her name) all in one week. I cannot thank her enough for making this happen. Her patience, understanding and communication with us was remarkable. FYI- I did not even know she was the student athlete advisor at the beginning.

We also need to thank Shane Roach in the Bursars office who helped with financial support as well as Ashley Williams who all quickly guided us, and we never had to follow up on paperwork.

I work 2 FT jobs so me writing a letter like this is not something I really have the time to do but in a case like this it was a must. We cannot thank Kelsie enough for ALL her help and guidance!

Now all Jayden needs to do is apply for graduation eligibility and he will be on the field for the next football season!

Thank you for taking the time to read this

Abbe and Jayden Morello

Abbe Morello  
VP, Workforce Development  
HCE/ECM  
68-70 Tuers Ave  
Jersey City, NJ 07306  
(O) 201-434-3303 x128  
(M)201-686-4860  
<http://hce.works>  
<https://www.hce4biz.com/>



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Hudson Community Enterprises