

SUSSEX COUNTY COMMUNITY COLLEGE Board of Trustees



**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**



**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**

AGENDA

1. General Institutional Functions

- 4:00 p.m. 1.1 Call to Order
- 1.2 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
- 1.4 **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 30 minutes.

Adjourn Executive Session.

- 4:30 p.m. 1.5 Public Meeting Resumes with Board Workshop on Capital Projects

- 5:00 p.m. 1.6 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.

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

ACTION

1.8 Approval/Acceptance of Minutes

- 1.8.1 Minutes from the Regular Meeting on June 24, 2025. (Attachment pgs. 1-7, Resolution No. GI08262025-1).
- 1.8.2 Minutes from the Executive Session on June 24, 2025. (Attachment pg. 8, Resolution No. GI08262520-2)
- 1.8.3 Acknowledgment of Receipt of Committee Meeting Minutes. (Attachment pgs. 9-14, 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.

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 June 12, 2025 – August 7, 2025. (Attachment pgs. 15-17, 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. (Attachment pg. 18, Resolution No. AP08262025-1)
- 2.3.2 Adopt Updated Policy No. 102.7 State-Backed Bonds and Other Grants Policy. (Attachment pgs. 19-25, Resolution No. AP08262025-2)
- 2.3.3 Readopt Policy No. 102.8 Naming of Schools, Departments, Programs, and Institutes. There are no changes. (Attachment pg. 26, 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.” (Attachment pgs. 27-29, 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. (Attachment pgs. 30-34, 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.)

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 \$40,000.00 and Chapter 12 \$160,000). (Attachment pgs. 35-50, Resolution No. BFF08262025-2) (AOF3)

2.5.2 L Building Management System to Unitemp Mechanical Degrees, LLC, for \$282,000 (Funding - Chapter 12). (Attachment pgs. 51-56, Resolution No. BFF08262025-3)

3. **Facilities – ACTION/RC**

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

4. **Finance – ACTION/RC**

4.1 Recommendation: Acknowledge Receipt and Review of June 2025 Financial Statements. (Attachment pgs. 57-68, Resolution No. GI08262025-4)

5. **Reports**

5.1 Correspondence File – (Attachment pgs. 69-76)

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

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 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.

9. **Adjournment**



**Board of Trustees Regular Meeting
Tuesday, June 24, 2025
Executive Office Board Room**

MINUTES

1. General Institutional Functions

- 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 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

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

Also present: Dr. Okay, Mrs. Pappan, Dr. Gallo, Mr. Kula, and, Mrs. Fina-College Counsel.

1.4 Mr. Yardley welcomed the guests and noted:

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.

The Executive Session was moved to the end of the meeting

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

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

Dr. Anthony Balzano addressed the Board, expressing support for item 3.1, awarding Faculty Emerita status to Dr. Eleanor Carducci. He shared her contributions to the

college and the significance of the Emerita honor. A copy of his comments are attached to these minutes.

There being no further comments, Mr. Santonastaso moved to close the floor. Mr. Cable seconded the motion. The motion carried unanimously.

ACTION 1.6 Approval/Acceptance of Minutes

Ms. Quinn moved to approve/accept minutes as noted below. Mr. Cable seconded the motion. Mr. Santonastaso abstained from the vote. The motion carried.

1.6.1 Minutes from the Regular Meeting on May 27, 2025. (Resolution No. GI06242025-1).

1.6.2 Minutes from the Executive Session on May 27, 2025. (Resolution No. GI06242025-2)

1.6.3 Acknowledgment of Receipt of Committee Meeting Minutes. (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 (Resolution No. GI06242025-4).

The administration recommends extending the College's current strategic plan by one additional year. This extension will allow the ongoing Middle States self-study to serve as an internal environmental scan, providing valuable insights to inform the development of the next strategic plan.

Additionally, due to continued regional uncertainty, particularly in labor market data typically used for the external scan, it is prudent to allow more time for key variables to stabilize. With several major projects and curricular initiatives underway, the one-year extension provides an opportunity to evaluate and incorporate these developments into a more informed and responsive strategic framework for the College's future.

Dr. Carrick moved to extend the current Strategic Plan to 2027. Ms. Quinn seconded the motion. The motion carried unanimously.

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. Frank seconded the motion.

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

unanimously.

2.1 Approval of Personnel Items

2.1.1 Personnel Actions May 8 - June 11, 2025. (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.
(Resolution No. AP0624025-1)

2.3.2 Adopt New Policy No. 200.53 Dress Code. (Resolution No. AP06242025-2)

2.4 Approval of Finance Items

2.4.1 Blanket Purchase Orders FY 25/26. (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 (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.
(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. (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
(Resolution No. BFF06242025-5) AOF-3

3. **Personnel – ACTION/RC**

3.1 Recommendation: Awarding of Faculty Emerita Status to Dr. Eleanor Carducci.

(Resolution No. P06242025-2) (This was moved to later in the meeting)

Ms. Quinn moved to award Faculty Emerita status to Dr. Eleanor Carducci.
Mr. Santonastaso seconded the motion.

Drs. Homer and Okay delivered remarks celebrating Dr. Carducci's contributions to SCCC, in recognition of her extraordinary service, academic contributions, and long-standing dedication to the college. Dr. Carducci was honored for her innovative work, including the founding of the College Novel tradition, her academic excellence, and her enduring impact on campus culture. Dr. Carducci expressed her deep gratitude and reflected on the caring spirit of the College, concluding with heartfelt thanks to the Board and community.

Roll call vote: Mr. Cable, Dr. Carrick, Mr. Fiore, Mrs. Frank, Mr. Giardullo, Ms.

Quinn,

Mr. Santonastaso, Dr. Silverthorne, and Mr. Yardley voted yes. The motion carried unanimously.

4. Finance – ACTION/RC

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

Mrs. Frank moved to acknowledge receipt and review of the May 2025 financial statements. Mr. Cable seconded the motion.

Vice President Pappan presented the financial results through May 31, 2025. Enrollment revenue continues to perform well, currently 15% over budget and 6% above the prior year. Other revenue increases were noted due to the one-time receipt of the Employee Retention Credit in the amount of \$2.8 million in April and \$800,000 in capital gains from the liquidation of the Morgan Stanley investment portfolio in February. These funds were subsequently transferred to the College's new investment firm, Biondo Group. A year-over-year decline in total revenue was attributed to the expiration of CARES Act funding received in 2024.

Expense pressures continue to be driven by consulting and professional services (including legal fees and Jenzabar support), facilities repairs and maintenance, and health insurance benefits. The College is actively working with both a county-appointed broker and a consulting group to explore potential cost savings on employee health plans. Due to collective bargaining agreements, however, plan changes cannot occur until June 2027. Increased participation in the NJ Well Program is also being encouraged, as meeting a 25% participation threshold would result in a reduction in premium costs for the institution.

Variances in grants and financial aid are attributed to timing and a higher level of student need compared to the prior year.

Vice President Pappan also reported on encouraging developments regarding state funding. A legislative resolution is expected to restore \$20 million in operating aid to New Jersey's community colleges. The Board recognized and

thanked the students, faculty, staff, and parents who advocated for the restoration. Despite this anticipated funding, it was noted that reductions in student financial aid and grant opportunities are still expected.

The College's financial position remains strong, with a working capital ratio of 7.6 (benchmark: 2–4) and 12.6 months of operating expenses in reserve (benchmark: 3.5). The College carries no institutional debt.

Roll call vote: Mr. Cable, Dr. Carrick, Mr. Fiore, Mrs. Frank, Mr. Giardullo, Ms.

Quinn,

Mr. Santonastaso, Dr. Silverthorne, and Mr. Yardley voted yes. The motion carried unanimously.

5. Reports

5.1 The Correspondence File was received, reviewed, and filed. Letters received commended staff and recent initiatives. The letters included: HSE graduation

success,

State commendation on mental health efforts, transfer partnership praise from Ramapo College, and positive feedback from a parent.

6. Presentations – Student Spotlight – Moved to August.

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

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

Dr. Anthony Balzano addressed the Board, expressing thanks for the faculty bonuses and highlighting upcoming negotiations and shared governance document revisions. A copy of his comments are attached to these minutes.

There being no further comments from the floor, Mr. Santonastaso moved to close the floor. Mr. Giardullo seconded the motion. The motion carried unanimously.

8. Other Business

Discussion / Reports / Announcements:

8.1 Trustee Activity Update – None this month.

8.2 Dr. Homer provided high-level updates on student and faculty accomplishments, including Nathan Henry's acceptance to Lehigh University and Dr. Richard Owens' fellowship at Cornell. He highlighted new partnerships with Barn Light Studios and the NJ School of Conservation, as well as expanded outreach to county nonprofits. Over \$300,000 in Perkins funding was received to support career and technical programs, alongside several additional grants supporting Allied Health, theater, and fitness initiatives. The College continues to advance in AI and optics technology, with innovative programming and external collaborations. The SCCC Foundation surpassed \$3 million in total gifts over the last five years. A copy of the President's Report is on file in the Office of the President.

8.3 Chair's Comments - Chairman Yardley expressed appreciation for the commitment and engagement of Board members who serve actively on committees such as Finance & Facilities, Audit & Policy, Personnel & Curriculum. He acknowledged their ongoing contributions beyond the regular Board meetings, and shared his optimism for the coming academic year, noting the continued progress and positive momentum at the College.

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.

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.

At 5:03 p.m., Ms. Quinn moved for the Board of Trustees to enter into an Executive Session at 5:15 p.m., after a short break to celebrate Dr. Carducci's honor. Mr. Santonastaso seconded the motion. The motion carried unanimously.

At 7:10 p.m., Ms. Quinn moved for the Board of Trustees to adjourn the Executive Session. Mr. Santonastaso seconded the motion. The motion carried unanimously.

After the Executive Session, the following Resolution was added to the agenda as item 8.5:

ACTION/RC 8.5 Recommendation: Approve the appointment of Cory Homer as President of Sussex County Community College, effective July 1, 2025, and the approval of the employment contract between the Sussex County Community College and Cory Homer in the form provided by the general counsel.

Mr. Santonastaso moved to approve the Resolution. Ms. Quinn seconded the motion.

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

9. Adjournment

At 7:15 p.m., Mr. Cable moved to adjourn the meeting. Mr. Santonastaso seconded the motion. The motion carried unanimously.

Approved:



Board of Trustees
Tuesday, June 24, 2025
Executive Office Board Room

EXECUTIVE SESSION MINUTES

Start: 5:15 p.m.

End: 7:10 p.m.

Present: Mr. Yardley-Chair, Dr. Silverthorne-Vice Chair, Mrs. Frank-Treasurer, Mr. Cable, Dr. Carrick, Mr. Fiore, Mr. Giardullo, Ms. Quinn, Mr. Santonastaso, Dr. Homer (for parts of the Executive Session), and Mrs. Fina-College Counsel.

- During the Executive Session, the Board discussed the role of the president and Dr. Homer's qualifications. There was healthy dialogue between the trustees and Dr. Homer regarding expectations, goals, and internal and external relationships.

At 7:10 p.m., Ms. Quinn moved to adjourn the Executive Session. Mr. Santonastaso seconded the motion. The motion carried unanimously.

Approved:

Dr. Elizabeth Silverthorne, Vice Chair-Board of Trustees

AUDIT & POLICY COMMITTEE
SUSSEX COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES
Tuesday, August 19, 2025
Zoom Virtual Meeting

MINUTES

Start: 3:05 p.m.

End: 3:23 p.m.

Present: Mr. Santonastaso-Chair (via phone), Dr. Carrick, Mr. Giardullo (via phone), Dr. Homer, Dr. Okay, Mrs. Pappan, Mrs. Fullem, and Mrs. Caputo

POLICY

- The committee reviewed and discussed Policy No. 102.2 Policy Regarding the Use of Human Subjects in Research.
 - The college's Institutional Review Board (IRB), federally approved and renewed every five years, was highlighted as a safeguard for research involving human participants.
 - The IRB model has been shared with local high schools (High Point, Delaware Valley, Sparta).
 - Committee members expressed support, acknowledging the value of protections in place.

The committee agrees that the policy should be presented to the Board of Trustees for readoption.

- Presented by Mrs. Pappan, the committee reviewed Policy No. 102.7 State-Backed Bonds and Other Grants Policy.
 - Updates made to simplify language, removing "legalese" and making the policy more user-friendly.
 - Policy covers four primary state-backed funding sources (HEI, HEFT, Chapter 12, SIF), as well as other grants and bonds now tracked for completeness.
 - Emphasis placed on:
 - Tracking and compliance oversight through spreadsheets and annual audits.
 - Clarifying reimbursement processes (funds not received upfront).
 - Inclusion of records retention guidance.
 - Members appreciated the clarity, research, and practical improvements.

The committee agreed that the policy should be presented to the Board of Trustees for readoption with the changes.

- The committee reviewed Policy No. 102.8 Naming of Schools, Departments, Programs, and Institutes.
 - No changes made.
 - Discussion noted upcoming opportunities due to recent significant donations.
 - Naming recommendations will continue to come from the President to the Board for approval, with the college's best interests prioritized.

The committee agreed that the policy should be presented to the Board of Trustees for readoption.

- The committee reviewed Policy No. 102.9 Policy Governing Conscientious Employee Protection Act (CEPA), also known as “Whistleblower Protection.”
 - Updated to ensure clarity and broad protection for all individuals connected to the college, including board members, staff, faculty, and volunteers.
 - Policy confirms that retaliation against individuals reporting concerns is prohibited.
 - Members agreed the policy is straightforward and appropriate.

The committee agreed that the policy should be presented to the Board of Trustees for readoption.

AUDIT - As noted in the policy discussion, Mrs. Pappan indicated that the recent audit review went smoothly.

OTHER BUSINESS

- The committee reviewed June 11, 2025 – August 7, 2025 Incidents.
 - Broader discussion held on campus security, including which officers/positions are armed, that dispatchers now handle phones, freeing armed guards for field duty.
 - Balance sought between visible safety presence and maintaining a welcoming environment.
 - Suggestion made to review related policies in fall (September/October) to align with current practices.

PERSONNEL & CURRICULUM COMMITTEE
SUSSEX COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES
Tuesday, August 19, 2025
Zoom Virtual Meeting

MINUTES

Start: 4:03 p.m.

End: 4:13 p.m.

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

PERSONNEL

- The committee reviewed the Personnel Actions June 12, 2025 – August 7, 2025 Report, including part-time new hires, resignations/terminations/positions ended, and full-time/part-time open positions. *The committee agrees to bring the personnel actions to the Board of Trustees for approval.*

CURRICULUM – None this month.

OTHER BUSINESS

- The committee reviewed the June 11, 2025 – August 7, 2025 Incident Report and has no questions.

FINANCE & FACILITIES COMMITTEE
SUSSEX COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES
Tuesday, August 19, 2025
Zoom Virtual Meeting
MINUTES

Start: 5:02 p.m.

End: 6:29 p.m.

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

FINANCE – The committee reviewed:

- June 2025 Financial Statements
 - Financials as of June 30, 2025, were presented, comparing actuals vs. budget vs. prior year. Results are unaudited.
 - Auditors have completed an onsite visit, and the process went smoothly.
 - Use of a sweep account was discussed concerning the school's cash deposits. It was noted that public colleges are fully insured beyond FDIC limits through additional coverage via GUDPA, therefore a sweep account is not necessary to ensure coverage above FDIC limits. It was further discussed that it is desirable to assess how we can earn higher interest on the cash deposits while carefully managing cash flow.
 - Revenue/Enrollment Differential: Student revenue was 4.5% higher than estimated, while enrollment rose 6%. The difference was attributed to financial aid timing and receivables. The Bursar's office is closely monitoring collections.
 - Contribution to Fund Balance: Contribution totaled \$3.2 million, though this includes a one-time \$2.8M Employee Retention Credit. Capital gains may continue, but the ERC will not.

The committee agreed to bring the financial to the Board of Trustees to acknowledge receipt and review.

- 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. (AOF3)
 - Application to the Higher Education Capital Facilities Program for \$3.85M in deferred maintenance funding to renovate Horton Mansion. No matching funds are required. Renovation would increase instructional capacity and create classrooms, smaller instructional spaces, and admin offices.
 - An asbestos assessment has been completed, and abatement will be completed prior to renovations funded by the grant
 - It was noted that the long-range facilities plan was last approved two years ago. Management will confirm this project is listed.
 - Request to include Exhibit A with specific project costs for transparency.
 - New Jersey Preservation Society has expressed support and will provide a letter.

Committee approved moving the resolution forward with amendments (adding Exhibit A and confirming facilities plan reference).

- Change of Approvers on the First Hope Bank SCCC CDs from Dr. Connolly and Manal Meseha to Dr. Homer and Theresa Pappan. ***The committee unanimously supported moving this forward to the Board.***
- Purchases Between \$17,500-\$41,600.
 - Athletic facility exploratory analysis (HPW) – \$40,800, reallocated from E Building dormitory PO, not a new expense.
 - Blanket POs: Members requested increased transparency by listing increases separately from total amounts to avoid misinterpretation. Staff agreed to add this reporting element going forward.

FACILITIES

- 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 \$40,000.00 and Chapter 12 \$160,000). (AOF3)
 - Partnership with National Fitness Campaign and Sussex County.
 - Will provide ADA-accessible outdoor fitness opportunities for seniors and support Criminal Justice and Exercise Science programs.
 - Insurance and liability concerns were discussed.
 - Community enthusiasm noted, with strong support from local seniors.

Committee approved moving forward to the Board of Trustees for approval.

- L Building Management System to Unitemp Mechanical Degrees, LLC, for \$282,000. (Funding - Chapter 12.)
 - Needed to replace the outdated manual system and integrate with other campus controls. Funding from Chapter 12 bonds with confirmed sufficient funds available; memo will be corrected from listing as Chapter 12/Operating Reserves to Chapter 12 bonds.

Committee approved moving forward, with a correction to specify Chapter 12 funding.

- Capital Facilities Projects – More Discussion in September planned
 - Ongoing projects were reviewed.
 - Facilities workshop scheduled for September to set long-term priorities and spending timelines.
 - Work continues on the security system updates. Review is ongoing concerning setting up a secondary Command Center to use in emergencies potentially taking advantage of fact that the campus is located on two different electrical grids.

SAFETY AND SECURITY

- The committee reviewed June 11, 2025 – August 7, 2025 Incidents.

OTHER BUSINESS

- Budgeting process overview (2026/27) – upcoming factors and considerations were presented.
- Sweep account – (see finance section)
- Health insurance update – status presented.
- Q2 investment statements reviewed.
 - The board agreed that the investment vendor should present to this committee on a quarterly basis. Investment review schedule for the entire board to be determined at the board level.
- Jenzabar update – ongoing implementation.
 - Risk mitigation plans have been developed to ensure college operations if any issues develop during cut-over.
- Deferred maintenance list – will be revisited with facilities planning.

Sussex County Community College
Personnel Actions: June 12 – August 12, 2025

NEW HIRES:

Full-time:

Part-Time:

- Andrew Moore – PSTA Instructor
- Nathan Galante – PSTA Instructor
- Jason Garrigan – PSTA Instructor
- Maurice Fisher – Asst. Football Coach
- Craig Fisher – Asst. Football Coach
- Alfzono Grahm – Asst. Football Coach
- Christian Busby – Asst. Football Coach
- Joseph Putu – Asst. Football Coach
- Matthew Coppola – Asst. Soccer Coach
- Jose Delgado – Women's Wrestling Coach
- John Jones – Security Officer
- Kevan Murphy – Security Officer
- Mahindra Seobarrat – Security Officer
- John Warnock – Security Officer
- BellaMaria Minichiello - Dispatcher
- Nicholas Grushin - Dispatcher
- Madeline Dean- Dispatcher
- Caitlin McNamara - Dispatcher
- Benjamin Branca – IT Tech
- Morgan Stus-Allen – Visual Arts Lab Assistant
- Alexandra Romano – Marketing Assistant
- Mark Tavoletto – Adjunct Math
- Karen Reid – Adjunct Biology
- Peter Toth – Adjunct Music
- Bernard Clarke – Adjunct Computer Science
- Lindsay Baurenfiend – Adjunct Math
- Jane Innella – Adjunct Biology
- Melanie Steger – Adjunct English
- Richard Lear – Adjunct Theatre
- Dana Fasciano – Adjunct English
- Alexys Stasse – Adjunct College Readiness
- Jack Leach – Adjunct Welding

RESIGNATIONS / TERMINATIONS / POSITION ENDED:

- Jacob Mosher – Adjunct Welding - Voluntary
- David Williams – Asst Baseball Coach - Voluntary

- Jonathon Tascon – Asst. Men’s Soccer Coach - Voluntary
 - Kimberlee Mafaro – Special Events Coordinator - Voluntary
 - Gerald LaVacca – Security Officer - Voluntary
 - Dedian Calderon – Custodian - Voluntary
 - Daniel Kous – Hospitality Program Supervisor – Voluntary
 - Jahvia Griffin – Athletic Equipment Manager - Voluntary
 - Eyan Alcantara – Security Officer – Involuntary (Performance)
 - Marc Ponce – Director of Campus Security – Involuntary (Performance)
 - Anthony Rago – Facilities Director – Involuntary (Reorganization)
-

ON LEAVE:

N/A

OPEN POSITIONS:

Full-Time:

- Temporary One-Year History / Political Science Instructor

Part-Time:

- Adjunct Instructor Allied Health
- Adjunct Instructor Electrical Lineworker
- Adjunct Instructor of Accounting
- Adjunct Instructor of Agriculture
- Adjunct Instructor of Biology
- Adjunct Instructor of Biology - ES
- Adjunct Instructor of Business
- Adjunct Instructor of Business
- Adjunct Instructor of English
- Adjunct Instructor of Exercise Science
- Adjunct Instructor of Graphic Design
- Adjunct Instructor of Legal
- Adjunct Instructor of Math
- Adjunct Instructor of Music
- Adjunct Instructor of Photo
- Adjunct Instructor of Theatre Arts
- Adjunct Instructor of Welding
- Assistant Baseball Coach
- Assistant Baseball Coach
- Assistant Football Coach
- Assistant Lacrosse Coach
- Assistant Men’s Basketball Coach
- Assistant Soccer Coach
- Assistant Softball Coach
- Bus Driver
- Campus Security Officer
- Career Counselor Technical Occupations

- Culinary Service Staff
- Line Cook
- Kitchen Lab Assistant
- Porter/Dishwasher
- PSTA Instructor
- PSTA Instructor (Law Enforcement)
- Shuttle Driver

102.2 Policy Regarding the Use of Human Subjects in Research

1.0 POLICY STATEMENT

The purpose of this policy is to establish responsibility for reviewing the use of human subjects in research activities and recognize Sussex County Community College's right to comply with applicable federal regulations; safeguard the rights, well-being, and personal privacy of individuals; and protect the interests of Sussex County Community College. [Sussex County Community College has a federally-recognized institutional review board \(IORG0008731\).](#)

2.0 DEFINITIONS

2.1 Research: Defined as a systematic investigation designed to develop or contribute to generalizable knowledge (HHS).

2.1 Principal Investigator: The principal investigator is a SCCC staff, faculty, or student or an individual unaffiliated with SCCC that wants to conduct research involving human subjects either at SCCC or with SCCC employees and/or SCCC students.

2.2 SCCC Intuitional Review Board (IRB): A committee comprised of SCCC faculty (from areas such as law, science, social sciences, etc.) that reviews requests to conduct research to ensure that proposed research projects follow SCCC policy as well as federal regulations for research involving human subjects.

2.3 Research Proposal: A detailed explanation of the proposed research project's purpose and procedures included in the application for approval. All proposed research projects must be compatible with the SCCC Mission.

2.4 Code of Federal Regulations, Title 45, Part 46, Protection of Human Subjects: The federal policy regarding the use of human subjects in research released by the Department of Health and Human Services. The SCCC Committee on Ethics and Human Subjects Research will be guided by and operate in compliance with applicable sections of this policy.

2.5 Expedited Review: A review process for research proposals involving no more than minimal risk.

2.6 Full Review: A review process for research proposals involving moderate or substantial risk or costs.

2.7 Exempt: Certain categories of research that do not have to complete a review.

102.7 State-Backed Bonds and Other Grants Policy

Description: Post-Issuance Compliance Policies and Procedures of Sussex County Community College Related to Certain Bonds Issued by the New Jersey Educational Facilities Authority (NJEFA) Pursuant to Financing Programs for Institutions of Higher Education Sponsored by the State of New Jersey.

The Secretary of Higher Education of the New Jersey has awarded Sussex County Community College funds for projects or equipment leases pursuant to one or more of the following programs: Higher Education Capital Improvement Fund (CIF/Chapter 12) the Higher Education Equipment Leasing Fund (ELF); the Higher Education Technology Infrastructure Fund Act, (HETI); and the Higher Education Facilities Trust Fund Act, (HEFT). The state back bonds are disbursed to the institutions of higher education from proceeds of tax-exempt bonds issued by the NJEFA. The debt service on these State-Backed Bonds is payable by the State of New Jersey subject to appropriation by the New Jersey Legislature. A Grantee that receives funds pursuant to the CIF/Chapter 12 or ELF Programs is required to reimburse the State for a portion of the debt service paid by the State on the CIF Bonds or ELF Bonds. However, Grantees that receive funds pursuant to the HETI or HEFT Programs have no obligation to reimburse the State for any debt service on HETI Bonds or HEFT Bonds.

- 1) Because the State-Backed Bonds are issued as tax-exempt bonds, the provisions of the Internal Revenue Code of 1986 must be satisfied during the term of the State-Backed Bonds by each Grantee in order for the tax-exempt status of such State-Backed Bonds to be maintained. As a Grantee that has received proceeds of State-Backed Bonds, the Institution understands that it has an obligation to comply with these Federal Tax Law Requirements throughout the term of any State-Backed Bonds, which may be longer than the term of a Grant. Pursuant to a Grant or Lease Agreement with the Authority, the Institution has agreed to adopt these Post-Issuance Compliance Policies and Procedures in order to assist it in fulfilling its obligations to comply with Federal Tax Law Requirements applicable to the State-Backed Bonds. The Institution recognizes that this compliance is an ongoing process, and that analysis of information and implementation of this Policy will require annual or more frequent monitoring and likely ongoing consultation with NJEFA and its bond counsel. Further policies and procedures may be identified from time to time by NJEFA with respect to outstanding or future State-Backed Bonds from which this Institution receives a Grant and the Institution will take all necessary steps to ensure compliance with such policies and procedures.

Policy

I. Organizational Responsibility

The SCCC Vice President Finance & Operations (the “Compliance Officer”) has primary responsibility for post-issuance tax compliance to ensure and monitor post-issuance matters with respect to State-Backed Bonds.

The Compliance Officer has overall responsibility for carrying out all aspects of this Policy including providing information and training on implementing post-issuance compliance policies, tracking expenditures, allocating sources of funding for a particular project between Grants funded from State-Backed Bond proceeds and other sources of money, identifying and monitoring private use and reviewing rebate reports, if requested by the Authority, and keeping adequate records to support all of the foregoing. The Compliance Officer may delegate specific responsibilities to other officers, employees and agents of this Institution as designated in this Policy and as may be modified or supplemented in the future.

The SCCC Finance Department shall: separately track utilization of Grant proceeds and other sources of funding (i.e., other bonds, equity, other grants, contributions, etc.) for each project financed by each issue of State-Backed Bonds; prepare and review requisitions to assure that proceeds are expended on projects as approved by the Secretary and authorized in the applicable bond documents and requisitions; and confirm that reimbursement of pre-issuance costs are permissible and submit reviewed requisitions to the NJEFA. The SCCC Finance Department in consultation with SCCC Facilities Management shall also determine when projects financed by Grants are completed and/or placed in service and advise the Authority that such events have occurred. The SCCC Finance Department/Facilities Department, as applicable, will consult with the Compliance Officer if questions arise relating to the foregoing matters.

II. Tracking Expenditures and Use of Bond-Financed Facilities

The SCCC Finance Department shall maintain records regarding the use and allocation of Grants funded from State-Backed Bonds proceeds and other sources for Grant-financed facilities. Such records shall be maintained with respect to each series of State-Backed Bonds. The Authority’s Accounting Department shall maintain copies of approved requisitions and copies of invoices. Requisitions submitted to the Authority must be accompanied by copies of invoices for Contractor/Architect/Engineering bills and any other items over \$10,000 before being approved.

The SCCC Finance Department and Facilities Department will monitor the application and use of Grants on an ongoing basis and inform the Authority of events relating to use of bond proceeds and financed facilities, which may result in private business use or other tax issues, and that must be analyzed for compliance with Federal Tax Law Requirements. The SCCC Finance Department and the Facilities Department will work together to identify square footage or other measurements

of private business use of financed facilities. The Institution will comply with the covenants and representations relating to the Grants and the State-Backed Bonds in the applicable bond documents and will cooperate with the Authority in obtaining necessary information, keeping records, seeking advice from bond counsel and undertaking any remediation, if necessary.

At least once every twelve months, the Authority is expected to send a certification to the Institution regarding application and use of Grants and other matters and the Compliance Officer will coordinate with assigned individuals at the Institution to provide updated information about the use of the financed facilities and other matters and complete and return the certification and any supporting documentation (Annual Review Process). The Institution will provide an annual certification to the Authority regardless of receipt of a form thereof from the Authority. The Compliance Officer will work with the Authority and/or bond counsel, if necessary, to assist in making a final allocation of expenditures for a Grant-financed project when required under the Code and applicable regulations.

III. Private Business Use and Private Payments

The Institution's SCCC Finance Department in conjunction with the Facilities Department, which will maintain records of all private business use contracts, will monitor private business use of bond-financed property and any private payments.

State-Backed Bonds may lose tax-exempt status if private business use of bond proceeds and private business payments securing such State-Backed Bonds exceed certain percentages which are described in the Tax Certificates signed by the Institution in connection with the issuance of the State-Backed Bonds. Unless approved in advance by the Authority, no private business use of the property financed by the Grants is permitted. The anticipated amount of private business use of a particular series of State-Backed Bonds is anticipated to be known at the time the State-Backed Bonds are issued. Any increase in private business use of Grant financed facilities by any Grantee must be analyzed for the applicable State-Backed Bond issue as a whole. Therefore, the Institution and each other Grantee must obtain permission from the Authority to increase any private business use of its Grant financed facilities, in order to assure that tax-exemption for the issue of State-Backed Bonds as a whole is preserved. The Institution will monitor and report the use of Grant-financed facilities as part the Annual Review Process. The Institution understands that failure to obtain such permission may result in loss of tax-exempt status of the State-Backed Bonds and that it will be responsible to the Authority if its actions cause such treatment.

Special legal entitlements to property financed with State-Backed Bonds can give rise to private business use. Special legal entitlements include leases of financed property, management contracts, sponsored research agreements, naming rights, licenses of facilities for use by cell phone service providers, energy providers and the like. Typical examples of private business use in a college setting often include food service contracts, bookstore contracts, privately sponsored research and camp programs if they do not meet certain safe-harbors set out in IRS Revenue

Procedures 97-13 and 2007-47, or exceptions in IRS regulations for short term and incidental use arrangements.

NOTE: Sussex County Community College does not use bond-financed facilities for Private Business Use (PBU). Examples of PBU are:

- Leasing space to a private business (e.g., cafeteria, bookstore or cell tower). (The College's cafeteria vendor does not lease the space they use).
- Allowing a vendor exclusive use of bond-financed space
- Entering into management contracts (e.g., with a private company operating a student center or dorm).

Since the HETI and HEFT Programs require (and expect) no payments by the Institution, it is not anticipated that the private business payment test will be met for such bonds, but the Authority has requested the Institution to monitor private business use.

As required in the Authority's bond documents and policies, the Institution will report and certify to the Authority at least annually with respect to the use of Grant-financed facilities, any additions or changes that may have occurred and cooperate with the Authority in determining whether an event has occurred that might adversely affect the tax-exempt status of the State-Backed Bonds and in taking appropriate remedial action.

IV. Record Retention

Authority Grant and other bond documents require the Institution to maintain all relevant records relating to State-Backed Bonds. The Authority will also retain documents it receives directly from the Institution or third parties. These documents include closing transcripts, agreements, including investment agreements, to which the Authority is a party, bank statements, rebate reports and requisitions. Both the Institution and the Authority shall maintain records for the length of time required to comply with IRS regulations. Currently, records of issuance and related post-issuance compliance documentation must be maintained for the life of the bond issue, including any refunding issue, plus three years.

Basic records relating to State-Backed Bonds include the transcript as well as documentation evidencing the:

- Expenditures and requisitions;
- Investment of bond proceeds;
- Use of Grant-financed property; and
- Sources of payment or security for the State-Backed Bonds.

The Authority will rely on the Institution for specific records relating to application of bond proceeds and use of projects and/or equipment financed by Grants received by the Institution.

V. Arbitrage and Rebate

State-Backed Bonds will lose their tax-exempt status if they are classified as “arbitrage bonds.” In general, arbitrage is earned when the gross proceeds of a bond issue are used to acquire investments that earn a yield that is “materially higher” than the yield on the bonds issued or if funds are held or received by the Institution for the project or for debt service that are invested higher than such yield. The Code contains two separate sets of requirements that must be complied with to ensure that State-Backed Bonds are not arbitrage bonds. They are:

- Yield Restriction requirements, which generally provide that in the absence of an applicable exception, bond proceeds may not be invested at a yield in excess of the bond yield; and
- Rebate requirements, which generally provide that when arbitrage is earned on an issue in excess of permitted amounts, unless an exception is met, the excess earnings must be paid to the U.S. Department of Treasury, even if an exception to the yield restriction requirements applies.

The NJEFA will engage the services of an Arbitrage Compliance Servicer, as necessary, to provide written reports to assist the Authority and the State Treasurer in monitoring yield on investments and calculating any rebate that may be due. The Institution will cooperate with the NJEFA and the Arbitrage Compliance Servicer to the extent necessary in order for the Arbitrage Compliance Servicer's calculations to be correct. If the Arbitrage Compliance Servicer provides a written report, it will be provided to the Authority and the State Treasurer and the Institution, to the extent necessary, to permit the Institution to comply with tax or other reporting requirements. This Arbitrage and Rebate should not apply to SCCC since SCCC fully funds the expenses and then is reimbursed. The grants are held by the State in BNY Mellon.

VIII. Continuity and Training

The Compliance Officer and those to whom he or she has delegated responsibilities will receive periodic training regarding the tax and other requirements applicable to State-Backed Bonds. Such training will cover the purposes and importance of these procedures.

To provide for continuity of compliance with post-issuance tax requirements, the Institution will periodically consult with the Authority to determine whether this Policy should be modified to reflect changes relating to outstanding State-Backed Bonds and any changes necessitated if the Authority issues additional State-Backed Bonds.

IX. Remedial Action

Authority bond documents require that the Institution notify the Authority of events which may affect the permissible use and allocation of State-Backed Bond proceeds and to cooperate with the Authority in seeking remedial action with respect to such events. The Compliance Officer is responsible for notifying the Authority of such events and cooperate with the Authority or other issuers (as applicable) in seeking remedial action pursuant to Treasury Regulation §1.141-12, §1.145-2 or seeking a closing agreement with the IRS under its Voluntary Closing Agreement Program(VCAP).

Current Operating Procedures for the management of the state-back funds and other grants:

(i) State Backed Grants

1. ELF grant – SCCC Finance bills to the state for reimbursement of expenses.
2. HETI grant – SCCC Finance bills to the state for reimbursement of expenses. Fully expended.
3. HEFT grant – currently fully expended. SCCC awaiting a new grant for HEFT.
4. CIF/Chapter 12 – SCCC Finance bills to the state

(ii) Other Grants

1. CCOG – SCCC Finance Grant Coordinator obtains reimbursement.
2. Hunger Free – SCCC Finance Grant Coordinator obtains reimbursement.
3. Pathways – SCCC Finance Grant Coordinator obtains reimbursement.
4. Securing our Children's Future – SCCC Grant Coordinator obtains reimbursement
5. Perkins – SCCC Finance Grant Coordinator obtains reimbursement
6. ATC – SCCC Finance Grant Coordinator obtains reimbursement
7. CyberSecurity – SCCC Finance Grant Coordinator obtains reimbursement
8. Adult Basic Skills – SCCC Finance Grant Coordinator obtains reimbursement
9. College Readiness – SCCC Finance Grant Coordinator obtains reimbursement.
10. EOF Summer & Academic year – SCCC Finance Grant Coordinator obtains reimbursement.

11. Some College No Degree – SCCC Finance Grant Coordinator obtains reimbursement
12. Journalism – SCCC Finance Grant Coordinator obtains reimbursement
13. SGA Brain Alliance – SCCC Finance Grant Coordinator obtains reimbursement.
14. Skylands Research Innovation – SCCC Finance Grant Coordinator obtains reimbursement
15. Mental Health – SCCC Finance Grant Coordinator obtains reimbursement.
16. MLK Grant - SCCC Finance Grant Coordinator obtains reimbursement.
17. PSTA – SCCC Finance area obtains reimbursement.

Sussex County Community College
Policy No.: 102.8
Area: Administration
Adopted: September 22, 2014

102.8 Naming of Schools, Departments, Programs, and Institutes

The Board of Trustees shall retain the sole right to grant naming opportunities for all schools, departments, institutes, and programs owned and managed, in whole or in part, by Sussex County Community College.

Sussex County Community College

Policy No.: 102.9

Area: Administration

Adopted: January 26, 2016

102.9 Policy Governing Conscientious Employee Protection Act (CEPA), also known as “Whistleblower Protection”

Sussex County Community College complies with the New Jersey Conscientious Employee Protection Act, N. J. Stat. Ann. § 34:19-1 et. seq. (“CEPA”), which protects employees who report workplace wrongdoing from retaliatory action.

Sussex County Community College and its administration, faculty, and staff are committed to observing high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Sussex County Community College, we are committed to practicing honesty and integrity in fulfilling our responsibilities and complying with all applicable laws and regulations.

In accordance with its obligations under N. J. Stat. Ann. § 34:19-1 et seq., Sussex County Community College is committed to conducting its operations in accordance with applicable federal, state, and local laws and regulations. In accordance with the New Jersey Conscientious Employee Protection Act (CEPA), the College strictly prohibits retaliatory action. No Board member, officer, employee or volunteer will be subjected to adverse employment actions (such as termination, demotion, suspension, or harassment) for disclosing or reporting illegal, fraudulent, or unethical conduct.

Protected Disclosures:

- A. Discloses, or threatens to disclose, to a supervisor or to a public body an activity, policy, or practice of the employer or another employer, with whom there is a business relationship, that the Board member, officer, employee, or volunteer reasonably believes is in violation of a law, or a rule or regulation issued under the law; ~~or, in the case of an employee who is a licensed or certified health care professional, reasonably believes constitutes improper quality of patient care;~~
- B. Provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any violation of law, or a rule or regulation issued under the law by the employer or another employer, with whom there is a business relationship, ~~or, in the case of an employee who is a licensed or certified health care professional,~~ provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry
- C. Objects to, or refuses to participate in, any activity, policy, or practice which the Board member, officer, employee, or volunteer reasonably believes:

1. is in violation of a law, or a rule or regulation issued under the law ~~or, if the employee is a licensed or certified health care professional, constitutes improper quality of patient care;~~
2. is fraudulent or criminal; or
3. is incompatible with a clear mandate of public policy concerning the public health, safety, ~~or~~ welfare, ~~or~~ protection of the environment.

Reporting Procedure

Board members, officers, employees or volunteers who believe that a violation has occurred should report the concern promptly through any of the following channels:

- **Immediate Supervisor or Manager**
- **Human Resources Department**
- **President's Office**

Reports should include sufficient detail to allow for an effective investigation. While anonymous reports will be accepted, providing contact information is encouraged to facilitate follow-up and clarification.

Investigation

The College will promptly investigate all reports of misconduct in a confidential and objective manner to the extent possible. Board members, officers, employees or volunteers are expected to cooperate fully in any investigation.

Protection Against Retaliation

No Board member, officer, employee or volunteer will be subjected to adverse employment actions (such as termination, demotion, suspension, or harassment) for:

- Disclosing or threatening to disclose practices that violate laws or public policy.
- Providing information to or testifying before any public body conducting an investigation.
- Objecting to or refusing to participate in the alleged illegal or unethical conduct.

Any employee who believes they have been retaliated against must report the concern to the Human Resources Department or the President's office immediately.

Notification Requirement

Consistent with CEPA, Board members, officers, employees or volunteers are advised that they must, in most cases, first bring the alleged violation to the attention of their employer to provide an opportunity to correct the issue before contacting outside authorities, unless the employee reasonably believes that reporting internally would be futile or the conduct is already known by the employer.

APPENDIX D

RESOLUTION TEMPLATE FOR COUNTY COLLEGES

RESOLUTION¹ 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

Adopted:

WHEREAS: On August 11, 2025, the Office of the Secretary of Higher Education (the “Secretary”) released a solicitation for grant funding (the “Summer 2025 Cycle”) under the Higher Education Capital Improvement Fund Act, N.J.S.A. 18A:72A-72 et seq. (“CIF Act”) and under the Higher Education Facilities Trust Fund Act, N.J.S.A. 18A:72A-49 et seq. (“HEFT Act”) (collectively, the “Higher Education Capital Facilities Program”); and

WHEREAS: The purpose of the Higher Education Facilities Trust Fund (“HEFT”) grant program is to provide grants to New Jersey’s public and private institutions of higher education for the cost, or a portion of the cost, of the construction, reconstruction, development, extension, and/or improvement of instructional, laboratory, communication, and research facilities (N.J.S.A. 18A:72A-52); and

WHEREAS: Pursuant to the HEFT grant program, the HEFT grants are expected to be funded from the proceeds of tax-exempt bonds (the “Tax-Exempt Bonds”) to be issued by the Authority pursuant to the HEFT Act; and

WHEREAS: The deadline to submit a grant application (the “Grant Application”) for funding under the Summer 2025 Cycle of the Higher Education Capital Facilities Program is September 22, 2025; and

WHEREAS: Pursuant to N.J.S.A. 18A:72A-54(a), “the governing board of a public or private institution of higher education may determine, by resolution, to apply for a grant from HEFT. Upon adoption of the resolution, the board shall file an application with the Secretary of Higher Education, which application shall include a complete description of the project to be financed and an identification of any additional sources of revenue to be used”; and

WHEREAS: The Board of Trustees (the “Board”) of Sussex County Community College (the “Institution”) desires to approve the submission and form of a Grant² Application to the Secretary for funding under the Higher Education Capital Facilities Program for the projects (each, a “Project” and collectively, the “Projects”) described on **Exhibit A** attached hereto

(“**Exhibit A**”). Words used in the singular shall include the plural and vice versa, as the context may require; and

WHEREAS: The Board further desires to designate and authorize officers of the Institution to take all necessary and desirable actions to (i) submit to the Secretary a Grant Application for the purpose of providing funding for the Projects, (ii) obtain such other sources of financing for such Projects as may be necessary to complete such Projects, (iii) execute and deliver grant agreement(s) and such other documents and instruments as may be required to implement the grant funding, and (iv) undertake and implement the Projects; and

WHEREAS: The Board desires to approve the aggregate costs of the Projects paid and/or financed through all sources in an amount not to exceed the total amount set forth on **Exhibit A** with respect to such Projects; and

WHEREAS: The Board reasonably expects to reimburse expenditures for costs of the Projects paid by the Institution prior to the issuance by the Authority of the Tax-Exempt Bonds; and

WHEREAS: The Board desires to authorize the Authorized Officers (as defined below) of the Institution to accept grant funding for the Projects from HEFT and to make the certifications and commitments necessary to qualify the Projects for said grant funding from HEFT;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF SUSSEX COUNTY COMMUNITY COLLEGE AS FOLLOWS:

SECTION 1. The recitals set forth above are incorporated herein by reference as if set forth at length herein.

SECTION 2. The Board hereby authorizes the undertaking of the Projects described on **Exhibit A** attached hereto; approves the aggregate cost of such Projects, to be paid and/or financed through all sources in an aggregate amount not to exceed the total amount set forth on **Exhibit A** with respect to such Projects; authorizes the financing of all or any portion of the Projects with Tax-Exempt Bonds, commercial loans and other funds available to the Institution, as necessary and as further described in **Exhibit A**; acknowledges that should additional funding be needed to complete the Projects, such funding will be the responsibility of the Institution; and authorizes the submission and form of a Grant Application to the Secretary of Higher Education for grant funding of the Projects under the Summer 2025 Cycle of the Higher Education Capital Facilities Program.

SECTION 3. With respect to any Project that receives funding pursuant to the HEFT grant program, in accordance with N.J.A.C. 9A:15-1.3(b):

- the Board hereby certifies that the Institution has an up-to-date long-range facilities plan approved by the Board that includes provisions to address deferred maintenance and other capital renewal requirements and the Board hereby pledges to use the HEFT grant to advance that plan; and

- the Board commits to maintaining the facilities project funded by the HEFT grant; and
- the Board certifies that the Institution will use the HEFT grant funds for the cost, or a portion of the cost, of the construction, reconstruction, development, extension, or improvement of instructional, laboratory, communication, and research facilities.

SECTION 4. This Resolution is a declaration of the official intent of the Institution that the Institution reasonably expects and intends to reimburse expenditures for costs of the Projects paid prior to the issuance of the Authority's Tax-Exempt Bonds ("Applicable Tax-Exempt Debt") in accordance with Treasury Regulation Section 1.150-2 and that the maximum principal amount of the Applicable Tax-Exempt Debt expected to be issued to finance costs of the Projects, including amounts used to reimburse expenditures for such costs paid prior to the issuance of the Applicable Tax-Exempt Debt is \$ [REDACTED].³

SECTION 5. The Authorized Officers (as set forth in **Exhibit B** attached hereto) (each an "Authorized Officer") are each hereby authorized and directed to take all necessary and desirable action to submit to the Secretary a Grant Application for the purpose of providing funding for the Projects, to approve, execute and deliver any and all agreements necessary, including but not limited to grant agreements, to undertake, implement and finance the Projects, and to approve, execute and deliver any and all other financing documents and instruments in the form approved by the Authorized Officers executing the same in the name of and on behalf of the Institution, in as many counterparts as may be necessary, and to affix or impress the official seal of the Institution thereon and to attest the same, and such execution and attestation will be conclusive evidence of the approval of the form and content of such agreements and other documents and instruments necessary to undertake, implement and finance the Projects and to pay financing costs including through the financing thereof. The Authorized Officers are further authorized and directed to do and perform such other acts and to take such other actions as may be necessary or required, or which may be deemed to be appropriate, to implement the purposes of this Resolution to undertake, implement and finance the Projects and to provide for the payment and/or repayment of the financing costs thereof.

SECTION 6. The Board hereby authorizes the Authorized Officers to accept grant funding for the Projects as may be awarded to the Institution as a result of participating in the Summer 2025 Cycle.

SECTION 7. All resolutions, orders and other actions of the Board in conflict with the provisions of this Resolution to the extent of such conflict are hereby superseded, repealed or revoked.

SECTION 8. This Resolution shall take effect immediately; and be it further resolved that no further approvals by the Board are necessary to implement this Resolution.

RESOLUTION ADOPTED: [REDACTED]

DULY CERTIFIED:

¹ Except for areas highlighted in yellow or addressed in footnotes, the text of this Resolution cannot be changed. Revision or deletion of required text in the Resolution template may potentially result in an application being deemed incomplete.

² Each eligible county college may submit one application to be funded by the HEFT grant program.

³ This amount should not be less than the aggregate cost of the Project(s) expected to be funded by HEFT as listed on Exhibit A (i.e. The Total Amount of Grant Request). The cost of a Project should include eligible capital costs of the Project.

EXHIBIT A⁴

PROJECT DESCRIPTION

A. Project Description:

Sussex County Community College (SCCC) is seeking \$3,850,000 in funding from the Higher Education Facilities Trust (HEFT) fund to renovate an existing 14,920 square foot building to allow for more instructional space on the College's main campus. The proposed building renovation is the first priority in terms of deferred maintenance for the College as indicated in the long-range facilities plan, primarily because the building is currently only used for storage purposes. SCCC is currently at seat capacity for classrooms during the week in specific time blocks and is forced to either turn students away or force them to take courses during other times that conflict with their childcare, jobs, or other responsibilities. Phase 1 of the project was completed in 2003, which was primarily focused on preservation of the structure. Phase 2 of the project was begun in 2024 with upgrades to the Horton Mansion's primary electrical panel and will conclude in 2025 with improvements to the life safety systems. The College was awarded the David H. Knights Preservation Award in 2024 for their work on the renovation of the Horton Mansion, as the project exemplified the integration of preservation, education, and community engagement.

With rising enrollment and evolving academic demands, SCCC lacks sufficient adaptive learning spaces. Repurposing the centrally located Horton Mansion will:

1. Alleviate classroom shortages and overutilization in adjacent facilities;
2. Offer distinctive, technology-enabled learning environments;
3. Conserve an iconic campus asset instead of investing in new construction.

The proposed renovation project aligns perfectly with the spirit of the HEFT program by turning a historic space into active instructional infrastructure, fulfilling HEFT's mission to enhance facility quality and access. The transformative renovation of the historic Horton Mansion on the College's main campus will create a flexible modern instructional space for students and faculty. This adaptive reuse project will preserve the Mansion's heritage while addressing urgent institutional needs by repurposing underutilized areas into state-of-the-art classrooms and learning environments, strengthening SCCC's ability to serve Northwest, New Jersey.

B. Amount of HEFT Grant Request⁵ \$3,850,000

C. Total Amount of Institutional Funds to be Provided (if any) \$0

D. Total Cost of Project⁶ \$3,850,000



PROCUREMENT MEMO

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

CC: Wendy Fullem, Karen Unrath,

FROM: Matthew Stoppay, Purchasing Manager

DATE: August 14, 2025

SUBJECT: Fitness Court

Description: Outdoor facility for recreational activities and body building

Vendor Name: NFC (National Fitness Campaign)

Amount: \$205,000.00

Procurement Method: Sole Source

Funding: Chapter 12: \$160,000.00
Horizon Blue Cross, Blue Shield: \$40,000.00

Attachments: NFC Quote, NFC Sole Source Letter

STEP 3

2025 CAMPAIGN FUNDING REQUIREMENT



NFC PROGRAM FUNDING

The Fitness Court® Studio and National Campaign Services **\$205,000**

NFC Grant Funding Award



(\$30,000-60,000)

Fitness Court® Studio Art Options: *(note: powder-coating color and included art design dependent on state sponsor)*



Fitness Court® Art
Included



NFC Custom Art
\$10,000



Local Artist
\$25,000

OPTIONAL

NFC PROGRAM TOTAL **\$ 145,000-175,000**

CONCRETE SLAB (FULL STUDIO DIMENSIONS 38'x72'9") **est. \$ 0-45,000**

Can be performed in-house or in-kind

NFC APPROVED INSTALLER NETWORK INSTALLATION TEAM

Turn Key Fitness Court Assembly **\$ 38,000**
Art & Graphic Installation
Installation Partner *(separate agreement)* *With Prevailing Wage Rates: \$40,500*

INSTALLATION & CONCRETE TOTAL ESTIMATE **\$ 38,000-83,000**

**FITNESS COURT STUDIO & INSTALLATION TOTAL
ESTIMATE AFTER \$50,000 GRANT FUNDING** **\$ 238,000***

**Assumes concrete pad costs of \$45,000 (national average) and includes Standard Art*



NFC PROGRAM FUNDING

The Fitness Court® and National Campaign Services **\$ 170,000**

NFC Grant Funding Award



(\$30,000-60,000)

Fitness Court® Art Options: *(note: powder-coating color and included art design dependent on state sponsor)*



Fitness Court® Art
Included



NFC Custom Art
\$10,000



Local Artist
\$25,000

OPTIONAL

NFC PROGRAM TOTAL **\$ 110,000-140,000**

CONCRETE SLAB **est. \$ 0-25,000**

Can be performed in-house or in-kind

NFC APPROVED INSTALLER NETWORK INSTALLATION TEAM

Turn Key Fitness Court Assembly **\$ 30,500**
Art & Graphic Installation
Installation Partner *(separate agreement)* *With Prevailing Wage Rates: \$32,500*

INSTALLATION & CONCRETE TOTAL ESTIMATE **\$ 30,500-55,500**

**FITNESS COURT & INSTALLATION TOTAL
ESTIMATE AFTER \$50,000 GRANT FUNDING** **\$ 175,500***

**Assumes concrete pad costs of \$25,000 (national average) and includes Standard Art*



National Fitness Campaign LP | PO Box 2367, San Francisco CA 94126 | info@nfchq.com

To Whom it May Concern,

National Fitness Campaign LP (NFC) is a wellness consulting firm that cooperates with public and private organizations to build healthy communities across America. The NFC initiative provides:

- A trademarked outdoor infrastructure product, the Fitness Court®
- Site Design and Strategic Planning services
- An integrated digital ecosystem, including the Fitness Court® Mobile App and Digital Training Library
- A certified ambassador training program to local volunteer trainers

Municipalities, schools, and community organizations with public land may apply to join the National Fitness Campaign wellness initiative and bring the program to their approved site locations. This program is unique, and NFC is the only organization in the world that delivers these elements either individually, or as part of an integrated program. For the reasons listed in this document, the trademarked ownership of the system and healthy infrastructure, and the integrated nature of the initiative, including its services, products, tools and grant funding, it is commonly approved as a sole source across the United States.

Analysis has been conducted by hundreds of cities and institutions across the country, who have concluded that the products and services have no equal, and determined their selected method of procurement is a Sole Source procurement, in accordance with local policies and requirements. This group includes cities like Sacramento California and Las Vegas Nevada, and institutions such as The University of Colorado at Boulder, where the Fitness Court® and associated tools and services were procured via sole source procurement, evidenced by public documentation and approvals. Further, the Fitness Court® is trademarked and owned by National Fitness Campaign.

The integrated nature of the products and services is frequently grounds for sole source by many, but not all local requirements. Some agencies do require bids for procurement.

There are three primary differentiators that commonly validate the sole source justification of the Fitness Court® and national campaign resources, which are described below. In addition to the descriptions of these three primary items, an appendix is provided as an attachment to this document that provides graphic aids and further detailed information regarding the differentiation of this program and its associated products and services.

1 - Trademarked Fitness Court® System

- A. The Fitness Court® is trademarked and owned by National Fitness Campaign LP.
 - a. As such, this product cannot be procured from any other organization. Any organization seeking to fund and install a Fitness Court® must do so through National Fitness Campaign LP.
 - i. See Appendix for Trademark Document from the United States Patent and Trademark Office
- B. The Fitness Court® and each element is manufactured only by National Fitness Campaign LP. It is impossible to not only procure the elements as a system, but individually. Every aspect of the Fitness Court®, including the functional design of all equipment, structural engineering, elements are the property of National Fitness Campaign LP. The individual elements are each named and registered with a unique design and serial number. Because the design of the elements is owned by National Fitness

Campaign LP and not licensed to any other organization or distributor, it is not possible to procure them anywhere else.

- C. The Fitness Court® is available only in a single configuration, shown in the appendix material. The system includes over 118 unique elements, which acts as a full body training center, teaching people of all ages and fitness levels about how to stay fit and healthy in just 7 minutes a day. There is no variation in the layout of the elements. Elements can not be added or removed. Spacing cannot be altered. Like many integrated products, Individual elements can not be procured separately.
- D. The Fitness Court® has a specialized training envelope that accommodates more users per square foot than any other known system in the world. The Fitness Court® is a comprehensive outdoor circuit training system, laid out in 32'x32' of space, for a total of 1024 sq ft of training area. NFC's patented design is able to support 28 simultaneous users on 30 integrated bodyweight training components, derived from the previously stated 118 elements. This configuration is impossible to re-create in only 1024 square feet without NFC's proprietary design and components.
- E. The Fitness Court Studio is an optional addition to the Fitness Court which incorporates an additional 32'x32' outdoor studio. The Fitness Court Studio can only be procured in collaboration with the Fitness Court and provides 1024 Sq ft of additional rubberized floor space for versatile group-based activities such as dance, yoga, cardio fitness classes, PE classes and acts as a community hub for wellness-related activities such as art and meditation events. The Fitness Court and Fitness Court Studio combine to form a completely unique community wellness space that can fit up to 60 users simultaneously. When combined the Fitness Court and Fitness Court Studio are impossible to recreate due to NFC's proprietary design and components.
- F. Public Art Mural and Digital Engagement Wall
 - a. Each Fitness Court® is designed as a one-of-a-kind work of art that includes a 32'x5.5' public art mural. The mural is an integral component of the Fitness Court design, and makes each Fitness Court® a one-of-a-kind public art installation.
 - b. This artwork is produced specifically for the Fitness Court®, and to comply with manufacturing requirements of the Fitness Court® presentation surfaces.
 - c. This artwork is unavailable through any other vendor, and is impossible to recreate to conform to important national standards and manufacturing requirements stated above in item b.
 - d. Additionally, digital integration, safety information, and other details are provided as part of this artwork.
 - e. All artwork is approved by NFC's Grant Committee and partners.
 - f. Further, the mural can be periodically re-designed and introduced, to create a rotating gallery of outdoor art to inspire people to engage in regular wellness activities.
 - i. NFC provides integrated consulting and design services to assist in this process.
 - g. Digital Engagement Wall
 - i. The feature wall of the Fitness Court includes a custom digital engagement wall.
 - 1. This wall provides digital QR codes and embedded, proprietary information regarding the use of the Fitness Court® and Fitness Court App.
 - 2. This workout library is unavailable from any other organization because it is the IP of National Fitness Campaign LP.
 - 3. Tracking Fitness Court® usage wouldn't be possible without the built in GPS tracking features available on the Fitness Court® digital engagement wall.

- h. NFC is unaware of any other outdoor fitness element that provides an integrated art mural of any kind.
- i. Further, NFC has an in-house art studio that designs, produces, and creates the art and custom graphics that are integrated into each Fitness Court. Fitness Court Compatible Graphics are only available from National Fitness Campaign LP.

2 - Fitness Court® App and Digital Tracking System

Each Fitness Court® is supported by a mobile app called the Fitness Court® App. All IP, including the app itself are owned by National Fitness Campaign LP. The training resources, world-class workout programs, challenges and data analytics features are only available for Fitness Court® users and site partners. No other outdoor fitness equipment provides a mobile app with the following four primary features:

- A. Mark Lauren Training Series
 - a. Mark Lauren is a US Special Operations Trainer and Bestselling Author. Mark Lauren has developed 18 proprietary workout programs specifically for the Fitness Court® system. They are only available on the Fitness Court® App. Mark Lauren has no other programs for outdoor fitness equipment available.
- B. Fitness Court® App Check-In Feature
 - a. This is a proprietary feature that allows a user to check-in to their local Fitness Court, and build healthy habits.
- C. Annual Data Analytics Reporting
 - a. Each site partner who builds a Fitness Court® is eligible to receive an annual data report tracking statistics of their Fitness Court®.
 - b. To NFC's knowledge, no other manufacturer of any type of outdoor exercise component provides a regular, annual report of key usage metrics using digital, GPS based systems.
 - i. The Report is provided by NFC, and includes annual demographic data, user age ranges, Fitness Court app downloads and other important information.
 - ii. This information is generated by NFC's proprietary GPS based data analytics services for each Fitness Court® in America.
- D. See appendix for additional information regarding the Fitness Court® App.

3 - National Grant Funding

National Fitness Campaign LP builds and maintains a multi-million dollar annual Grant Fund, supported each year by sponsors and partners of the campaign. This funding takes tremendous effort to build, and it is provided by the National Fitness Campaign and partners and sponsors to support the mission of making wellness infrastructure free and accessible across America in partnership with leading cities, schools and organizations. Funding varies from state to state and year to year.

Some of the Campaign Sponsors and programs include:

- NFC Public Art Campaign
- National Certified Installer Network

Dozens of State and Regional Sponsors, including, but not limited to:

- Blue Cross and Blue Shield of Illinois
- Blue Cross and Blue Shield of Kansas

- Priority Health
- MVP Health Care
- Renown Health
- Blue Cross and Blue Shield of New Mexico
- Blue Cross and Blue Shield of Texas
- Blue Cross and Blue Shield of Alabama
- Community Health Options
- Blue Cross and Blue Shield of Massachusetts
- Blue Cross and Blue Shield of Oklahoma

To procure a Fitness Court® and participate in the campaign, an organization must complete a formal application and be approved for funding and participation. Each partner organization that succeeds in submitting a successful application is eligible to receive a variable Grant Award based on application merit which is deducted from the funds required for the NFC program from sponsors of the National Fitness Campaign.

This funding is administered in the preferred method of receipt for each partner organization. Methods include a credit on final invoices for remaining funding, and direct grant disbursements provided by National Fitness Campaign.

This funding is available for a limited number of partners in each state on an annual basis, and is awarded based on merit of application from a qualified site partner, including the requirement for the Fitness Court to build in a publicly accessible location that is highly visible, active, accessible to the community, and connected to pedestrian infrastructure.

For more information, refer to the “NFC Organization Overview and Grant Funding Summary, and see: <https://nationalfitnesscampaign.com/grants>

No other vendor, distributor or organization makes these materials available for procurement by any city, school, or organization. They must be acquired from National Fitness Campaign LP. If you have further questions regarding this sole source letter or require additional information, please contact us per the information provided on this letterhead.

Sincerely,



Mitch Menaged, Founder and Director
National Fitness Campaign LP

United States of America

United States Patent and Trademark Office

THE FITNESS COURT

Reg. No. 4,307,958

Registered Mar. 26, 2013

Int. Cl.: 41

SERVICE MARK

PRINCIPAL REGISTER

MITCH MENAGED (UNITED STATES INDIVIDUAL)
1740 KEARNY STREET
SAN FRANCISCO, CA 94133

FOR: PROVIDING OUTDOOR FACILITIES FOR RECREATION ACTIVITIES AND BODY BUILDING, IN CLASS 41 (U.S. CLS. 100, 101 AND 107).

FIRST USE: 0-0-1979; IN COMMERCE 0-0-1979.

THE MARK CONSISTS OF STANDARD CHARACTERS WITHOUT CLAIM TO ANY PARTICULAR FONT, STYLE, SIZE, OR COLOR.

SEC. 2(F).

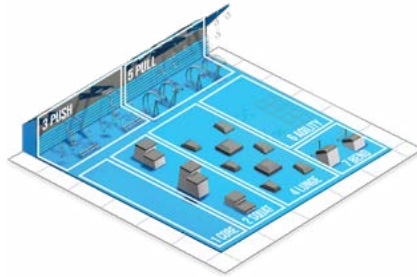
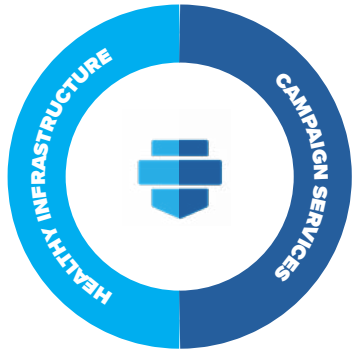
SER. NO. 85-600,534, FILED 4-17-2012.

KIMBERLY FRYE, EXAMINING ATTORNEY



Lisa H. Smith
Acting Director of the United States Patent and Trademark Office

NFC : COMPREHENSIVE PROGRAM CAMPAIGN SUMMARY



FITNESS COURT

21st Century Healthy Infrastructure

National Fitness Campaign's Fitness Court is the centerpiece to its holistic health and wellness initiative. The Fitness Court is an outdoor bodyweight circuit training center with functional fitness DNA. The best-in-class system provides a full-body workout to adults of all ability levels. With 7 functional fitness zones, the Fitness Court can be used in thousands of ways. The Fitness Court is the world's best outdoor gym!



7 Minutes 7 Movements



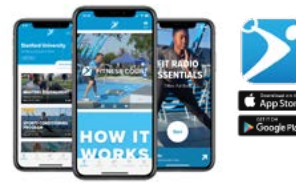
Strategic Planning Studies

Strategic Planning & Feasibility Study, Site Design Consulting



Campaign Funding Support

Sponsor Strategy, Best Practices, National Installation Team Support



Fitness Court App

Free digital App Delivering Programming, Workouts & Content



Ambassador Training

NFC Fitness Court Ambassador Training ACE Certified (*America Council of Exercise*)



Launch & Public Relations

Featured Stories Highlighted through Press and Local Media



Annual Fitness Season

Spring/Summer/Fall national & local training, classes & challenges series



WORLD-CLASS TRAINING

SPRING

World-class training videos will available on the Fitness Court App.



WORLD-CLASS TRAINING

SUMMER

World-class training videos will available on the Fitness Court App.



CHALLENGE SERIES

FALL

The Fitness Season culminates with local, regional and national challenges for residents.

Made & Manufactured in the USA

Designed by NFC in California.



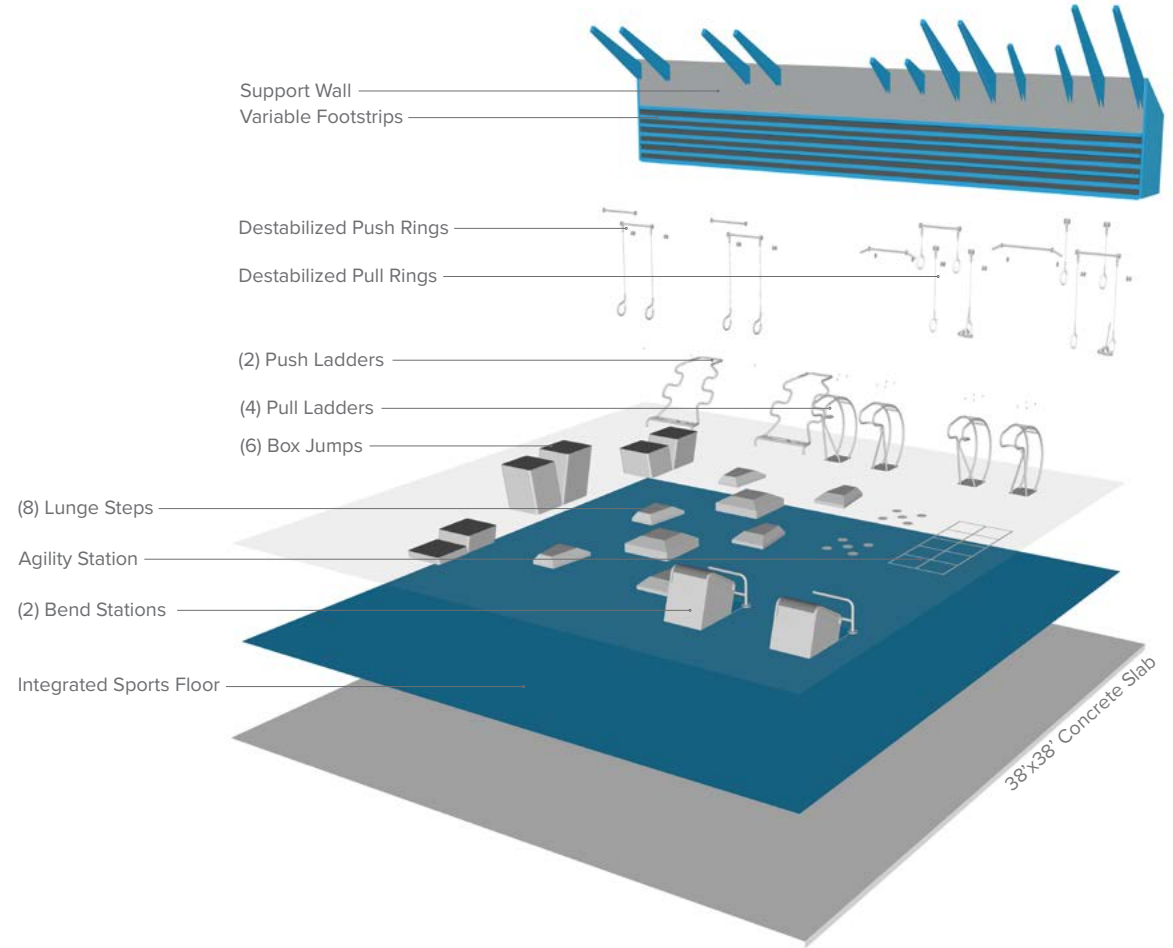
High Quality
 Dual-layer powder-coating
 carbon steel



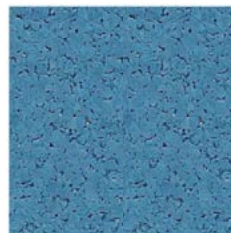
Durable Materials
 Tamper-resistant,
 galvanized & stainless
 steel bolts and fittings.



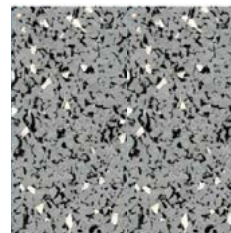
Best In Class
 Anti-graffiti laminate vinyl
 decals



Each Fitness Court® includes an integrated sports floor made from durable 2'x2' tiles which adhere directly to the concrete slab. Available in our standard NFC Blue or Grey to match any custom design.



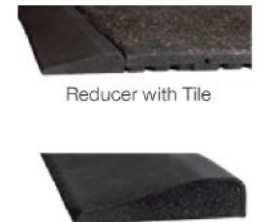
Top (Blue Option)



Top (Grey Option)



Bottom



Reducer with Tile



PROGRAM SUMMARY: All items and services below are delivered to approved partners as part of the Campaign.

HEALTHY INFRASTRUCTURE

FITNESS COURT®

Fitness Court® Description:

32'x35' outdoor bodyweight circuit training system with the following components:

- Seven station circuit training system providing full-body workout modules
- Fitness Court® body-weight training wall - 32'W x 2'D x 6' H with custom graphics
- Thirty pieces of body-weight fitness elements for simultaneous use by 28 users at one time. Fitness Elements anchored and grouped within seven stations.

- Bolts, attachments and anchors required for installation

Fitness Court Surface - Tile Surface Specifications

- Outdoor Sports Floor Size: 1,024 SF (32'x32')
- Color: NFC Blue
- Thickness: 1" Tiles
- ADA Border Included

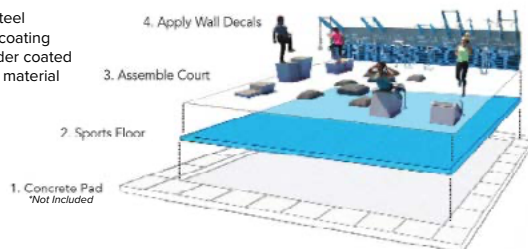
Fitness Court Specifications:

- All structural components are made from high-grade carbon steel
- Structural components receive high-grade dual layer powder coating
- All cladding (skins) made from high-grade aluminum and powder coated
- Graphics and signage printed with anti-graffiti over-lamination material
- Manufactured in the United States
- Resilient to heavy, repeated daily use
- Over 30 individual pieces of equipment
- Powder-Coated Structural Components
- Galvanized fittings and bolts - *included*
- Stainless steel cables
- Full installation guide provided
- Warranty through NFC

Warranty + Maintenance

- Made for all climates
- Almost no moving parts (only cables)
- Equipment is anchor bolted into concrete
- Replacement parts available through NFC
- No requirement for disassembly in winter
- Maintenance guide, including touch-up paint & necessary tooling included

See Official Warranty for Full Coverage Detail



CAMPAIGN SERVICES

FITNESS COURT® APP

The Fitness Court App

Free mobile app for iOS / Android teaches proper use, routines and challenges to all users

- **Learn the Moves:** Discover the Fitness Court®'s 7 Movements — Core, Squat, Push, Lunge, Pull, Agility and Bend — to challenge and strengthen your body. Beginner, intermediate and advanced training videos demonstrate how users of any age or ability can use the Fitness Court®.
- **Health Kit:** Track personal health stats directly on the Fitness Court app. Statistics include: steps taken, average heart rate, time spent on the Fitness Court® and total calories burned.
- **Find Your Fitness Court®:** Search for your local Fitness Court® with the new Fitness Court® interactive map.
- **Train:** Take curated classes from one of our professional coaches. Classes are for adults of all levels and abilities.



CERTIFIED AMBASSADOR TRAINING

Programming and Training Tools

Fitness Court® Ambassadors build and sustain a healthy culture around The Fitness Court® ecosystem

- **Learn:** education modules provided by the NFC Training Team offered remotely, and provide a range of class templates, coaching tips and more to qualified Ambassadors.
- **Train:** classes, clinics and challenges led by Ambassadors, that engage all ages and fitness levels. These guided workout options expand the user community and increase long-term usage and adoption.
- **Share:** continuous online and print storytelling, engagement and social connection further build out a healthy culture on each Fitness Court®.

HEALTHY INFRASTRUCTURE DESIGN SERVICES

Strategic Planning & Feasibility Study

- City-wide impact analysis and master plan integration plan
- Site Design and Visibility Analysis

Custom Fitness Court Design Services & Construction & Installation Support

- Customized Fitness Court powder-coating and decal design - no two Fitness Courts are the same!
- Stamped and certified design plans, concrete slab drawings, and contractor management are provided by the NFC Activation Team. With all ready-to-build plans included, most installations require less than 90 days to complete from ground-breaking to launch.
- NFC National Installation Partner Access (contracted separately)

GRANT FUNDING, CONSENSUS BUILDING, SPONSOR SUPPORT

NFC Grant Funding Qualification

- Access to qualify for NFC's Grant Funding through NFC's national partners to support seeding the program.

Consensus Building Consulting

- NFC has industry experts in project management, and from conception through execution, they will collaborate on an average of 2 intensive monthly planning calls to drive success.

Sponsor Strategy Consulting Support

- Custom renderings can be provided by NFC Design Team to support outreach to local sponsors and partners. Slide presentations can be provided for in-person meetings and internal stakeholder consensus-building.

MEDIA, PRESS, & PROMOTIONS

Promotions and Marketing Package

Media support and community engagement materials excite users and strengthen program adoption

- **Grant Announcement Kit:** promote the development of the program in your community with NFC support through traditional and social media channels - including a custom Press Release and outreach planning tools.
- **Launch Event Promotions Toolkit:** announce the launch of the Fitness Court® on traditional media channels with a separate customized press release, outreach support and uniquely branded assets for social media.
- **NFC Website Feature Story:** NFC-hosted custom storytelling showcases the partnership and program development in your community.
- **Fitness Court® Gear:** gear and giveaways nurture Ambassador relationships, honor stakeholders and excite event attendees, to amplify launch activities.
- **Opening Day Launch Support:** NFC provides event management templates, guidance for launch event planning, and custom promotional materials (flyers, media assets).



FITNESS COURT™

SCHEMATIC DESIGN SET



NATIONAL FITNESS CAMPAIGN



NOT FOR CONSTRUCTION

DATE

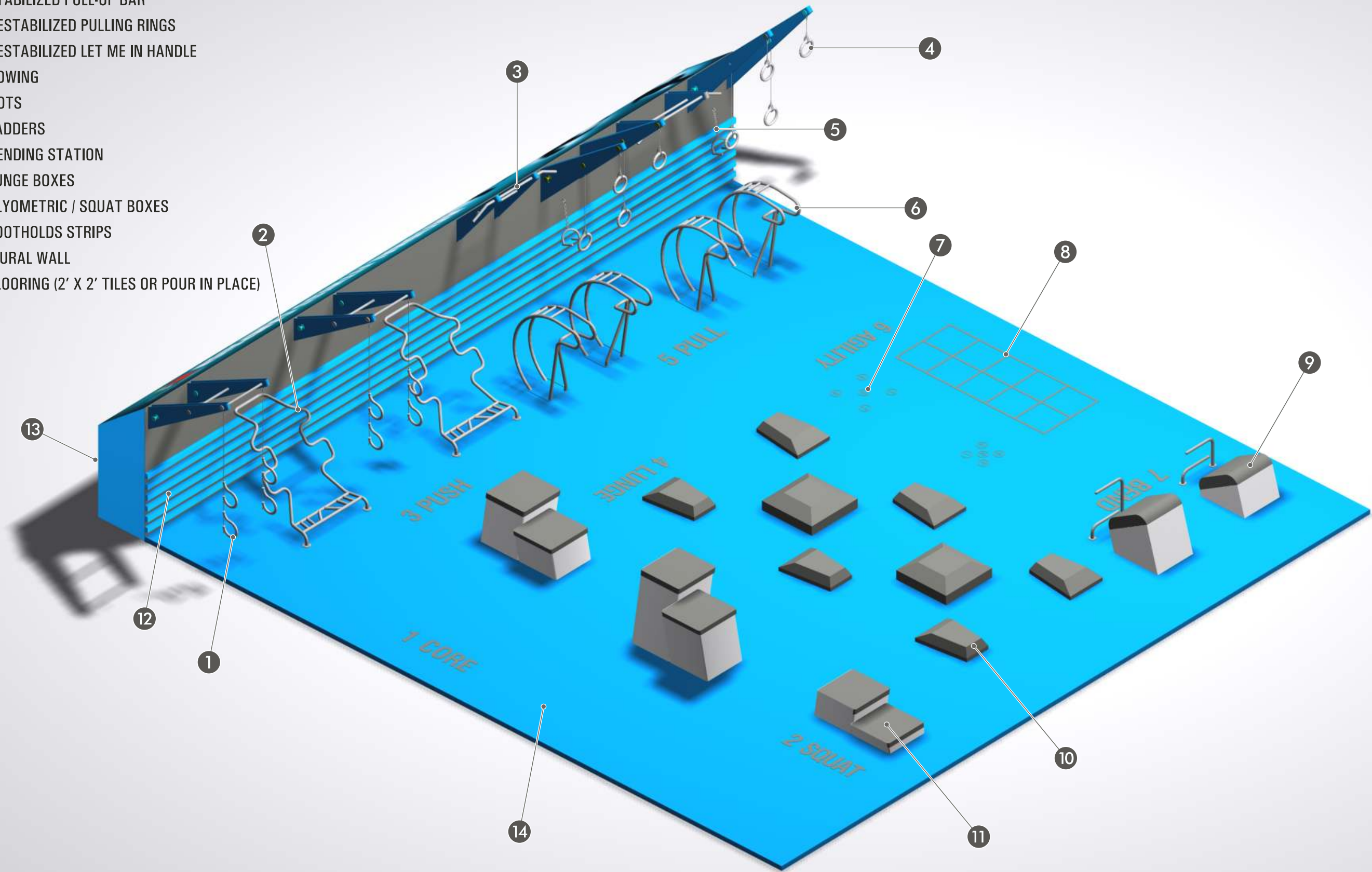
DESIGN NUMBER
565382

ARCHIVE NUMBER

SHEET
EC 01

Board of Trustees
Tuesday, August 26, 2025
Attn: [Name]

- 1 DESTABILIZED PUSHING RINGS
- 2 STABILIZED FREEFORM PUSHING BARS
- 3 STABILIZED PULL-UP BAR
- 4 DESTABILIZED PULLING RINGS
- 5 DESTABILIZED LET ME IN HANDLE
- 6 ROWING
- 7 DOTS
- 8 LADDERS
- 9 BENDING STATION
- 10 LUNGE BOXES
- 11 PLYOMETRIC / SQUAT BOXES
- 12 FOOTHOLDS STRIPS
- 13 MURAL WALL
- 14 FLOORING (2' X 2' TILES OR POUR IN PLACE)



Body Weight Fitness

NOT FOR CONSTRUCTION

NATIONAL FITNESS CAMPAIGN

DATE	06.30.17
DESIGN NUMBER	565382
ARCHIVE NUMBER	
SHEET	EC 02



FITNESS COURT™

SCHEMATIC DESIGN SET



NATIONAL FITNESS CAMPAIGN



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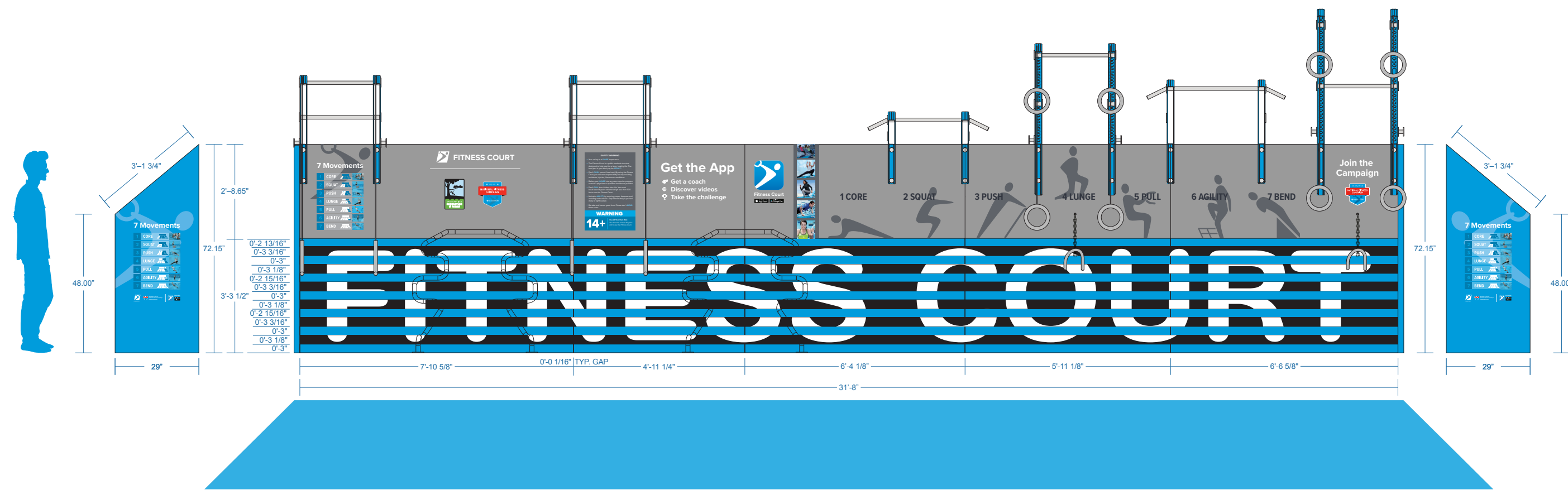
DATE

DESIGN NUMBER
565382

ARCHIVE NUMBER

SHEET
EC 01

Board of Trustees
Tuesday, August 26, 2025



NOTE: Sponsor Recognition shown for reference only. For Custom Decals, additional fee applies.

NFC FITNESS COURT SCHEMATIC ELEVATIONS

NOT FOR CONSTRUCTION

★ EST. 1979 ★
NATIONAL FITNESS CAMPAIGN
FITNESS COURT

NATIONAL FITNESS CAMPAIGN

DATE
06.30.17

DESIGN NUMBER
565382

ARCHIVE NUMBER

SHEET
Board of Trustees
Tuesday, August 26, 2025
Attachments: Page 48 of 76
FC 03

EQUIPMENT AND FLOOR MARKING LAYOUT

WALL WITH ATTACHED
WALL BRACKETS AND
PULL CHAINS

PUSH STATION
QTY 2

PLYO BOX 1

PLYO BOX 2

PLYO BOX 3
(TALLEST)

PLYO BOX 4

PLYO BOX 5

PLYO BOX 6
(SHORTEST)

PULL STATION RIGHT
QTY 2

PULL STATION LEFT
QTY 2

STATION NAME TEXT
QTY 7 STATION NAMES
(FLOOR MARKING)

LADDER PATTERN
(FLOOR MARKING)

DOTS PATTERN QTY 2
(FLOOR MARKING)

LUNGE STATION 1
QTY 2

LUNGE STATION 2
QTY 8

BEND STATION SHORT

BEND STATION TALL

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NATIONAL FITNESS CAMPAIGN

DATE
06.30.17

DESIGN NUMBER
565382

ARCHIVE NUMBER

SHEET
Board of Trustees
Tuesday, August 29, 2017
Attachments - Page 49 of 78

FO 04



Fitness Court

NATIONAL FITNESS CAMPAIGN

SAN FRANCISCO, USA
NATIONALFITNESSCAMPAIGN.COM
INFO@NFCHQ.COM
(415) 702-4919



PROCUREMENT MEMO

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

CC: Wendy Fullem, Karen Unrath,

FROM: Matthew Stoppay, Purchasing Manager

DATE: August 14, 2025

SUBJECT: L Building Management System

Description: L Building Management System is old and in need of constant repair and adjustment. It can only be controlled locally and cannot be monitored remotely. The Library Renovation Project only made some minor changes to the existing system which was to be left in place. We will be receiving an \$11,000 credit from the GMG group for the deleted work.

The work by Unitemp will give us a complete new BMS system for the entire building which will be able to be monitored and controlled remotely

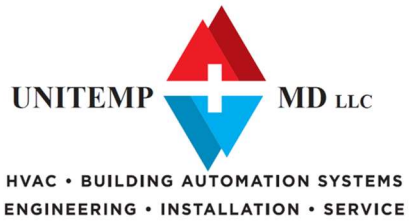
Vendor Name: Unitemp Mechanical Degrees, LLC

Amount: \$282,000

Procurement Method: NJ Cooperative Purchasing Alliance # CK04 NJ. Vendor # 24052

Funding: Chapter 12

Attachments: Unitemp Mechanical Degrees, LLC Proposal



August 8th, 2025

Quote No. UTC25-136

Frank Tsemberlis
**Capital Projects Manager Sussex County
Community College**
973-300-2281
ftsemberlis@sussex.edu

RE: Building L 2nd Floor Student Commons Renovation

Dear Frank Tsemberlis,

Thank you for the opportunity to offer our proposal for this project. Please read through the entire proposal carefully in order to have a complete understanding of what is included.

If you have any questions, please let us know and we will promptly get back to you for clarification.

Thank you,

Chris Contino
Project Manager
Unitemp Mechanical Degrees, LLC.

Master HVACR Contractor License #19HC00170400 – Ray Hadiyan
26 Worlds Fair Drive – Unit D, Somerset, NJ 08873
Phone: (908) 753-4800 Fax: (908) 753-7287



Scope of Work

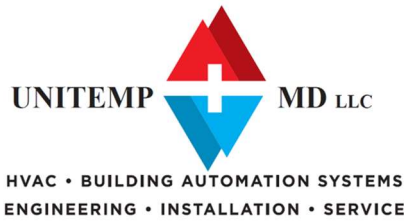
1. EC-BOS-9 (Quantity – 1)
 - a. Furnish and install new EC-BOS-9 for web user interface or integration into campus BMS system
 - b. Furnish labor to generate database and graphics package for user interface on front-end
2. New Variable-Air-Volume Boxes (Quantity – 36)
 - a. Furnish and install new VAV box controller and connect to front-end
 - b. Furnish and install new discharge air temperature sensor
 - c. Furnish and install new zone temperature sensor/thermostat
 - d. Furnish control valve for hot water heater reheat coil
 - i. Installed by mechanical contractor (Qty. (11) 2-way valves and Qty. (3) 3-way valves)
 - e. Furnish labor to generate database and graphics package for user interface on front-end
3. Baseboard Control Valves (Quantity – 32)
 - a. Furnish control valve for baseboard heating and wire to associated VAV box serving space
 - i. Installed by mechanical contractor
 - b. Furnish labor to generate database and graphics package for user interface on front-end
4. Exhaust Fans (Quantity – 6)
 - a. Furnish and install quantity 12 exhaust actuators
 - b. Furnish and install RIB relay for fan command for each exhaust fan
 - c. Furnish and install current sensor for each exhaust fan
 - d. Furnish labor to generate database and graphics package for user interface on front-end
5. Electrical Room Exhaust Fans (Quantity – 2)
 - a. Furnish and install space temperature sensor for each exhaust fan
 - b. Furnish and install motorized damper actuator for each exhaust fan
 - c. Furnish labor to generate database and graphics package for user interface on front-end
6. Toilet Exhaust Fan (Quantity – 1)
 - a. Furnish and install RIB relay for fan command for each exhaust fan
 - b. Furnish and install current sensor for each exhaust fan
 - c. Furnish labor to generate database and graphics package for user interface on front-end
7. General Exhaust Fan (Quantity – 3)
 - a. Furnish and install timer switch for GX-2 and GX-3 only
 - b. Furnish and install RIB relay for command for GX-2 and GX-3
 - c. Furnish labor to generate database and graphics package for user interface on front-end
8. Hot Water Plant (Quantity – 1)
 - a. Integrate (2) boiler system controllers
 - b. Furnish and install outside air temperature and humidity sensor
 - c. Furnish and install hot water supply temperature sensor
 - i. Thermowell installed by mechanical contractor
 - d. Furnish and install hot water return temperature sensor
 - i. Thermowell installed by mechanical contractor
 - e. Furnish and install RIB relay for pump command for quantity (6) hot water pumps
 - f. Furnish and install current sensor for pump status for quantity (6) hot water pumps
 - g. Furnish and install combustion actuator for combustion air damper
 - h. Furnish labor to generate database and graphics package for user interface on front-end



Our price for this work is \$ 282,000.00.

The above price includes a \$30,000.00 allowance for any snow melting machine work

Master HVACR Contractor License #19HC00170400 – Ray Hadiyan
26 Worlds Fair Drive – Unit D, Somerset, NJ 08873
Phone: (908) 753-4800 Fax: (908) 753-7287



Exclusions and Clarifications

1. Installation labor is to be completed during regular business hours 7am – 5pm. Any additional work required to be completed outside of regular business hours will be an additional cost.
2. Payment terms are net 30 days.
3. All approved equipment submittals are required in order to begin control submittal design. Any delay in approved equipment submittals will delay the design of the control submittal.
4. All power wiring required for control panels is to be completed by others. Power wiring is considered to be any voltage that is 120V or higher.
5. EMT conduit is only included in mechanical spaces only. All other areas will be run concealed within walls, or exposed.
6. Unitemp Mechanical Degrees is not responsible for any packaged equipment that does not follow the design intent as specified by the engineer. Unitemp will not provide any additional sensors, controllers, relays etc. for package equipment.
7. Unitemp Mechanical Degrees is to be informed 1 week in advance of any start-up of equipment and will make a determination on whether or not Unitemp Mechanical Degrees is required to present
8. Unitemp Mechanical Degrees will allocate 4 hours of balancing assistance in order to educate the balancer on the controls. Balancer must have a working laptop of their own to access system through web browser.
9. Any HVAC actuators will be provided by Unitemp Mechanical Degrees, however; dampers are supplied by others.
10. Any existing mechanical deficiencies are not the responsibility of Unitemp Mechanical Degrees to fix
11. Unitemp Mechanical Degrees has not included the following:
 - a. No Scope of Work for UV Lights
 - b. Overtime
 - c. Liquidated damages
 - d. Internet connection
 - e. Fire alarm wiring
 - f. Supplying or installation of fire alarm devices
 - g. Power wiring
 - h. Motor starters
 - i. Equipment disconnects switches
 - j. Variable frequency drives
 - k. RTU economizer wiring from the manufacturer
 - l. Low ambient kit wiring from the manufacturer
 - m. Time delay relays
 - n. Supply of solenoids valves
 - o. Airflow measuring stations
 - p. Any type of asbestos abatement
 - q. Any type of temporary heat
 - r. Dumpster
 - s. Demolition
 - t. Cutting/Patching/Painting
 - u. Moving of furniture
 - v. Rigid, explosion proof, or PVC conduit
 - w. Fire/Smoke Dampers
12. This work does not include any other work that is not specifically listed.



Please feel free to contact me anytime.

Sincerely,

Christopher Contino

Christopher Contino
Project Manager
Unitemp Mechanical Degrees, LLC.

In order to accept this proposal, please sign below and fax or e-mail it to our office.

Authorized signature

Date

P.O. #

Master HVACR Contractor License #19HC00170400 – Ray Hadiyan
26 Worlds Fair Drive – Unit D, Somerset, NJ 08873
Phone: (908) 753-4800 Fax: (908) 753-7287



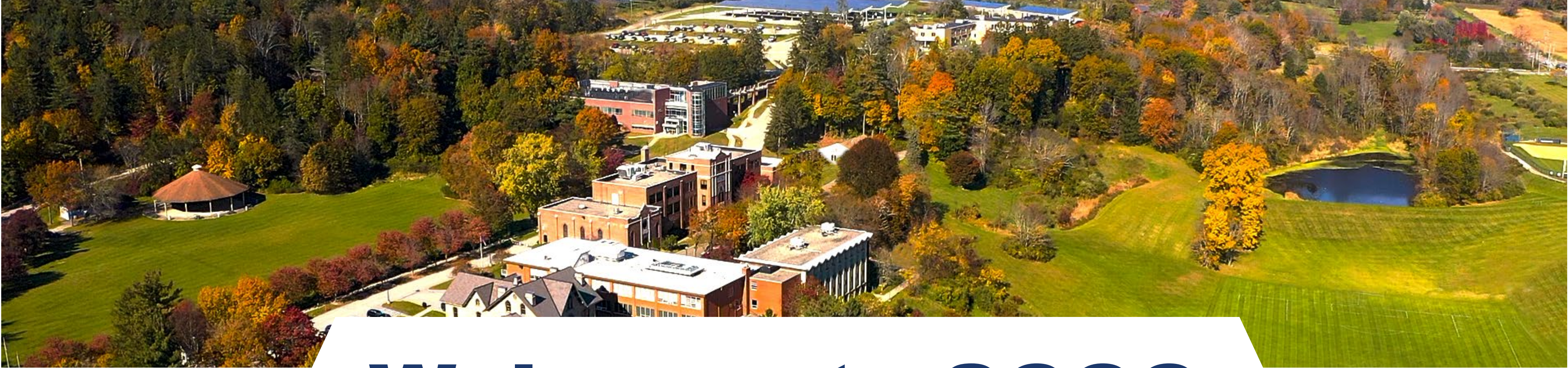
About Sussex County Community College

Start here, go anywhere!

June 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 June 30, 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)
 - Salaries – Fully staffed Finance area
- Variances in grants and financial aid is timing compared to budget and more need than prior year



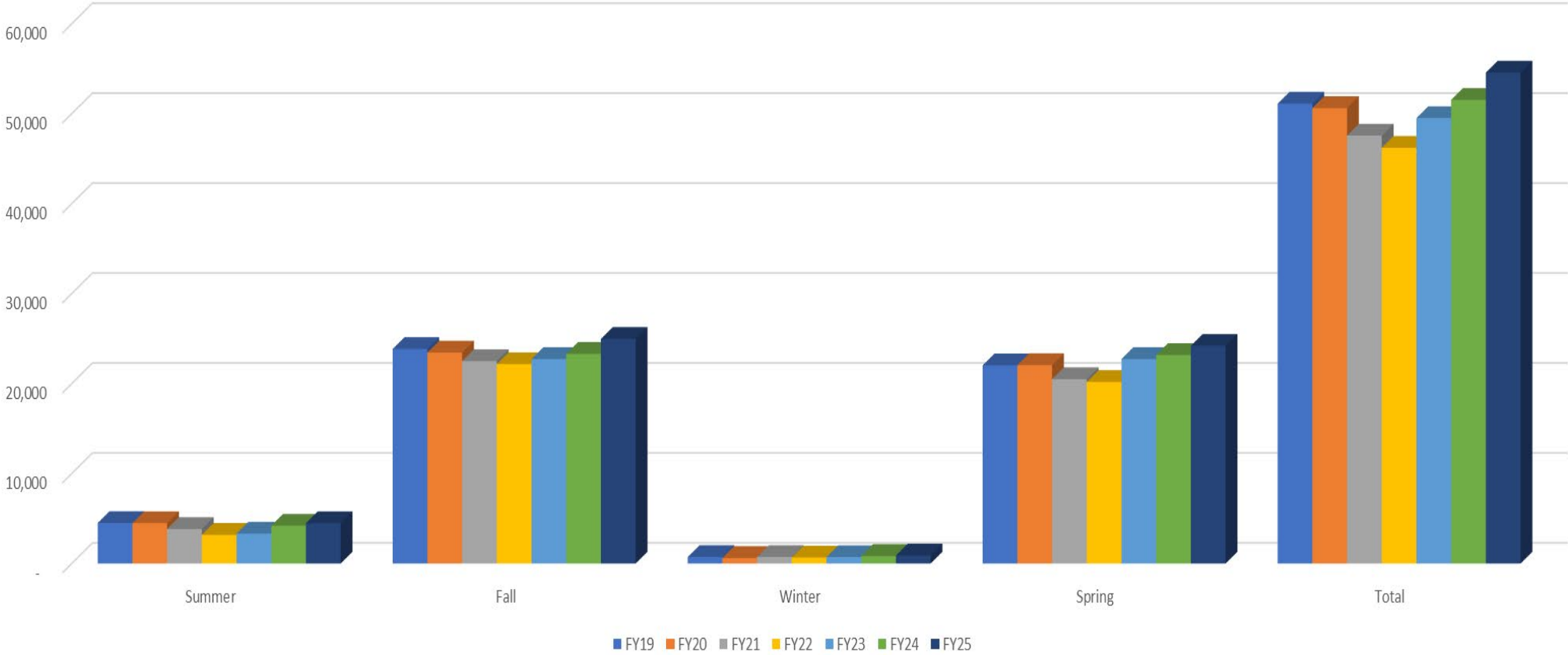


June 2025 - Credit Hours Dashboard

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%	1,735	15.6%
Summer IV	71				100.0%
<u>2nd half of year</u>	27,186	21,989	24%	25,763	5.5%
<u>TOTAL Fiscal Year Credit Hrs</u>	54,583	47,542	15%	51,498	6.0%
<u>FTE Students (30 Credits)</u>	1,819	1,585	15%	1,717	6.0%

FY History of Credit Hours

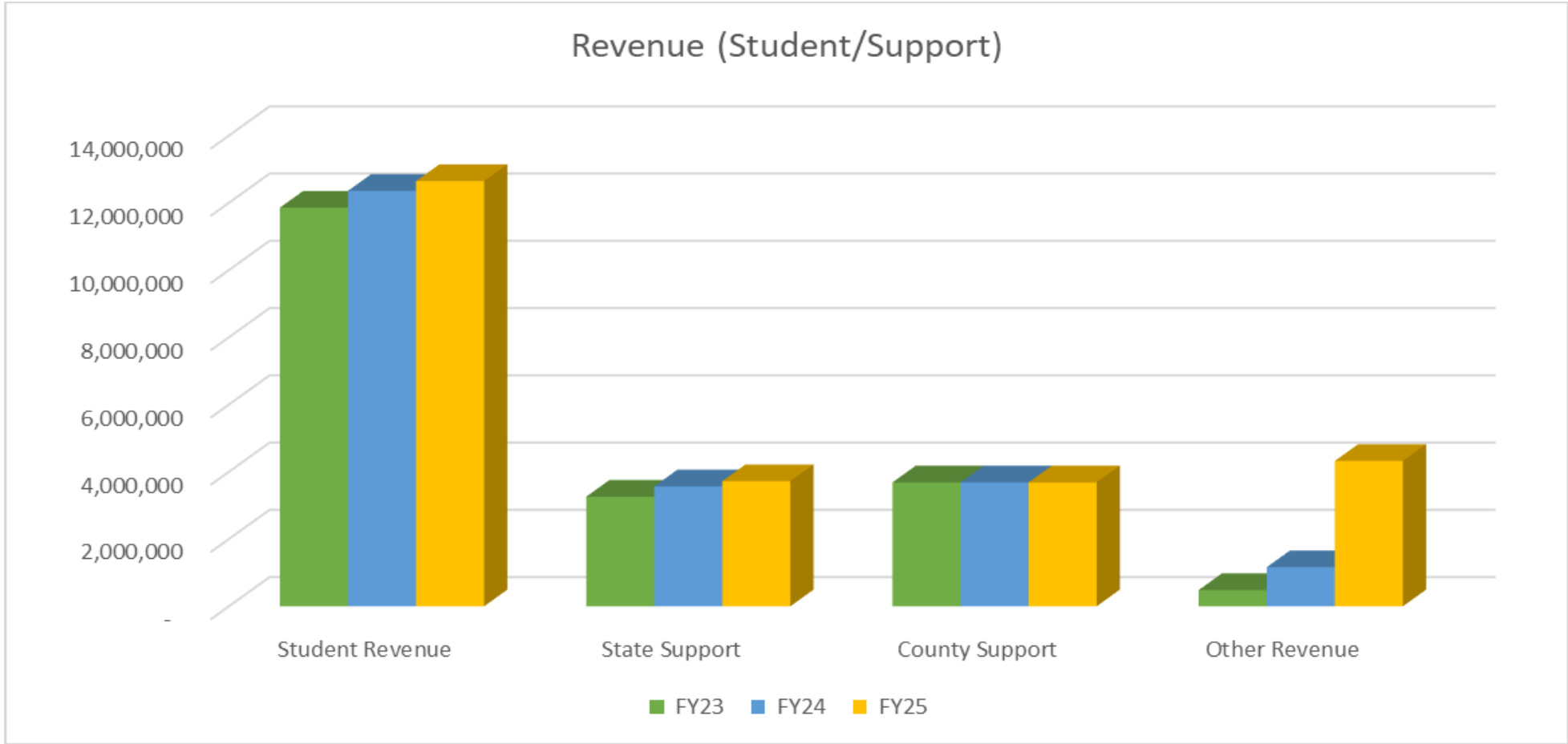
Credit Hours



	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 June 2025 2024 2023



SUSSEX COUNTY COMMUNITY COLLEGE			
(\$Thsd)	June YTD 2025	June YTD 2024	June YTD 2023
Balance Sheet - Current Assets			
Operating Cash Accounts	\$ 7,494	\$ 9,831	\$ 11,505
Cash held by bond trustee - NJEFA	537	724	63
Investments	17,629	14,158	10,628
Student Accounts Receivable (net)	598	462	404
Grants Receivable	31	(761)	
Other Receivables	2,189	777	1,103
Total Current Assets	\$ 28,478	\$ 25,191	\$ 23,703
# Months of OPEX covered by Liquid Assets	12.3	12.2	12.6
Financial Benchmark 3-4 months avg			
Accounts Payable			
Operating Payables	\$ 1,084	\$ 994	\$ 848
PTO Accruals	1,714	1,621	1,604
NJEFA - ELF & HETI & HEFT	288	724	63
Deferred Revenue	666	477	461
Grant Revenue	-	-	107
Total Current Liabilities	\$ 3,752	\$ 3,816	\$ 3,083
Working Capital	\$ 24,726	\$ 21,375	\$ 20,620
Working Capital/Current Ratio.....current year	7.59	6.60	7.69
Financial Benchmark 2-4 avg			
Operating Statement (exclusive of pass thru's)	June YTD 2025	June YTD 2024	June YTD 2023
Operating Revenue	\$ 25,268	\$ 21,692	\$ 20,852
Operating Expenses	\$ 21,800	\$ 20,957	\$ 18,728
Net Contribution to Fund Balance	\$ 3,468	\$ 735	\$ 2,124

State back bonds
 2025 Investments: Biondo \$14M, CDs at Provident & First Hope \$3.6M

A working/current ratio of 1.5 to 2.0 is healthy

June 2025 YTD Actual vs Budget & Prior Year



(\$thsd)		12 Mos. YTD 25	12 Mos.25 YTD Budget	Budget Var \$	12 Mos. 24 YTD	Prior Year Var \$	FY 2025 BOSE Budget
Total Student Revenues		12,923	12,370	553	12,578	345	12,154
Change in Student Revenue				4.5%		2.7%	
Non-Student Revenues							
State Support		4,058	3,902	156	3,894	164	3,902
County Support		4,020	4,020	0	4,020	0	4,020
CARES Support		0	0	0	579	(579)	0
Other Revenues		4,266	548	3,718	620	3,646	548
Subtotal Non-Student Revenues		12,345	8,470	3,875	9,114	3,231	8,470
Subtotal all Revenues		25,268	20,840	4,428	21,692	3,577	20,624
Grant Revenue (Pass thru)		2,469	800	1,669	1,506	963	800
PSTA Revenue		454	340	114	475	(21)	340
Federal, State Financial Aid		6,898	3,911	2,987	7,287	(390)	3,911
Federal ,State Loans		2,013	2,951	(938)	2,085	(72)	2,951
Subtotal Grant Revenues(Pass thru)		11,833	8,002	3,831	11,353	480	8,002
Total Operating Revenues		37,101	28,842	8,259	33,045	4,057	28,626
Expenses							
Salaries/Benefits		14,282	13,575	707	12,822	1,460	13,575
Other Expenses		7,518	7,047	471	8,135	(617)	7,047
Subtotal Expenses		21,800	20,622	1,178	20,957	843	20,622
Grant Expense (Pass thru)		2,469	800	1,669	1,506	963	800
PSTA Expense		454	340	114	475	(21)	340
Federal, State Financial Aid		6,898	3,974	2,924	7,287	(390)	3,974
Federal ,State Loans		2,013	2,888	(875)	2,085	(72)	2,888
Subtotal Grant Expenses(Pass thru)		11,833	8,002	3,831	11,353	480	8,002
Total Operating Expenses		33,633	28,624	5,009	32,311	1,323	28,624
Contribution to Unrestricted Fund Balance		3,468	218	3,250	735	2,733	2





Thank You



973.300.2100



tpappan@sussex.edu



sussex.edu



**One College Hill Road
Newton, NJ**



Correspondence File – August, 2025

1. Email to Suzan Melik regarding Phlebotomy Technician Certificate.
2. SCCC Playwright's "Mile 59" News.
3. Email from Dr. Fictner (NJCCC) regarding Dr. Homer serving on the New State and Federal Policy Committee.
4. Email from Mr. Jon Deeb Principal, Newton High School to Dr. Homer thanking him for campus tour and lunch.

From: [Cory Homer](#)
To: [Wendy Fullem](#)
Subject: FW: Faith Awuor, your Certified Phlebotomy Technician certificate awaits you.
Date: Tuesday, August 19, 2025 4:18:57 PM

Correspondence please



Cory Homer, Ph.D.
President
973-300-2116
chomer@sussex.edu
One College Hill Rd.
Newton, NJ 07860

Start here, go anywhere!

Tour the Campus

From: Faith Awuor <fawuor632@gmail.com>
Sent: Tuesday, August 19, 2025 4:07:18 PM
To: Suzan Melik <smelik@sussex.edu>
Subject: Re: Faith Awuor, your Certified Phlebotomy Technician certificate awaits you.

I couldn't have done it without you. Your constant support and how you prepared me for the exam is what gave me the confidence to take the exam and pass it. You mentioned I shouldn't memorize questions but understand the context because NHA knows how to get answers from test takers. And that's exactly what I did. I studied to understand the how, why and when in Phlebotomy. All thanks to YOU, I managed to pass yet another national certification exam. Couldn't be more grateful Dr. Melik. If an other opportunity presented itself, I'd surely take another course with YOU as my instructor.

Thank you so much Dr. Melik. Your dedication to my success and academics is highly appreciated. I honor you. May GOD bless the work of your hands even more.

Sincerely,
Faith Awuor.

From: National Healthcareer Association - NHA
<nhamarketing@nhanow.com>
Date: August 19, 2025 at 10:25:36 AM PDT
To: fawuor632@gmail.com
Subject: Faith Awuor, your Certified Phlebotomy Technician certificate awaits you.
Reply-To: National Healthcareer Association - NHA
<nhamarketing@nhanow.com>



Congratulations on completing your Certified Phlebotomy Technician with the National Healthcareer Association!

Did you know that the need for allied healthcare professionals is expected to increase by 15% between 2024 and 2030? Be sure to share your credentials with your peers and showcase your skills in the healthcare industry.

Take these steps to maximize the benefits of your credential:

1. **Share your digital credential** to both your LinkedIn newsfeed, and profile. You can view instructions for using your digital certificate [here](#).
2. **Tag [National Healthcareer Association](#) in your credential newsfeed share** to affiliate your credential with our world-class education.
3. **Use hashtags** that are commonly used in searches, such as #health, #healthcare, and #healthcareprofessionals.

Thank you for choosing National Healthcareer Association - NHA, we are proud to be a part of your professional development. Continue your learning journey with more of the NHA's robust

suite of learning tools.

[Share on LinkedIn](#)

[View my credential](#)

Having trouble reaching your credential? Copy and Paste this URL:

[http://https://api.accreditable.com/v1/auth/invite?
code=70d8c586898752777797&credential_id=96c20fa5-a1b7-4ebe-b409-
72e713e9a4a7&url=https%3A%2F%2Fcredentials.nhanow.com%2F96c20fa5-a1b7-
4ebe-b409-72e713e9a4a7&ident=fae81a07-7067-44e3-bab7-1c2c88de7269](http://https://api.accreditable.com/v1/auth/invite?code=70d8c586898752777797&credential_id=96c20fa5-a1b7-4ebe-b409-72e713e9a4a7&url=https%3A%2F%2Fcredentials.nhanow.com%2F96c20fa5-a1b7-4ebe-b409-72e713e9a4a7&ident=fae81a07-7067-44e3-bab7-1c2c88de7269)

If you have any questions about your NHA certification please
contact info@nhanow.com



To unsubscribe and stop receiving these emails please [Click Here](#)

From: [Kathleen Okay](#)
To: [Wendy Fullem](#); [Cory Homer](#)
Subject: FW: Mile 59 News
Date: Tuesday, July 22, 2025 7:18:07 AM
Attachments: [Outlook-wkjin4wka.png](#)

Correspondence for the August board file? I will also include this in my board highlights

From: Sherry Fitzgerald <sfitzgerald@sussex.edu>
Sent: Monday, July 21, 2025 5:54 PM
To: Cory Homer <chomer@sussex.edu>; Kathleen Okay <kokay@sussex.edu>; Nancy Gallo <ngallo@sussex.edu>; Jason Fruge <jfruge@sussex.edu>; Stan Kula <skula@sussex.edu>
Cc: Kathleen Peterson <kpeterson@sussex.edu>; Allison Ognibene <aognibene@sussex.edu>
Subject: Mile 59 News

Sending an important message! I had the great opportunity to experience *Mile 59* with friends from my community, Maureen Smolka-Murphy and Jimmy Jeffreys. The cast and crew did an outstanding job, and we are all so proud of Allison. We could not stop talking about the play on the way home and this conversation continued the next day. I asked Allison to do a write up using her great writing talent. This will be in the College Hill News coming into the Fall semester! I also copied Kathy to see if she can publish. Requesting to share this extraordinary work with our Board. Sherry

Write up:

This summer SCCC theater students, alumni and several community members embarked on a theatrical workshop, focusing on an original play written by adjunct Allison Ognibene, entitled "Mile 59." The workshop was performed three times at the New York Theater Festival in June and then for two nights at the college to standing ovations.

Allison has been researching and writing this play for several years and has been working with Dr. William Watson, professor of history at Immaculata University and director of the Duffy's Cut Project, which is what the play is about. Based on a true story, "Mile 59" takes place in current day and In 1832, where 57 Irish migrants headed to America to work on one of the first railroads in PA. Within six weeks all 57 Irish railway workers died. This is their story imagined.

Professor Deb Lanza, who was in attendance for the first show at SCCC put it best: "It was a packed house last night at SCCC! Our incredibly talented friend and colleague, Allison Ognibene, has written a powerful new play, "Mile 59" and this is one you do not want to miss.

"Mile 59" isn't just a story - it is a true story of Irish immigrants. It's bold, honest, and a deeply moving reflection of immigration. It speaks to the hope and heartbreak of those who cross borders, both physically and emotionally, in search of something better. At a time when conversations about immigration are louder and more necessary than ever, it explores the hidden stories of immigrants and themes that hit home - injustice, fear, discrimination, abuse, and does so with such authenticity and heart that it stays with you. Seeing someone you know, along with our incredibly talented students, crew, and community actors, pour their souls into something so meaningful and have it come to life on stage, is nothing short of inspiring."

Congratulations to the cast, crew and SCCC's very own playwright!



Sherry Fitzgerald
Professor of Visual Arts
Chair Visual and
Performing Arts
Department
973-300-2127
sfitzgerald@sussex.edu
One College Hill Rd.
Newton, NJ 07860

Take a Tour of campus today!

From: [Cory Homer](#)
To: [Wendy Fullem](#)
Subject: Fw: New State and Federal Policy Committee Member: President Cory Homer
Date: Friday, July 18, 2025 5:26:51 PM

Correspondence?

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

From: Aaron Fichtner <afichtner@njcommunitycolleges.org>
Sent: Friday, July 18, 2025 5:25:16 PM
To: NJCCC State & Federal Policy <NJCCCStateFederalPolicy@njccc.org>
Cc: Cory Homer <chomer@sussex.edu>; Maria Heidkamp <mheidkamp@njcommunitycolleges.org>
Subject: New State and Federal Policy Committee Member: President Cory Homer

I am writing to let you know that Chair Sheetal Ranjan has appointed President Cory Homer of Sussex County Community College to the State and Federal Policy Committee. Thank you, Cory, for agreeing to serve on this important committee.

Sincerely,
Aaron

--

Aaron R. Fichtner, Ph.D.
President
New Jersey Council of County Colleges
1 N. Johnston Avenue
Bldg. A, Suite 350
Hamilton, NJ 08609
www.njcommunitycolleges.org

From: [Cory Homer](#)
To: [Wendy Fullem](#)
Subject: FW: today
Date: Monday, August 11, 2025 3:48:51 PM



Cory Homer, Ph.D.
President
973-300-2116
chomer@sussex.edu
One College Hill Rd.
Newton, NJ 07860

Start here, go anywhere!

Tour the Campus

From: Jon Deeb <jdeeb@newtonnj.org>
Sent: Monday, August 11, 2025 3:08 PM
To: Cory Homer <chomer@sussex.edu>
Cc: Jessica Kucz <jkucz@newtonnj.org>; Dr. Joseph S. Piccirillo <jpiccirillo@newtonnj.org>
Subject: today

Corey,

Thank you for your time today. Jess and I know that you are very busy, and we truly appreciate lunch, the tour and meeting with your team. We have noted the many good ideas and possibilities that were discussed today. I look forward to continuing to strengthen the partnership between NHS and SCCC.

Jon

--

Mr. Jon Deeb
Principal, Newton High School
(973) 383-7573, ext. 3222
jdeeb@newtonnj.org