

SUSSEX COUNTY COMMUNITY COLLEGE Board of Trustees



**Tuesday, November 26, 2024 – 5:00 p.m.
Executive Office Board Room**



**Board of Trustees Regular Meeting
Tuesday, November 26, 2024 – 5:00 p.m.
Executive Office Board Room**

AGENDA

1. General Institutional Functions

- 1.1 Call to Order
- 1.2 Public Statement: Adequate notice of this meeting specifying the time and location was transmitted via fax, posted to the Sussex County Community College Website, and on the main entry doors to the Administration Building on November 21, 2024, pursuant to the Open Public Meetings Act, N.J.S.A. 10:4-8.
- 1.3 Roll Call / Pledge of Allegiance
- 1.4 Welcome to Guests
All members of the public who provide public comment shall first identify themselves. Public comments may be submitted to the Board of Trustees Secretary via email or written letter if received at least (8) hours prior to the meeting. Written public comments shall be read at the meeting with the same time restrictions as all public comments. Duplicative comments may be summarized at the discretion of the Board of Trustees Chair.
- 1.5 Courtesy of the Floor on Agenda Items Only (Public Session-5 Minutes per Speaker).

ACTION

- 1.6 Approval/Acceptance of Minutes
 - 1.6.1 Minutes from the October 22, 2024, Regular Board Meeting (Attachment pgs. 1-6, Resolution No. GI11262024-1).
 - 1.6.2 Acknowledgment of Receipt of Committee Meeting Minutes. (Attachment pgs. 7-12, Resolution No. GI11262024-2).
 - Personnel and Curriculum Committee – November 19, 2024.
 - Audit and Policy Committee – November 19, 2024.
 - Finance and Facilities Committee – November 19, 2024.

Consent Agenda – ACTION/RC

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

- 2.1 Approval of Personnel Items
 - 2.1.1 Personnel Actions: October 7, 2024 – November 12, 2024. (Attachment pgs. 13 & 14, Resolution No. P11262024-1)
- 2.2 Approval of Curriculum Items – None this month.

2.3 Approval of Policy Items

2.3.1 New Policy No. 508.7 Athletic Department Drug Testing Program. (Attachment pg. 15, Resolution No. AP11262024-1)

2.3.2 Re-adoption of the following policies. There are no changes:

- Policy No. 200.35 Termination of Employment Policy (Attachment pg. 16, Resolution No. AP11262024-2).
- Policy No. 200.37 Retirement Policy (Attachment pg. 17, Resolution No. AP11262024-3).
- Policy No. 200.39 Overtime Compensation Policy (Attachment pg. 18, Resolution No. AP11262024-4).
- Policy No. 200.40 Pay Procedures Policy (Attachment pg. 19, Resolution No. AP11262024-5).
- Policy No. 200.42 Expenditure Decisions in Outside Grants Policy (Attachment pg. 20, Resolution No. AP11262024-6)

2.4 Approval of Finance Items

2.4.1 CampusWorks Contract Extension: December 1, 2024, through May 31, 2025. The total cost of the remote services described in the Scope of Work is \$186,702. The monthly cost is \$31,117/month. (Attachment pgs. 21-23, Resolution No. BFF11262024-1)

2.4.2 Kubota - Skid Steer from Tri-State Rentals for \$54,830.16. (Chapter 12) (Attachment pgs. 24 & 25, Resolution No. BFF11262024-2)

2.4.3 Kubota Training Program from Kubota – Loader Landscaper series B26TLB Tractor Loader Backhoe - for \$44,887.57. (Perkins Grant) (Attachment pgs. 26-29, Resolution No. BFF11262024-3)

2.4.4 Kubota Training Program from Kubota - V Series RTV-X1140W-H – Full Size Diesel Utility Vehicle, for \$20,005.60. (Perkins Grant) (Attachment pgs. 30-33, Resolution No. BFF11262024-4)

2.4.5 Kubota Training Program from Kubota - ZD1000 Series – Zero Turn Mower, for \$14,379.72. (Perkins Grant) (Attachment pgs. 34-37, Resolution No. BFF11262024-5)

2.5 Approval of Facilities Items

2.5.1 Cafeteria Floor - Ratify the purchase of repair/replacement for demolition and site preparation and concrete slab installation to CS Construction as follows: \$3,800.00 (Purchase Order # 108758), \$106,675.00 (Purchase Order # 108759). (Insurance claims) (Attachment pgs. 38-51, Resolution No. BFF11262024-6)

2.5.2 Emergency Operations Plan. (Attachment pgs. 52-184, Resolution No. BFF11262024-7)

3. **Finance – ACTION/RC**

ACTION/RC 3.1 Recommendation: Acknowledge Receipt and Review of Financial Statements – October 31, 2024, Four Months YTD FYE June 30, 2025. (Attachment pgs. 185-194, Resolution No. G11262024-3)

4. **Reports**

4.1 Correspondence File. (Attachment pgs.195-203)

5. **Presentations** – John Dixon, Director of the Public Safety Training Academy.

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

7. **Other Business**

Discussion / Reports / Announcements:

7.1 Trustee Activity Update

7.3 President’s Report

7.4 Chair’s Comments

7.5 The next meeting of the Board of Trustees will take place on Tuesday, January 28, 2025, in the Executive Office Board Room.

8. **Executive Session** – None this month.

9. **Adjournment**



**Board of Trustees Regular Meeting
Tuesday, October 22, 2024
Executive Office Board Room**

MINUTES

1. General Institutional Functions

- 1.1 Mr. Gewecke called the meeting to order at 5:00 p.m.
- 1.2 Mr. Santillo read the Public Statement: Adequate notice of this meeting specifying the time and location was transmitted via fax, posted to the Sussex County Community College website, and on the main entry doors to the Administration Building on October 18, 2024, pursuant to the Open Public Meetings Act, N.J.S.A. 10:4-8

1.3 Roll Call / Pledge of Allegiance

The following were present: Mr. Gewecke - Chair, Mrs. Smith - Vice Chair, Mr. Santillo - Secretary, Dr. Crowley - Treasurer, Mrs. Frank, Mrs. Pepe, Mr. Hofmann, Dr. Silverthorne, Dr. Connolly - President and Ex-officio member, Mrs. Fullem - Recording Secretary and, Mr. Crispino - Alumnus Member.

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

1.4 Mr. Gewecke welcomed the guests and stated:

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

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

No one spoke

ACTION

1.6 Approval/Acceptance of Minutes

Mrs. Smith moved to approve all minutes, as noted below. Dr. Crowley seconded the motion. The motion carried.

- 1.6.1 Minutes from the September 24, 2024 Board of Trustees Meeting. (Resolution No. GI10222024-1)

- 1.6.2 Minutes from the September 24, 2024 Executive Session. (Resolution No. GI10222024-2)
- 1.6.3 Acknowledgment of Receipt of Committee Meeting Minutes. (Resolution No. GI10222024-3)
 - Personnel and Curriculum Committee – October 15, 2024.
 - Audit and Policy Committee – October 15, 2024.
 - Finance and Facilities Committee – October 15, 2024.

2. Consent Agenda – ACTION/RC

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

Mrs. Smith moved to approve all items on the Consent Agenda. Mr. Yardley seconded the motion.

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

- 2.1 Approval of Personnel Items
 - 2.1.1 Personnel Actions September 10, 2024 - October 10, 2024. (Resolution No. P10222024-1)
 - 2.1.2 2025-2026 Administrative Calendar (Resolution No. P10222024-2)
- 2.2 Approval of Curriculum Items – None this month.
- 2.3 Approval of Policy Items
 - 2.3.1 The Following Policies are Presented for Re-adoption. There are no changes to the policies.
 - Policy No. 200.18 Employee Classifications Policy (Resolution No. AP10222024-1)
 - Policy No. 200.33 Insurance Benefits and Pension Policy (Resolution No. AP10222024-2)
 - Policy No. 200.34 Worker’s Compensation Policy (Resolution No. AP10222024-3)
 - Policy No. 200.44 Reasonable Accommodation Policy (Resolution No. AP10222024-4)
- 2.4 Approval of Finance Items
 - 2.4.1 Educational Solutions for \$42,393.00 & \$7,935.00 - Robotics Universal Robots UR3E and Robotics Allen Bradley PLC1400. Funded by Perkins. (Resolution No. BFF10222024-1)

- 2.4.2 Fire Fighter One for \$113,721.82 - Purchase (10) sets of packs, (20) cylinders, (12) regulators, and (20) facepieces. Compliant to NFPA 1981, Standard on Open-Circuit Self-Contained Breathing Apparatus (SCBA) for Emergency Services, 2018 Edition. Funded by the Booker Congressional District Spending Grant (Department of Education) (Resolution No. BFF10222024-2)
- 2.4.3 North American Rescue for \$31,883.94 - TCCCMAN® training simulator provides enhanced in Tactical Combat Training Care (TCCC) from Point of Injury to transfer of higher care. Funded by the Booker Congressional District Spending Grant (Department of Education). (Resolution No. BFF10222024-3)
- 2.4.4 Stillwater Township for \$50,000 - 2003 Pierce Pumper Fire Truck for PSTA. Funded by the Booker Congressional District Spending Grant (Department of Education). (Resolution No. BFF10222024-4)
- 2.4.5 City Of Sun Prairie for \$220,000 - 2007 Pierce Enforcer 75' Fire Truck for PSTA. Funded by the Booker Congressional District Spending Grant (Department of Education). (Resolution No. BFF10222024-5)
- 2.4.6 KFT Fire Trainer for \$20,255.00 - Live Fire Roof Prop (Container) Roof Prop to safely replicate roof operations at structure fires under live fire conditions. Funded by the Booker Congressional District Spending Grant (Department of Education). (Resolution No. BFF10222024-6)
- 2.4.7 KFT Fire Trainer for \$18,405.00 - Live Fire Roof Prop (Ground) Roof Prop to safely replicate roof operations at structure fires under live fire conditions. Funded by the Booker Congressional District Spending Grant (Department of Education). (Resolution No. BFF10222024-7)
- 2.4.8 KFT Fire Trainer for \$57,560.00 (Pilot Burn Box \$18,750.00, Plane \$38,810.00) - KFT's Portable Aircraft FireTrainer® O-100 replicates the fire of a small, single-engine aircraft. The O-100 Cessna has a fire in the engine space and cockpit that utilizes vapor propane for a single-stage fire that requires firefighters to make a proper approach and extinguishment of the fire in the confined area of a small aircraft engine compartment. Funded by the Booker Congressional District Spending Grant (Department of Education). (Resolution No. BFF10222024-8)
- 2.4.9 Satisloh North America for \$24,201.88 - To ratify the purchase of repair/ replacement of work spindle component. Satisloh technician per diem and travel expense to perform repair. This was an imminent need to enable the continuation of optics technology instruction. Funded \$21,701.88 from the insurance claim and \$2500 from Optics Technology – Instructional budget. (Resolution No. BFF10222024-9)

2.5 Approval of Facilities Items – None this month.

3. **Finance – ACTION/RC**

Dr. Gandhi arrived a bit late, so items 3.1 and 3.2 were moved to after item 7.1.

ACTION/RC 3.1 Recommendation: Acknowledge Receipt and Review of Financial Statements:

September 30, 2024, Three Months YTD, FYE June 30, 2025. (Resolution No. GI10222024-4)

Dr. Gandhi presented the financial statements for September 30, 2024, three months YTD, and FYE for June 30, 2025, including credit hours, income statements, and assets. He stated that net assets are up by 7% year over year, starting the year on a strong footing. He also mentioned that the college audit has been completed. The audit report will be presented to the Board in November.

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

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

- ACTION/RC** 3.2 Recommendation: Approve the letter from The Board of Trustees of Sussex County Community College entrusting Jon Connolly, President, to act on behalf of the organization in all matters related to the College's SNAP (EBT) application and the College's status as a SNAP Retailer Service Center. This authorization, effective October 22, 2024, will remain in effect unless the Board of Trustees notifies otherwise. (Resolution No. OBB10222024-1)

Dr. Homer indicated that the college aims to provide SNAP benefits to eligible students on campus.

Mrs. Smith moved to acknowledge receipt and review of the above-noted letter. Dr. Crowley seconded the motion.

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

4. **Reports**

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

4.2 Report of the Nominating Committee.

Mr. Hofmann indicated that the four current board officers expressed willingness to continue in their roles. Trustees should forward any additional nominations to him.

The ballot will be presented on November 26th at the annual Organization Meeting.

5. **Presentations** – None this month

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

No one spoke

7. Other Business

Discussion / Reports / Announcements:

7.1 Trustee Activity Update

Mrs. Smith praised the college foundation for the Funding their Future event, highlighting the success of the silent auction, beautiful music, and wonderful food. She indicated the event attracted many prominent individuals from the county, making it a significant social gathering. Next year's event is scheduled for October 15, 2025.

Mrs. Smith expressed excitement about the upcoming live theater production of "12 Angry Jurors" in November. The production involves students and community members and showcases our local talent.

Mr. Yardley noted his completion of trustee training, which he found interesting. He said that Mrs. Pepe was there, too. Mrs. Pepe indicated that she missed the second training session but found the first session very informative and enlightening.

Mr. Yardley informed the Board that he could not attend the November meeting and requested that any appointments be postponed to the following meeting so he could participate and cast his vote. Mr. Gewecke explained that this happens at a separate meeting, the Reorganization Meeting at 4:30 next month, before the regular board meeting. He said he would have to ask for advice on the protocol. Mr. Yardley indicated that he would like to know what the options are. He understands we are interviewing for auditors and attorneys, there were other issues discussed, and he has questions. Mr. Gewecke shared his belief that the appointment can be changed even if a firm is appointed. For instance, the search for an auditor will be incomplete for next month, so if we appoint auditors in November, we can subsequently change the appointment without waiting a year. Mr. Yardley asked if we could get a legal opinion on whether they serve until told they are not needed. He knows that if a trustee's term is over or if they are not reappointed, they serve until replaced. He asked if that was the case in this situation. Mr. Gewecke replied that we have never sought a legal opinion and we will do so.

It was noted that trustees can call or "Zoom" in for meetings upon occasion. Mr. Yardley said he is willing to do so next month.

Mr. Gewecke asked if there was anything Mr. Yardley would like to discuss now, publicly. Mr. Yardley said he would like to see who applied and what our options are, adding that he has not received anything, including the auditor's information. He asked if we were looking for attorneys.

Mrs. Smith asked if it is within the Board's purview to decide which auditors and attorneys to hire or if that is an administrative decision?

Dr. Connolly noted that it has historically been an administrative decision presented by the administration to the Board. It does not happen without discussion with the Board in advance, and then that slate of service providers is available. With auditing, that involves an RFP process. Architects, engineers, and professional services do not.

Mr. Gewecke indicated that several auditors have made an application.

Mrs. Frank noted that the selection process for the auditors is in the bylaws. She believes it is a joint effort.

Mr. Gandhi said that the Audit and Policy Committee Chair is usually very involved, along with one other board member. Mr. Yardley is on the A&P Committee. Mr. Gewecke suggested that Mr. Yardley speak with Dr. Carrick, Chair of the Audit and Policy Committee.

Mr. Crispino noted there are updates to the alumni foundation website, including spotlights of former students.

The Board returned to items 3.1 and 3.2 at this time. After items 3.1 and 3.2, the meeting continued with 7.2.

7.2 The President's Report is on file in the Office of the President.

7.3 Chair's Comments

Mr. Gewecke indicated that last month's Board Retreat was highly successful. He highlighted the significant progress on capital projects, especially the dormitory developments. He also mentioned that the Board is actively working to improve communication and coordination with the Commissioners, and plans to meet with them more often, possibly semi-annually or quarterly.

7.4 The Annual Organization Meeting of the Board of Trustees will take place at 4:30 p.m. on Tuesday, November 26, 2024, in the Executive Office Board Room.

7.5 The next meeting of the Board of Trustees will take place on Tuesday, November 26, 2024, in the Executive Office Board Room.

8. **Executive Session** – None this month.

9. **Adjournment**

At 5:46 p.m., Mrs. Smith moved to adjourn the Regular meeting. Dr. Crowley seconded the motion. The motion carried unanimously.

Approved:

AUDIT & POLICY COMMITTEE
SUSSEX COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES
Tuesday, November 19, 2024

Zoom Virtual Meeting

MINUTES

Start: 3:00 p.m.

End: 4:00 p.m.

Present: Dr. Carrick-Chair, Mrs. Frank, Mr. Gewecke, Dr. Connolly, Dr. Okay, Dr. Homer, Mrs. Fullem, Mrs. Caputo, Dr. Gandhi, Mr. Festa as a guest, Mr. Clelland and Mr. Farina from PFK O'Connor Davies.

AUDIT

- Mr. Clelland and Mr. Farina provided an overview of the annual audit. Awaiting the Foundation's audit. The numbers in the draft report provided should not change in the final version.
- They noted that our finance department is lean and thanked everyone involved in providing information and working with them on the audit.
- Waiting for the pension liability numbers from the state.
- We are done with CARES money.
- Issues with fixed assets remain, but there are no significant deficiencies or concerns. It is an unmodified, clean opinion, which is the highest opinion possible.
- Mr. Clelland is going to reach out to Wiss & Co. regarding the status of the ERC credit.

OTHER BUSINESS – Incident Reports

- The committee reviewed the Incident Log from Sept. 16 to Oct. 31, 2024. Keith Festa attended the meeting to address any questions regarding the number of incidents and provide additional information about specific incidents.

POLICY – The committee reviewed:

- New Policy No. 508.7 Athletic Department Drug Testing Program. Dr. Homer provided an overview of the policy and procedures. He will add to the policy a line that notes that the policy helps to ensure the safety and well-being of the college's athletes. There were questions regarding the procedures, i.e., the frequency of athlete testing. ***The committee agrees to bring the policy, with the added language, to the Board of Trustees for adoption.***

- The following policies were presented for re-adoption with no changes:

200.35 Termination of Employment Policy

200.37 Retirement Policy

200.39 Overtime Compensation Policy

200.40 Pay Procedures Policy

200.42 Expenditure Decisions in Outside Grants Policy

The committee agrees to bring these policies to the Board of Trustees for re-adoption.

- The committee did a first reading of the amended bylaws. The amendment is in section 3.4 as follows:

~~The election shall be by ballot. A simple majority of the votes cast by the Board of Trustees present shall be required for election.~~

The election shall be by voice vote or by written ballot providing, however, the written ballots shall be cast and read aloud during open session identifying each member's vote to the public and said votes shall be published in the meeting minutes.

OTHER BUSINESS

- Dr. Connolly provided an update regarding open positions in the finance department. He noted that we have hired a Vice President of Finance and Administrative Services (Theresa Pappan) and a Director of Finance (Cerene Belli). He explained the reporting structure and said that Manal Meseha would continue with us with a new contract and fee structure.
- Mr. Gewecke noted that if anyone prefers to be on a different committee, tell him before the Organization Meeting next month. Otherwise, the committees will stay as they are.

PERSONNEL & CURRICULUM COMMITTEE
SUSSEX COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES
Tuesday, November 19, 2024

Zoom Virtual Meeting

MINUTES

Start: 4:00 p.m.

End: 4:20 p.m.

Present: Mrs. Smith-Chair, Dr. Carrick, Mr. Hofmann, Dr. Silverthorne, Mr. Gewecke, Dr. Connolly, Dr. Okay, Dr. Homer, Mrs. Fullem, Ms. Caputo, and Mr. Festa as a guest.

PERSONNEL

- The committee reviewed Personnel Actions: October 7, 2024 – November 12, 2024, including part-time new hires, resignations/terminations/positions ended, full-time and part-time open positions. Dr. Connolly provided an update regarding the VP of Finance and Administrative Services, Director of Facilities, and Director of Finance. ***The committee agrees to bring it to the Board of Trustees for approval.***

CURRICULUM – None this month.

OTHER BUSINESS

- The committee reviewed the Incident Log from Sept. 16 to Oct. 31, 2024. Keith Festa attended the meeting to address the number of incident reports and provide additional information about specific incidents.
- Dr. Connolly updated the committee regarding the gas leak in the A Building, noting that we have a clean bill of health.
- Mr. Gewecke noted that if anyone prefers to be on a different committee to let him know before the Organization Meeting next month. Otherwise, the committees will stay as they are.

FINANCE & FACILITIES COMMITTEE
SUSSEX COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES
Tuesday, November 19, 2024

Zoom Virtual Meeting

MINUTES

Start: 5:00 p.m.

End: 6:40 p.m.

Present: Dr. Crowley-Chair, Mrs. Frank, Mr. Gewecke, Dr. Connolly, Dr. Okay, Dr. Homer, Mrs. Fullem, Mr. Fruge, Mrs. Unrath, Mr. Stoppay, Dr. Gandhi. and Mr. Clelland and Mr. Farina from PFK O'Connor Davies.

AUDIT

- Mr. Clelland and Mr. Farina provided an overview of the annual audit. Awaiting the Foundation's audit. The numbers in the draft report should not change in the final version.
- They noted that our finance department is lean and thanked everyone involved in providing information and working with them on the audit.
- Waiting for the pension liability numbers from the state.
- We are done with CARES money.
- Issues with fixed assets remain, but there are no significant deficiencies or concerns. It is an unmodified, clean opinion, the highest opinion possible.
- Expect the final report for the January 2025 Board meeting.

FINANCE – The committee reviewed:

- Financial Statements: October 31, 2024, Four Months YTD FYE June 30, 2025, including credit hours, Income Statement, Balance sheet assets, Balance sheet liabilities, and key metrics. ***The committee agrees to bring the financial statements to the Board of Trustees to acknowledge receipt and review.***

There was an extensive discussion about Morgan Stanley discontinuing its management of our funds. They have offered to transfer our funds to U.S. Bank, covering any associated costs. Alternatively, if we opt for a local institution like Provident Bank, their Beacon Trust can place the funds into a holding account until we decide. Doing so would allow the new Vice President of Finance and Administrative Services to review the situation.

Dr. Gandhi suggested requesting Morgan Stanley to extend their service until the end of the year instead of the end of the month. Dr. Connolly pointed out that Morgan Stanley has consistently underperformed, noting that while market performance led to gains, their management needed to add value. We currently pay a flat percentage of the total with no additional fees.

Mrs. Frank expressed concerns about using a two-step process and indicated discomfort with transitioning to Beacon Trust without exploring other options.

The group also discussed initiating a bid process. Dr. Connolly planned to contact Jane Brown for recommendations on potential firms.

- CampusWorks Contract Extension: December 1, 2024, through May 31, 2025. The total cost of the remote services described in the Scope of Work is \$186,702. The monthly fee is \$31,117/month. ***The committee agrees to bring the contract extension to the Board of Trustees for approval.***

The conversation included an update regarding the Jenzabar migration and costs. Dr. Homer noted that we are in good shape. The goal is to move Financial Aid in the Spring, followed by Finance and Student Services. We are already doing data passes between the 2 ERPs and building data tables. The last two weeks of October 2025 will be a blackout period for both systems. We have a very prepared team.

We have yet to determine if we need CampusWorks after May 31st, but Dr. Homer believes we will. One person is working with us on site, and she has been instrumental. We also have access to the entire CampusWorks team. Our goal is to “wean off” by May.

A board workshop in January will cover two topics: the J1 migration and our Middle States Self-Study.

- Kubota - Skid Steer from Tri-State Rentals for \$54,830.16 (Chapter 12). ***The committee agrees to bring to the Board of Trustees for approval.***
- Kubota Training Program from Kubota – Loader Landscaper series B26TLB Tractor Loader Backhoe - for \$44,887.57 (Perkins Grant). Dr. Homer explained that this training, and the others listed below, are for students to get certified to fix these machines. This is an industry-valued credential, and only Kubota offers student training. ***The committee agrees to bring to the Board of Trustees for approval.***
- Kubota Training Program from Kubota - V Series RTV-X1140W-H - Full Size Diesel Utility Vehicle, for \$20,005.60 (Perkins Grant). ***The committee agrees to bring to the Board of Trustees for approval.***
- Kubota Training Program from Kubota - ZD1000 Series – Zero Turn Mower, for \$14,379.72 (Perkins Grant). ***The committee agrees to bring to the Board of Trustees for approval.***
- Dr. Connolly asked Dr. Gandhi to sign off at this time so the committee could discuss his contract moving forward. Dr. Connolly said that when Terry Pappan starts as VP, we will not continue to pay Dr. Gandhi as we currently do. We want to put him hourly, at \$200 an hour, like we pay our attorney.

FACILITIES

- The committee reviewed information about the cafeteria flood and the need to ratify the emergency expenditure for the purchase of repair/replacement for demolition, site preparation, and concrete slab installation to CS Construction: \$3,800.00 (Purchase Order # 108758), \$106,675.00 (Purchase Order # 108759) (Insurance claims). ***The Board of Trustees will ratify this emergency expenditure.***
- The committee received and reviewed information about what the college’s Capital Facilities Meetings cover. The discussion included work on the Adult Transition Center, paid for by a state grant. Dr. Connolly shared photos and discussed installation issues, such as oil canning. He will speak with HQW. The Walkkill group did the work but subcontracted it out. He believes the subcontractor’s work is faulty. Mr. Gewecke suggested not paying the bill and having Chris Wolverton take a look. Dr. Connolly shared that Chris thinks it is beautiful and is defending the work. Metal Solutions took a look and called it a “botched job.” The new Director of Facilities is coming on board. He will inherit this issue.

SAFETY AND SECURITY

- The committee received and reviewed the Emergency Operations Plan. Dr. Connolly explained that the plan is currently functional and will keep us in compliance with state requirements, but we will continue to work on it, make changes, and migrate it to the website. ***The committee agrees to bring it to the Board of Trustees for approval and submission.***
- Dr. Connolly provided an update regarding the gas leak in the A Building. It was a mechanical failure with Elizabethtown Gas. Rick McDermott smelled it and evacuated the building. Elizabethtown Gas replaced a regulator, vented the building, and cleared it for reentry. Over the weekend, Elizabethtown Gas was called again. They put the wrong regulator in. We then received CO2 clearance, and Unitemp gave the building a clean bill of health.
- The September 16-October 31, 2024 Incident Log was received and reviewed. All incidents have been handled.

OTHER BUSINESS

- Mr. Gewecke said that anyone who wants to be on a different committee should let the Executive Committee know.

Sussex County Community College

Personnel Actions: October 7, 2024 – November 12, 2024

NEW HIRES:

Full-time

-

Part-Time:

- Dominique Cobb - PT Laboratory Assistant
- Rosemary Gebhardt - PT LACE Substitute
- Sofiah Fraguada - PT Service Staff SW
- Jordan Kracht - Adjunct History
- Alesia Jedrzej - PT Head Coach Cheerleading
- Nathan Henry - PT Tutor
- Robert Mathewson – Adjunct Photography
- Shojaleel Shatursdu – PT Intern Finance

RESIGNATIONS/TERMINATIONS/POSITION ENDED:

- Christian Castro
- Sean Hardy
- Devon Madden

ON LEAVE:

OPEN POSITIONS:

Full-Time:

- Science Labs Assistant
- Director of Finance
- Staff Accountant
- Director of Facilities

Part-Time:

- PT Assistant Academic Affairs Coordinator
- Adjunct – Exercise Science
- PT CTE Student Performance Coordinator
- Adjunct – Electrical Line Worker
- PT ATC Transition Coach
- Adjunct – Cosmetology
- Adjunct – Accounting
- PT Kitchen Lab Assistant
- PT Porter Dishwasher
- PT Service Staff
- Adjunct - Chemistry

- Adjunct – Math
- Adjunct – Spanish
- Adjunct – Criminal Justice
- Adjunct – Environmental Science
- Adjunct – History
- Adjunct – Business
- Adjunct – Graphic Design
- PT Campus Life Assistant
- Adjunct – English Effective Speaking
- Adjunct – Agricultural Business/ Horticulture Science
- PT Student-Athlete Success Advisor
- PT Peer Writing Consultant Student Worker

Athletic Department Drug Testing Program

PURPOSE OF THE POLICY

This policy is designed to set forth clear guidelines for the drug testing of student-athletes at Sussex County Community College (SCCC), specifically targeting the use of substances prohibited by the NCAA Banned Substance List and the World Anti-Doping Code. This policy also establishes guidelines for mandated student-athlete education regarding the dangers of drug use, abuse, and treatment. The overarching purpose of this policy to help ensure student-athlete safety and well-being.

GENERAL STATEMENT OF ATHLETIC DRUG TESTING PROGRAM

It is the responsibility of the SCCC Athletic Department, and the College as a whole, to encourage student-athletes to develop healthy and responsible lifestyles through the promotion of programs and policies designed to reasonably ensure the development of strong individuals, evidenced by success in wellness, academics and athletic progress. The Athletic Department will, through education and identification of student-athletes who may be exhibiting behaviors associated with the use of illegal drugs or controlled substances, discourage any drug use and abuse by student-athletes, while poised to take all necessary steps to vigorously maintain a drug-free athletic department.

Sussex County Community College
Policy No.: 200.35
Area: Human Resources
Adopted: September 27, 2016

200.35 Termination of Employment Policy

PURPOSE OF THE POLICY

To provide a framework and examples of situations that could result in the immediate termination of an employee of Sussex County Community College (“College”).

GENERAL STATEMENT OF TERMINATION OF EMPLOYMENT POLICY

Unless otherwise specifically agreed to by the College or as may be provided for by law, College employees are at-will and subject to termination at any time and for any reason. The College will generally provide notice of such termination. However, the College may immediately terminate an employee when necessary to protect the integrity of the College and/or the safety and welfare of the College community.

Sussex County Community College
Policy No.: 200.37
Area: Human Resources
Re-adopted: April 27, 2021

200.37 Retirement Policy

PURPOSE OF THE POLICY

To provide the timeframe and parameters for voluntary retirement from Sussex County Community College (“College”).

GENERAL STATEMENT OF RETIREMENT POLICY

The College will process all employee notifications of retirement in accordance with the requirements of the New Jersey Division of Pensions and Benefits and with all applicable federal and state laws.

Sussex County Community College
Policy No.: 200.39
Area: Human Resources
Re-Adopted: April 27, 2021

200.39 Overtime Compensation Policy

PURPOSE OF THE POLICY

To appropriately compensate non-exempt employees of Sussex County Community College (“College”) when approved overtime is necessary.

GENERAL STATEMENT OF OVERTIME COMPENSATION POLICY

Non-exempt employees will be compensated for time worked in excess of 40 work hours per week in accordance with all applicable laws.

Sussex County Community College
Policy No.: 200.40
Area: Human Resources
Re-Adopted: April 27, 2021

200.40 Pay Procedures Policy

PURPOSE OF THE POLICY

To provide the frequency and method of payment for employees of Sussex County Community College (“College”).

GENERAL STATEMENT OF PAY PROCEDURES POLICY

The College payroll is electronically deposited on the fifteenth and the last day of each month. If the pay date falls on a weekend, holiday or date the College is scheduled to be closed, the deposit will be made on the previous workday.

Sussex County Community College
Policy No.: 200.42
Area: Human Resources
Adopted: September 27, 2016

200.42 Expenditure Decisions in Outside Grants Policy

PURPOSE OF THE POLICY

To ensure consistency in the employment and administration of grant-funded positions at Sussex County Community College (College”) and that all positions are adequately funded by the College’s budget.

GENERAL STATEMENT OF EXPENDITURE DECISIONS IN OUTSIDE GRANTS POLICY

Grant-funded positions must be administered in accordance with all of the policies, procedures and other operating rules of the College, as well as any applicable terms of the grant.

Upon expiration of the grant, the grant-funded position will be eliminated or Administration shall seek authorization to continue the position as a budget impacted position.

Amendment #4 to the Information Technology Services Agreement

SUSSEX COUNTY COMMUNITY COLLEGE

October 14, 2024

*5342 Clark Road – Unit 41283
Sarasota, FL 34233
(941) 316-0308
CampusWorksInc.com*

Exhibit A: Scope of Work

December 1, 2024, through May 31, 2025.

CampusWorks will continue to provide a 6-month full-time Jenzabar Specialist ("FTE") to support CX operations and the Jenzabar One implementation. CampusWorks' Jenzabar Specialist will provide backfill support in the Registrar's office, Financial Aid, Student Accounts, and other offices, as needed. CampusWorks will also participate in Sussex's ongoing calls with Jenzabar, providing guidance on decisions regarding design, configuration, and implementation.

Exhibit B: Cost and Payment Schedule

December 1, 2024, through May 31, 2025.

The total cost of the remote Services described in the above Scope of Work is \$186,702

The monthly cost is \$31,117/month.

Payment Schedule:

Payments for these Services will be due as per the following payment schedule:

Six consecutive monthly payments of \$31,117 are due on the 1st of each month starting December 1, 2024.

Pricing: Valid for 30 days based on a minimum commitment of not less than 6 months.

Travel: CampusWorks will deliver the Services remotely. If onsite time is requested by the Client, travel expenses will be billed as incurred and invoiced monthly. CampusWorks does not bill for travel time or markup travel expenses.

Utilization: The FTE must be utilized each month and cannot be transferred to another month.

Cost of Living Adjustment: If this Agreement is extended, for each year, beginning December 1, 2025, the cost for CampusWorks Services shall be adjusted for the increase in the cost of living during the immediately preceding calendar year as measured by the Consumer Price Index-All Urban Consumers, All Items, U.S. City Average base period 1982-1984 = 100. Such index is presently published by the U.S. Bureau of Labor Statistics of the Department of Labor. The minimum amount of such annual adjustment shall be a 3% increase.

Contracting Vehicle: CampusWorks was awarded as sole provider of the ERP modernization and institutional readiness services RFP No. 269EMCPS-19-005 under the NJEdge EdgeMarket cooperative purchasing (or "pricing") system created under the authority of the State of New Jersey. If desired, Sussex County Community College may contract with CampusWorks for the services detailed herein under the NJEdge EdgeMarket.

PROCUREMENT MEMO

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

CC: Wendy Fullem, Karen Unrath,

FROM: Matthew Stoppay, Purchasing Manager

DATE: November 13, 2024

SUBJECT: Kubota - Skid Steer

Description: Skid Steer Acquisition

Vendor Name: Tri State Rentals, Inc.

Amount: \$54,830.16

Procurement Method: Sourcewell Contract: Solicitation number: RFP # 122220

Funding: Chapter 12

Attachments: Tri-state Rentals Quote



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

-- Standard Features --

-- Custom Options --



S Series SSV75PHFRC
 *** EQUIPMENT IN STANDARD MACHINE ***

FEATURES

Vertical Lift Path Loader Frame
 Standard Front Quick Coupler,
 Float Standard
 Hydraulic Quick Coupler Option
 One Way Self-Leveling
 with Kubota Shock-less Ride
 (KSR) Option
 Loader Boom Lock
 Loader Arm Drop Valve
 Open ROPS & Air Conditioned
 ROPS/FOPS Cab Models
 Adjustable, Vinyl, Suspension
 Seat
 2" Retractable Seat Belt and 2-
 Piece Seat Bar
 12V Electric Outlet
 20.9 gpm Auxiliary Hydraulics,
 30.4 gpm High Flow Hydraulics
 Option
 Direct To Tank Return Line
 12x16.5, 10PR Heavy-Duty
 Tires
 Two Speed Travel System
 Spring Applied Hydraulically
 Released (SAHR) Brakes
 Gear Drive Pumps & Variable
 Loader
 and High Flow Pumps (if
 equipped)
 Mechanical Hand & Foot
 Controls
 Electronic Dial Throttle
 Automatic Glow Plugs
 Key Switch Stop/Start System
 Self-Bleed Fuel System
 2 Front and 2 Rear Working
 Lights
 2 Front Corner Lights & 2 Rear
 Red Tail Lights
 Hour Meter, Engine
 Temperature and Fuel
 Gauges and Warning Lights
 Horn and Backup Alarm
 Lockable Fuel Cap Door
 Bolt On Grab Handles to enter
 machine

ISO-PILOT CONTROL BASIC

UNIT
 SSV75PHFRC, AC Enclosed Cab,
 High Flow Hydraulics,
 Self-Leveling with KSR,
 Hydraulic Quick Coupler

OPERATIONAL

DIMENSIONS
 Operating Weight*, SSV75P*,
 Open ROPS/FOPS Cab,
 Mechanical Quick Coupler 8,157
 lbs.
 Rated Operating Capacity (ROC)
 @ 50% of Tipping Load 2,690 lbs.
 Tipping Load 5,380 lbs.
 Auxiliary Hydraulics Flow 20.9 /
 30.4 gpm
 Travel Speed (Low / High) 7.1 /
 11.8 mph
 Reach @ Maximum Height 36.9"
 Height to Hinge Pin 128.3"
 Ground Clearance 8.1"
 Traction Force 8,494 lbf.

* Includes operator's weight, 175
 lbs.

ENGINE

V3307 Kubota CR-TE4, Tier 4
 Diesel Engine
 4-Cylinder, 4 Cycle, Turbo Charged
 74.3 Gross HP @ 2600 rpm
 3.3 L Displacement
 196 lbf-ft Peak Torque

DIMENSIONS

Cab Height 81.3"
 Width over wheels 71.8"
 Width with 68" standard bucket
 75.0"
 Length without bucket 115.0"
 Length with standard bucket
 144.1"

SSV75PHFRC Base Price: \$66,262.00

(1) 74" Heavy Duty, Low Profile, Long Floor, Cutting
 Edge, Side Cutter, 19.2 cu-ft heaped capacity \$2,604.00
 AP-HD74LLC-74" Heavy Duty, Low Profile, Long Floor, Cutting
 Edge, Side Cutter, 19.2 cu-ft heaped capacity

(1) 46 Series Pallet Fork, 48" Width 4500 lb. \$1,681.00
 Capacity
 AP-PFL4648-99-46 Series Pallet Fork, 48" Width 4500 lb.
 Capacity

Configured Price: \$70,547.00

Sourcewell Discount: (\$16,948.09)

SUBTOTAL: \$53,598.91

Dealer Assembly: \$0.00

Freight Cost: \$831.25

PDI: \$400.00

Total Unit Price: \$54,830.16

Quantity Ordered: 1

Final Sales Price: \$54,830.16

Purchase Order Must Reflect Final Sales Price.

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

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



PROCUREMENT MEMO

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

CC: Wendy Fullem, Karen Unrath,

FROM: Matthew Stoppay, Purchasing Manager

DATE: November 12, 2024

SUBJECT: Kubota Training Program

Description: Loader Landscaper series B26TLB - Tractor Loader Backhoe

Vendor Name: Kuboto

Amount: \$44,887.57

Procurement Method: Sole Source

Funding: Perkins Grant

Attachments: Kubota Quote, Sole Source Letter



Loader / Landscaper Series B26TLB

*** EQUIPMENT IN STANDARD MACHINE ***

DIESEL ENGINE

Model # D1105
Tier IV Certified
3 Cylinder
68.5 cu. in.
24.3 Gross HP ^
23.1 PTO HP ^
@ 2800 Engine RPM
Charging output 40 Amps
12 V - 36 Amp Hour Battery
Dual Element Air Cleaner

FLUID CAPACITY

Fuel Tank 8.2 gals.
Crankcase 3.2 qts.
Eng. Coolant 4.7 qts.
Fr. Axle Gear Case 4.7 qts.

POWER TAKE OFF

Live Independent Rear PTO
540 rpm @ 2768 Eng. RPM
SAE - 1-3/8, 5 splines

SAFETY EQUIPMENT

Four Post ROPS / FOPS
Deluxe Seat w/retractable Seat Belt
Spark Arrestor Muffler
Safety Start Switches
Electric Key Shut-Off
Hazard Lamps
SMV Sign

DIMENSIONS

Transport Length 16' 5"
Width 54.0"
Height to ROPS top 89.5"
Wheelbase 62.2"
Ground Clearance 13.8"

LIGHTING

2 Headlights
2 Rear Work Lights
2 Taillights / Turn Signals

INSTRUMENTS

Hour meter / Tachometer
Coolant Temp. Gauge
Fuel Gauge

HYDRAULICS

Open Center - Gear Type
Total Pump Capacity 11.2 gpm
Includes Power Steering
Front / Rear Remotes 7.0 gpm

CAT I 3-Point Hitch

Lift Capacity
@ 24" behind 1,676 lbs.
Position Control - Standard
3-point linkage storage standard
3-point linkage optional

FRONT AXLE

Bevel-Gear, 4 WD
Hydrostatic Power Steering
Cast Iron - Heavy Duty
Tread spacing, Non-adjustable

^ Manufacturer Estimate

REAR AXLE

Heavy Duty Axle w/ Differential Lock
Planetary Final Drives
Multiple Wet Disc Brakes

DRIVE TRAIN

3 Range HST
Low-Medium-High
Maximum Travel Speed 11.1 mph
Rear Differential Lock
No Clutch
Wet Disk Brakes
4 Wheel Drive

SELECTED TIRES

sub28
FRONT - 23x8.50-14 R4 Titan Trac Loader
REAR - 12.4-16 R4 Goodyear Sure Grip Lug

B26TLB Base Price: \$28,289.00

(1) 60" HD ROUND BACK BUCKET TL2142-60" HD ROUND BACK BUCKET	\$1,072.00
(1) BACKHOE BT920-BACKHOE	\$11,063.00
(1) FRONT LOADER FOR B26 TL500-FRONT LOADER FOR B26	\$6,442.00
(1) BASE KIT AND FIRST LEVER / B26 B8027-BASE KIT AND FIRST LEVER / B26	\$607.00
(1) DOUBLE ACTING VALVE SECTION B8028-DOUBLE ACTING VALVE SECTION	\$303.00
(1) SECOND POSITION STK KIT / 2ND VALVE B8030-SECOND POSITION STK KIT / 2ND VALVE	\$303.00
(1) FLOAT DETENT VALVE SECTION B8029-FLOAT DETENT VALVE SECTION	\$381.00
(1) REMOTE VALVE KIT TL2141-REMOTE VALVE KIT	\$1,084.00
(1) HYDRAULIC REMOTE VALVE KIT BTB405-HYDRAULIC REMOTE VALVE KIT	\$1,106.00
(2) RUBBER SHOE L3467-RUBBER SHOE	\$324.00
(1) 18" TRENCHING BUCKET QUICK ATTACH BT1973-18" TRENCHING BUCKET QUICK ATTACH	\$997.00
(1) QUICK ATTACH COUPLER BT1970-QUICK ATTACH COUPLER	\$450.00
(1) HYDRAULIC THUMB KIT BT1975-HYDRAULIC THUMB KIT	\$1,385.00
(1) 3-POINT LINKAGE KIT B3941-3-POINT LINKAGE KIT	\$511.00
(1) BACK-UP ALARM KIT B8011-BACK-UP ALARM KIT	\$103.00
(1) HORN KIT L8043-HORN KIT	\$75.00
(1) AUXILIARY WORK LIGHT FOR ROPS FRAME L8045-AUXILIARY WORK LIGHT FOR ROPS FRAME	\$199.00

Configured Price:	\$54,694.00
NC3 Discount:	(\$12,032.68)
SUBTOTAL:	\$42,661.32
Factory Assembly:	\$775.00
Dealer Assembly:	\$2,652.83
Freight Cost:	\$1,451.25
PDI:	\$400.00
Dealer Assembly & PDI Credit	(\$3,052.83)

Total Unit Price: \$44,887.57
Quantity Ordered: 1
Final Sales Price: \$44,887.57

**Purchase Order Must Reflect
the Final Sales Price**

To order equipment – purchase orders must be made out and returned to:

Kubota Tractor Corporation
Attn: National Accounts
1000 Kubota Drive
Grapevine, TX 76051
or email NA.Support@kubota.com
or call 817-756-1171 or fax 844-582-1581

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



11/7/ 2024

To Whom it May Concern:

RE: Sole source procurement of Kubota equipment

Thank you for your interest in the Kubota TECH early career Technician Certification Program. This letter is to inform you that the following educational / equipment bundle required for the Kubota TECH Certification program was designed and developed by Kubota Tractor Corporation in partnership with the National Coalition of Certification Centers, NC3 and is exclusively distributed by Kubota through our national account's sales program.

Kubota Tractor Corporation in partnership with NC3 creates Kubota specific curriculum and training for aspiring off-road diesel Technicians. Kubota subject matter experts (SME's), work exclusively with NC3 and a team of Kubota's curriculum writers to provide the content for the Kubota TECH program. All equipment for the program is manufactured by Kubota Tractor Corporation. The Kubota TECH program is provided exclusively to educational entities. The curriculum is taught in high schools, technical schools and colleges across the country. The curriculum is built around nationally recognized industry standards and students earn a portable – stackable industry standard certificate. All materials and equipment provided in the Kubota TECH certification are required for the student to become certified.

In addition to equipment and curriculum, certification materials are included in the purchase. The Kubota TECH educational bundle is a turnkey curriculum package that is offered only through the national accounts program at Kubota Tractor Corporation. The equipment used in the program includes.

- B26TLBV- Tractor- Loader-Backhoe
- RTV-X1140WL-HS Rough Terrain Vehicle
- ZD1021-3-60 Zero Turn Lawn Mower



Students utilizing the equipment and curriculum developed by Kubota Tractor Corporation will earn eight industry recognized certification. The curriculum and equipment are specific to Kubota. The certifications students earn are listed below.

- Pre-Delivery Inspection and Assembly
- Preventative Maintenance
- Maintenance Procedures
- Engines
- Powertrain
- Electrical
- Hydraulics
- Brakes, Steering and Suspension

The Kubota equipment specifications can be found on the following pages.

Best Regards,

A handwritten signature in cursive script that reads 'Jeff Wagley'.

Jeff Wagley

Manager- Educational Partnerships



PROCUREMENT MEMO

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

CC: Wendy Fullem, Karen Unrath,

FROM: Matthew Stoppay, Purchasing Manager

DATE: November 12, 2024

SUBJECT: Kubota Training Program

Description: V Series RTV-X1140W-H - Full Size Diesel Utility Vehicle

Vendor Name: Kuboto

Amount: \$20,005.60

Procurement Method: Sole Source

Funding: Perkins Grant

Attachments: Kubota Quote, Sole Source Letter



V Series

RTV-X1140W-H

EQUIPMENT IN STANDARD MACHINE

DIESEL ENGINE

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

TRANSMISSION

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

HYDRAULICS

Hydrostatic Power Steering
with manual till-feature
Hydraulic Cargo Dump
Hydraulic Oil Cooler

FLUID CAPACITY

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

CARGO BOX

	1-Row Mode	2-Row Mode
Width	57.7 in	57.7 in
Length	51.1 in	26.0 in
Depth	11.2 in	11.2 in
Load Capacity	1102 lbs	661 lbs
Vol. Capacity	19.1 cu.ft.	9.9 cu. ft.

KEY FEATURES

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

SAFETY EQUIPMENT

SAE J2194 & OSHA 1928 ROPS
Ham
Dash-mounted Parking Brake
Spark Arrestor Muffler
Retractable 2-point Seat Belts
Rear Protection Screen

DIMENSIONS

Width 63.2 in
Height 79.7 in
Length 142.1 in
Wheelbase 98.2 in
Tow Capacity 1300 lbs
Ground Clearance F/R 11.2in / 9.4in
Suspension Travel 8.0 in
Turning Radius 17.1 ft

+ Manufacturer Estimate

TIRES AND WHEELS

HDWS: Front/Rear 25 x 10 - 12, 6 ply

RTV-X1140W-H Base Price: \$20,699.00

(1) PLASTIC CANOPY 77700-VC5043-PLASTIC CANOPY	\$843.71
(1) WINDSHIELD POLYCARBONATE HARD COAT 77700-VC5023-WINDSHIELD POLYCARBONATE HARD COAT	\$1,680.24
(1) FRONT LED WORK LIGHTS KIT (2) 77700-VC5050-FRONT LED WORK LIGHTS KIT (2)	\$245.35
(1) WIRE HARNESS KIT / MULTIPLE ACCESSORY 77700-VC5080-WIRE HARNESS KIT / MULTIPLE ACCESSORY	\$223.99
(1) REAR LED WORK LIGHT KIT (1) 77700-VC5051A-REAR LED WORK LIGHT KIT (1)	\$165.03
(1) STROBE LIGHT 77700-VC5056-STROBE LIGHT	\$222.99
(1) BACKUP ALARM K7591-99640-BACKUP ALARM	\$188.06
(1) CV-J GUARD KIT - FRONT K7591-99150-CV-J GUARD KIT - FRONT	\$135.53
(1) CV-J GUARD KIT - REAR K7591-99160-CV-J GUARD KIT - REAR	\$135.53
(1) TAIL LAMP GUARDS K7591-99660-TAIL LAMP GUARDS	\$195.31
Configured Price:	\$24,734.74
NC3 Discount:	(\$5,441.64)
SUBTOTAL:	\$19,293.10
Dealer Assembly:	\$760.83
Freight Cost:	\$712.50
PDI:	\$400.00
Dealer Assembly & PDI Credit	(\$1,160.83)

Total Unit Price: \$20,005.60

Quantity Ordered: 1

Final Sales Price: \$20,005.60

Purchase Order Must Reflect the Final Sales Price

To order equipment - purchase orders must be made out and returned to:

Kubota Tractor Corporation
Attn: National Accounts
1000 Kubota Drive
Grapevine, TX 76051
or email NA.Support@kubota.com
or call 817-756-1171 or fax 844-582-1581

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



11/7/ 2024

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RE: Sole source procurement of Kubota equipment

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- B26TLBV- Tractor- Loader-Backhoe
- RTV-X1140WL-HS Rough Terrain Vehicle
- ZD1021-3-60 Zero Turn Lawn Mower



Students utilizing the equipment and curriculum developed by Kubota Tractor Corporation will earn eight industry recognized certification. The curriculum and equipment are specific to Kubota. The certifications students earn are listed below.

- Pre-Delivery Inspection and Assembly
- Preventative Maintenance
- Maintenance Procedures
- Engines
- Powertrain
- Electrical
- Hydraulics
- Brakes, Steering and Suspension

The Kubota equipment specifications can be found on the following pages.

Best Regards,

A handwritten signature in cursive script that reads 'Jeff Wagley'.

Jeff Wagley

Manager- Educational Partnerships



PROCUREMENT MEMO

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

CC: Wendy Fullem, Karen Unrath,

FROM: Matthew Stoppay, Purchasing Manager

DATE: November 12, 2024

SUBJECT: Kubota Training Program

Description: ZD1000 Series – Zero Turn Mower

Vendor Name: Kubota

Amount: \$14,379.72

Procurement Method: Sole Source

Funding: Perkins Grant

Attachments: Kubota Quote, Sole Source Letter



ZD1021-3-60 WEB QUOTE #2819346

Date: 10/11/2024 8:58:54 AM

- Customer Information -

Wagley, Jeff

SUSSEX COUNTY COMMUNITY COLLEGE

jeff.wagley@kubota.com

(973) 300-2100

- Standard Features -

- Custom Options -



Kubota

ZD1000 Series

ZD1021-3-60

*** EQUIPMENT IN STANDARD MACHINE ***

DIESEL ENGINE

3 Cylinder, Model # D902
21.6 Gross HP @ 3200 rpm
54.8 cu. in. Displacement
12v 430 Amp Hr. Battery
14 Amps Charging Output

SAFETY EQUIPMENT

Electric Key Shut Off
Control Lever Safety Switch
Parking Brake Safety Switch
Foldable ROPS
Seat Safty Switch

TRANSMISSION

Hydrostatic Drive
(2) HST w/Gear Reduction
Brake - Wet Multi Disks
Forward Speeds 0 - 9 mph
Reverse Speeds 0 - 5 mph

DIMENSIONS

Height 74.4"
Length 88.6"
Width Overall 73.8"
Wheelbase 54.3"

STEERING / MOTION CONTROL

(2) Hand Levers, Adjustable
Hydraulically Damped,
Adjustable

OPERATING FEATURES

Zero Turn Radius
Dual Element Air Filter
Adj. Front Axle: Rigid/Oscillating
Deluxe Suspension Seat w/
Kubota Exclusive Design
Hands-free Hydraulic Deck Lift
Hands-free Parking Brake
Cup Holder

POWER TAKE OFF

Hydraulic Independent PTO
Shaft Drive Mower Deck
Wet Disk Clutch

MOWER

6" Deep, Pro Deck w/ACS
1-5" Cut Height, Adjustable
1/4" Increments
Flexible Discharge Cover
3 Blades
ZD1021-60, 8 Gauge, 60" Cut

FLUID CAPACITY

Fuel Tank 5.8 gal
Engine Coolant w/ Recovery
Tank 3.11 qts
Crankcase w/ Filter 3.7 qts
Transmission Case and Axle
Gear 7.9 qts

+ Manufacturer Estimate

TIRES AND WHEELS

Front 13 x 6.5 - 6 Rear 24 x 12 - 14 Turf, Low Profile

ZD1021-3-60 Base Price: \$18,099.00

Configured Price: **\$18,099.00**

NC3 Discount: (\$3,981.78)

SUBTOTAL: **\$14,117.22**

Dealer Assembly: \$0.00

Freight Cost: \$262.50

PDI: \$400.00

Dealer PDI Credit (\$400.00)

Total Unit Price: \$14,379.72

Quantity Ordered: 1

Final Sales Price: \$14,379.72

**Purchase Order Must Reflect
the Final Sales Price**

To order equipment - purchase orders must be made out and returned to:

Kubota Tractor Corporation
Attn: National Accounts
1000 Kubota Drive
Grapevine, TX 76051
or email NA.Support@kubota.com
or call 817-756-1171 or fax 844-582-1581

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

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11/7/ 2024

To Whom it May Concern:

RE: Sole source procurement of Kubota equipment

Thank you for your interest in the Kubota TECH early career Technician Certification Program. This letter is to inform you that the following educational / equipment bundle required for the Kubota TECH Certification program was designed and developed by Kubota Tractor Corporation in partnership with the National Coalition of Certification Centers, NC3 and is exclusively distributed by Kubota through our national account's sales program.

Kubota Tractor Corporation in partnership with NC3 creates Kubota specific curriculum and training for aspiring off-road diesel Technicians. Kubota subject matter experts (SME's), work exclusively with NC3 and a team of Kubota's curriculum writers to provide the content for the Kubota TECH program. All equipment for the program is manufactured by Kubota Tractor Corporation. The Kubota TECH program is provided exclusively to educational entities. The curriculum is taught in high schools, technical schools and colleges across the country. The curriculum is built around nationally recognized industry standards and students earn a portable – stackable industry standard certificate. All materials and equipment provided in the Kubota TECH certification are required for the student to become certified.

In addition to equipment and curriculum, certification materials are included in the purchase. The Kubota TECH educational bundle is a turnkey curriculum package that is offered only through the national accounts program at Kubota Tractor Corporation. The equipment used in the program includes.

- B26TLBV- Tractor- Loader-Backhoe
- RTV-X1140WL-HS Rough Terrain Vehicle
- ZD1021-3-60 Zero Turn Lawn Mower



Students utilizing the equipment and curriculum developed by Kubota Tractor Corporation will earn eight industry recognized certification. The curriculum and equipment are specific to Kubota. The certifications students earn are listed below.

- Pre-Delivery Inspection and Assembly
- Preventative Maintenance
- Maintenance Procedures
- Engines
- Powertrain
- Electrical
- Hydraulics
- Brakes, Steering and Suspension

The Kubota equipment specifications can be found on the following pages.

Best Regards,

A handwritten signature in cursive script that reads 'Jeff Wagley'.

Jeff Wagley

Manager- Educational Partnerships



PROCUREMENT MEMO

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

CC: Wendy Fullem, Karen Unrath,

FROM: Matthew Stoppay, Purchasing Manager

DATE: November 13, 2024

SUBJECT: Cafeteria Floor (Ratify)

Description: To ratify the purchase of repair/replacement for:
Demolition and site preparation
Concrete Slab Installation

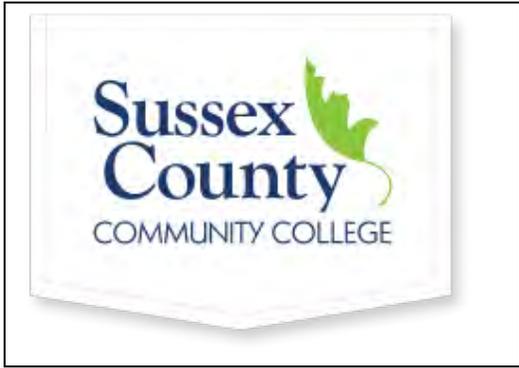
Vendor Name: CS Construction

Amount: \$3,800.00 (Purchase Order # 108758)
\$106,675.00 (Purchase Order # 108759)

Procurement Method: Emergency Exemption

Funding: Insurance Claims

Attachments: CS Purchase Orders, Purchase Process



Vendor Address

Ship To Address

CS CONTRUCTION IMPROVEMENT SYSTE
127 WILLIAM STREET
SOUTH RIVER, NJ 08882
USA
FAX:
PHONE: 732-254-2030

SUSSEX COUNTY COMMUNITY COLLEGE
ONE COLLEGE HILL ROAD
NEWTON, NJ 07860
USA

Customer # Vendor ID Need by Date Terms
 129769 11/13/24 Net 30
--- Internal Information -----
 Salem 129769 2425 RP112729

QTY	UNITS	DESCRIPTION	UNIT COST	TOTAL
1	EACH	Floor Demo Cafeteria Demo & Site Prep	3800.00	\$3800.00

-Demolition and site preparation
-Remove any remaining perimeter wood flooring, vinyl base, and
adhesive residue

As per attached Proposal #2024 10.21

=====
\$3,800.00

Matthew J. Stoppay 11/1/2024
Matthew J. Stoppay, Purchasing Manager

Submit Invoices to: Sussex County Community College, One College Hill Road, Newton, NJ 07860 or email quickpay@sussex.edu Emailing invoices is preferred.

Proposal#2024 10.21

To: Christopher Songer	Phone:	Date: Oct 21, 2024
Sussex Country Community College One College Hill Rd, Newton NJ 07860	Job Location: Sussex County Community College Cafeteria Floor Repair	

- Demolition and site preparation
 - Remove any remaining perimeter wood flooring, vinyl base, and adhesive residue. \$3,800
 - Power wash or vacuum the exposed concrete slab to remove debris, dust, and any other contaminants.

Total Cost: \$3,800.00

Authorized Signature

Sergio Da Costa
CS Construction

Note: This contract may be withdrawn by us if not accepted within 30 days.

.....
Acceptance of Contract: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

In the event of non-payment by the owner, the owner agrees and consents that the contractor will have a claim against the prof improved, to the extent so improved by the contractor's labor and materials, the agreed upon value of which shall be the consider. set forth in sect. I and II hereof or any fraction thereof in the event of non-completion depending upon the percentage on completion of the improvement and the reasonable value of the materials furnished or delivered or ordered for the improvement o owner's property.

Authorized Signature: _____ **(Signature)**



Vendor Address

Ship To Address

CS CONTRUCTION IMPROVEMENT SYSTE
127 WILLIAM STREET
SOUTH RIVER, NJ 08882
USA
FAX:
PHONE: 732-254-2030

SUSSEX COUNTY COMMUNITY COLLEGE
ONE COLLEGE HILL ROAD
NEWTON, NJ 07860
USA

Customer # Vendor ID Need by Date Terms
 129769 11/13/24 Net 30

--- Internal Information -----
 Salem 129769 2425 RP112730

QTY	UNITS	DESCRIPTION	UNIT COST	TOTAL
1	EACH	Cafeteria floor repair Finished concrete floor	106675.00	\$106675.00

As per attached Proposal #2024 10.21

=====
\$106,675.00

Matthew J. Stoppay 11/1/2024
Matthew J. Stoppay, Purchasing Manager

Submit Invoices to: Sussex County Community College, One College Hill Road, Newton, NJ 07860 or email quickpay@sussex.edu Emailing invoices is preferred.

Proposal#2024 10.21

To: Christopher Songer	Phone:	Date: Oct 21, 2024
Sussex Country Community College One College Hill Rd, Newton NJ 07860	Job Location: Sussex County Community College Cafeteria Floor Repair	

-Floor preparation

-Apply bonding agent/vapor barrier

-Concrete slab installation

-Pour a 4"- 4.5" thick slab, 4000 psi concrete slab over the prepared floor.

-Install 6x6x2.1x2.1 welded wire mesh with plastic chairs to maintain mesh positioning within the slab.

-Concrete slab to include 15' square (max) control joints to control cracking and expansion. *note: position first control joint over existing crack in slab, as indicated on the drawing 1/a-1.

-Install a new 24" x 24" (vif) floor access hatch (centered over existing opening in the slab) in the specified location as indicated on drawing 1/a-1

to provide access to underlying pipes.

-Access hatch product specifications: 24" x 24" aluminum surface mounted floor door - 150 psf - Babcock Davis.

- MATERIAL AND LABOR.

Finish

Metallic floor system.

The system consists of a moisture vapor barrier followed by a base coat then the metallic coat, topped with a urethane topcoat.

Colors to be selected by facility managers

Total Cost: \$106,675.00

Authorized Signature

Sergio Da Costa
CS Construction

Note: This contract may be withdrawn by us if not accepted within 30 days.

.....
Acceptance of Contract: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

In the event of non-payment by the owner, the owner agrees and consents that the contractor will have a claim against the prof improved, to the extent so improved by the contractor's labor and materials, the agreed upon value of which shall be the consider. set forth in sect. I and II hereof or any fraction thereof in the event of non-completion depending upon the percentage on completion of the improvement and the reasonable value of the materials furnished or delivered or ordered for the improvement o owner's property.

Authorized Signature: _____ (Signature)

	Quoted Price	Difference	Percent Difference
CS Construction	\$ 110,475		
PMY Construction	\$ 140,000	\$ 29,525	27%
Wallkill Group	\$ 158,000	\$ 47,525	43%
EKO CONSTRUCTION, LLC	\$ 158,700	\$ 48,225	44%
RFScommercial,inc.	\$ 158,991	\$ 48,516	44%
Hannon Floors	\$ 219,427	\$108,952	99%



Proposal

18 State Highway, Suite 1000
 07110-9177
 Sussex County, NJ
 Tel: 908-239-2000 Fax: 908-239-2000
 www.csconstruction.com

Proposal#2024 10.21

To: Christopher Songer	Phone:	Date: Oct 21, 2024
Sussex County Community College One College Hill Rd, Newton NJ 07860	Job Location: Sussex County Community College Cafeteria Floor Repair	

-Demolition and site preparation

- Remove any remaining perimeter wood flooring, vinyl base, and adhesive residue. \$3,800
- Power wash or vacuum the exposed concrete slab to remove debris, dust, and any other contaminants.

-Floor preparation

-Apply bonding agent/vapor barrier

-Concrete slab installation

- Pour a 4"- 4.5" thick slab, 4000 psi concrete slab over the prepared floor.
- Install 6x6x2.1x2.1 welded wire mesh with plastic chairs to maintain mesh positioning within the slab.
- Concrete slab to include 15' square (max) control joints to control cracking and expansion. *note: position first control joint over existing crack in slab, as indicated on the drawing 1/a-1.
- Install a new 24" x 24" (rif) floor access hatch (centered over existing opening in the slab) in the specified location as indicated on drawing 1/a-1
- to provide access to underlying pipes.
- Access hatch product specifications: 24" x 24" aluminum surface mounted floor door - 150 psf - Babcock Davis.

• MATERIAL AND LABOR

Finish:

Metallic floor system.

The system consists of a moisture vapor barrier followed by a base coat then the metallic coat, topped with a urethane topcoat.

Colors to be selected by facility managers.

Total Cost: \$110,475.00

Authorized Signature _____

Sergio Da Costa
CS Construction

Note: This contract may be withdrawn by us if not accepted within 30 days.

Acceptance of Contract: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

In the event of non-payment by the owner, the owner agrees and consents that the contractor will have a claim against the prof improved, to the extent so improved by the contractor's labor and materials, the agreed upon value of which shall be the consider. set forth in sect. I and II hereof or any fraction thereof in the event of non-completion depending upon the percentage on completion of the improvement and the reasonable value of the materials furnished or delivered or ordered for the improvement o owner's property.

Authorized Signature _____ (Signature)



PMY
CONSTRUCTION CORP.

10/31/2024

Attn – Mike Salem

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

RE – Cafeteria Floor Repair @ Sussex County Community College

To Whom it may concern,

We would like to submit a proposal for floor repair work as per drawing given A-1.

Option 1, Polished Concrete Floor - \$140,000.00

Option 2, Luxury Vinyl Tile (LVT) Plank Flooring - \$135,000.00.

NOTE – The price is subject to change based on any change to drawing or extra work noted on field.

Please contact us if you have any questions or concerns.

Sincerely,
Deepak Patel,
President
PMY Construction Corp.

124 PARK AVENUE, LYNDHURST, NJ 07071
PMYCONSTRUCTION@GMAIL.COM
TELEPHONE: (201)-866-0409
FAX: (201)-526-8350

10/22/24

Jon Connolly, Ph.D.
President
Sussex County Community College
One College Hill Rd.
Newton, NJ 07860

Sent Via: Email jconnolly@sussex.edu

Subject: Sussex County Community College – Cafeteria Floor Repair
24-W76

Dear Dr. Connolly,

Thank you for the opportunity to submit a proposal to you for the Cafeteria Floor Repair for Sussex County Community College. We offer the following based on RFP & Site Visit.

Base Bid:

<u>Division 1 - General Requirements</u>	
	Supervision/ PM General Labor Temp Toilet/Facilities Temp Protection of New Floors - By owner after we complete Performance Bond - Not Included Dumpsters Testing of concrete Final Cleanup Builders Risk/Special Insurance - Not Applicable Permit Fees - Not Applicable
<u>Division 2 - Site Construction</u>	
	Demolition Remove misc. perimeter obstructions for new work
<u>Division 3 - Concrete</u>	
	Clean and prep existing slab per plans 4000PSI Concrete Slab over existing with bonding agent New concrete to have accelerator in it to expedite curing time
<u>Division 4 - Masonry and Stone</u>	
	NA
<u>Division 5 - Metals</u>	
	NA
<u>Division 6 - Wood and Plastics</u>	
	Install 2 layers pressure treated 2x6 under perimeter voids to support existing walls Treated wood also will act as a pour stop for concrete
<u>Division 7 - Thermal and Moisture Protection</u>	
	NA

3505 Route 94, Suite 1A, Hamburg, NJ 07419 • P: (973)512-4862 • F: (973)512-4863

www.walkkillgroup.com

Division 8 - Doors and Windows	Floor Access Hatch - 24" X 24" Aluminum Surface Mounted (150 P5F)
Division 9 - Finishes	Gypsum Wall Board and any associated repairs - Not Included LVT Flooring - 3,375 sq ft Armstrong Natural Creations (Color TBD) Vinyl Cove Base - 360 sq ft Johnsonite 4" X 1/8" X 4" Painting by others
Division 10 - Specialties	NA
Division 11 - Equipment	NA
Division 12 - Furnishings	NA
Division 13 - Special Construction	NA
Division 14 - Conveying System	NA
Division 15 - Mechanical	NA
Division 16 - Electrical	NA

Total Cost: \$138,000.00
One hundred thirty-eight thousand dollars

ADD Alternates:

#1/Polished Concrete Flooring

- 3,375 sq ft of 800 Grit Polished Concrete
- 360 sq ft of Johnsonite 4" x 1/8" x 4' Vinyl Cove Base

Total Cost: \$20,000.00
Twenty thousand dollars

EKO CONSTRUCTION, LLC

GENERAL CONTRACTORS

10/29/24

Re: Sussex Community College
Cafeteria Floor Repair

Here you will find our formal proposal for the cafeteria floor repair.

The price includes the use of Stego Vapor Barrier Wrap as a protection in lieu of the liquid applied vapor barrier by Mapei Planiseal.

Our proposal will include all supervision, coordination, materials, labor and equipment to perform the work as stated on blueprints.

Please note that we cannot guarantee the stability of the existing floor, which may affect the concrete installation, and any necessary repairs or adjustments may incur additional costs.

TOTAL PRICE OPTION A-Concrete Polishing: \$158,700.00

(Option A concrete polishing will include a salt & pepper look finish. Exposing of aggregate (Small, Medium, Large) will need additional grinding and will incur additional costs)

OPTION B- LVT: \$165,500.00

Regards,

Evangelos Koukoumis, President

280 N. Midland Ave.
Building M, Postal Unit 220
Saddle Brook, NJ 07663

Proposal

Proposal Date: 10/30/2024
Proposal #: 98120

Bill To:

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

Ship To

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

PO #	Project	Terms	Due Date	REP
		Net 21 Days	11/20/2024	MP

Description	Qty.	Unit of Meas.	Rate	Total
#34 HUNCCP Commercial Floor Covering & Related Services #215			0.00	0.00
The following proposal is to install a concrete slab and LVT in the location referenced above. Prior to installation, cut back the existing wood floor to flush or slightly recessed. Prep and clean concrete, metal tags to remain. Install VIF floor hatch - application of acryl 60 bonding agent. Install 1-1/2" plastic chairs with 6x6x2.1 - 8 Gauge non coated wire mesh. install new concrete slab with 4000 PSI pumpable concrete. Cut control joints as specified. Skim coat and install new LVT. New 4" cove base on wall perimeters. Vinyl transitions at doorways as necessary. Price is inclusive of daytime hours, Monday - Friday 8am-4pm.			0.00	0.00
Install Terrazzo/Concrete Slab	3,164	sf	25.00	79,100.00
Priming Floor For Improved Bonding	3,164	sf	1.50	4,746.00
Wire Lath/Rebar Install	3,164	sf	5.25	16,611.00
Skim Coat (per coat)	3,164	sf	6.00	18,984.00
Install 4" Cove Base	300	lf	2.50	750.00
Install LVT No Pattern	3,600	sf	3.50	12,600.00
Six Degrees Radius 2.0 LVT	3,600	sf	3.04	10,944.00
It is recommended that a moisture remediation be completed prior to the installation of LVT			0.00	0.00
Please add to the cost below: \$14,780.00				

Total \$143,735.00

This proposal expires (30) days from the date of issue. This proposal excludes removal of existing flooring, floor prep, plywood, furniture handling, attic stock, labor, moisture testing and/or remediation, alterations or changes of any kind to the site, changes or upgrades of proposed material or off hours work unless otherwise stated on the proposal. Unless otherwise stated, installation is guaranteed for (1) year from the date of installation. Materials will only be held in RFS warehouse for 30 days. After 30 days you will receive a materials only invoice an arrangements for deliver will be made.

STATE CONTRACTS:
Interface - 23-FOOD-47763
Shaw 23-FOOD-44764
Furniture & Accessories - ESCNJ 22/23-08
Interface Sourcewell 061323-IFA
Mannington Sourcewell 061323-MMI
Milliken Sourcewell 061323-MAC
Shaw Sourcewell - 061323-SII
Tarkett - Sourcewell - 061323-TFU
Commercial Air Purifiers #ESCNJ 20/21-48
#34 HUNCCP Commercial Floor Covering & Related Services #215

Phone:	Web Site
201-796-0006	www.rfscommercial.com



October 2, 2024

Sussex County Community College

1 College Hill Rd
Newton, NJ 07860
Attention: Rose Figueroa

Re: Student Center- Cafeteria self-level pour and polishable overlay installation
HCEC Bid #215 Commercial Floor Covering & Related Services

Rose,

We are pleased to submit our proposal for priming and self-leveling back to up to existing floor level with Bostick SL100 self-level, shot-blasting to profile self-level for polishable overlay, epoxy priming and self-leveling 3/8 inch with polishable overlay, diamond grind with passes at 50, 100, 200, 400, and 800 grit resin bond diamonds, apply system sealer and 4 inch vinyl cove base at Sussex County College Cafeteria as per HCEC Co-op.

Breakdown	Complete \$219,427.41
2 Bostick Primers @ \$340.01-	\$680.02
3200 Ft Priming @ \$1.10-	\$3,520.00
1800- 50 pound bags CMP Level 1 self-level @27.41 ea	\$49,338.00
3200 ft self-level(4.5 inches) @ 16.80ft	\$53,760.00
Polishable Overlay	
3200 Ft shotblast @ \$5.25-	\$16,800.00
3200 ft Prime @ \$1.10-	\$3520.00
125- 50 pound bags polishable overlay @ \$81.61-	\$10,201.25
3200 ft self-level(3/8 inch) @ \$4.20 ft-	\$13,440.00
3200 ft Polish Concrete @ \$18 ft-	\$57,600.00
3200 ft System Primer @ \$3 ft-	\$9,600.00
240 LF 4 inch vinyl cove base @ .97lf	\$232.80
2- 1 gallon MR-101 cove base adhesive @ \$39.17-	\$78.34
Install 240 LF 4 inch cove base @ \$2.70ft-	\$648.00

Total- \$219,427.41

Notes:

1. All work to be done during normal hours
2. School to provide water access and electrician to hook up pigtails to panel with 220 3-phase 30 amp
3. Cannot guarantee branching or cracking won't accrue on a scope this size.

Should you have any questions please feel free to call.

Thank you,
Kristin Banks
973-784-2941



Emergency Operations Plan

POLICY & PROCEDURES MANUAL

2024



Keith Festa
*Campus Safety & Security
Transportation*

Board of Trustees
Tuesday, November 26, 2024
Attachments Page 52 of 203

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EMERGENCY OPERATIONS PLAN (EOP)

SECTION I

EXECUTIVE SUMMARY

PURPOSE

Emergencies can occur at any time. In an effort to protect public safety and health, the college has developed the Emergency Operations Plan (EOP) to enhance preparedness and assist in protecting the college community. It is designed to provide instruction and offer guidelines for addressing crises and natural disasters which may occur. The EOP is reviewed twice annually for any changes. At that time, any corrections to names and phone numbers or Campus Operations will be incorporated as well as required revisions or enhancements to policies and procedures. Revisions are due by January 30th and July 30th of each year.

The EOP is divided into three sections to assist individuals in the event of an emergency. The first section includes the Emergency Chain of Command. It identifies individuals and defines their responsibilities and describes pre and post planning criteria and emergency evacuation procedures. The second section includes procedures for each crisis as well as an incident check-off sheet. The third section includes maps of the campus, descriptions of the Campus Operations and floor plans of the buildings.

DEFINITION

An emergency is an incident or situation that threatens the loss of life or injury; the loss or destruction of property; and/or disrupts normal operations. This can include man-made or natural disasters. Such emergencies can encompass bomb threats, catastrophic events, computer system failure, crimes, explosions, fire, gas leaks, graffiti, hazardous materials, hostages, medical emergencies, natural disasters, power outages, and protests, racial/hate incidents, sexual assaults, structural damages, suicide attempts, suspicious mail, telephone system failure, vandalism, or water breaks. Natural disasters can consist of flooding, lightening, thunderstorms, earthquakes, hurricanes, tornados, and winter storms such as ice, sleet, and snow. Therefore, it is critical for the college to maintain a comprehensive, risk-based emergency plan of preparedness, response, and recovery.

EMERGENCY PROTOCOL

In the event of an emergency situation on campus, call the College Security Desk immediately by dialing the extension directly at 2222. The Security Desk will contact the Emergency Supervisor, Security, and Campus Operations via 2-way radio. If in your judgment the situation warrants such action, call 911 first and then notify the receptionist.

CAMPUS DESCRIPTION

Sussex County Community College is located on a 168 acre campus at One College Hill in Newton, and Hampton Township, Sussex County, New Jersey. It is physically located at the intersection of County Routes 622 and 519.

The College has a total enrollment during any one semester of approximately 2800 students. Outsiders come to the campus as visitors or with groups who have contracted to use the college's Campus Operations for their own purposes. The College employs approximately 500+ individuals on a regular basis; 32 full time faculty members, 70 full time employees, 84 part time employees, 210 adjunct faculty members and various temporary employees come to this campus. On any given weekday, approximately 1200 persons may be on campus at one time. On weekends, in the summer and during late evening hours substantially fewer individuals are on campus. On evenings and weekends from 300 to approximately 500 people may be on campus for college and external organization activities.

TRAINING

Training of staff members is achieved using two different formats. The first format is active meaning that there is interaction between the trainer and the trainee at a scheduled time and place. The second being passive meaning that the training information is made available in a format that is accessible to staff members in various ways other than in a scheduled training class. Training must be recorded and documents must be maintained.

Active training entails the following events:

- All College Orientation training sessions at the start of the Spring and Fall semesters. This event targets faculty and staff.
- New employee Orientation targets all new employees.
- Table-top training drills for the First Response Team.
- Fire, lockdown and evacuation drills target students, faculty, administrators and staff as well as building captains, the First Response Team and the Emergency Management Cabinet.
- The First Aid Team is trained annually as certification requires.
- Building Captains to be trained at staff meetings.
- Student training has been included during the Fall and Spring Orientations.

Passive Training entails the following:

- The Emergency Procedure Guide has been posted in every occupied space throughout the facility. It simply describes the steps an individual is to take in the event that they need emergency assistance, need to evacuate a building or is instructed to lock down / shelter in place.
- The Emergency Procedure Guide is posted on the web site www.sussex.edu and is accessible from the home page.
- A single page describing emergency procedures was given to new students during student orientation.
- The student handbook includes a statement about emergency procedures.

Inspections and Updates

ITEM	FREQUENCY	RESPONSIBLE PARTY
Emergency Operations Plan Review, revise and distribute	Annually	Safety Committee
Automated External Defibrillator (AED) Check unit, initial and date log. Send completed log at the end of the month to Campus Operations Office Coordinator, Rm. D313.	Monthly	Cintas
AED Storage Box Alarm Batteries	Change annually	Cintas
Building Emergency equipment Biohazard spill kit, safety vest, flashlight	Check semi-annually	Building Captains
Code Blue Emergency Call Boxes Test operation	Automated Daily Physically - weekly	Security & Campus Operations – Automated test
Elevator Inspections	Twice annually in April and October	State of New Jersey
Emergency Lights and Exit Signs Inspect, initial and date log. Return completed log to campus operations	Monthly	Security & Campus Operations
Fire Extinguishers Service, test and recharge as necessary	Annually	Sussex County Fire Sales & Service*
Fire Alarm Inspect and test	Annually	Abcode Security*
Fire Pump (serves bldgs. D and L) Inspect and test	Monthly	Northeast Fire Protection, Inc.*
First Aid Kits Replenish kits and check AED units	Monthly	Cintas Medical*
Kitchen Hood Fire Suppression System Inspect system	Twice annually in November and May	Sussex County Fire Sales & Service*
Kitchen Hood/Vent Clean exhaust system	Quarterly	Accountable Cleaning
Security Cameras Check camera images for operation	Daily	Security
Sprinkler System (bldgs. A, B, D and L) Inspect and test	Annually	Northeast Fire Protection, Inc.*

*Contracts administered by the Campus Operations Department

EMERGENCY OPERATIONS PLAN (EOP)

SECTION II: EMERGENCY PERSONNEL

DISTRIBUTION

Name	Position
Jon Connolly	President
Kathleen Okay	Senior Vice President of Academic and Student Affairs
Cory Homer	Vice President of Student Success and Institutional Effectiveness
Wendy Fullem	Chief of Staff and Liaison to the Board of Trustees
Nancy Gallo	Associate Vice President of Academic Affairs
Judy Lovas	Chief Information Officer
Keith Festa	Manager of Campus Safety and Security
John Dixon	Director of Public Safety Training Academy
Kurt Gewecke	Chairperson, SCCC Board of Trustees
Cpl. Mark Vogel	Sussex County Office of Emergency Management
Daniel Finkle	Newton Office of Emergency Management
Joseph D'Aannibale Sheriff	Chief of Police, Newton Police Department
Michael Strada	Sheriff's Office, Sussex County
Commander	New Jersey State Police--Sussex Barracks
Virgil Rome	Fire Marshall, Sussex County
Ron Tappan	County Administrator
George Morville/Gallagher	Insurance Agent, Loss Control Consultant
Vito Gagliardi, Jr.	Porzio, Bromberg & Newman PC

EMERGENCY SUPERVISOR

Position	Name	Contact Information
<i>Manager of Campus Safety & Security</i>	<i>Keith Festa</i>	Office: 973-300-2119 Cell: 973-600-8120
<i>Alternate</i>		Office: Cell: Home:
<i>Evening Supervisor</i>		Office: Cell:

EMERGENCY MANAGEMENT CABINET

Position	Name	Contact Information
<i>President</i>	<i>Jon Connolly</i>	Office: 973-300-2122 Cell: 973-222-0903
<i>Vice President of Student Success and Institutional Effectiveness</i>	<i>Cory Homer</i>	Office: 973-300-2116 Cell: 845-467-5309 Home:
<i>Senior Vice President of Academic and Student Affairs</i>	<i>Kathleen Okay</i>	Office: 973-300-2257 Cell: 201-602-0357 Home: 973-838-1273
<i>Manager of Campus Operations Safety & Security</i>	<i>Keith Festa</i>	Office: 973-300-2119 Cell: 973-600-8120
<i>Custodial Supervisor</i>	<i>Rose Figueroa</i>	Office: 973-300-2113 Cell: 973-670-8221
<i>Evening Security Supervisor</i>		Office: Cell: Home:
<i>Chief Information Officer</i>	<i>Judy Lovas</i>	Office: 973-300-2220 Cell: 973-600-0040 Home:
<i>IT Director</i>	<i>Dave Litteral</i>	Office: Cell: Email: dlitteral@sussex.edu

<i>Director of Public Information & Marketing</i>	<i>Kathy Peterson</i>	Office: 973-300- 2355 Cell: 973-903-0455 Home: 973-764-7099
<i>Human Resources HR Generalist</i>	<i>Stacie Caputo</i>	Office: 973-300- 2772 Cell: Home:
<i>Chairperson, SCCC Board of Trustees</i>	<i>Kurt Gewecke</i>	Office 973-300-2120:
<i>Alternate Vice Chair SCCC Board of Trustees</i>	<i>Candice Smith</i>	Office: 973-300-2120 Cell: Home:
<i>Associate Dean of Athletics & Student Discipline</i>	<i>Todd Poltersdorf</i>	Office: 973-300-2252 Cell: 973-670-7880 Home:
<i>Associate Vice President of Academic Affairs</i>	<i>Nancy Gallo</i>	Office: 973-300- 2181 Cell: Home:
<i>Director of Student Success Center</i>	<i>Jamie Borger</i>	Office:973-300- 2208 Cell: Home:
<i>Dean of Technical Occupations</i>	<i>Jason Fruge</i>	Office: 973-300- 2256 Cell: 973-349-5824 Home:

COLLEGE BEHAVIORAL ASSESSMENT TEAM (CBAT)

Name	Position	Contact Information
Richard Linden	Faculty	Office: 973-300- 2317
Deborah Lanza	Faculty	Office: 973-300- 2753
Alyssa Hoekstra	Counseling	Office: 973-300- 2346
Stacie Golin	Faculty	Office: 973-300- 2174
Todd Poltersdorf	Associate Dean of Athletics & Student Discipline	Office: 973-300- 2252 Cell: 973-670-7880 Home:
Keith Festa	Manager of Campus Safety & Security	Office: 973-300- 2119 Cell: 973-600-8120

BEHAVIORAL THREAT ACTION TEAM (BTAT)

Name	Position	Contact Information
		Office: Cell:
Kathleen Okay	Senior Vice President of Academic and Student Affairs	Office: 973-300- 2257
Keith Festa	Manager of Campus Safety & Security	Office: 973-300- 2119 Cell: 973-600-8120

FIRST AID TEAM
CPR/AED/FA Trained Personnel

Last Name	First Name	Extension-	Time	Radio	Building
Security		2222	24/7/365	Radio	Various
Figueroa	Rose	2113	M-F 6a-2p	Radio	Custodial Service Various
Gorst	Sara	2158	M-F 8:30a-4:30p		D Bldg
Santana	George	2249	M-F 8:30a-4:30p	Radio	IT B Bldg
Festa	Keith	2119	M-F 8a-4p	Radio	Various
Coiro	James	2222	M-Th 6a-2p	Radio	Various
Costello	Rich	2222	W-Th	Radio	Various
DeLosa	Louis	2222	M-T	Radio	Various
Aulicino	Anthony	2222	W-F	Radio	Various
Molinaro	John	2222	M-F Sub	Radio	Various

FIRST RESPONSE TEAM

Monday-Friday, 8:00 am - 4:00pm

- 1. **Security Manager** Keith Festa
8a-4p 973-300-2119/Radio CELL:973-600-8120
- 2. **Emergency Supervisor**
- 3. **Security**
- 4. **Custodial Services**
Eric Niewinski 8a-4p Bldg E
- 5. Sergio Herrera 10a-6p Various
- 6. **CPR/AED/FA Trained Personnel** Refer to page 15

- 6. **Counseling**
Alyssa Hoekstra 8:30a-4:30p Student Success Center Bldg B 973-300-2346
- 7. **Follow-Up Reports/Meetings**
All Involved Personnel

FIRST RESPONSE TEAM

Monday-Friday, 2:00 pm - 10:00pm

The Campus offices close on Fridays during the summer months.

EMERGENCY OPERATIONS PLAN (EOP)

SECTION III:

EMERGENCY POLICIES

COMMAND POSTS

In the event of an incident that involves widespread damage and the disruption of communications, the Emergency Management Cabinet will automatically go to one of the following locations, starting with location one and proceeding to locations two through four as necessary:

1. Office of the President, Board Room (Referred to as President's Office)
B-312 Building B
2. Library - L Building, 2nd Floor
3. Student Activities Office D Building, 1st Floor
4. Health Sciences Office – A - Building
5. To be determined by supervisor in charge.

COMMUNICATION SYSTEMS

MASS COMMUNICATIONS

Emergency communications to students, faculty and staff members on campus during an event will be handled in the following manner.

1. ReGroup
2. VoIP Public Address System

EMERGENCY NOTIFICATION

Emergency communications to students, faculty and staff members on or off campus in an electronic format (Regroup) has been implemented. **All members of the college community are automatically registered via their college e-mail.** Individuals then access the system to add other means of notification such as text, cell phone, or home phone.

EMERGENCY RESPONDER COMMUNICATION SYSTEMS

Emergency communications to and among the First Response Team, Emergency Management Cabinet and/or community based emergency personnel will be accomplished using cell phones and portable two way radios. (Currently in place)

PUBLIC NOTIFICATION Kathy Petersen (Backup Keith Festa)

Notification of a critical event or emergency to the general public will be accomplished by the College Spokesperson using one or all of the following techniques: (Currently in place)

1. Emergency notification system (Individual's choice of email, phone, and text)
2. College website
3. Social Media
4. Channel 20
5. Public Service Announcements through local media

LINE OF SUCCESSION

The line of succession to assure continuity of leadership during a crisis is as follows. All of these administrators will be assisted by the Emergency Supervisor.

1. President
2. Vice President of Student Success & Institutional Effectiveness
3. Senior Vice President of Academic Affairs and Student Services
4. Chief of Staff
5. Other as determined by the president

AREA DESCRIPTIONS AND RESPONSIBILITIES

Student Success Center

The **Student Success** Center is responsible for creating mental health policies and procedures as they pertain to students and/or staff. Advisors will proceed to the crisis intervention location as determined by the Emergency Supervisor and provide support for individuals affected by the incident. The role of the Counseling Office is to offer counseling, guidance, referral to appropriate community resources, and appropriate support to members of the college community and their families in the event of a crisis. A counselor is available to provide assessment regarding suicide risk and take appropriate action, to provide psychological support during crisis situations, and to provide debriefing after a traumatic event has occurred. A counselor is also available to provide follow-up counseling to those involved in or who have witnessed traumatic events.

Media Services

The Broadcast Studio should be prepared to broadcast pertinent information over the air waves. Consult with the Emergency Management Cabinet and/or the College Spokesperson for direction. Equipment should be secured as necessary to eliminate or minimize damage.

Emergency Management Cabinet

The Emergency Management Cabinet supervises the actions of Sussex County Community College, its students and employees during a crisis. The Emergency Management Cabinet assumes responsibility for all decisions and actions made. However, upon the arrival of the Police, Fire Department, Rescue and Emergency Management personnel, the scene is turned over to the professional personnel. Administration will adhere to the recommendations of the professionals and work cooperatively for response/rescue and recovery. Each member is required to have a designated alternate in the event they are off-campus when an emergency occurs. Anytime a member is off-campus, the name of their alternate is given to the President's Office.

Emergency Supervisor

Leadership is crucial in any major disaster or emergency. The **Manager of Safety & Security** will assume the role of **Emergency Supervisor** during an emergency thus has the overall responsibility for emergency management, the

preservation of life and property, and is ultimately the initial contacts during an incident. The Emergency Supervisor is the Chief Campus Safety and Security Officer during daytime hours and the Evening Security Specialist during evening hours. He/she coordinates the efforts of the response personnel via radio and acts as the liaison to professional emergency agencies. Consultation with the President and the Emergency Cabinet will take place as necessary. He/she will choose an alternate location from the emergency site for the counseling/crisis intervention area if needed and an alternate site for the Emergency Response Cabinet if necessary. Communications with Building Captains will occur as needed.

Evening and Weekend Administrators

The role of the Evening and Weekend Administrators is to assist the Emergency Supervisor and/or Security as needed. They will take on many of the duties assigned to the Building Captains and assist the Emergency Response Cabinet as required.

Vice President of Student Success & Institutional Effectiveness

The Director of Campus Operations assumes the role of Emergency Supervisor during a crisis that occurs during weekday hours.

Director of Human Resources

The Director of Human Resources is responsible for briefing new staff personnel during the New Employee Orientation on the emergency plan and the response roles associated with their position. He/she will have available the contact information for employees. This should be kept in a safe location that will be accessible in the event the building is damaged.

Chief Information Officer

Information Technology's (IT) key personnel will respond to campus emergencies to monitor and secure the college's computer. In case of an emergency, it is only necessary to make contact with the Director of Management Systems and he/she will call for appropriate personnel to respond to system failures. The Director of Management Systems is responsible for the electronic Emergency Notification System (ReGroup) implementation and maintenance.

Director of Public Information and Marketing

The Assistant Director of Public Information and Marketing serves as the college spokesperson in the event of an emergency. He/she is alerted by the Emergency Supervisor to all incidents involving external services, including fire and police departments. He/she is the single point of contact with the news media; all other staff members will refer media inquiries to this person. He/she will determine the best channels for communication with news media, including written

statements and media briefings. FERPA guidelines will be followed when releasing of information. The Assistant Director of Public Information and Marketing will oversee communications, as appropriate, to other stakeholders, including SCCC governing bodies, staff, students, parents, elected officials, business and civic leaders, and neighbors.

Campus Operations Personnel

In the event of an emergency, one individual will don a brightly colored reflective safety vest and hard hat and immediately proceed to the three-way intersection by the 9-11 Memorial Monument to wait for the arrival of professional emergency vehicles and direct them to the emergency site. Other Campus Operations personnel (also wearing reflective vests & hard hats) will assist with the control of the environment and/or Campus Operations as directed by the Emergency Supervisor. The Campus Operations staff continues to play an important role in any emergency as they may be assigned the role of Building Captains. Staff follows the directions of the Emergency Supervisor and will remain in radio contact throughout the emergency. They will direct the responding emergency units such as Fire and Rescue to the fire hydrants, sprinkler valves and enunciator panels. They will provide any necessary equipment that may be needed such as radios, ladders, ropes, bolt cutters, extension cords, etc. They may also be used to supplement the security force to help provide crowd control, security patrols of the campus and other tasks that may be deemed necessary. They will assist in evacuation and lockdown procedures. Other members of the department shall assist Security in locating and assisting members of the college community who are in wheelchairs, using crutches or experiencing other disabilities.

Faculty Members/ Instructors

Emergency Procedure Guides are posted in all rooms to inform instructors of actions in the event of an emergency. In the event of an evacuation, faculty members are instructed to remain calm and inform the class to collect their coats, and keys and walk in single file out of the building using the stairs if necessary; NOT THE ELEVATORS. Students are to assemble at the predetermined location outside of the building and wait for further instructions. Assistance should be given to any handicapped individual who needs assistance leaving the building. The faculty member is to immediately report to the Building Captain (who is wearing an identifying hat) the location of any student who is in need of special services to be escorted out of the building or who has already been escorted from the building. Faculty members will inform emergency personnel of all students unaccounted for after evacuation.

In the event of a Lockdown the faculty member is to secure the room and turn off lights and appliances. Then instruct students to congregate in an area of the room that is least visible from the door or the windows and barricade themselves with furniture or large objects. Await instruction from Emergency Personnel.

First Aid Team

The college has trained a team of volunteer employees who have agreed to be among the first to respond in the event of an incident that is or has caused physical harm to a person(s). These volunteers have been trained in Cardiopulmonary Resuscitation (CPR), First Aid (FA) and the use of an Automated External Defibrillator (AED). First Aid kits and AED units are located in the public area of each main building:

A Building Lobby
B Building Lobby
C Building Art Gallery
D Building Galleria
L Building 1st Floor Lobby
E Building in the lobby outside of the Gym
Athletic Training Room (for traveling sports meets)
Mobile Security vehicle(s) (2)
MTECH (Culinary & Welding)
PSTA

Volunteers will be called on the basis of the closest to the scene. They will proceed directly to the scene. Back up individuals and/or Security will bring the closest AED unit and assist with treating the patient as appropriate.

First Response Team

The Volunteer First Response Team and security includes individuals who have been trained in responding in the event of an incident or emergency. Each member has a significant role to play. Most of the members can be reached by 2-way radio. Their identity and responsibilities are as follows:

Call for Assistance - serious or life threatening medical assistance.

1. Security Desk

- Initiate First Response Team (Radio)
- Call 911
- Call closest trained person in CPR/AED (as per list)
- Call Counseling (2207)
- Call President (2122)

2. Emergency Supervisor

- Coordinate the efforts of the team via Radio.
- Choose an alternate location from the emergency site for the counseling/crisis intervention area if necessary.
- Follow-up accident/incident investigation

3. Security

- Deliver First Aid/AED equipment to the scene.
- Begin emergency first aid treatment in the absence of other personnel.
- Take control of the environment.
- Direct people to the counseling/crisis intervention area if necessary.
- Complete initial incident report
- Complete Post-Use of AED Quality Assurance Report within 24 hours of emergency if equipment is used.
- Building Captain as assigned

4. Campus Operations

- Report to the three-way intersection by the 911 memorial monument to wait for the arrival of emergency vehicles.
- Wear safety vest if available so you are visible to approaching emergency vehicles.
- Direct emergency vehicles to the scene.
- Assist in control of environment as needed.
- Building Captain as assigned

5. Student Success

- Immediately proceed to the designated crisis intervention area. Provide support in terms of crisis intervention as needed.

6. Follow-up Reporter

- Deliver defibrillator unit to Newton Memorial Hospital to download the electronically stored Code Summary Report and the Post-Use of AED Quality Assurance Report within 24 hours of emergency.

7. All Involved Personnel

- Attend a follow-up meeting to evaluate the incident.

Evacuation Procedures

1. Security Desk

- Initiate First Response Team (Radio)
- Call 911
- Call Student Success (2207)
- Call President (2122)

2. Building Captain

- Proceed to the Area of Rescue Assistance to locate disabled persons.
- Assist to evacuate, if possible, and transport to the shuttle bus or designated Evacuation Assembly Area. Report successful evacuation to Emergency Supervisor.
- If unable to assist disabled individual, report their location to the Emergency Supervisor and direct emergency personnel to the location.
- Direct evacuees to the designated Evacuation Assembly area.
- Conduct final floor search before leaving the building.
- Cordon off the appropriate areas to prevent the entry or reentry of any unauthorized individual into the building.
- Assist/direct evacuees to reenter the building or leave the premises based on instruction from the Emergency Supervisor.

3. Emergency Supervisor

- Coordinate the efforts of response personnel via Radio.
- Act as the liaison to professional emergency agencies.
- Consult with the President as necessary.
- Choose an alternate location from the emergency site for the counseling/crisis intervention area and/or the Emergency Management Cabinet if necessary.
- Follow-up accident/incident investigation

4. Security

- Take control of the environment.
- Direct people to the counseling/crisis intervention area if necessary.
- Assist Building Captain as instructed with evacuation.
- Direct evacuees to the designated Evacuation Assembly area.
- Check Areas of Rescue Assistance as directed by Emergency Supervisor

5. Campus Operations

- Report to the three-way intersection by the 9/11 memorial monument to wait for the arrival of emergency vehicles.
- Wear orange safety vest/hat if available so you are visible to approaching emergency vehicles.
- Direct emergency vehicles to the scene.
- Lock-out building utilities as directed by Emergency Supervisor.
- Assist in control of evacuation/environment as needed.
- Check Areas of Rescue Assistance as directed by Emergency Supervisor

6. Student Success

- Immediately proceed to the designated crisis intervention area. Provide support in terms of crisis intervention as needed.

7. All Involved Personnel

- Attend a follow-up meeting to evaluate the incident.

LOCKDOWN PROCEDURES

1. **Security Desk**
 - Call 911
 - Call President (2122)
2. **Building Captain**
 - Lock all exterior doors
 - Check halls, restrooms and lounges for students. Escort to a safe location with a locking door.
3. **Instructors / Staff**
 - Close & lock interior doors and windows.
 - Turn off lights and close blinds.
 - Turn off and disconnect electrical or gas appliances (including computer monitors.)
 - Move students to a safe corner of the room to reduce visibility and take shelter under desks, tables or heavy furniture.
 - Keep away from windows.
 - Eliminate movement and noise
 - Verify attendance
 - Remain in position until “ALL CLEAR” is announced by law enforcement personnel or other appropriate personnel.
4. **Emergency Supervisor**
 - Coordinate the efforts of response personnel via Radio.
 - Notify the campus Network Specialist (973-300-2333) to commandeer the screens of all desktop computers and post the appropriate “ALERT” message.
 - Act as the liaison to professional emergency agencies.
 - Consult with the President as necessary.
 - Choose an alternate location from the emergency site for the counseling/crisis intervention area if necessary.
 - Announce the “ALL CLEAR” notification when instructed to do so by law enforcement.
 - Follow-up accident/incident investigation
5. **Security**
 - Direct people in outside activities to a safe location away from the buildings.
 - Proceed to campus entrances and direct all traffic, except for emergency vehicles, away from the campus.
6. **Campus Operations**
 - Report to the three-way intersection by the 911 memorial monument to wait for the arrival of emergency vehicles.
 - Wear safety vest if available so you are visible to approaching emergency vehicles.
 - Direct emergency vehicles to the scene.
7. **Student Success**
 - Immediately proceed to the designated crisis intervention area. Provide support in terms of crisis intervention as needed.
8. **All Involved Personnel**
 - Attend a follow-up meeting to evaluate the incident.

President

Convene all members of the Emergency Response Cabinet in the appropriate location. The President is ultimately responsible for directing the emergency response and makes administrative decisions based on information received from the Emergency Supervisor. The President, along with the Emergency Supervisor, will conduct post-event procedures.

Security Desk

Initiate the First Response Team via Radio. Call 911. In cases of medical emergencies, call closest trained person in First Aid as per list. Inform the President of the nature and location of the emergency. Call Counseling and put on stand-by in the event that their services will be needed. Monitor the front desk for any additional emergency correspondences.

Registrar

The Registrar is responsible for safeguarding essential records. He/she should have available class rosters and instructor assignments for use in the event that these persons need to be contacted. Contact information should be included. This should be kept in a safe location and will be accessible in the event the building is damaged. Be prepared to inform emergency personnel of the estimated number of students and faculty members in any affected building at any time of the day or evening.

Security Personnel

The role of the Security Office is to be the first responder for all campus emergencies. They deliver First Aid and AED equipment to the scene and begin emergency first aid treatment in the absence of other personnel. They will take control of the environment and direct people to the counseling/crisis intervention area if necessary. Security notifies the Emergency Supervisor, the Receptionist and other appropriate personnel accordingly. Security will assist the emergency agencies when they arrive on campus. Security completes the initial incident report and the Post-Use of AED Quality Assurance Report within 24 hours of the emergency if equipment is used. They will participate in post-event debriefing.

Vice President of Student Success and Institutional Effectiveness

The Vice President of Student Success and Institutional Effectiveness, in the absence of the President, has full decision making authority. In addition, the Human Resources Director is responsible for safeguarding essential records and contacting insurance providers and legal counsel. He/she will determine the estimated cost of damages and will insure that the funds are available to make damaged areas as safe as possible and to prevent them from becoming attractive nuisances. He/she oversees the outside vendor responsible for maintaining the telephone system.

Sr. Vice President of Academic and Student Affairs

The Sr. Vice President of Academic and Student Affairs has full decision making authority. The Dean of Student Affairs is responsible for preparation of student emergency guideline materials and scheduling and presenting training in safety matters to students via the most appropriate means. The Sr. Vice President of Academic and Student Affairs is responsible for the training full time and adjunct faculty members in emergency procedures. He/she must plan for the resumption of classroom activities and/or alternate methods of delivery in the event of business interruption.

EMERGENCY PRE-EVENT PLANNING

1. Personnel Organization and Identification

The emergency organization has been identified and responsibilities have been assigned. The Emergency Operations Plan will be reviewed and updated for accuracy every six months, in January and July of each year.

2. Faculty and Employee Training

It is critical that all employees are properly trained and are familiar with the emergency policies and procedures. Prevention planning is the cornerstone to successful operations during a crisis. Time will be devoted to familiarizing personnel with pertinent parts of the Emergency Operations Plan and the responsibilities specific to their positions during New Employee Orientation.

3. Emergency Drills

When an emergency arises, staff must respond without hesitation. Only preplanning and practice will assure optimum results. Drills will be conducted to familiarize all personnel with procedures. These actual exercises must be conducted annually either in a tabletop format or an actual simulated emergency.

4. Emergency Communications

The Emergency Communications equipment should be tested and maintained on a regular basis to insure proper functioning. The mode of delivery, content and timing of press releases and communication with the general public, personnel and students will be determined by the Director of Public Information and Marketing based on recommendations made by the Emergency Management Team.

5. Utilities – Campus Operations Department will:

Determine power entries and all disconnects including automatic changeover. Establish plan to de-energize. Establish a plan to provide temporary power. A schematic of utilities and sprinkler systems showing all major control points should be included in this plan.

6. Police & Fire Departments

Liaison has been established between the Manager of Campus Safety and Security and the local Police and Fire Departments. Both departments are familiar with the property and have participated in emergency response activities to the facility. Emergency staff (First Response Team) has been instructed on the importance of and necessity for immediately securing the crisis area to allow for safety and space to operate.

7. Transportation

Vans are available to transport people to and/or from the site of the emergency.

8. People and Property Concerns

Immediately address the health, safety and well-being of persons directly affected by the emergency or disaster. Secure immediate area. Contact executive personnel, legal and public relations if any injury or loss of life occurs. Assemble all facts: details, the time of disaster, extent of injuries and damages. Keep notes and take photos. Locate eyewitnesses. Document their accounts. Make sure to obtain their names, addresses, business and home phone numbers. Notify fire, police, Red Cross, hospitals, insurance and vendors appropriate.

9. Rental equipment

Sources of rental equipment have been identified and are listed under Vendors in this document.

10. Media Control and Public Relations

Procedure for media control during the crisis as well as public relations has been established by the Director of Public Information and Marketing who will implement the appropriate communications to the appropriate parties.

Equipment Location and Identification

IDENTIFICATION	LOCATION	USE
Building Maps & Blueprints	Campus Operations	Charts depicting general location of all areas in the facility.
Camera system	Campus Safety and Security	Document event
Employee Telephone Numbers	Human Resources	Contact information in case of an emergency.
Student Telephone Numbers	Registrar	Contact students in case of an emergency
Fire Extinguishers	All Buildings Kitchen Hood Fire Suppression System	To use as a first response in case of small fire.
Barricades	Campus Operations	Alert people to the location of a dangerous situation.
Flashlights & Batteries	Campus Operations	For use in dark locations
First Aid Kits Defibrillators	Security Vehicle Building "A"-Lobby Building "B"-Lobby Building "C"-Art Gallery Building "B"- Maintenance Office Building "D"-Galleria Building "L"-Lobby Building "E"-Gym Lobby MTECH- PSTA- Walkkill Vernon	First Aid Treatment
Fuel	Off campus – County fuel pumps	To fuel vehicles
Emergency Hats & Vest	Campus Operations Security	Designate Emergency Response Personnel
Signage	Campus Operations	Create signage within Command Post and around site as needed
Tools – Hammers, Pry-Bar, Cutters	Campus Operations	To use as needed
Emergency Tape	Security	Tape off areas that are not to be accessible to the public
List of Handicapped students & employees	Security Emergency Supervisor	Evacuation

EMERGENCY POST-EVENT PLANNING

1. Document the event.
Document with written notes or tape recording in chronological order the events including statements by eyewitnesses. Date and initial all photographs. Create a file of facts, photographs, statements, articles and broadcasts, both negative and positive. Ensure the accuracy of records on eyewitnesses and include names, addresses, and phone numbers.
2. Determine the scope of the loss.
Contact the Director of Facilities who will notify the insurance carriers and /or legal counsel if necessary.
3. Protect property from additional damage and initiate salvage operations.
Contact the Manager to contact, hire and direct all contractors with a coordinated effort.
4. Document actual expenses incurred as a result of the incident.
Establish a separate cost center for all expenses including additional personnel. Breakout premium and overtime labor costs for personnel or contractors. Break down repair costs into the following categories to curtail loss and protect property: exterior repair, interior repair, and emergency repair.
5. Estimate cash advance requirements for presentation to the insurance companies.
6. Review leases and operating agreements to prepare business interruption claims.
7. Involve the legal counsel for required action as needed.
8. Advertise and establish public communications.
Prepare an advertising strategy for reopening, send out press releases, and identify possible support counseling group to assist returning employees and students.
9. Identify the reopening.
Define the critical path such as individual tasks and the reopening date. The reopening may be disaster oriented and it may be necessary to obtain an occupancy certificate. Keep in constant contact with the media.
 - a. Debrief and evaluate the process. Identify strengths and areas for improvement.

EMERGENCY OPERATIONS PLAN (EOP)

SECTION IV:

VENDOR & SUBCONTRACTOR DIRECTORY

This is a list of vendors or subcontractors that may be contacted in the event of a crisis.

Product/Service: Cafeteria & Vending Services
Vendor Name: Canteen
Street Address:
City/State/Zip:
Contact Person: David Minimi David.Minimi@compass-usa.com
Phone Number: 862-266-1663
Comments: approved vendors for Canteen: Baldor, PepsiCo.,
Rockland Bakery & Sysco

Product/Service: Central Station: Fire System & Elevator Telephone
Vendor Name: Abcode Security
Street Address: PO Box 828
City/State/Zip: Newton, NJ 07860
Contact Person: Andrea
Phone Number: 973-579-2233
Alternate Contact: Fred
Phone Number: 973-579-2233 Cell 973-220-9191
Comments:

Product/Service: Cleaning
Vendor Name: AAA Facility Solutions
Street Address: 11Middlebury Blvd
City/State/Zip: Randolph NJ 07869
Contact Person: Armando
Phone Number: 973-998-6229
Comments:

Product/Service: Diesel Fuel
Vendor Name: Fairclough Fuel
Street Address: 91 Hampton House Rd.
City/State/Zip: Newton, NJ 07860
Contact Person:
Phone Number: 973-383-5832
Comments:

Product/Service: Electric
Vendor Name: Generations Services
Street Address: 237 West Parkway Suite 101
City/State/Zip: Pompton Plains, NJ 07444
Contact Person: Paul Litvin
Phone Number: 973-283-2500
Comments:

Product/Service: **Electricity Service**
Vendor Name: JCP&L
Street Address: 300 Madison Ave
City/State/Zip: Morristown NJ 07960
Contact Person: Lesa McGuinness
Phone Number: 973-401-8988 Cell
Comments: 973-796-6124 Customer Service
1-800-662-3115

Product/Service: **Elevator:** Building A
Vendor Name: Schindler Elevator
Street Address: P.O Box 1935, Suite 225
City/State/Zip: Morristown, NJ 07962
Contact Person: Rym Elassal
Phone Number: 973-397-3745
Comments:

Product/Service: **Elevator:** Building –B/C, D, & E
Vendor Name: Standard Elevator
Street Address: 68 Union Ave.
City/State/Zip: Clifton, NJ 07011
Contact Person: Matt Lambro
Phone Number: 973-340-8448/973-703-2741
Comments:

Product/Service: **Elevator:** Building “L”
Vendor Name: Arrow
Street Address: 4 Cecilia Court
City/State/Zip: Vernon, NJ 07462
Contact Person: Steve
Phone Number: 973-764-5700
Comments:

Product/Service: **Environmental Clean Up/Spills**
Vendor Name: Betts Environmental
Street Address: 160 Paterson Hamburg Turnpike
City/State/Zip: Butler, NJ 07405
Contact Person: Mike
Phone Number: 973.838.5844 (cell)
Comments:

Product/Service: **Environmental and Public Health**
Vendor Name: Sussex County Dept. Environmental and Public
Street Address: Health 201 Wheatsworth Road
City/State/Zip: Hardyston Township, NJ 07460
Contact Person: Herbert Yardly, Administrator/Health Officers
Phone Number: 973-579-0370
Comments: after hours emergency
973-579-0888
Above # is County of Sussex Sheriffs hotline

Product/Service: **Fire & Safety Equipment**
Vendor Name: Sussex County Sales & Service
Street Address: PO Box 509
City/State/Zip: Augusta, NJ 07822
Contact Person: Ron Decker
Phone Number: 973-579-2363
Comments:

Product/Service: **Garbage**
Vendor Name: Waste Management
Street Address: PO Box 182, 21 Old Beaver Run Rd. (local office)
City/State/Zip: Lafayette, NJ 07848
Contact Person: Brian Frohnafel (local rep)
Phone Number: 973-477-7870 800-633-9096 - General number
Alternate Contact:

Product/Service: **Gasoline**
Vendor Name: Sussex County DPW, Fleet Management Center
Street Address: 201 Wheatsworth Road
City/State/Zip: Hardyston Township, NJ 07460
Contact Person: Virginia Tomala
Phone Number: 973-579-0465, Ext. 1119
Comments: Fueling location: 1 Hampton St., Newton, NJ 07860
Wheatsworth Rd. is location of Fleet Mgmt. Center

Product/Service: **Natural Gas**
Vendor Name: Elizabethtown Gas
Street Address: PO Box 1560
City/State/Zip: Newark, NJ 07101
Contact Person:
Phone Number: 1-800-242-5830
Comments: Lines& Meters

Product/Service: **Glass**
Vendor Name: Sasse Glass
Street Address: 17 Hampton House Rd.
City/State/Zip: Newton, NJ
Contact Person:
Phone Number: (973) 383-1420
Comments:

Product/Service: **HAZMAT Spills**
Vendor Name: Ken's Marine Service, Inc.
Street Address: 116 E 22nd Street
City/State/Zip: Bayonne, NJ 07002
Contact Person:
Phone Number: (201) 339-0673
Comments:

Product/Service: **Heating (HVAC)**
Vendor Name: Unitemp Mechanical Degrees LLC
Street Address: 26 Worlds Fair Drive Unit D
City/State/Zip: Somerset, NJ 08873
Contact Person: Eric Schwartz
Phone Number: 908-812-2819 (cell)
Alternate Phone: 908-753-4800 X 1400
Comments:

Product/Service: **Insurance/Risk Manager**
Vendor Name: Gallagher
Street Address: 163 Spring Street, 2nd floor
City/State/Zip: Newton, NJ 07860
Contact Person: George Morville/Michael Chymiy
Phone Number: 973-383-3110
Alternate Contact: Kimberlee 973-534-2882
Comments:

Product/Service: **Kitchen Fire Suppression System Sussex**
Vendor Name: County Sales & Service
Street Address: PO Box 509
City/State/Zip: Augusta, NJ 07822
Contact Person: Ron Decker
Phone Number: 973-579-2363
Comments:

Product/Service: **Kitchen Hood System; Cleaning** Culinary Cleaning
Vendor Name: Services
Street Address: 376 Brainards Rd
City/State/Zip: Phillipsburg, NJ 08865
Contact Person: Randy Levine
Phone Number: 973-703-2584
Comments:

Product/Service: **Legal: General Counsel**
Vendor Name: Porzio, Bromberg & Newman, PC. 100 Southgate
Street Address: Parkway Morristown, NJ 07962
City/State/Zip: Vito Gagliardi, Jr.
Contact Person: 973-538-4006 FAX: 973-781-1495
Phone Number:
Alternate Contact:
Comments:

Locksmith
Product/Service: Able Locksmith & Security
Vendor: 760 Route 46 Suite 13 Kenvil Plaza Kenvil, NJ
Street Address: 07847
City/State/Zip:
Contact Person: 973-584-3033
Phone Number:
Comments:

Product Service
Vendor Name: Sussex County Sheriff's Office
Street Address: 39 High St.
City/State/Zip: Newton, NJ 07860
Contact Person: Sheriff Michael Strada Dept. Coordinator
Phone Number: 973-579-0850
Alternate Contact: C.O. Mark W. Vogel
Phone Number: 973-597-0380, ext. 2202

Product/Service: **Local Office of Emergency Management Newton**
Vendor Name: Police Department
Street Address: 39 Trinity Street
City/State/Zip: Newton, NJ 07860
Contact Person: D. Finkle OEM Coordinator
Phone Number: 973-383-25253
Alternate Contact:
Phone Number:

Vendor Name: **State Department of Health**
Street Address: NJ State Dept. of Health
City/State/Zip: PO Box 369
Contact Person: Trenton, NJ 08625-0369
Phone Number:
Alternate Contact: 1-800-367-6543
Phone Number:

Product/Service: **Plumbing**
Vendor Name: Aero
Street Address: PO Box 51
City/State/Zip: Vienna, NJ 07880
Contact Person: Nick DeSanto, Jr.
Phone Number: 908-637-8886
Alternate Contact: Bob Carbona
Phone Number: Cell 973-222-2381

Product/Service: **Police**
Vendor Name: Newton PD
Street Address: 39 Trinity St
City/State/Zip: Newton, NJ 07860
Contact Person:
Phone Number: 973-383-2525
Alternate Contact:
Phone Number: 911

Product/Service: **Police, Fire, First Aid**
Vendor Name: Newton Police Department
Street Address: 39 Trinity Street
City/State/Zip: Newton NJ 07860
Contact Person: Dispatch
Phone Number: 973-383-2525
Comments:

Product/Service: **Rental Equipment**
Vendor Name: Tri-State Rentals
Street Address: 105 Sparta Avenue
City/State/Zip: Newton, NJ 07860
Contact Person:
Phone Number: 973-383-8441
Comments:

Product/Service: **SECURITY**
Vendor Name: **IN-HOUSE**
Phone Number: **973-300-2222**

Product/Service: **Snow Removal**
Vendor Name: Garne Energy Solution Inc.
Street Address: 274 Summit Ave
City/State/Zip: Hackensack NJ 07601
Contact Person: Wendy
Phone Number: 786-553-9226 / 551-283-8423
Comments:

Product/Service: **Sprinkler & Fire Pump Testing Northeast**
Vendor Name: Fire Protection & Inspections, LLC 155 Rt.
Street Address: 94
City/State/Zip: Blairstown, NJ 07825
Contact Person: Devon Connor
Phone Number: 908-362-5400 Cell 908-963-6544
Comments

Product/Service: **Telephone**
Vendor Name: Distinctive Voice & Data
Street Address: 115 Cedar Grove Rd
City/State/Zip: Little Falls, NJ 07424
Contact Person: Peter Komanecki
Phone Number: 551-580-2906

Product/Service: **Water & Sewer**
Vendor Name: Newton Water & Sewer Utility 39 Trinity
Street Address: Street
City/State/Zip: Newton, NJ 07860
Contact Person:
Phone Number: 973-383-3521
Alternate Contact:
Phone Number:

Product/Service:
Vendor Name: **Highland Claims Services, Inc.**
Street Address: PO Box 222
City/State/Zip: McAfee, NJ 07428
Contact Person: Lisa Pflug (adjuster)
Phone Number: 973-459-4259/973-459-4250
Comments:

Product/Service: Workers Compensation – Report & Claims
Vendor Name: First Managed Care Option
Street Address: 119 Littleton Rd.
City/State/Zip: Parsippany, NJ 07045
Contact Person: 1-800-831-9531
Phone Number:
Comments:

EMERGENCY OPERATIONS PLAN (EOP)

SECTION V: EMERGENCY PROCEDURES

EMERGENCY PROCEDURES FOR: Bomb Threat

1. Remain calm.
2. Obtain information from the caller, while simultaneously completing the attached forms and utilizing the BOMB THREAT CHECKLIST.
3. Pay attention and make notations of any unusual background noise that may give some indication of the origin of the call.
4. Try to identify the number of the caller, either by using the caller ID screen on the phone or the *69 feature where applicable. Write down the number of the caller.
5. The person who received the call notifies security.
6. Security calls 911.
7. Security notifies Emergency Supervisor.
8. The Emergency Supervisor initiates STANDARDS FOR EVACUATION.
 - a. Minimize use of two-way radios (cell phones are okay to use).
 - b. All buildings are evacuated if a specific building was not identified.
 - c. The building designated is evacuated if the specific building was identified.
9. Police assume incident command and directs building search or implements other appropriate measures.
10. Police determine when and if buildings are safe for occupation
11. President determines status of college operations.
12. Incident debriefing occurs with all involved parties.

Note: Sample Speech

A reasonable search of the building has been made. If you feel comfortable to return to the building at this time you can, if you do not feel comfortable you can leave the campus at this time.

Bomb Threat Checklist

REMAIN CALM KEEP PERSON TALKING AND NOTE THE CONVERSATION

Date & Time call received: _____

Exact words used by caller: _____

Questions to ask the caller:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb? Why?
7. What is your address?
8. What is your name?

Type of Person:

Male Female Young Middle-Aged Old
 Accent Speech Impediments Tone of Voice Sober

Is voice familiar? _____ Sounds like: _____

Caller's Voice:

Calm Nasal Angry Stutter Excited Lisp
 Slow Raspy Rapid Deep Soft Ragged
 Loud Laughter Crying Normal Disguised Distinct
 Deep Breathing Clearing Throat

Background Sounds:

Street Noise Factory Noise Crockery Animal Noises
 Voices Clear PA System Static
 Music Local Motor Long Distance
 House Noise Office Noise Machinery Other

Threat Language:

Well Spoken Incoherent Foul Taped Irrational
 Message read by threat maker

CALL FOR MEDICAL ASSISTANCE

Step	Action	Notes
1	Call 911	If in your judgment the situation warrants such action, call 911 first then notify security to alert the First Response Team.
2	Call Security	<p>Using the yellow emergency call box at the ends of each hallway or the blue phones located in parking lots.</p> <p>Security will alert the First Response Team via two-way radio of the need for assistance in your area.</p> <p>Security/receptionist will alert 911 of the emergency situation and have professional assistance dispatched to the campus.</p>
3	Be prepared to state: <ul style="list-style-type: none"> ▪ Your Name ▪ Nature of the Emergency ▪ Location of the Emergency 	
4	<input type="checkbox"/> Stay with any victim(s) until help arrives , but only if you can safely do so without endangering yourself	

COMPUTER SYSTEM FAILURE

1. Call Information Technology Office Hot Line at: **973-300-2333** during regular business hours.
2. If technology problems occur after core business hours notify the Security Desk at 973-300-2222.
3. Security Desk informs Emergency Supervisor of technology problem.
4. The Supervisor will notify the proper personnel from the list below:
 - Director of Network Services, Distinctive Voice and Data, Peter Komanecki
 - Office: 973-812-9131 ext. 1004 Direct: 551-580-2906
 - Chief Information Officer, Judy Lovas
 - Office: 973-300-**2344**
5. Information Technology discerns scope of problem and communicates with Emergency Supervisor.
 - a. The Chief Information Officer initiates back-up methods for conducting business and services pending time and scope of outage.
6. Information Technology coordinates with Emergency Supervisor on any communications to the college community.
7. Emergency Supervisor utilizes the Building Captains and/or Security to inform affected personnel of the status of the situation.
8. Incident debriefing occurs with all involved parties.

CRIMINAL TRESPASS

1. Notify Security of the presence of an unwelcome individual who is trespassing or is in violation of a court order by calling 973-300-2222.
2. The Security Desk will inform the Emergency Supervisor. Day time Emergency Supervisor is the Manager of Campus Safety & Security (973-600-8120). If the Emergency Supervisor is unavailable dial 911 and report the event.
3. The Emergency Supervisor will determine the course of action to be taken.
4. Involved personnel follow POST EVENT PLANNING policy of the Emergency Operations Plan as appropriate. See page 38.

DANGEROUS ANIMALS ON CAMPUS

1. DO NOT APPROACH the animal.
2. Notify Security by calling 973-300-2222
 - Advise Security of the animal's location and if applicable its direction of movement
3. Security will respond and actively monitor the animal's location and movements from a safe distance
4. In the event that the animal moves into close proximity to populated areas of campus, students and staff will be directed to shelter within buildings and or vehicles until the threat has passed.

Law Enforcement will contact the appropriate Animal Control Agency in the event that a person(s) is bitten by the animal or the dangerous animal is aggressive and/or poses a threat to the Campus community.

DISORDERLY CONDUCT

1. Notify the Security by calling 973-300-2222.
 - a. Provide as much information as possible about the incident to help in determining the appropriate response.
2. Security will notify the Emergency Supervisor.
3. Emergency Supervisor determines appropriate action to include law enforcement intervention if deemed necessary.
4. If a student is involved, the Associate Dean of Athletics and Student Discipline will be immediately notified.
5. Involved personnel follow POST EVENT PLANNING policy of the Emergency Operations Plan as appropriate.

EARTHQUAKE

- Obtain information from TV, radio, web, or other form of communication.
- Notify Security
 - Security calls the Emergency Supervisor
- College receives information from the appropriate emergency office.
- Campus Operations shuts down water, electric, and gas mains as needed .
- If SEISMIC ACTIVITY IS ABOVE MAGNITUDE 6, the earthquake will be felt and there is potential of structural failure.
- The Director of Facilities shall have the building Inspector and/or structural engineer assess structural damage.
- Emergency Supervisor or Security evacuates appropriate buildings
- Security assists with the evacuation.
 - Security directs people to designated areas.
 - Security prevents entry or reentry of individuals.
 - Faculty and supervisors or Fire Department assist disabled individuals to designated stairwells.
 - Security reports location of disabled to Emergency Supervisor.
 - Supervisor, Security or Fire Department arranges for the evacuation of disabled individuals.
- Emergency Supervisor alerts Office of Emergency Management.
 - College First Response Team reports to designated Command Post.
 - College First Response Team advises President or designee of present status.
- Office of Emergency Management informs evacuees of status.
 - Manager of Campus Safety & Security will advise what is to be used as a temporary shelter in the event of inclement weather once it is cleared for reentry.
- Local authorities determine buildings are safe for return.
- First Response Team debriefs incident.

EXPLOSION

1. Call Security- Security will notify Emergency Supervisor 973-600-8120
2. Security pulls the nearest fire alarm, if not already pulled, and calls 911.
3. Security evacuates appropriate building.
4. Campus Facilities assists in locating the explosion and cordons the area using marker tape.
5. Emergency Supervisor calls First Response Team.
6. Security assists with the evacuation.
 - a. Security directs people to designated areas.
 - b. Security prevents entry or reentry of individuals.
 - c. Faculty and supervisors assist disabled individuals to designated stairwells.
 - d. Emergency Supervisor or Security report location of disabled to police or fire department.
 - e. Fire Department arranges for the evacuation of disabled individuals.
7. First Response Team Reports to Command Post.
8. First Response Team reports to President or designee on status for determining closing college.
9. Emergency Supervisor will determine what building is to be used as temporary shelter in the event of inclement weather once it is cleared for reentry.
10. Fire Marshall determines if buildings are safe for return.
11. First Response Team debriefs incident.

EVACUATION

Standard actions have been established that will assist the college community in the event of an emergency involving the evacuation of a building(s).

Faculty members are to take attendance at the start of every class session. If the building is evacuated for any reason the faculty member is to instruct the class to take their coats and car keys. They are to leave the building in a calm orderly way using the staircases and **NOT THE ELEVATORS**. They are to gather in the assigned gathering place where they are to repeat the attendance taking procedure to determine that everyone has been safely evacuated. If individuals are left behind or missing and suspected to be in the building that fact must be conveyed to the Emergency Supervisor immediately. The Faculty member is to act as the liaison between emergency personnel and the students. He/she is to stay with the class until instructed to either leave the premises or to reenter the building.

EVACUATION PROTOCOL

- a. Upon the direction of the Emergency Supervisor, evacuation procedures will take place in the appropriate building(s) with assistance from Security and/or Building Captains.
 - a. Building Captains/Security direct people to a pre-designated gathering area based on the following chart or on the direction of the Emergency Supervisor.
 - b. Building Captains/Security will prevent the entry or re-entry into the building by any unauthorized individual.
 - c. Faculty and/or Supervisors will assist disabled individuals who are located on the ground floor out of the building. Assistance will be given to disabled persons who are located on floors above grade by to the designated areas of rescue assistance as listed below and report to the building Captains
 - d. Building Captains/Security reports location of disabled individuals to the Emergency Supervisor.
 - e. The Emergency Supervisor arranges for the evacuation of disabled individuals by informing Emergency Services of their location.
 - f. Emergency Services personnel evacuate disabled individuals from the building and transport them to the designated gathering place.

- 2) Emergency Supervisor alerts the President to convene appropriate members of the Emergency Management Cabinet and advises of the location of the Command Post – Lobby.
 - a. The Emergency Management Cabinet reports to the designated Command Post.

- 3) Emergency personnel determine if buildings are safe for return. That message is conveyed to the Emergency Management Cabinet via the Emergency Supervisor.
 - a. The Emergency Management Cabinet determines the status of continuing or interrupting all or part of the operations of the college and conveys that message to the Emergency Supervisor.

- 4) The Emergency Supervisor notifies Security/Building Captains of the plans to continue or interrupt operations.
 - a. Building Captains /Security direct and/or assist evacuees to reenter the building(s) or
 - b. Building Captains/Security directs/assists evacuees to leave the premises.

- 5) Emergency Supervisor conducts a post event debriefing session.

AREAS OF RESCUE (ASSISTANCE)

Location	Holding Area
A Building 3 rd floor	Landing in staircases
B building 3 rd floor	Landings in stair cases
C building Balcony Area	Landing adjacent to emergency exit
D Building 2 nd & 3 rd floors	Landings in stair cases
E Building 3 rd floor	Landing in stair cases
L Building	Elevator Lobby if Emergency Exit at the rear of the library is blocked.

EVACUATION ROUTES & ASSEMBLY AREAS

A Building, Health Science & Performing Arts Center

Location	Department Room #	Staircase #	Entry/Exit Door Number	Assembly Area
Lower Level	Vestibule 100	N/A	Rear Door	Building Rear Loading Zone
	Lobby 101	N/A	Rear Door	Building Rear Loading Zone
	Elevator Machine Room 102	N/A	Rear Door	Building Rear Loading Zone
	Elevator Lobby 103	N/A	Rear Door	Building Rear Loading Zone
	Mechanical Room 104	N/A	Rear Door	Building Rear Loading Zone
	Recycling Room 105	N/A	Rear Door	Building Rear Loading Zone
2 nd Floor	Corridor 206, 212	#2	Rear Door	Building Rear Loading Zone
	Classroom 208, 211	#2	Rear Door	Building Rear Loading Zone
	Corridor 201	#1	Rear Door	
	IDF Room 205	#1	Rear Door	Building Rear Loading Zone
	Medical Assisting Lab 207, 207a, 207b	#1	Rear Door	Building Rear Loading Zone
	Janitors Closet 203	#1	Rear Door	Building Rear Loading Zone

	Directors Office 219, Office 216, 218 Teen Arts 217	N/A	Rear Door	Building Rear Loading Zone
	General Storage 221 Green Room 222	N/A	Rear Door	Building Rear Loading Zone
	Conference Room 210 Adjunct Faculty	#2	Rear Door	Building Rear Loading Zone
	Dressing Room 223, 225 Toilet Room 224, 226	N/A	Rear Door	Building Rear Loading Zone
	Corridor 213, 315, 220, Vestibule 229	N/A	Gallery Doors	Building Rear Loading Zone
	Gallery 200	N/A	Gallery Doors	Building Rear Loading Zone
	Classroom 227, 228	N/A	Gallery Doors	Building Rear Loading Zone
	Theater 231	N/A	Gallery Doors	Building Rear Loading Zone
	Stage 232, 232b	N/A	Stage Doors	Building Rear Loading Zone
3 rd Floor	Corridor 300	#1	Rear Door	Building Rear Loading Zone
	Janitors Closet 301	#1	Rear Door	Building Rear Loading Zone
	Men's Toilet 302	#1	Rear Door	Building Rear Loading Zone
	Women's Toilet 306	#1	Rear Door	Building Rear Loading Zone

	Custodian Storage Room 303	#1	Rear Door	Building Rear Loading Zone
	Electric Room 304	#1	Rear Door	Building Rear Loading Zone
	Computer Classroom 317	#1	Rear Door	Building Rear Loading Zone
	Shared Office 321, 323, 324, 325, 326	#2	Rear Door	Building Rear Loading Zone
	Corridor 308, 311	#1	Rear Door	Building Rear Loading Zone
	Respiratory Therapy Classroom 304, 310	#1	Rear Door	Building Rear Loading Zone
	Nursing Classroom 318, 321	#2	Rear Door	Building Rear Loading Zone
	Resource Room 319, 320	#2	Rear Door	Building Rear Loading Zone
	Sound, Lighting Control Rooms 312, 313	#1	Rear Door	Building Rear Loading Zone
	Tech Gallery 316	#1	Rear Door	Building Rear Loading Zone

B Building, Administration Building

Location	Department Room #	Staircase #	Entry/Exit Door Number	Assembly Area
1st Floor	IT Services B-106	Staircase #1	B4	Connor Green
	Office B-101	None	B3	Connor Green
	Classroom #'s 102, 103, 104	None	B3	Connor Green
	IT Department B-108	Staircase #1	B4	Connor Green
	Room #'s 108, 109	Staircase #1	B4	Connor Green
	Room #'s 105, 107,	Staircase #1	B4	Connor Green
	Maintenance Security		Maintenance Egress No Assigned Number	Connor Green
2nd Floor	Counseling B-206	Stairway #1	B4 B1 B2	Connor Green

	Registrar B-218	Stairway #2	B3 B2	Connor Green
	Receptionist	None	B1	Connor Green
	Bursar B-202	None	B1, B2, B4	Connor Green
	Admissions B-204	None	B1, B2, B4	Connor Green
	Financial Aid B- 212	None	B1, B2, B4	Connor Green
3rd Floor	Executive Suite	Stairway #1	B1, B2, B4	Connor Green
	Classroom # 304, 305, 315, 316	Stairway #1	B1, B2, B4	Connor Green
	Room #'s 303, 317	Stairway #2	B3	Connor Green
	Academic Affairs B-301	Stairway #2	B3	Connor Green
	Testing Center B- 318	Stairway #2	B3	Connor Green
	Office B-320	Stairway #2	B3	Connor Green
	Learning Center B-300	Stairs #2 to or Fire Escape to	B3 C4	Connor Green

C Building, Fine Arts Building

Location	Department Room #	Staircase #	Entry/Exit Door Number	Assembly Area
1st Floor	Faculty Offices	None	C5, C6	Connor Green
2nd Floor	Art Wing Gallery, 101, 102, 103, 104, 105, 106, 107, 108	Stairway # 2 to Fire Escape to	C1 B3 No label	Connor Green
	Art Wing Balcony, 202, 203, 204, 205, 207	Balcony stairs to or Fire Escape to	C1 C3	Connor Green

D Building, Student Center Building

Location	Department Room #	Staircase #	Entry/Exit Door Number	Assembly Area
1st Floor	Game Room 107	None	D9	Connor Green
	Cafeteria 106	None	D9, D10	Connor Green
	Kitchen 109	None	D8	Connor Green
	Dining Room 105B	None	D7	Connor Green
	Student Activities 105a	None	D6	Connor Green
	Galleria 105 SGA Office - 113, 112 Diversity Center Student Services 110, 110b Mail Room 114, 114a	None	D1	Connor Green
	Club Room D111, D111A	None	D4	Connor Green
	Theater 115,116,118	None	D2	Connor Green

2nd Floor	Room #'s 210, 211, 213, 214, 215	Staircase Number _____ DO NOT USE ELEVATOR AREA OF RESCUE ASSISTANCE	D4	Grotto Area of Connor Green
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	Room #'s 204, 205, 207, 208, 209	Staircase Number _____ DO NOT USE ELEVATOR AREA OF RESCUE ASSISTANCE	D6	Grotto Area of Connor Green
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3rd Floor	Room #'s 301A, 305, 312, 313, 317, 318, 319, 320	Staircase Number _____ DO NOT USE ELEVATOR AREA OF RESCUE ASSISTANCE	D4	Grotto Area of Connor Green
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	<p>Room #'s</p> <p>302A, 303, 304, 306, 307, 309, 310, 311</p>	<p>Staircase Number</p> <p>_____</p> <p>DO NOT USE ELEVATOR</p> <p>AREA OF RESCUE ASSISTANCE</p>	<p>D6</p>	<p>Grotto Area of Connor Green</p>
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E Building, Athletic Building

Location	Department/ Room	Staircase #	Entry/Exit Door Number	Assembly Area
1st Floor	Room #'s 101, 102, 103, 104, 105, 106, 107, 108,	None	E-4	Parking Lot #8 At least 50' away from building
	Room #'s 120, 121, 122, 123, 124, 125, 126, 127, 128	None	E-5	Parking Lot #8 At least 50' away from building
	Room #'s 127a, 129, 130, 131, 132, 133	None	E6	Parking Lot #8 At least 50' away from building
2nd Floor	Athletic Offices: 240a, 240b, 240c, 240d, 240e, 240f, 240g	None	E3, E8	Parking Lot #8 At least 50' away from building
	Gym Women's Locker Room Men's Locker Room	None	E3, E2, E8	Parking Lot #8 At least 50' away from building

	Fitness Center 242	None	E8	Parking Lot #8 At least 50' away from building
	Broadcasting E220	None	E2, E8, E9	Parking Lot #8 At least 50' away from building

East Wing	Room #'s 246, 247, 248,249, 249a, 250, 251, 252, 253, 254, 255,	None	E7	Concrete Patio Picnic Area
West Wing	Room #'s 206, 207	None	E2	Parking Lot #8 At least 50' away from building
West Wing	Room #'s 202, 203, 204, 205, 201	None	E1	Concrete Patio Picnic Area

3rd Floor	Room #'s 300, 301, 302	Staircase Number _____	E1	Concrete Patio Picnic Area
	Room #'s 303, 304, 305, 306, 307	Staircase Number _____	E-2	Parking Lot #8 At least 50' away from building
		DO NOT USE ELEVATOR		
		DO NOT USE ELEVATOR		

L Building, Library and Science Building

Location	Department Room #	Staircase #	Entry/Exit Door Number	Assembly Area
1st Floor	Classroom Offices 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 119, 120, 121	None	L1	Grotto area of Connor Green
	Classroom Offices 112, 113, 114, 115, 116, 117, 118	None	L2	Grotto Area of Connor Green

2nd Floor	Library	None DO NOT USE ELEVATOR	L3	Grotto Area of Connor Green
3rd Floor	Lobby	None DO NOT USE ELEVATOR	L4	Parking Lot 5

R Building, University Center

Location	Department Room #	Staircase #	Entry/Exit Door Number	Assembly Area
	Class rooms Offices 105, 106	None	R2	Connor Green
	Class rooms Offices 101, 102, 103, 104, 107	None	R1	Connor Green

V Building

Location	Department Room #	Staircase #	Entry/Exit Door Number	Assembly Area
Entire Location	N/A	N/A	All	Grotto area of Connor Green

MTECH

Location	Department Room #	Staircase #	Entry/Exit Door Number	Assembly Area
Entire Location	N/A	N/A	ALL	Parking Lot

PSTA

Location	Department Room #	Staircase #	Entry/Exit Door Number	Assembly Area
Entire Location	N/A	N/A	ALL	Parking Lot

FIRE OR SMOKE

1. Call 9-1-1 or pull nearest fire alarm and notify Security. Security shall notify Emergency Supervisor immediately. (973-600 8120)
2. Security pulls the nearest fire alarm of the affected building, if not already pulled, and calls 911.
3. Security evacuates the appropriate affected building(s).
4. From a safe location, security shall prevent people other than emergency responders, from entering the affected buildings.
5. Emergency Supervisor notifies First Response Team.
6. Security assists with the evacuation.
 - a. Security directs people to designated areas.
 - b. Security prevents entry or reentry of individuals.
 - c. Faculty and supervisors assist disabled individuals to designated stairwells.
 - d. Emergency Supervisor or Security report location of disabled to police or fire department.
 - e. Fire Department arranges for the evacuation of disabled individuals.
7. First Response Team Reports to Command Post.
8. Emergency Supervisor reports to President or designee on status for determining closing college.
9. Emergency Supervisor will determine what building is to be used as temporary shelter in the event of inclement weather once it is cleared for reentry.
10. Fire Marshall and/or responsible authority shall determine if buildings are safe for return.
11. First Response Team debriefs incident.

FLASH FLOOD, LIGHTNING OR THUNDERSTORM

1. Appropriate college authority shall obtain information from TV, radio, web, or other form of communication.
2. Call Security, Security shall notify Emergency Supervisor (973-600-8120)
3. College authority receives information from appropriate emergency office (local or state police, municipal or county OEM, etc.) to confirm threat.
4. Security checks for outside activities and alerts groups to move indoors.
 - a. While outdoors, Security avoids lightening susceptible areas such as metal buildings, water, trees, poles, and fences.
5. Athletic staff implements protocol to remove teams from fields.
6. The Emergency Supervisor alerts First Response Team and discerns appropriate action required.
7. The Director of Facilities shuts down main gas supply and other utilities as deemed necessary.
8. The Director of Facilities cordons flooded areas as needed.
9. The Director of Facilities secures areas (i.e. tie down exterior equipment and furniture, braces external doors, and covers glass windows and doors as needed).
10. The Emergency Supervisor informs college community of status.
11. First Response Team debriefs incident.

GAS LEAK

1. Identify general area of gas leak. Call 9-1-1
2. Call Emergency Supervisor. Emergency Supervisor shall call the Director of Facilities
Evacuate building(s) or area(s) affected
3. Emergency Supervisor calls the Director of Facilities
4. The Campus Operations Department notifies Elizabethtown Gas, shuts-off main gas line.
5. Director of Facilities assesses leak in conjunction with the on-scene fire department and follows appropriate action.
6. The Director of Facilities locates the gas leak and cordons the area using marker tape.
7. If needed, Security evacuates appropriate building.
8. Security assists with the evacuation.
 - a. Security direct people to designated areas.
 - b. Security prevents entry or reentry of individuals.
 - c. Faculty and supervisors assist disabled individuals to designated stairwells.
 - d. Security report location of disabled to Fire Department.
 - e. Fire Department arranges for the evacuation of disabled individuals.
9. Emergency Supervisor will determine what building is to be used as temporary shelter in the event of inclement weather once it is cleared for reentry.
10. Fire Chief and/or Fire Marshal shall determine when buildings are safe for return.
11. First Response Team debriefs incident.

HAZARDOUS MATERIALS

1. Quickly assess the spill, its hazards, and the danger to yourself and others.
2. Call Security and Emergency Supervisor (973-600-8120)
3. If spilled chemicals are unknown, evacuate the area, Emergency Supervisor notifies the following people in order:
 - a. Right to know manager.
 - b. Director of Campus Safety & Security.
4. Emergency Supervisor calls 9-1-1 if spill is toxic or unknown.
5. Director of Facilities shuts down HVAC system and air handlers as needed.
6. Security or Director of Facilities cordons the area using marker tape.
7. Fire Department upon arrival, shall assume command of operations.
8. If needed, Security evacuates appropriate building.
9. Security assists with the evacuation.
 - a. Security direct people to designated areas.
 - b. Security prevents entry or reentry of individuals.
 - c. Security and supervisors assist disabled individuals to designated stairwells.
 - d. Fire Department arranges for the evacuation of disabled individuals.
10. Emergency Supervisor will determine what building is to be used as temporary shelter in the event of inclement weather once it is cleared for reentry.
11. OEM and Fire Department determines buildings are safe for return if evacuated.
12. First Response Team debriefs incident.

HOSTAGE/BARRICADED SUBJECT

1. Call 9-1-1 to notify police and advise them of the situation. If you are not affected, call security, who will notify the Emergency Supervisor.
2. The Emergency Supervisor may initiate LOCKDOWN procedures or evacuation of surrounding area.
3. The Emergency Supervisor calls the Manager of Campus Safety & Security.
4. Security and/or Campus Operations, when safe to do so, cordons off the area and prevents others from entering.
5. The Emergency Supervisor shall coordinate with police to determine if areas are safe for return.
6. If a student is involved, the Associate Dean of Judicial Affairs is immediately notified.
7. First Response Team debriefs incident.

HURRICANE

1. Obtain information from TV, radio, web, or other form of communication.
2. Call Emergency Supervisor. (973-600-8120)
3. Emergency Supervisor receives information from appropriate local agency office. .

HURRICANE WATCH – weather radar predicts threat of hurricane prior to landfall.

4. The Emergency Supervisor alerts First Response Team and discerns appropriate required action.

HURRICANE WARNING – hurricane is confirmed to strike in the vicinity.

5. The Emergency Supervisor notifies the College community of warning via RAVE Emergency Notification System, telephone, computer, or in-person.
6. Emergency Supervisor calls Manager of Campus Safety & Security.
7. The Director of Facilities shuts down main gas supply and other utilities as needed.
8. When practical, the Facilities Department secures area such as ties down exterior equipment and furniture, braces external doors and covers glass windows and doors as necessary.
9. First Response Team debriefs incident.

ACTIVE SHOOTER

An Active Shooter is an individual or individuals actively engaged in killing or attempting to kill people in a confined and/or populated area, typically through the use of firearms.

Once an Active Shooter event begins, a Lockdown may be ordered, but persons in the vicinity of the Active Shooter may need to undertake actions to protect themselves during this type of event that may include escape or combative measures.

The measures described below reflect guidelines that are consistent with Federal Law Enforcement recommendations for protection during an active shooter event. They are recommendations only—what you do will depend on the actual circumstances and what your judgment tells you to do based on what you see and hear.

ACTIVE SHOOTER RESPONSE – NOTIFICATION

1. Call 9-1-1 to report the location of the shooting and any other information you know or that is requested by the 9-1-1 operator.
2. Notify security by phone or radio of same as above. Security shall notify Emergency Supervisor, Emergency Supervisor shall notify administration.
3. Emergency Supervisor and/or police shall institute the order for a campus wide lockdown of the facility and shall initiate the process of establishing protective measures.
4. Responsible staff, such as building captains, security, and others, shall secure buildings that are not initially affected as is practical, from outside entry until further notice.
5. Building captains, security and responsible staff shall convey the order of lockdown to all individuals by use of any public address system, portable device (such as a bull horn) radio, telephone, or in person as feasibly possible. The message shall include the emergency in the message such as
“There is an Active Shooter on campus, initiate lockdown procedures”.
6. As soon as reasonably possible the early warning mass notification system (ReGroup) will be activated. A timely warning message shall be sent by way of campus email, multi-modal text message, broadcast phone message and any other system deemed appropriate. The message will advise of the ongoing emergency, and the recommended precautions and actions shall be conveyed. Continuous updates authorized by administration shall be considered after consultation with law enforcement.

LOCK-DOWN

If you are in a place where you may become more directly threatened or involved, the following steps are recommended.

1. Look outside your classroom/office to direct any students or staff in the hallway into the room immediately.
2. Anyone in a hallway, restroom, gym or cafeteria should move to the nearest classroom or other secure area immediately, or escape if possible.
3. Use keys to lock doors to classrooms and offices from the inside. If the door to the space you take shelter in cannot be locked, consider moving to another space or:
 - a. If the door opens inward, barricade it with anything you have available (desks, chairs, bookcases, etc.).
 - b. If the door opens outward, tie it down, if possible, by using a belt attached to the door handle.
4. Secure and lock windows of classrooms and offices and close window coverings.
5. Turn off lights and computer monitors. Silence cell phones.
6. Instruct everyone to seek cover/concealment and keep quiet.
7. Do not open doors during a lockdown, even in the event of a fire alarm unless there is a visible and imminent threat of fire. The active shooter is the primary threat. Should the shooter attempt to breach your area:
 - a. Instruct students and others to escape through a window or another door, and run away as fast as you can.
 - b. If escape is not possible, position yourself and others in the room in a location that will allow for the element of surprise if the shooter enters.
8. Plan to survive—obtain anything that will serve as a weapon and be prepared to attack as the shooter enters the room.
 - a. Throw anything available at the shooter, aiming at the face to distract his/her aim.
 - b. Attack in a group (swarm).
 - c. Use all available weapons to attack and disarm the shooter.
 - d. Grab the shooter's extremities (arms, legs and head) and take him/her to the ground using body weight to secure him/her.
9. Stay in the secured areas until directed otherwise by law enforcement.
10. Emergency Supervisor alerts President to convene appropriate members of the Emergency Management Cabinet and states the location of the Command Post. The Emergency Management Cabinet reports to the designated Command Post when it is safe to do so.

ACTIVE SHOOTER RESPONSE – LAW ENFORCEMENT ARRIVAL

Upon arrival, law enforcement will assume command of the operation. College administration, security, or others as assigned, shall assist law enforcement by providing situational information, facility logistics, and network internal communications. Facility floor plans shall be made available for their use upon arrival. All faculty and staff should understand the following as it relates to law enforcement operations in an active shooter situation:

1. Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard. Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment . Officers may be armed with rifles, shotguns, and handguns.
2. Officers may use pepper spray or tear gas to control the situation . Officers may shout commands, and may push individuals to the ground for their safety . All should:
 - a. Remain calm, and follow police instructions .
 - b. Put down any items in your hands (i.e., bags, jackets) and immediately raise hands and spread fingers.
 - c. Keep hands visible at all times and avoid making quick movements toward officers such as holding on to them for safety . Avoid pointing, screaming and/or yelling.
3. The first responding officers to arrive will not stop to aid injured people. They will be focused on stopping the Active Shooter and creating a safe environment for medical assistance to be brought in to aid the injured after the area is secured. Keep in mind that even if you have escaped to a safer location, the entire area is still a crime scene.

ACTIVE SHOOTER RESPONSE – RECOVERY

Once law enforcement completes their investigation and releases the facility, administration or their designees may address the following areas:

- 1 . Assist in providing comprehensive treatment for victimized employees and students who may be traumatized by the event.
2. Formulate a plan to reopen the facility to include:
 - a. Repair and restore any affected facilities.
 - b. Relocating classes and activities affected by the incident.
 - c. Evaluate response procedures and effectiveness by initiating and completing a comprehensive after- action report, identifying areas that need improvement.

PREVENTION / MITIGATION

Duty to report - Any direct threat of potential violence or crime that is received by college staff shall be reported without delay to law enforcement and college security. Any veiled or indirect threat that is received by college staff shall be reported to their immediate supervisor, security, or administration without delay.

PROTECTION

Designated staff or vendor(s) shall complete vulnerability studies and security audits periodically as determined by college administration, for the confirmation or enhancement of safety and protection.

MEDICAL EMERGENCY

1. Quickly assess the situation and keep the scene from getting worse.
2. Call the Security Desk or, if situation warrants, call 911 and then notify security at 973-300-2222.
3. Security shall notify the Emergency Supervisor. (973-600-8120)
4. If the injury is minor and needs immediate attention, implement first aid procedures:
 - a. For a minor injury, first aid kits are available for self-treatment.
 - b. An Incident Report is completed to record all minor injuries.
 - c. All work related injuries/illnesses should be recorded on a College Incident Report. Report Form is available from Main Desk. The Emergency Supervisor, security or Campus Operations must report the incident within 24 hours.
5. First Response Team debriefs incident.
6. If employees are involved and are sent to the hospital/urgent care and are going to be admitted, the Director of Human Resources must be notified. (This is in reference to compensation, requiring notification within 24 hours.) If Evening Supervisor cannot reach HR, they will need to contact the Vice President of Administrative Services.

UNIVERSAL PRECAUTIONS

Universal precautions are intended to prevent exposure to human blood or other body fluids. The routes of transmission for occupational exposure are:

- a. Puncture of the skin with a contaminated sharp object;
- b. Contact with broken skin; and
- c. Splash to mucous membranes of the eye, nose, or mouth.

Universal precautions may include the following practices:

- Wear gloves, masks and protective eyewear
- Wear protective suits, gowns or aprons
- Wash hands and other skin surfaces
- Use care with sharp objects
- Disinfect all contaminated surfaces
- Use proper disposal containers – red bags or bags labeled Bio Hazard
- Use protective resuscitation masks for CPR
- Do not eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses where exposure may occur

MISSING PERSON (s)

Reporting a Missing Person

Anyone wishing to report a missing

1. Call SCCC Campus Security.
2. Campus Security will immediately compile facts relevant to the report of the missing person and initiate an investigation.
3. If circumstances indicate a police inquiry is warranted, the Newton Police or other appropriate law enforcement authority will immediately be notified.
4. Campus Security will support the investigation by providing whatever facts are available, including video recordings, photos, schedules, emergency contact and any other information relevant to the search for the missing person.
5. Information regarding the report of the missing person will be documented in a campus incident report.

PANDEMIC OCCURENCE

In the event of a pandemic occurrence that will affect the college, this plan will notify the control centers for the protection of students, employees and their families.

1. Work with local, county, and state health officials/departments.
2. Sussex County Community College will serve as a point of distribution for mass vaccinations or prophylaxis in accordance with the Memorandum of Agreement with the Sussex County Department of Environmental & Public Health Services, 973-579-0370.
2. Ensure that the Emergency Operation Plan is consistent with the pandemic plan of the community and the state higher education plan if available.
3. Emergency Management Team implements appropriate communication for the Director of Public Information and Marketing. The Director of Public Information and Marketing will disseminate appropriate information.
6. Check the web site www.hhs.gov for additional information. Universal precautions are intended to prevent exposure, spread and containment of the Pandemic. The college has adopted this plan for the protection of students, staff and community.

POWER OUTAGE

1. Call Emergency Supervisor. (973-600-8120)
2. Emergency Supervisor notifies Campus Operations.
3. Campus Operations discern scope of problem and communicate with Emergency Supervisor.
4. Emergency Supervisor implements operation protocol and fire watch.
5. Emergency Supervisor alerts First Emergency Response Team if necessary.
 - a. Emergency Response Team discerns appropriate action.
 - i. Localized outage – Building Captains inform area.
 - ii. Widespread outage – Phone message is broadcast.
6. Security checks all elevators. Emergency key is in the supervisor's office.
7. First Response Team communicates with Directors and/or college community.
8. President or his/her designee shall decide on college closing.
9. First Response Team debriefs incident.
10. Emergency Power lighting will operate for 20 minutes.
11. Check operations of power generators operating the water supply.

PROTEST / DEMONSTRATION

1. Call Security.
2. Security contacts the Emergency Supervisor and the Associate Dean of Judicial Processes.
3. Security stations themselves in positions to monitor the situation and prevent violence or injury.
 - a. Make sure presence is discrete, not heavy-handed or intimidating.
 - b. Take measures to stay out of photographs.
4. Police shall be notified, however, not requested unless warranted to maintain safety & order.
5. Emergency Supervisor assembles First Response Team to discern appropriate action.
 - a. Discuss the need for Police.
 - b. Administrative objective would be to peacefully disband gathering, arrange for a group of representatives from assembly and administration to meet to discuss issue.
 - c. Establish a designated staging area, such as the Pavilion located on the far Green.
 - d. If the gathering is meant to disrupt office operations, discuss if operations should continue or should the area be evacuated and closed.
 - e. Consider designating a high-level spokesperson to make contact with the assembly leader to discern goals, objectives, and desires.
 - f. Discern need for Media Department to videotape assembly's behavior or take photographs.
 - g. If gathering area disrupts classes, assembly leader will be asked to move to another location.
 - h. If the intent of gathering is to disrupt classes and the assembly refuses to move to the designated staging area, the administrative spokesperson will site college policy for misconduct and inform that they are subject to disciplinary action or arrest.
 - i. If protest is aimed at college policy, administration's initial position will be to listen, allow full opportunity for discourse and venting.
 - j. If gathering related to issues outside college, e.g. national policy, college will take no official position and cite right to free speech within proper conduct guidelines.
 - k. If protest is targeting a guest speaker or other activity sanctioned by the college, the college will take actions to support the normal completion of the speech or activity.
 - l. Procedures for news media will follow standard procedure and the Director of Public Information and Marketing will be the sole contact. Recognize that media and students do have the right to do interviews.
6. First Response Team debriefs incident.

Please refer to the current Student Handbook for: •Acts of misconduct subject to disciplinary action
•Disciplinary action and Student Judicial Process.

RACIAL/HATE INCIDENT

1. Call Security.
2. Security calls Emergency Supervisor and the Associate Dean of Judicial Processes.
3. If there is disorderly conduct or threat or bodily harm, see Crime: Disorderly Conduct, Threat of Bodily Injury, and Violence in the Workplace.
4. If incident has been resolved, obtain information on parties and try to locate witnesses.
5. Security or Campus Facilities Department cordons area using marker tape.
6. Security photographs evidence.
7. If a crime has been committed Police shall be notified and the associated documentation shall be completed in accordance with the mandated under VAWA and Jeanne Clery Act.
8. Campus Facilities and Custodial Departments-covers, cleans, or repairs damages.
9. First Response Team debriefs incident.

SEXUAL ASSUALT

1. Call Security, Security shall call Emergency Supervisor (973-600-8120)
2. Security assesses the situation and takes appropriate information.
 - a. Security calls Police if appropriate.
 - b. Supervisor calls DASI for victim services.
 1. Additional information available in Student Handbook.
3. Supervisor notifies the Title IX Coordinator advising same of incident and action taken.
4. Emergency Supervisor informs and updates appropriate parties of the incident.
5. College procedures for investigation and follow-up protocol are initiated.
6. Emergency Supervisor debriefs incident.
7. Follow-up with reports to Title IX Coordinator as appropriate.

STRUCTURAL FAILURE

Structural failure is not limited to but can occur through events such as tornados, hurricanes, explosions, earthquakes, extreme snow loads, exceeding occupancy recommendations, or design engineering error. The buildings involved need to be evacuated immediately after such events occur to minimize the loss of life or risk of injury by falling or broken structural, electrical and mechanical elements. Such elements can include interior and exterior walls, roofs, floors, ceilings, gas lines, electrical lines, and water pipes.

1. Call Security and Emergency Supervisor. (973-600-8120)
2. The Director of Campus Facilities or designee assesses damages.
3. The Emergency Supervisor or the Director of Campus Facilities calls OEM if needed.
4. The Director Campus Facilities directs engineers and contractors to assess structural damages.
5. If needed, Security evacuates appropriate buildings using the fire alarm.
6. Security assists with evacuation.
 - a. Security direct people to designated areas and prevents entry.
 - b. Security or supervisors assist disabled individuals to designated stairwells.
 - c. Security report location of disabled to Fire Department.
 - d. Supervisor or OEM arranges for the evacuation of disabled individuals.
7. The Emergency Supervisor alerts Emergency Response Team.
 - a. Emergency Response Team reports to Command Post.
 - b. Emergency Supervisor will report conditions to President to ponder closing college.
8. Temporary shelter will be determined by OEM or Emergency Supervisor in the event of inclement weather.
9. The Fire Marshall or Building Inspector will determine if buildings are safe for return.
10. First Response Team debriefs incident.

SUICIDE RISK- *If a person verbalizes suicidal ideation/intent*

1. Remain calm, express concern, and stay with person.
2. Determine Risk/threat:
 - a. If there is imminent risk/threat to a person's safety, call 911 & Campus Security. Campus Security will then call Psychiatric Emergency Services and Screening Center at Atlantic Behavioral Health (PES) 973-383-0973.
 - b. If there is talk of suicide and no imminent threat, call or walk person to Advising and Counseling for counselor assessment.
 - c. If after office hours or counselor is not available call Psychiatric Emergency Services and Screening Center at Atlantic Behavioral Health (PES) 973-383-0973 and file an incident report with Security.
3. If Police were called and have arrived on the scene, an assessment will be made and the person will most likely be escorted to Newton Hospital.
4. Emergency Supervisor informs and updates appropriate parties of the incident including Counseling either in person or by leaving a voice mail message.
5. The Associate Dean of Judicial Processes (alternate: Sr. Vice President of Academic Affairs) initiates notification and follow-up protocol.
6. Emergency Supervisor and Counselor will debrief incident.

SUSPICIOUS MAIL/PACKAGE

Suspicious mail or packages include any item that may contain suspected biohazards, chemicals, explosives, mechanical devices, or potentially threatening substances.

1. Call Security.
2. Security advises individual of precautionary measures.
 - a. Remain calm.
 - b. Leave package and note its location.
 - c. Evacuate the room and close the door.
 - d. Wash hands with antibacterial soap vigorously for five minutes.
3. Security calls Emergency Supervisor.
4. Director of Facilities shut off air handlers and ventilation system.
5. The Emergency Supervisor alerts OEM if needed.
6. The Emergency Supervisor responds to location and assesses the need to call Police.
7. OEM determines the room and area are safe for return.
8. Director of Facilities restarts the air handlers and ventilation system.
9. OEM disposes of item, subject to new directives.
10. First Response Team debriefs incident.

TELEPHONE SYSTEM FAILURE

1. Contact SCCC personnel-George Santana, by phone or e-mail to initiate calls to key personnel listing.
2. If it is after work hours contact the Manager of Campus Safety & Security. 973-600-8120
3. If Security is alerted first, they contact (1) above and the Emergency Supervisor.
4. The Emergency Supervisor contacts the Chief Information Officer.
5. The Office of the Vice President of Finance and Operations coordinates with all departments to initiate back-up methods for conducting business and services pending time and scope of outage.
6. Emergency Supervisor alerts Emergency Response Team.
 - a. First Response Team discerns appropriate action.
 - i. Localized outage – key personnel notified.
 - ii. Widespread outage – email and RAVE is sent to all users.
7. Emergency Response Team communicates with Directors and/or college community.
8. The office of the Vice President of Finance and Operations coordinates with Emergency Supervisor on any communications to the college community.
9. First Response Team debriefs incident.

THREAT OF BODILY INJURY

1. If there is an imminent threat to person's safety, call 911. Call Security 973-300-2222.

Provide as much information as possible about the incident to help in determining the appropriate response.

2. If a student is involved, the Associate Dean of Judicial Processes (alternate: Vice President of Academic Affairs) is immediately notified.
3. Involved personnel follow POST EVENT PLANNING policy of the Emergency Operations Plan as appropriate.

TORNADO

1. Obtain information from TV, radio, web, or other form of communication.
2. Call the Emergency Supervisor.
3. The Emergency Supervisor receives information from appropriate local office, calls OEM Center to confirm threat.

TORNADO WATCH – conditions are favorable for a tornado to occur.

4. The Emergency Supervisor notifies the Director of Public Information and Marketing. The Director of Public Information and Marketing notifies the college community of watch via telephone, ReGroup notification system, computer, or in-person of threat and that situation is being monitored. Building Monitors assist with notification.
5. The Emergency Supervisor alerts the First Response Team.
 - a. First Response Team reports to Command Post.
 - b. First Response Team established communication with OEM Center.
6. Emergency Supervisor alerts the First Response Team.

TORNADO WARNING – a tornado has been seen in the vicinity or detected on weather radar.

7. The Emergency Supervisor notifies the Director of Public Information and Marketing. The Director of Public Information and Marketing notifies the college community via telephones, computers, or in-person to relocate away from windows, preferably to the lowest level of the building.
8. Emergency Supervisor, First Response Team, and Security assist in relocating individuals.
 - a. Move everyone indoors and away from windows. Secure exterior doors of all buildings.
 - b. Move everyone to **Safety Zones** – basements, interior rooms, and hallways
 - B/C Building first floor zones, B108 computer room, B112 maintenance and storage room and security office and lower basement.
 - B/C Building second floor zones, B216 men's room, B207, B208, B209, B210 counseling.
 - D Building zones, 2nd floor hallway, 1st floor hallway between D110A & B and D114 basement.
 - E Building second floor zones, D240C and D240D in the Athletic Department as well as the Men's and Women's locker rooms and the Training Room

- E Building first floor zones, goes E101, E102, E103, E120, E122 to E127, E127A to E130, E137, E133 and hallway between E123 and E133.
- L Building zones on first floor, L123 men's room, L124 women's room, L105 & L111 storage rooms, L113 lab support, L115 physics lab (40 occupants), and L120 lab support if needed.
- L Building zones on second floor recommend take staircase to first floor. If time does not allow, 212 women's room and 211 men's room. viii. R building zones recommend go to B building.
- ix. V building zones recommend go to D building. If time does not allow, safe zone is men's room. PAC/ Health Building Health Sciences 1st floor.
- MTECH
- PSTA
- Inform individuals who can't get inside to lie flat in a ditch or low-lying area.

9. Campus Operations shuts down main gas supply if danger is imminent.

10. The Emergency Supervisor periodically informs the college community of status.

11. The Director of Facilities & appropriate officials, shall determine whether all building areas are safe for return.

VANDALISM

1. Call Security.
2. Security calls the Emergency Supervisor. (973-600-8120)
3. The Emergency Supervisor calls Police if needed.
4. Security cordons area using marker tape if police are called.
5. Security photographs damages and completes an incident report.
6. First Response Team debriefs incident.

VIOLENCE IN THE WORKPLACE

1. Call Security
2. Security will notify Emergency Supervisor (973-600-8120)
 - a. If possible, try to provide as much information as possible so that Supervisor and Security knows what to expect when arriving on the scene.
3. The Emergency Supervisor determines appropriate action depending on assailant having a weapon or being abusive or violent.
4. If needed call 9-1-1.
5. The Emergency Supervisor and/or police may initiate LOCKDOWN procedures if necessary.
6. Police, Supervisor, and First Response Team determine if areas are safe for return.
7. If a student is involved, the Associate Dean of Judicial Processes shall be notified.
8. The Emergency Supervisor completes an incident report
9. First Response Team debriefs incident.

WATER LINE BREAK

1. Call Security who will cordon off area & notify Emergency Supervisor (973-600-8120)
2. Supervisor calls the Director of Facilities
3. The Director of Facilities assesses the situation, initiates protocol.
4. If the automatic sprinkler system activates fire alarm, Security evacuates appropriate building.
5. Security assists with the evacuation.
 - a. Security direct people to designated areas.
 - b. Security prevents entry or reentry of individuals.
 - c. Security and supervisors assist disabled individuals to designated stairwells.
 - d. Security reports location of disabled to Supervisor and Director of Facilities.
 - e. Supervisor arranges for the evacuation of disabled individuals.
6. The Emergency Supervisor reports status of the situation to President.
7. The Emergency Supervisor informs evacuees of status.
 - a. Security assists Emergency Supervisor.
 - b. The Emergency Supervisor will determine temporary shelter in the event of inclement weather.
8. The Emergency Supervisor and/or the Director of Facilities will determine buildings are safe for return.
9. First Response Team debriefs incident.

WINTER STORM - Ice, Sleet or Snow

1. At first sign of snow or inclement weather, the Emergency Supervisor assesses the situation and contacts the Director of Facilities.
2. The Director of Facilities reviews the weather forecast, confers with the snow removal contractor (when appropriate) and contacts the Vice President of Finance and Operations to discuss whether or not to have a delayed opening or closing if the event begins prior to the start of school day, or early dismissal/closing if the event occurs during the school day.
 - a. If storm occurs prior to the start of a school day, the call to the Vice President of Finance and Operations is made by 5:15 a.m.
 - b. If storm occurs in the evening, the Emergency Supervisor notifies the Director of Facilities to decide to release the night Custodial staff.
3. The Vice President of Finance and Operations contacts the President and then informs the Director of Facilities and the Director of Public Information and Marketing of the decision.
4. The Vice President of Finance and Operations contacts the snow removal contractor and, if appropriate, the Custodial Staff.
5. Notification to employees and students of delayed opening or closing is implemented through ReGroup by the Director of Public Information and Marketing.
6. Director of Public Information and Marketing alerts the media and broadcasts messages through ReGroup and the SCCC website.
7. On Saturdays, the Emergency Supervisor advises the Manager of Campus Safety and Security and/or the Director of Facilities the on- site conditions and he/she will advise the Vice President of Finance and Operations.
8. First Response Team debriefs incident when appropriate.

EMERGENCY PROCEDURE GUIDE

Regardless of what type of emergency or crisis situation, remember that the steps always remain the same:

Call for Assistance

Step	Action	Protocol
1	<p>Call Security</p> <p>Dial 2222 (973-300-2222)</p> <p>or</p> <p>use the <u>Code Blue Tower in parking areas</u> for a direct connection</p>	<p>In the event of an emergency situation Security is available</p> <p>24/7</p> <p>973-300-2222</p>
2	<p>Call 911</p>	<p>If in your judgment the situation warrants such action, call 911 first, then notify security.</p>
3	<p>Be prepared to state</p> <ul style="list-style-type: none"> ▪ Your Name ▪ Nature of the Emergency ▪ Location of the Emergency 	
4	<p>Stay with any victim(s) until help arrives</p>	

Lock-Down

Step	Action	Notes
1	<p>Lock doors and windows, close shades.</p> <p>Turn off lights and all electric and gas appliances.</p>	<p>Do not admit anyone into the room once the door is locked.</p>
2	<p>Move to a safe corner of the room.</p> <p>To reduce visibility and take shelter under desks, tables or heavy furniture.</p> <p>Keep away from windows.</p> <p>If you have students verify attendance.</p>	<p>The safest area will be different in each room. The optimal location is out of the line of sight of someone outside of the room.</p>
3	<p>Remain in position</p> <p>“ALL CLEAR” will be announced by law enforcement.</p>	<p>In an actual lockdown emergency, law enforcement will release the lockdown</p>

Evacuation

Step	Action	Notes
1	<p>At the sound of the fire alarm immediately evacuate the building:</p> <ul style="list-style-type: none"> • If supervising students, instruct them to take their car keys, stay together and to assemble at the predetermined location once evacuated. • Rescue or assist people in immediate danger, but only if you can safely do so without endangering yourself • Steer clear of elevators. Use stairways for emergency evacuation. 	<p>If occupants are not permitted to reenter the building they have the ability to use their automobile to leave campus.</p>
2	<p>Assemble your students in the designated Evacuation Assembly Area:</p> <ul style="list-style-type: none"> • Determine if everyone was evacuated by taking attendance and comparing it to the class start attendance. • Report the names of anyone missing to the Emergency Supervisor along with their last known location. • Do not attempt to reenter the building until instructed to do so by Emergency Supervisor or his designee. 	<p>Take attendance at the start of every class. Take the attendance roster when you evacuate and take attendance again in the Evacuation Assembly Area.</p>
3	<p>If a physically challenged occupant is unable to exit the building:</p> <ul style="list-style-type: none"> • Relocate the individual to an Area of Rescue Assistance on the landing of the closest stairwell. • Notify the Emergency Supervisor of the person's location. 	<p>Emergency Personnel will evacuate the disabled person.</p>
4	<p>If Circumstances prevent you from evacuating the building:</p> <ul style="list-style-type: none"> • Remain in your room and close the door • Call 973-300-2104 and report your location to the receptionist. 	<p>The Concierge has the ability to call for assistance via two way radio.</p>

EMERGENCY SUPERVISORS CHECKLIST

The Emergency Supervisor, in consultation with the Emergency Management Cabinet, will determine the need for each item below and oversee implementation with appropriate offices.

- Initiate emergency evacuation or lockdown procedures as necessary.
- Determine alternate gathering site for evacuated individuals if necessary due to safety or weather conditions.
- Insure that handicapped individuals are removed from the affected building.
- Instruct Front Desk to contact the appropriate emergency services
- Advise President of emergency situation.
- Alert Counseling Services for potential trauma support.
- Consult with the Director of Public Information and Marketing to prepare statement for distribution to employees, students and the public.
- Contact IT and/or Director of Media Services for broadcast messages and other communications capabilities
- Contact IT for phone and/or computer issues
- Contact Campus Operations for repairs, cleaning, cordoning, etc.
- Notify the Campus community via the Regroup Emergency Notification System when appropriate.

EMERGENCY OPERATIONS PLAN (EOP)

SECTION VI:

FACILITY DESCRIPTIONS

FACILITY DESCRIPTIONS

1. **Building A, Health Sciences and Performing Arts Building** Brick structure, entrance lobby in front of building and 2 floors. 2nd floor exits to grade at rear. Performing Arts Center seats 330 people. Atrium all glass area with two ext areas. Classrooms, medical teaching labs and offices, computer classroom.
2. **Building B, Administration Building** Brick structure (3 floors with elevator), Front Desk, Campus Safety and Security, Counseling, Registration, Admissions, Financial Aid, Registrar, Administrative Services, Executive Offices, Vice President of Academic Affairs, Vice President of Student Services, Classrooms, Testing Center, Maintenance Offices, Computer & Telephone Hub, and Bursars Office.
3. **Building C, Fine Arts Building** Brick structure (3 floors with elevator), Art Studios, Photography Dark Room, Faculty Offices, and Learning Center.
4. **Building D, Student Center** Brick structure (3 floors, basement & attic with elevator), Old Theater, Cafeteria, Galleria, Student Government, Student Activities Center, Center for Diversity, Writing Center, Campus Operations, Human Resources, Institutional Research, Classrooms.
5. **Building E, Athletic Building** Brick structure (3 floors with elevator), Broadcast Studio, Gym, Athletic Offices, Men's & Women's Locker Rooms, Corporate & Community Education, Purchasing, Receiving, Mail Room, Accounting, Faculty Offices & classrooms.
6. **Building L, Library and Science Building** library, science labs, offices
7. **Building R, University Center classrooms**, offices
8. **Building V**, Academic Space
9. **Horton Mansion** stone structure (3 floors) unoccupied
10. **Maintenance Building** (Old Camp)
11. **Chapel** (Old Camp)
12. **Ponds** 3 ponds, Lower pond, Upper Pond, Horton Pond
13. **Pavilion wood** & steel construction, adjoining structure is concrete block
14. **Parking Lots** upper and lower main parking lots, lot around Horton Mansion, lots at the front and back of E building and unpaved lots near the soccer field, upper parking lot and Old Camp.
15. **Ball Fields** 3 athletic fields located at the main entrance to the college adjacent to route 519 and College Hill Road; used as an helicopter landing site in case of an emergency
16. **Public Safety Training Academy** 114 Morris Turnpike, Newton NJ, 07860, classrooms, offices, K-9 training ground, practice burn and smoke buildings, practice firing range.
17. **MTEC** 41-47 Main St., Newton NJ, 07860, brick structure, automotive garage, welding stations, storefront assembly area. Secondary garage building.

LOCATIONS NEEDING SPECIAL ATTENTION:

Art Studios

The Art Studios are located in C building and occupy 2 floors, the upper floor being a balcony that overlooks the 1st floor. It is open to the 2nd floor hallway in B building. There is a photography dark room located in C-207.

Chemical	Location
Developer	Darkroom
Fixer	
Stop Bath	
Photo Flo	
Turpentine	C-106

KEY PERSONNEL

Name	Title	Location	Phone Number
Janet Cunniffe-Chieffo	Coordinator	C-205	Office: 973-300-2144
Michael Hughes	Faculty	C-204	Office: 973-300-2311
Sara Boysen	Photography Assistant	C-107	

Athletic & Fitness Center

Associate Dean of Athletics & Student Discipline, Student Activities & Judicial Systems, Athletic Trainer/ Assistant Dean of Athletics, and the Athletic Secretary serve as first responders in terms of health and safety situations in the Center and outdoor Campus Operations. The First Response Team can be called in cases where additional help is needed.

Assistant Director of Athletics & Student Discipline will supervise the evacuation of the Center if the situation requires. The men’s locker room, women’s locker room, weight room, gym, and offices and storage areas will be checked to ensure that all are vacant.

For outdoor facility situations, radio contact is maintained between the field location and the Center. There is proper coverage for all scheduled activities. The Coaches will take the appropriate action in regards to health or injury situations and will activate 911 if the situation requires.

KEY PERSONNEL

Name	Title	Location	Phone Number
Todd Poltersdorf	Associate Dean of Athletics & Student Discipline	E-240G	Office: 973-300-2252
Mike Rath	Athletic Trainer/Asst. Dir. of Athletics	E-247	Office: 973-300-2751
Traci Smith	Admin Assistant to the Dean of Athletics/ Student Discipline & AVP of Student Success	E-240F	Office: 973-300-2230

Broadcast Studio

The Broadcast Studio is located in V building.

Equipment	Location
Various	V Building

KEY PERSONNEL

Name	Title	Location	Phone Number
Tim O'Connor	Media Specialist	V Building	Office: 973-300-2370

Cafeteria/Kitchen

The Cafeteria is located in D building. Appliances are gas operated. There is one stove, two ovens, three refrigerators, a walk-in cooler, and one microwave. There are two ways to access the kitchen; one is located to the north side adjacent to the loading area. The other is located adjacent to the cafeteria.

Chemical/Equipment	Location
Chemicals	Bottom shelf of stainless steel table in kitchen
Upright refrigerator	Kitchen

2 Upright freezers	Kitchen
Chest freezer	Kitchen
Walk-in cooler	Kitchen
Ice machine	Kitchen
Dishwasher	Kitchen
Steamer	Kitchen
Convection oven	Kitchen
Gas stove	Kitchen
Gas grill	Kitchen
Gas fryer	Kitchen

KEY PERSONNEL

Name	Title	Location	Phone Number
Martin Kester	Culinary Manager	Kitchen	Cell: 973-914-1500
Jason Fruge	Dean of Technical Opporations	Kitchen	Cell: 973-349-5824

Labs – Electronic

The primary responsibility of the faculty, staff, and lab aides assigned to the classrooms equipped with technological equipment is to ensure that all students and personnel in these spaces are safely evacuated. Secondly, if time permits, energized electronic equipment will be shut-down and main power breakers turned off. If possible, computer related systems should be turned off in a manner that preserves data. Lastly, all interior and exterior doors in these spaces should be closed and locked on exit. All actions accomplished and any discrepancies must be reported to security or building monitors as quickly as possible.

Location	Computers	SMART board
A-Theater	1	Projection & large theater screen
A-207	1	Projection & pull-screen
A-208	1	Projection & pull-screen
A-211	1	Projection & pull-screen
A-317	30+1	Projection & pull-screen
A-321	1	Projection & pull-screen
B-102	1	Projection & pull-screen
B-103	1	1
B-104	1	1
B-105	24+1	1
B-107	24+1	1
B-300 - Learning Center	24	0
B-300 – GED	5	0

B-303	1	1
B-304	26+1	1
B-305	0+1	1
B-315	20+1	1
B-316	21+1	Will be 1
B-317 – Testing Center	20+1	0
C-104	1	Projection & pull-screen
C-105	1	Projection & pull-screen
D-105b	1	Projection & pull-screen
D-115 – Student Center	1	Projection & large theater screen
D-203	20+1	1
D-204	1	1
D-205	1	1
D-207	1	Projection & pull-screen
D-208	1	Projection & pull-screen
D-209	1	Projection & pull-screen
D-210	1	1
D-211	1	1
D-213	1	Projection & pull-screen
D-214	1	Projection & pull-screen
D-215	1	Projection & pull-screen
D-304	1	Projection & pull-screen
D-306	1	1
D-307	1	Projection & pull-screen
D-310	1	Projection & pull-screen
D-312	1	Projection & pull-screen
E-101	1+13	1
E-105	1	1
E-129	1	Projection & pull-screen
E-130	19+1	1
E-205	1	1
E-206	1+20	1
E-220	1	Projection & pull-screen

E-248	1	Projection & pull-screen
E-249	1	Projection & pull-screen
E-250	1	Projection & pull-screen
E-251	1	Projection & pull-screen
E-252	1	Projection & pull-screen
E-254	19+1	Projection & pull-screen
E-255	1	Projection & pull-screen
E-301	1	1
E-302	1	Projection & pull-screen
E-306	20	1
L-112	1	1
L-114	1	1
L-115	1	1
L-118	1	1
L-119	1	1
L-121	24+1	1
R-105	1	Projection & pull-screen
R-106	1	Projection & pull-screen

KEY PERSONNEL

Name	Title	Location	Phone Number
Judy Lovas	Chief Information Officer	B-109	Office: 973-300-2220
George Santana	IT Service & Help Desk Administrator	B-106	Office: 973-300-2249

Labs – Science

The primary responsibility of the science faculty member is to direct the evacuation of all students, staff, and lab aides to a designated safe area outside of the building. Secondly, the instructor and/or lab assistant will make sure that all equipment has been turned off, and all interior and exterior doors are closed time permitting based on the nature of the emergency. Material Safety Data Sheets are located in the hall outside L107 and in the Office of the Director Campus Operations, D-313.

Lab	Location	Chemicals
Microbiology	L-112	Refer to the Right to Know Manual located in the hall outside room L107 or in the Director of Campus Operations Office 3 rd floor of D building
Biology	L-114	
Physics	L-115	
Environmental	L-118	
Chemistry	L-119	
Human Performance	E-242	Glutaraldehyde

KEY PERSONNEL

Name	Title	Location	Phone Number
Nancy Gallo	Associate Vice President of Academic Affairs	B-300F	Office: 973-300-2181 Home:
Peter Schoch	Lab Safety Officer	L-108	Office: 973-300-2133 Cell: 201-247-2203 Home: 973-823-8686
Nicholas Lionetti	Program Supervisor of Exercise Science	E-246	Office: 973-300-2142 Cell: Home:
Keith Festa	Manager of Campus Safety & Security	B-321	Office: 973-300-2119 Cell: 973-600-8120 RADIO

Library

KEY PERSONNEL

Name	Title	Location	Phone Number
Stephanie Cooper	Library Director	L-205	Office: 973-300-2161

Maintenance Garage

The Maintenance Garage is located in the old camp/upper campus. The maintenance staff offices are located in B-109 and B-110 in the basement of the “B” building.

Chemicals/Equipment	Location
Gasoline and diesel fuel	Safety storage cabinets – garage
Paint thinner, brush cleaner, torch fuel, stripping agents	Safety storage cabinets – garage
Backhoe/bucket loader, tractor, 3 riding mowers,	garage
Cushman gas cart, 2 electric carts,	garage
Misc. maintenance equipment	garage

KEY PERSONNEL

Name	Title	Location	Phone Number
	Director of Facilities		Office: 973-300-2113

NETWORK HUB

The computer network equipment is housed in the basement of B Building in room B-106.

Chemicals/Equipment	Location
10 servers	B-108
12 switches	B-108
2 routers	B-108

KEY PERSONNEL

Name	Title	Location	Phone Number
Judy Lovas	Chief Information Officer	B-109	Office: 973-300-2344
George Santana	IT Service & Help Desk Administrator	B-106	Office: 973-300-2249

PERFORMING ARTS CENTER THEATER

The Performing Arts Center Theater is located in A building. There are two exit doors at the back of the stage leading directly to the parking lot on the southerly side of the building. There are multiple entrances/exits on the northerly and easterly side of theater leading to hallways.

Equipment	Location
Various	A-214, atrium, box office, dimmer room, green room
Various	Storage closet, tech booth, theater, storage

KEY PERSONNEL

Name	Title	Location	Phone Number
Tim O'Connor	Media Services	A-214	Office: 973-300-2229 Cell:

STUDENT CENTER THEATER

The theater is located in the Student Center, D building. There is an entrance/exit to the easterly side of the theater and an entrance/exit to the northerly side of the theater leading directly into the first floor hallway. There is an exit behind the stage to the northerly side leading to a hallway and exit to the westerly side of D building.

Equipment	Location
Control panel	Left side, front of theater
Piano	Theater

Public Safety Training Academy

Located at: 114 Morris Turnpike, Newton NJ 07860
 Contact Information: Marilyn D'Allesio, Secretary 973-948-7897, 7899
 Fax: 973-948-7898

Approximately 15 Part time employees

KEY PERSONNEL

Name	Title	Location	Phone Number
John Dixon	Operations Administrator	114 Morris Tpke.	Office: 973-948-7897 Cell: 973-903-3874
Marilyn D'Allesio	Secretary	114 Morris Tpke.	Office: 973-948-7897 Cell:
Lou Takacs	Range Coordinator	114 Morris Tpke.	Office: 973-948-7897 Cell: 862-266-7949
		114 Morris Tpk.	Office:

MTEC

Located at: 41-47 Main St., Newton NJ 07860
 Contact Information: Jason Fruge 973-300-2256

KEY PERSONNEL

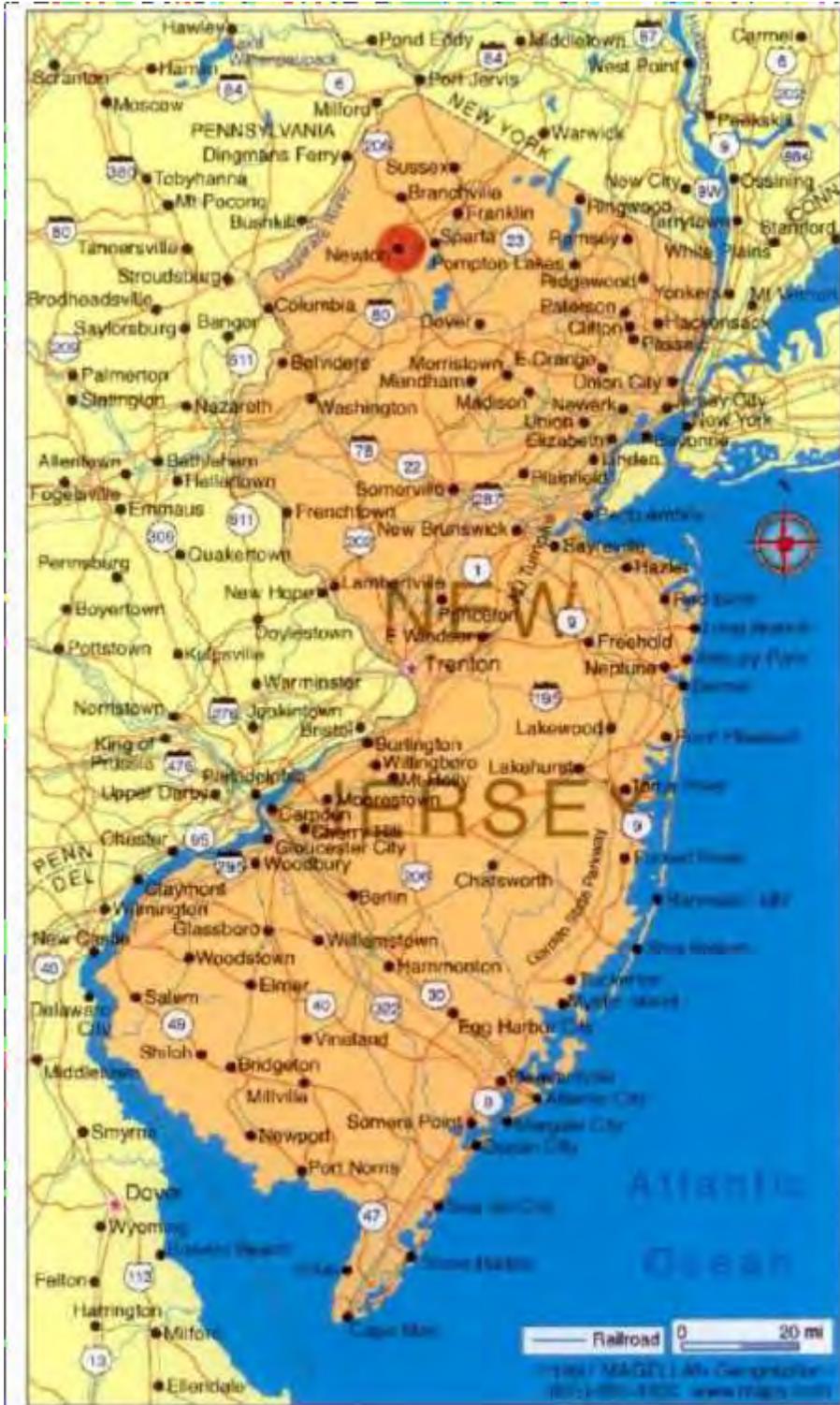
Name	Title	Location	Phone Number
Jason Fruge	Dean of Technical Occupations	41-47 Main St. Main Campus R103	Office: 973-300-2256 Cell: 973-349-5824

EMERGENCY OPERATIONS PLAN (EOP)

SECTION VII:

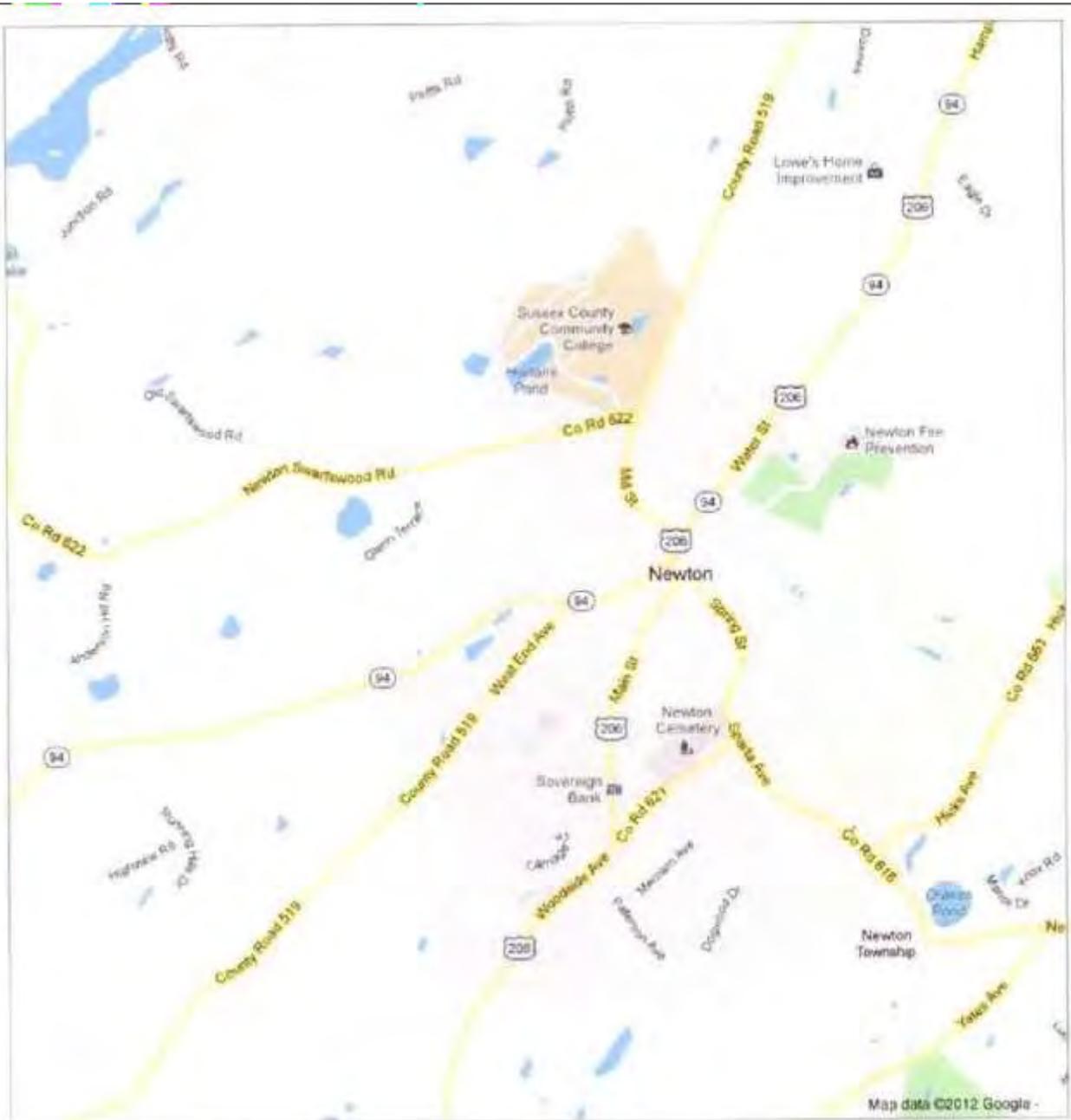
MAPS & FLOOR PLANS

STATE OF NEW JERSEY



New Jersey

TOWN OF NEWTON

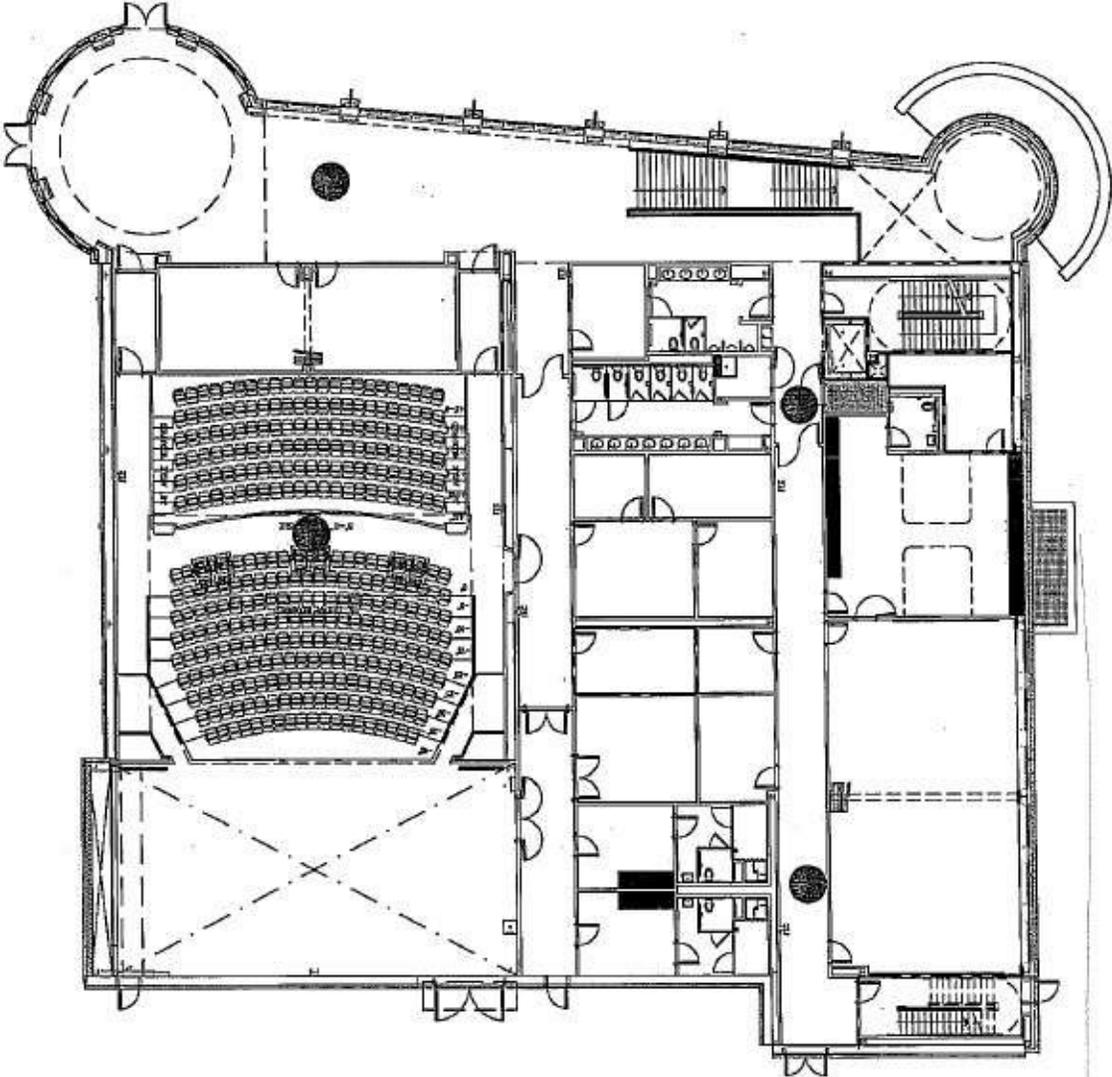


Newton, NJ

SCCC CAMPUS

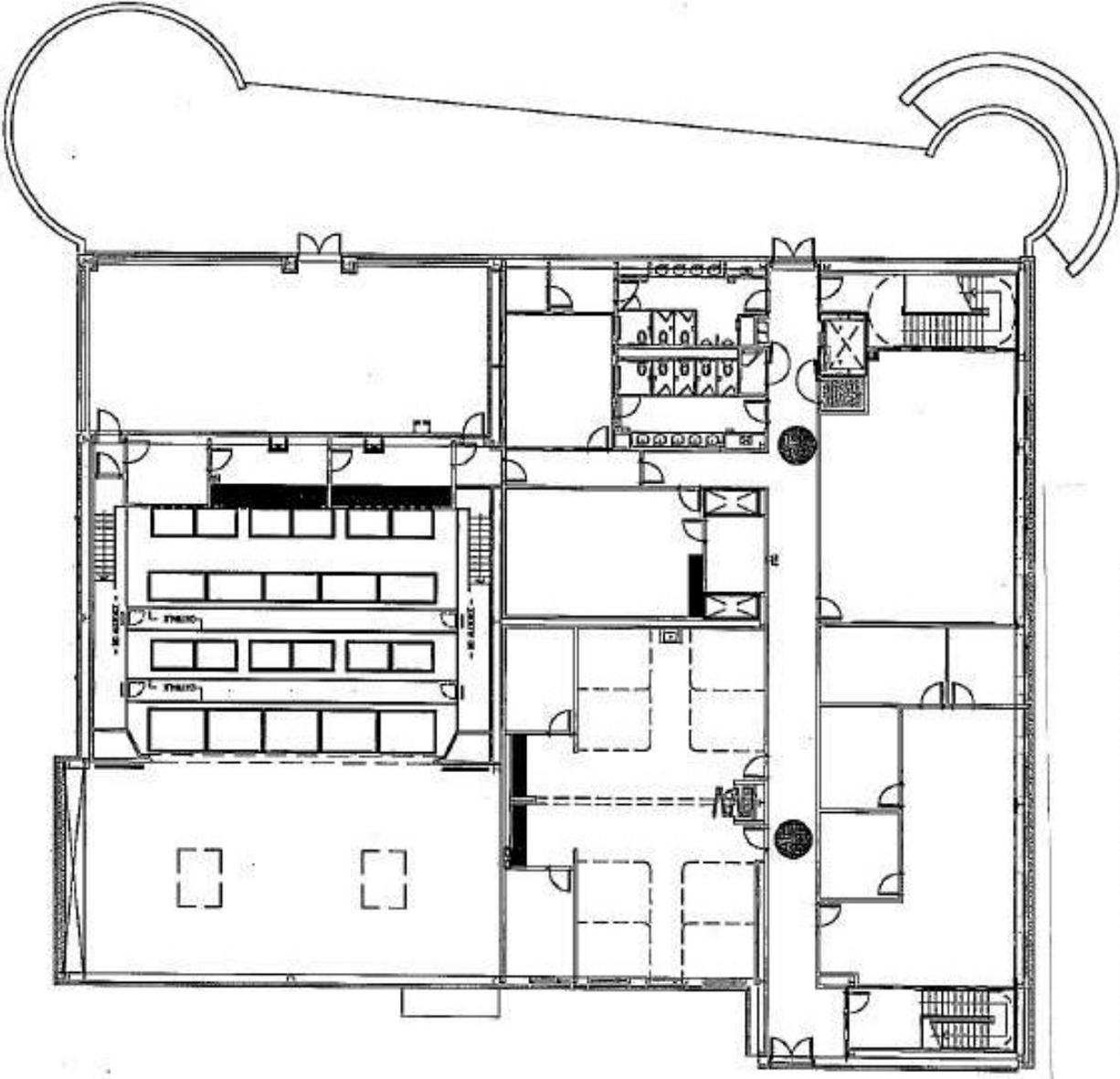


BUILDING A, HEALTH SCIENCE & PERFORMING ARTS CENTER



BLDG. A FIRST FLOOR PLAN

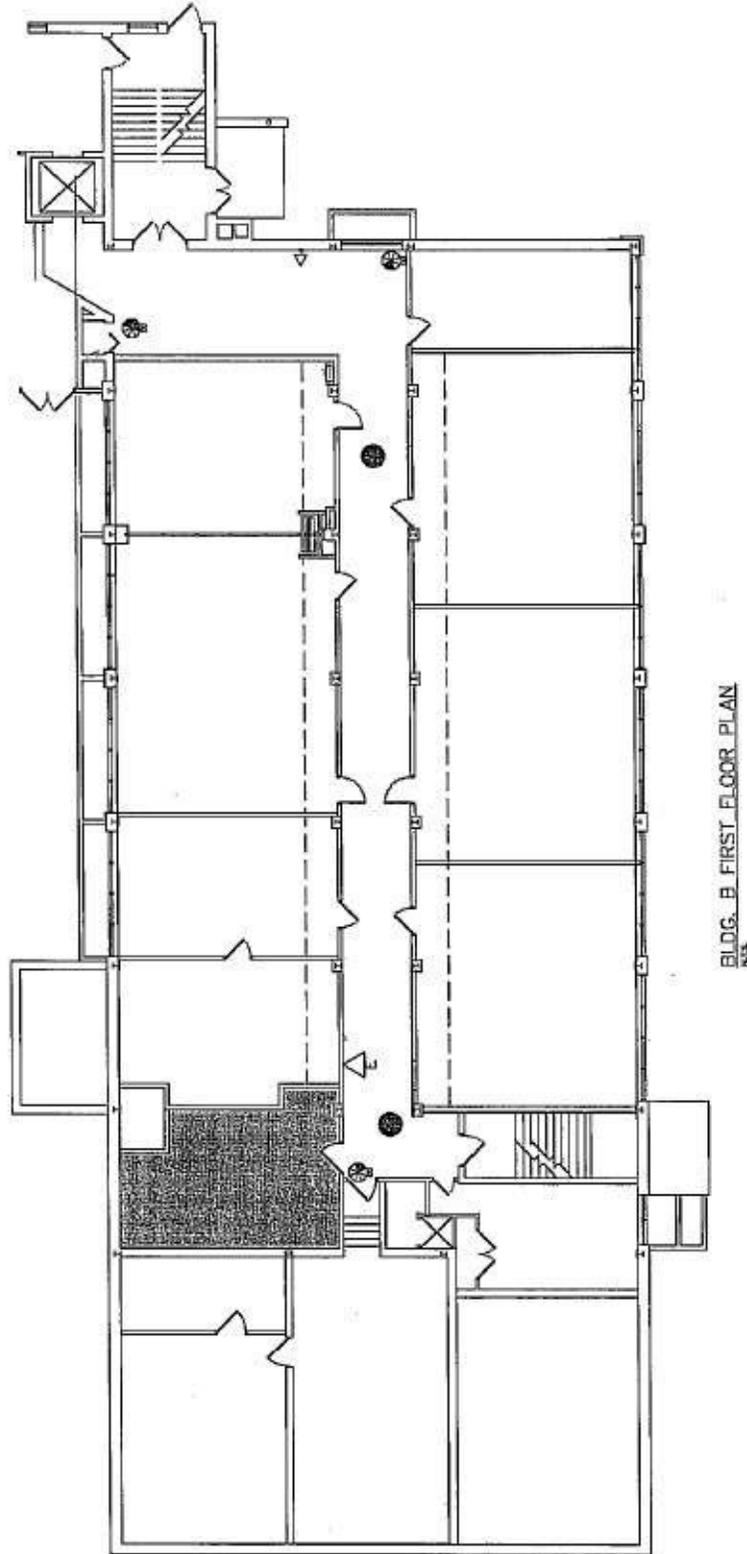
N.T.C

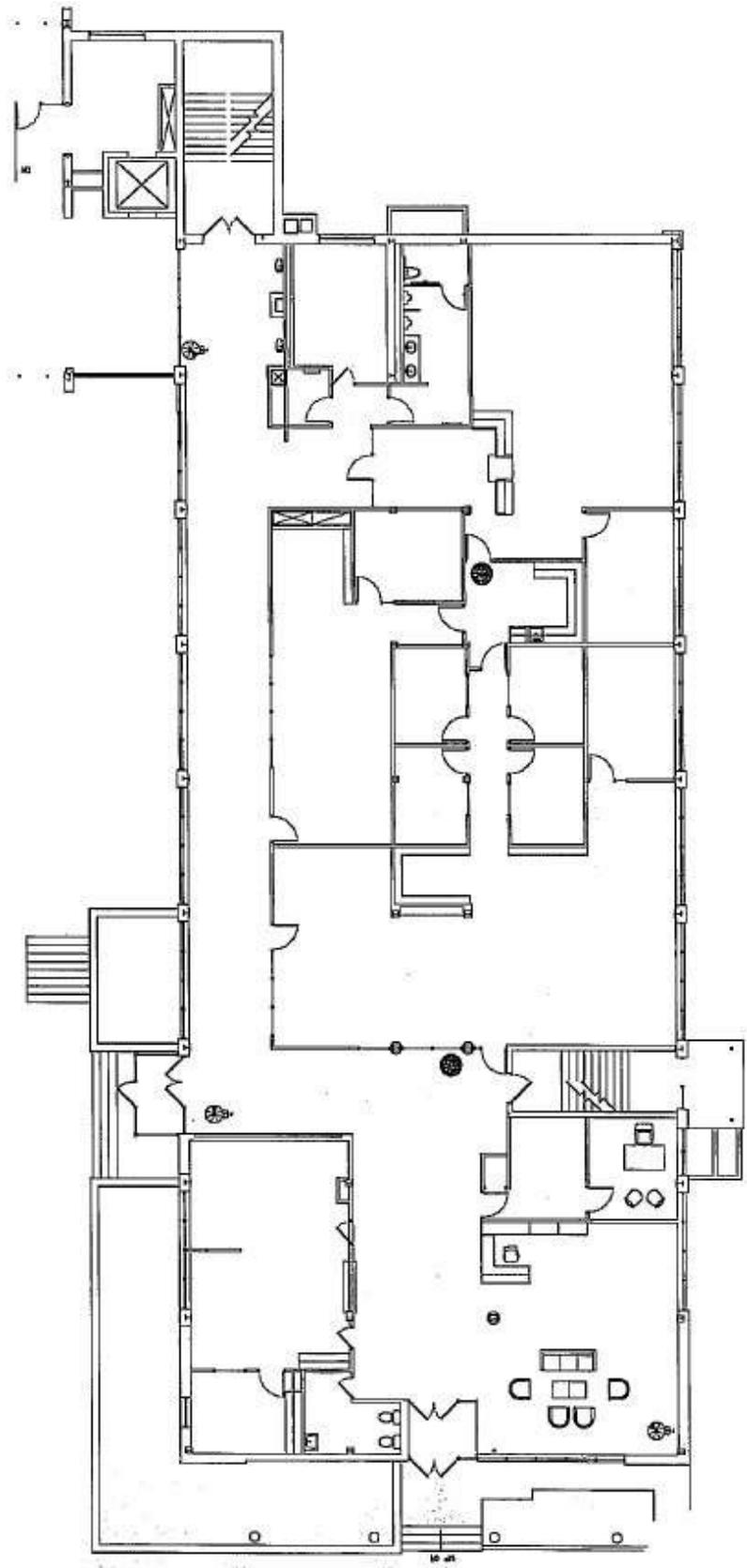


BLDG. A SECOND FLOOR PLAN

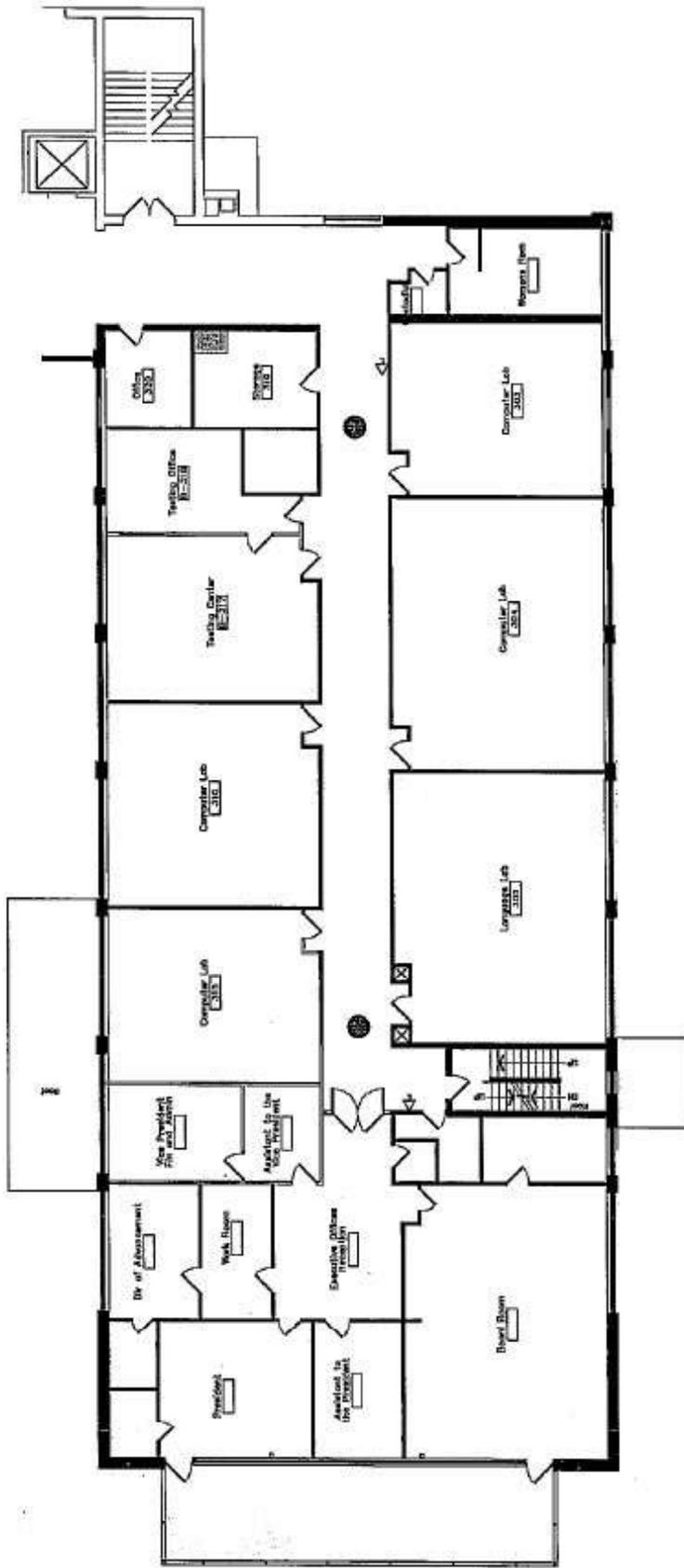
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BUILDING B, ADMINISTRATION BUILDING



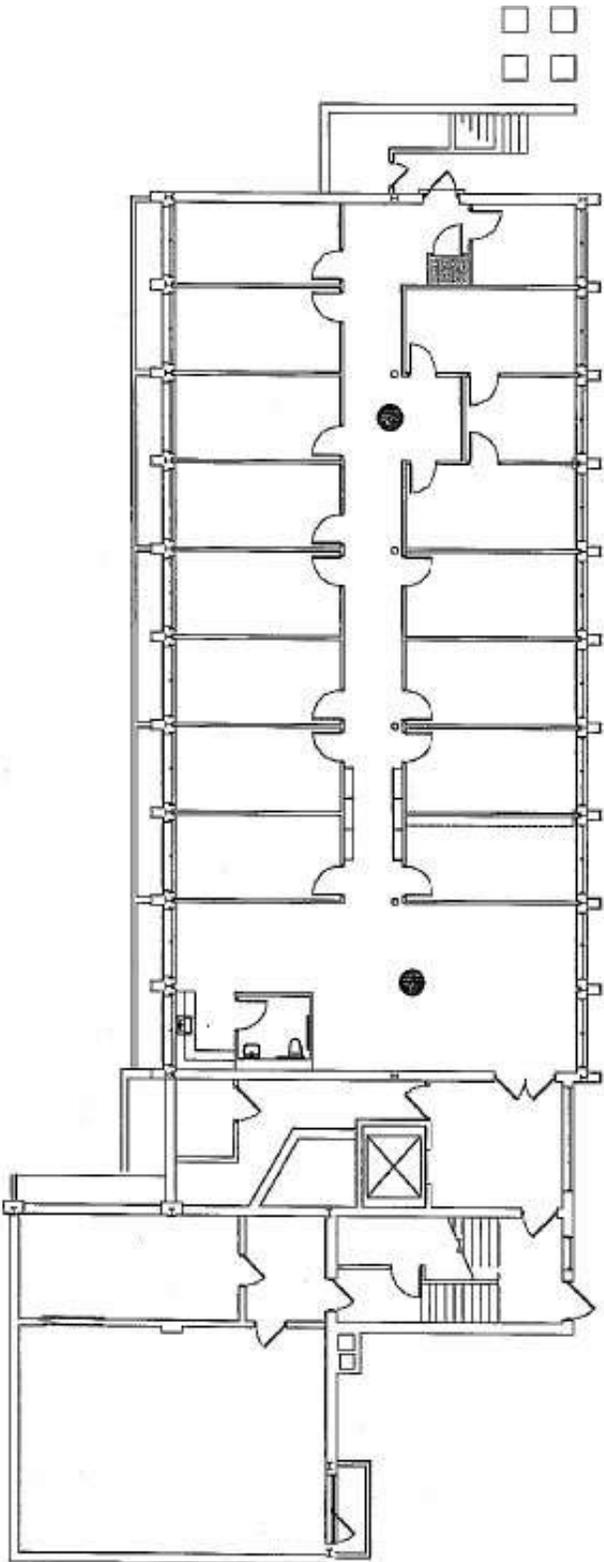


BLDG. B SECOND FLOOR PLAN

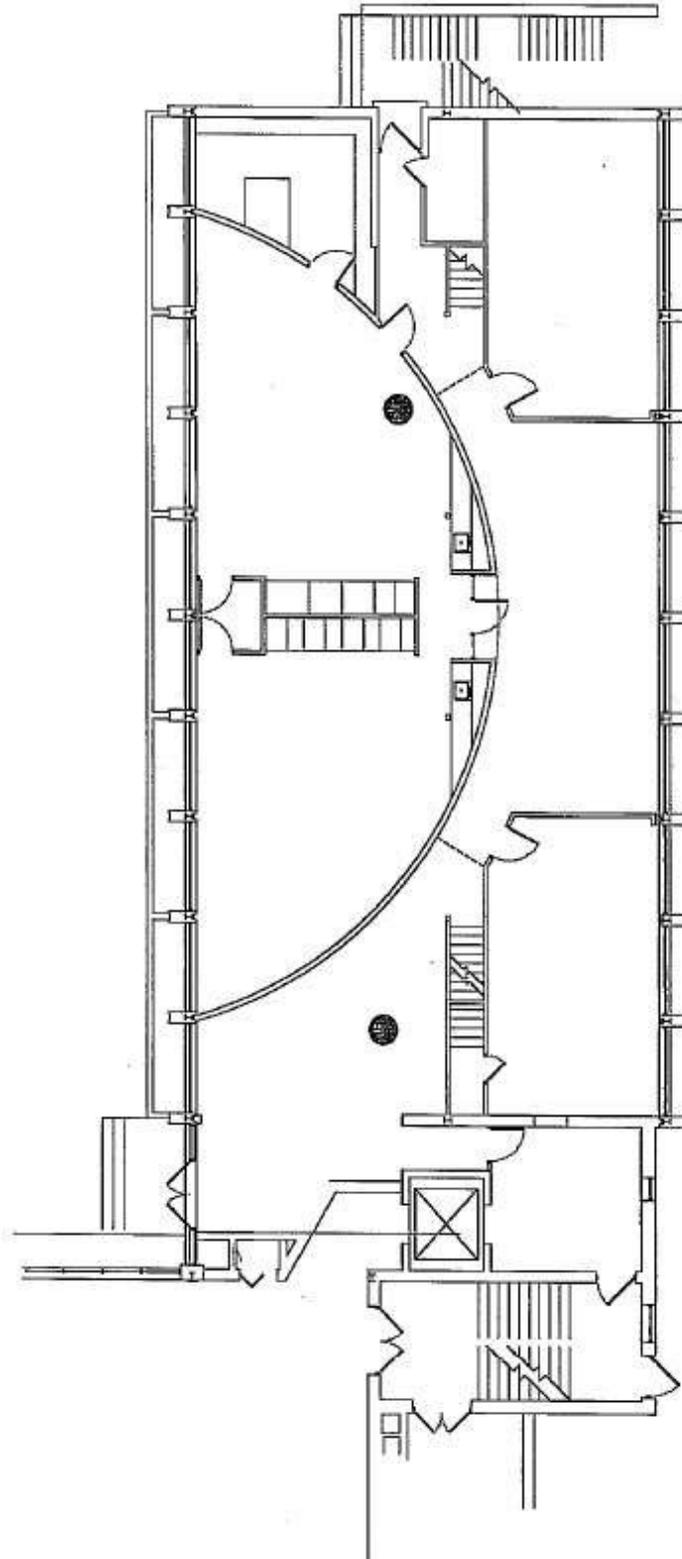


BLDG. B THIRD FLOOR PLAN
N.A.

BUILDING C, FINE ARTS BUILDING

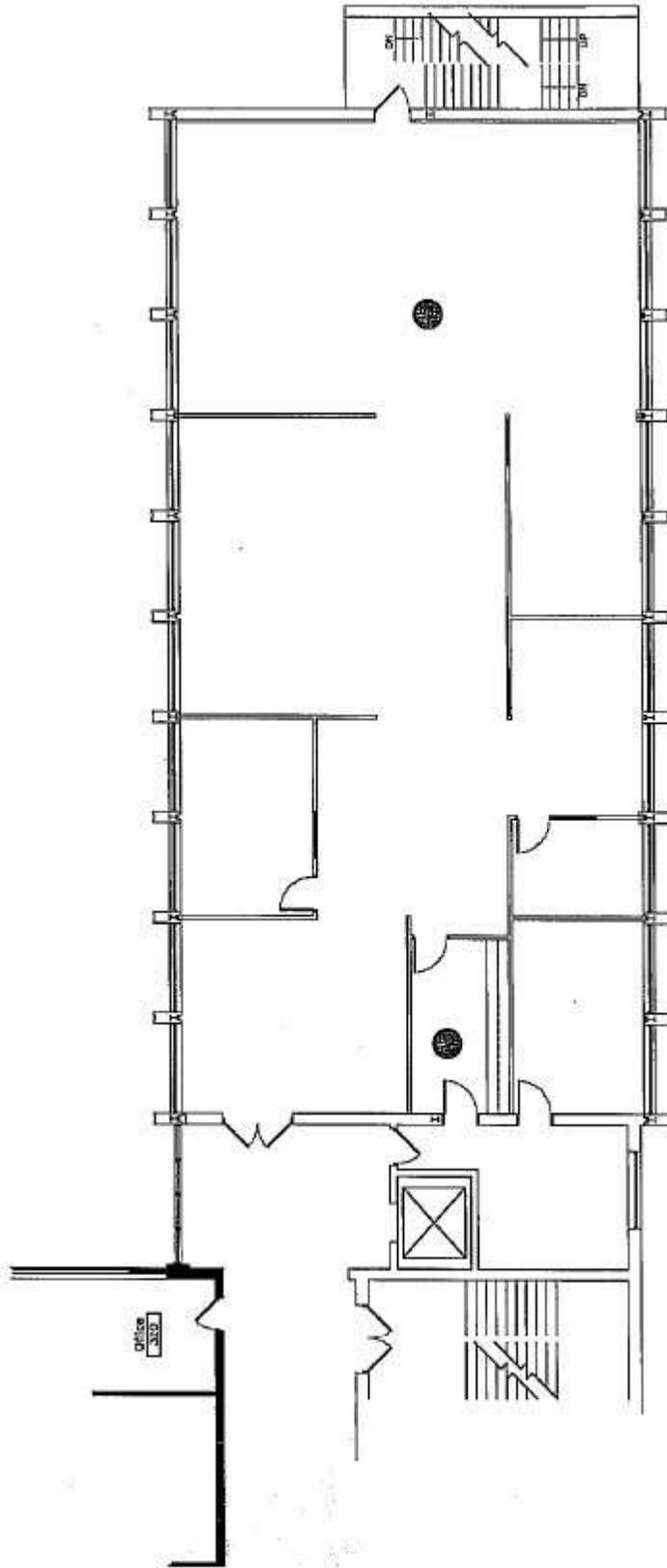


BLDG. C. GROUND FLOOR PLAN

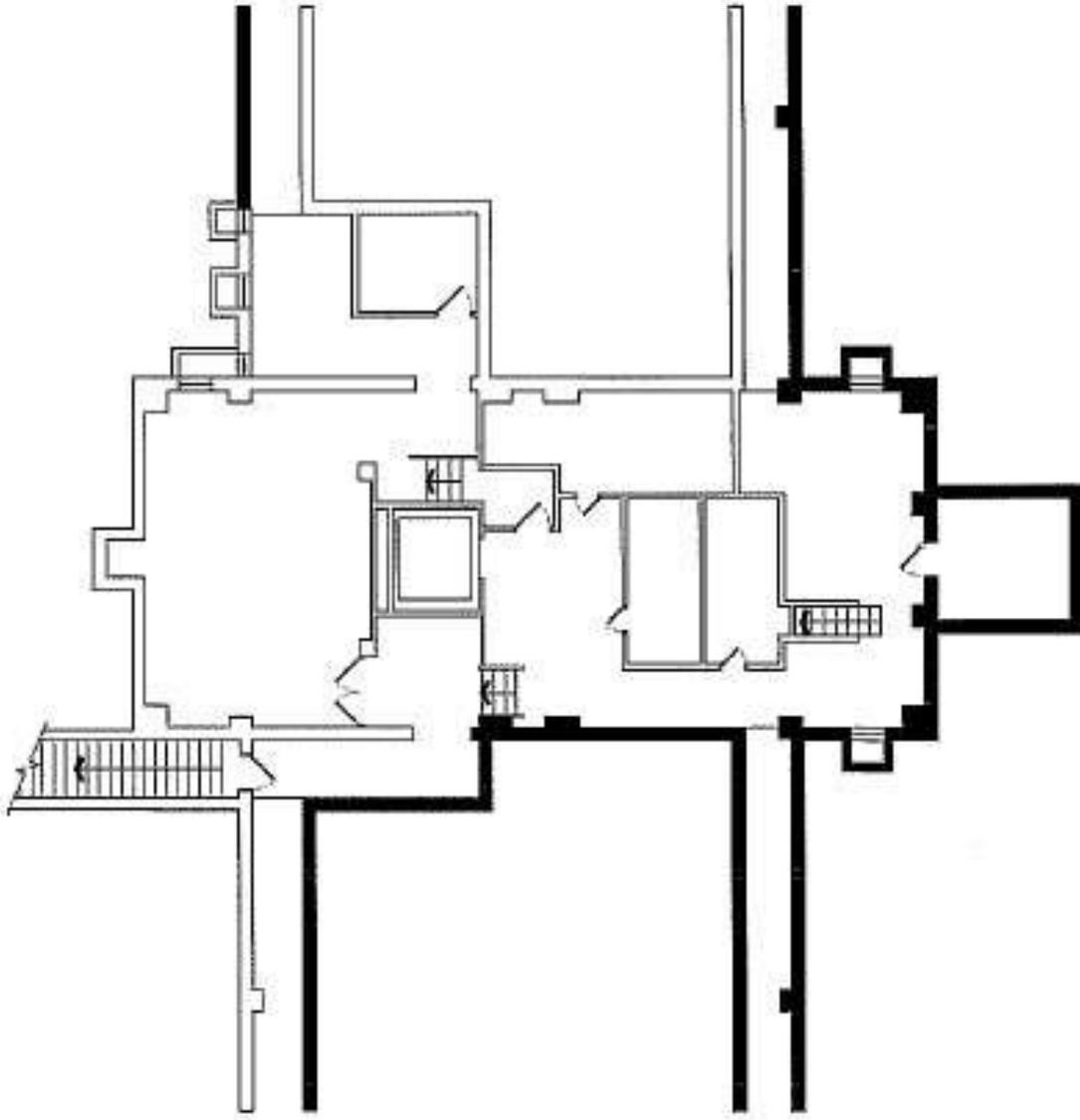


BLDG. C FIRST FLOOR PLAN
N.Y.C.

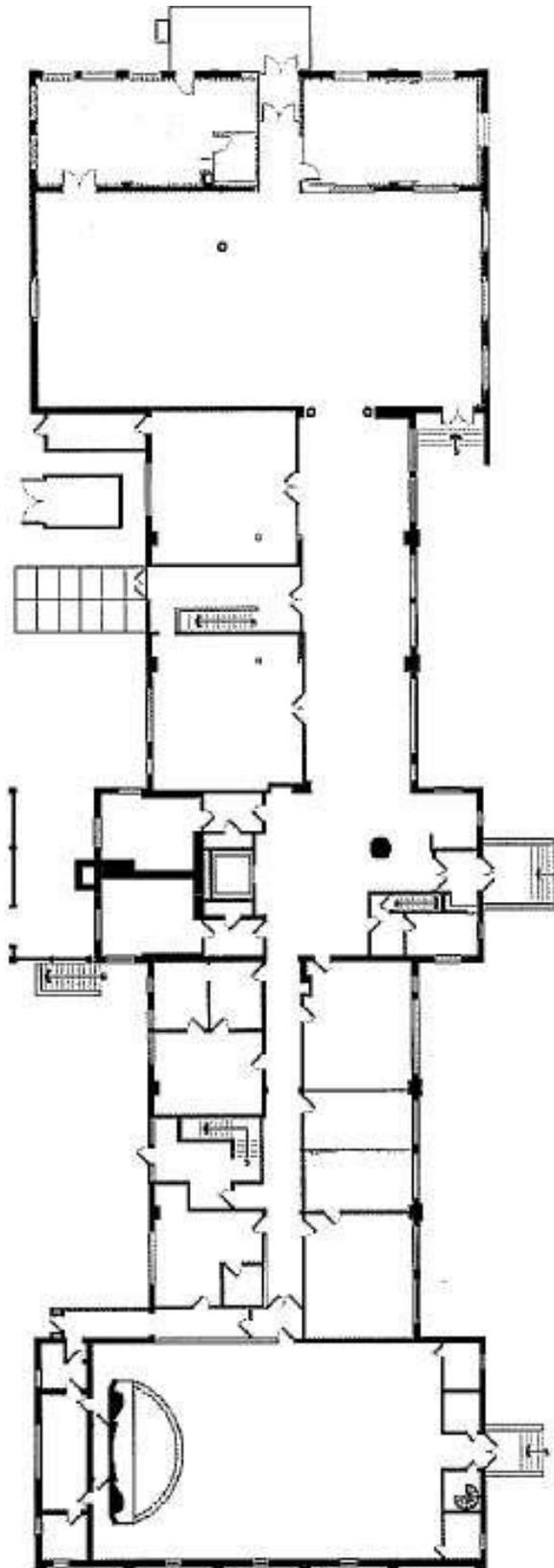
BUILDING D, STUDENT THEATER



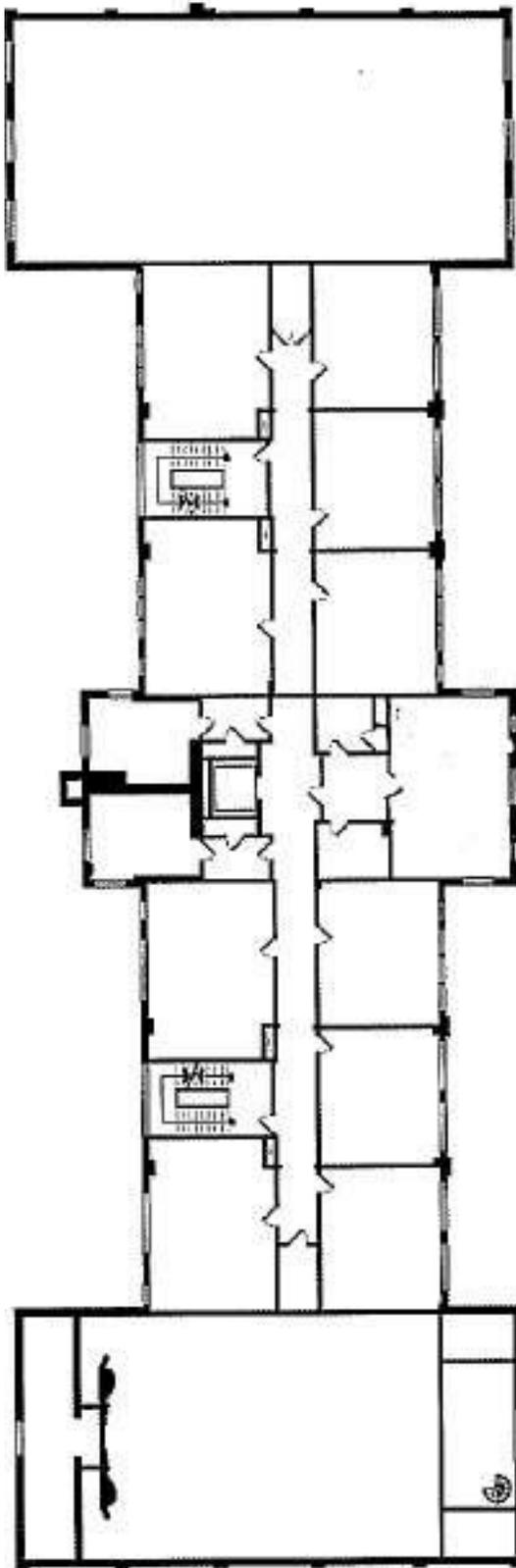
BLDG. C THIRD FLOOR PLAN
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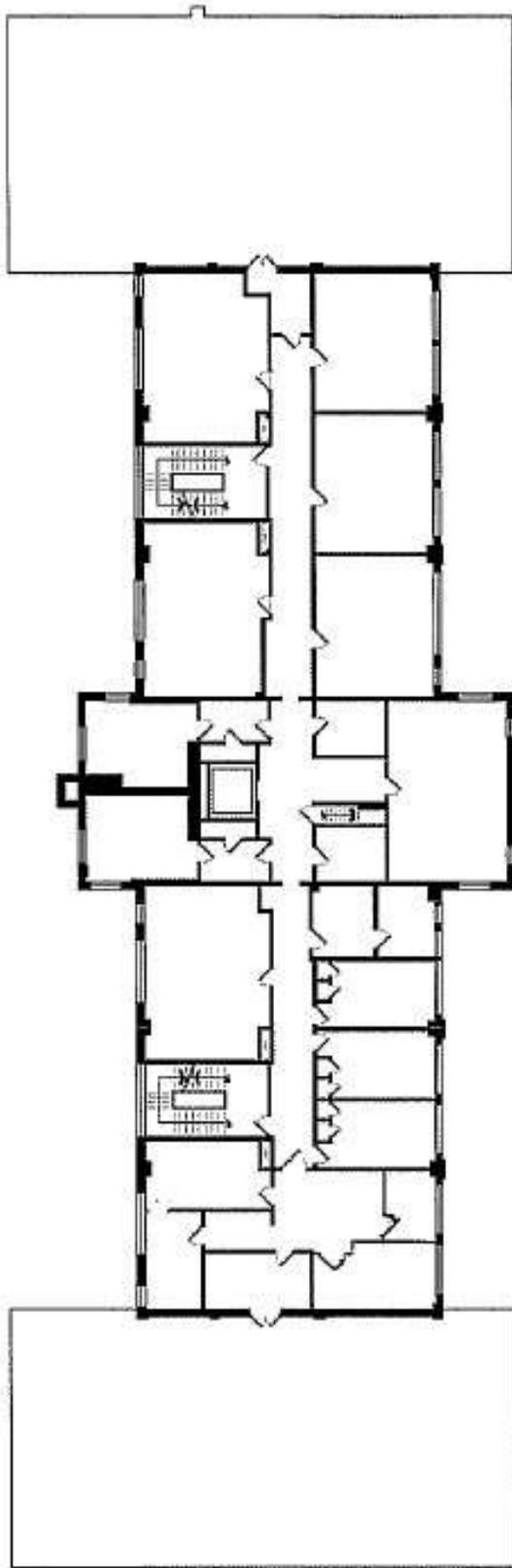
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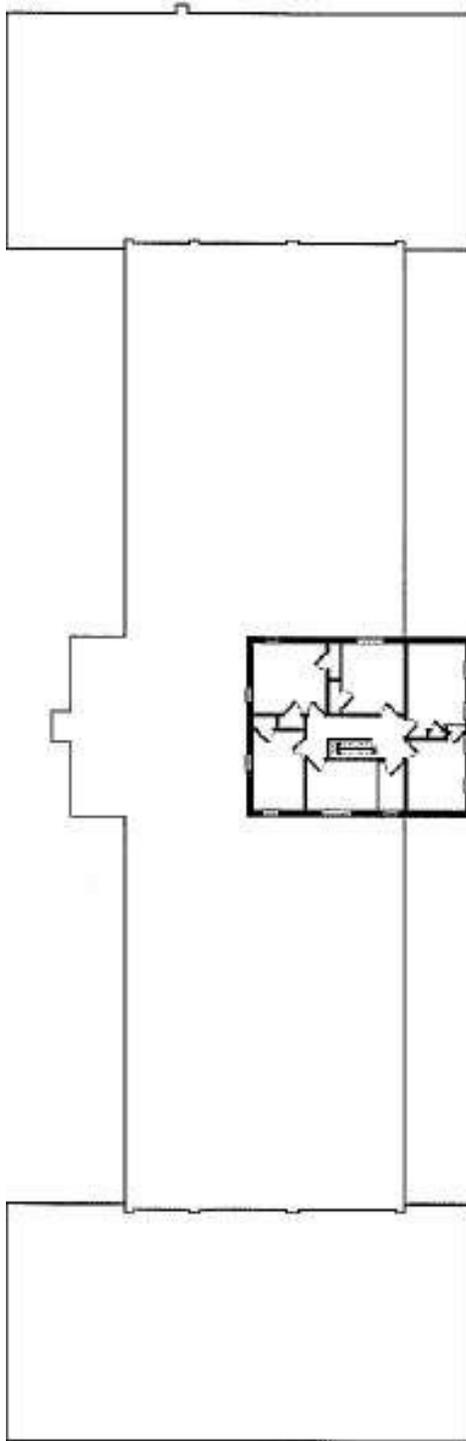
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PLAN OF SECOND FLOOR - 11.14.13

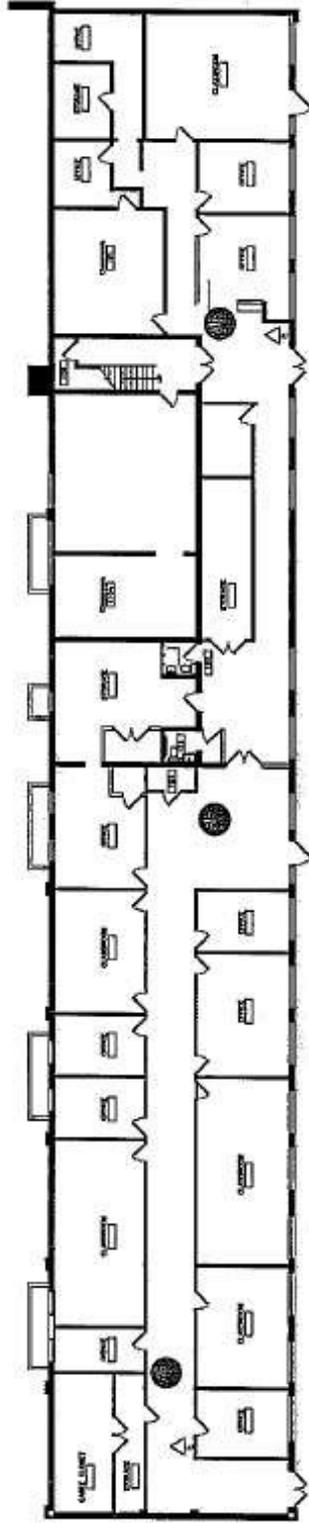


⊗ BLDG. D. UPPER FLOOR. IN ALL



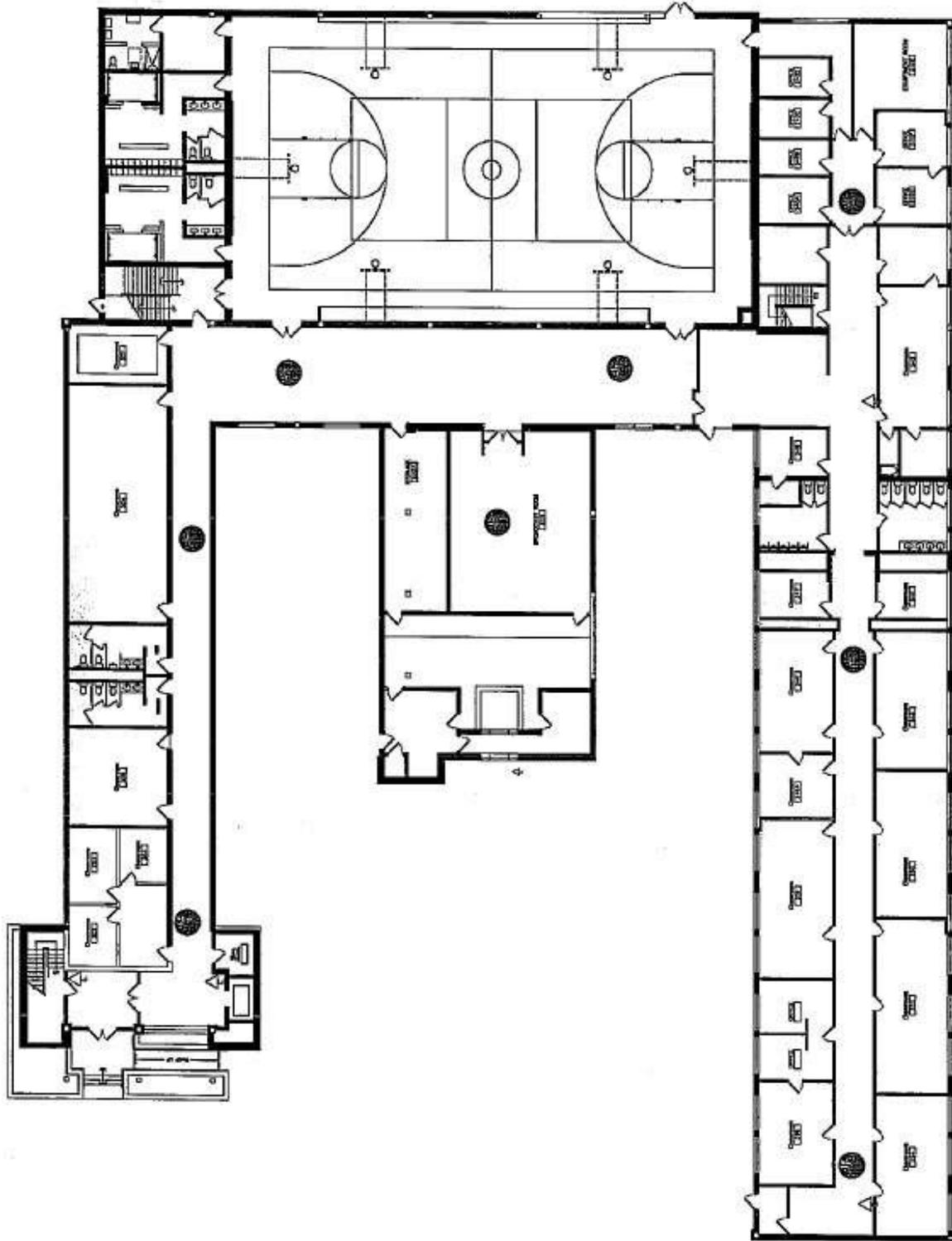
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BUILDING E, ATHLETIC BUILDING



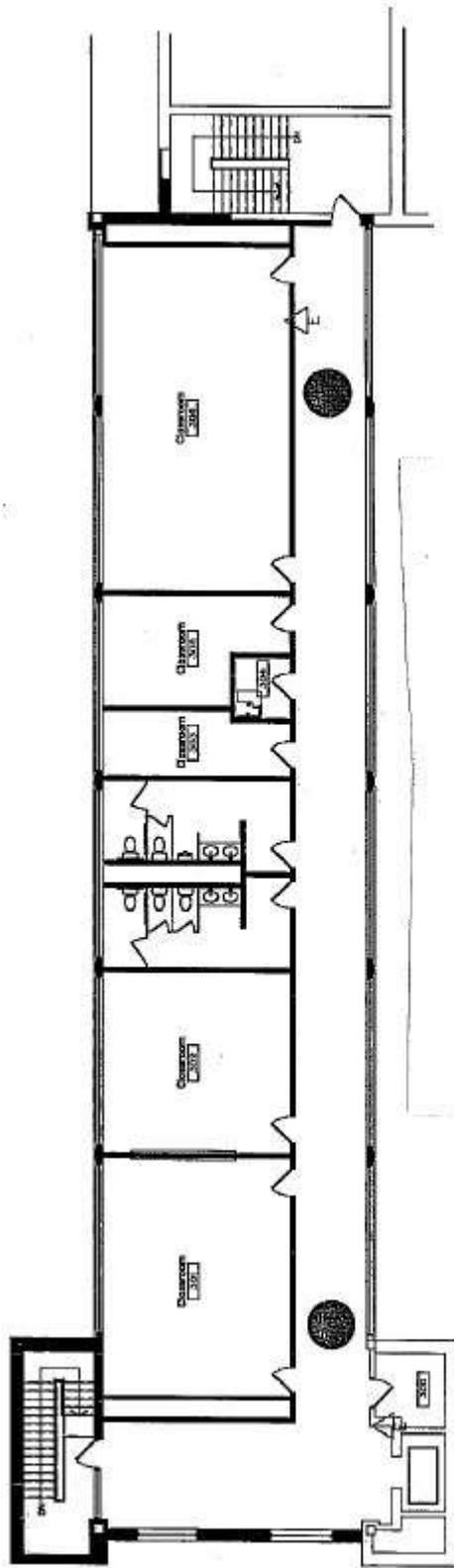
BLDG. E GROUND FLOOR PLAN

N.T.S.



BLDG. E FIRST FLOOR PLAN

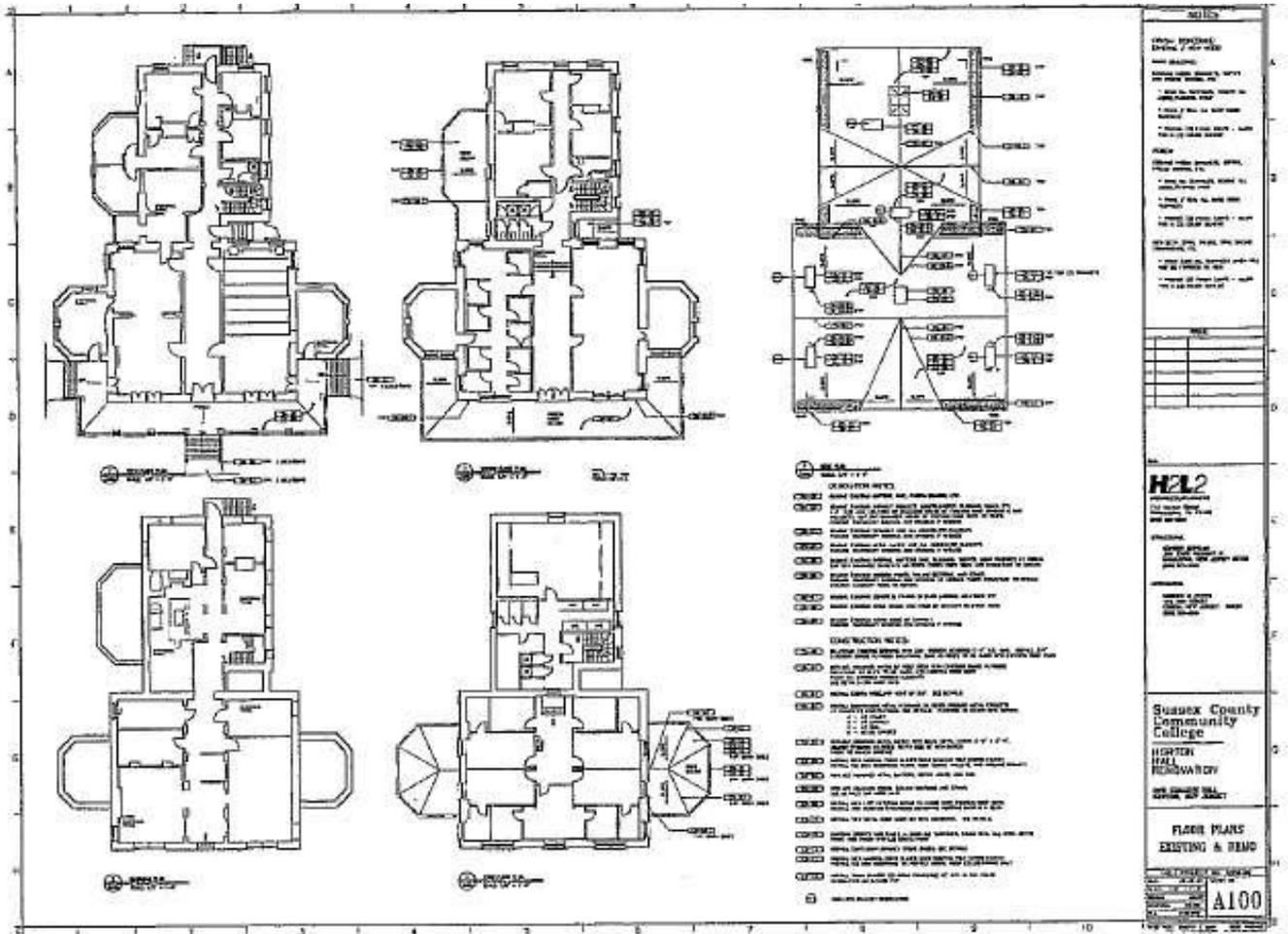
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BLDG. E SECOND FLOOR PLAN

N.T.S.

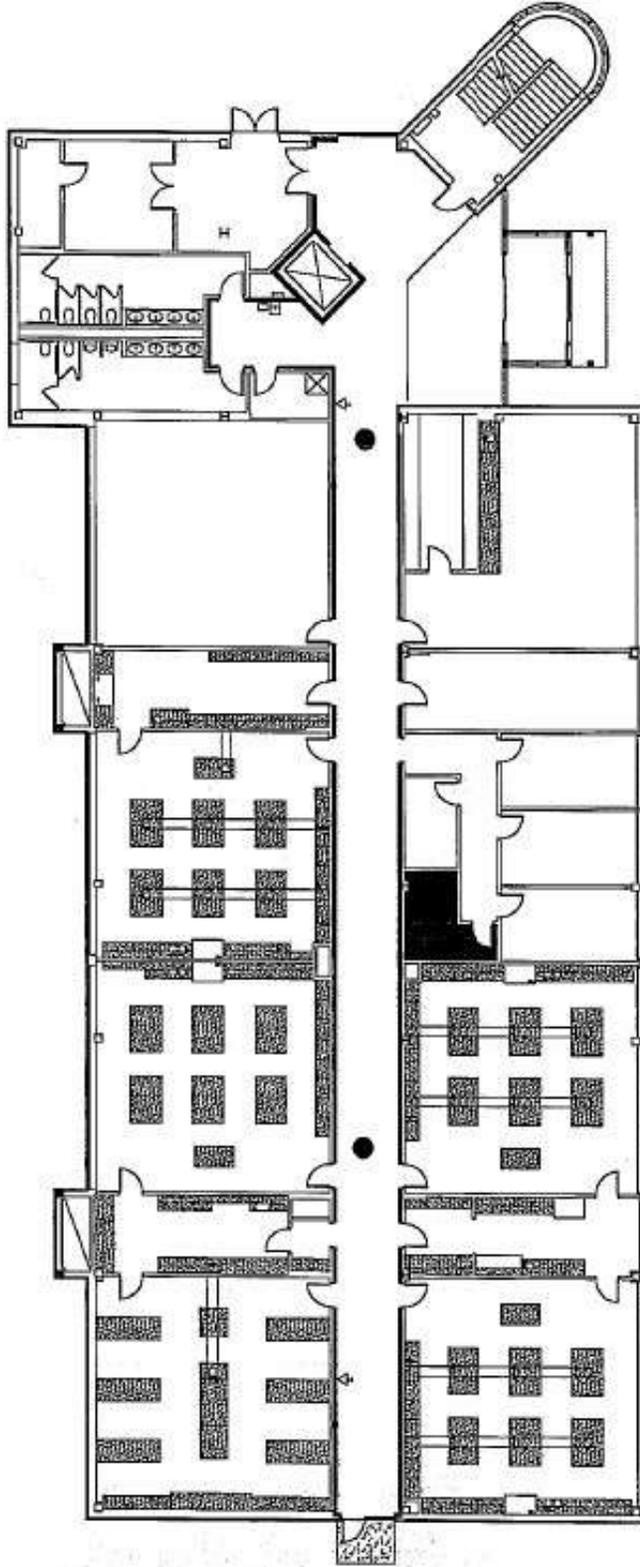
BUILDING H, HORTON MANSION



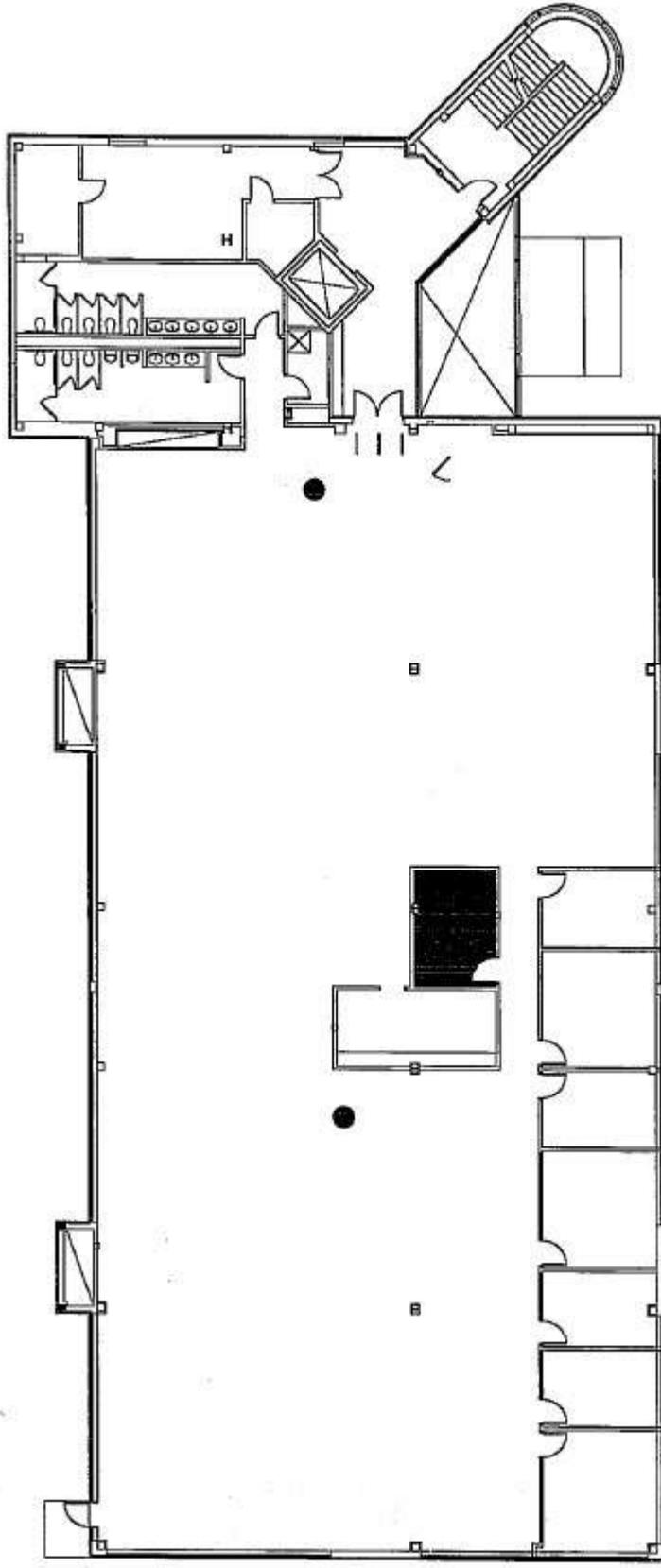
HORTON MANSION

N.T.S.

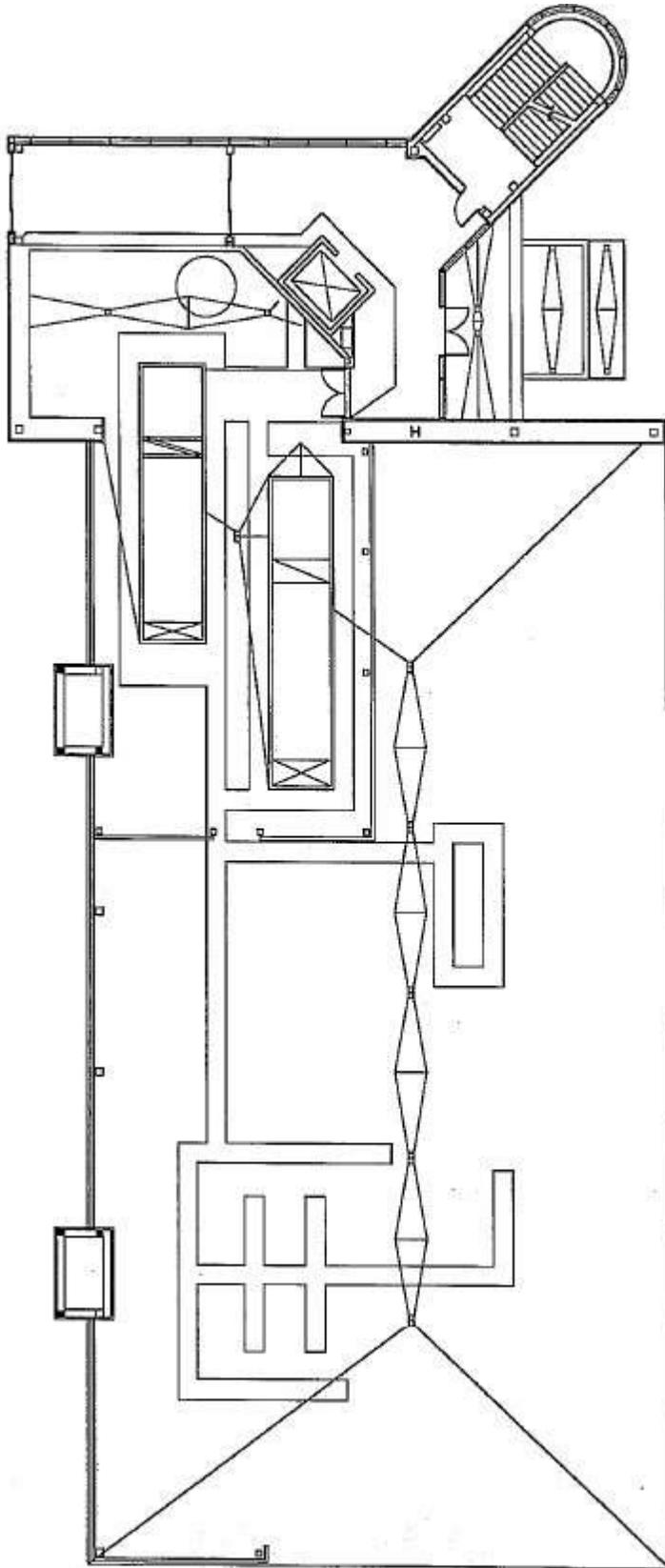
BUILDING L, LIBRARY & SCIENCE BUILDING



BLDG. L FIRST FLOOR PLAN

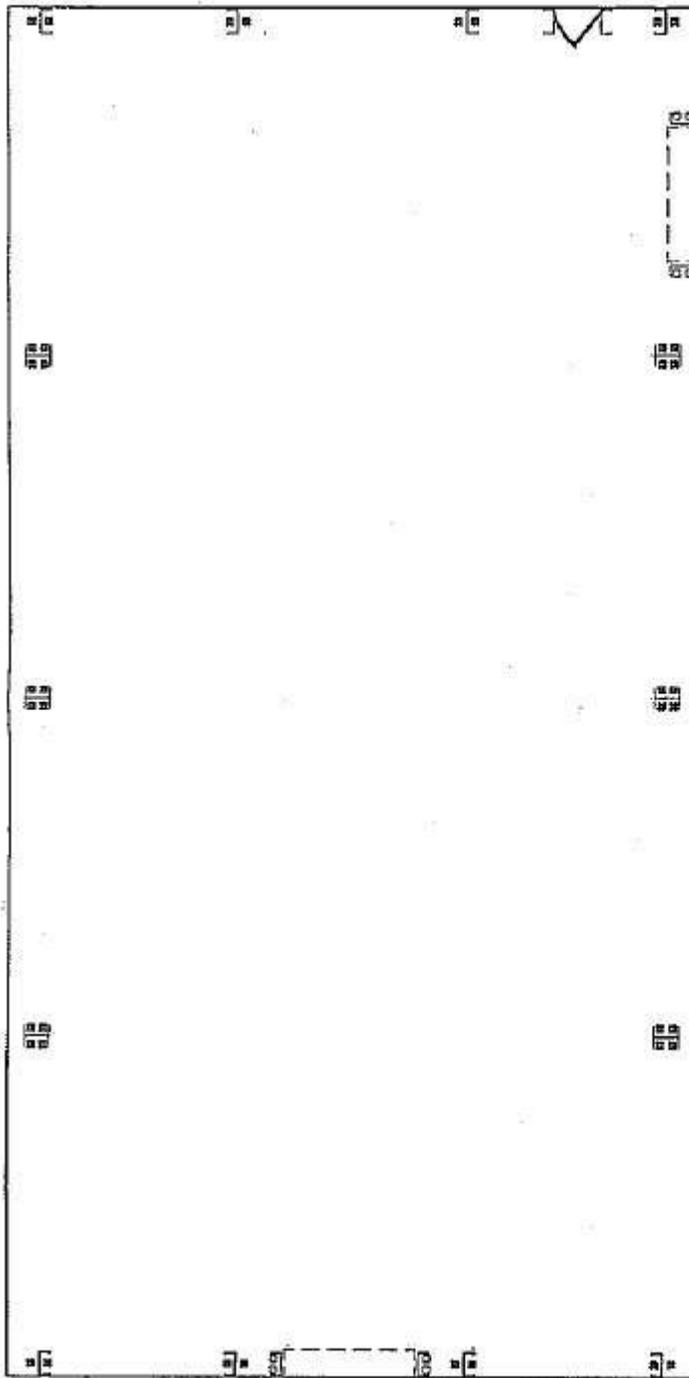


BLDG. L. SECOND FLOOR PLAN
REV.



BLDG. 1. THIRD FLOOR PLAN
DATE

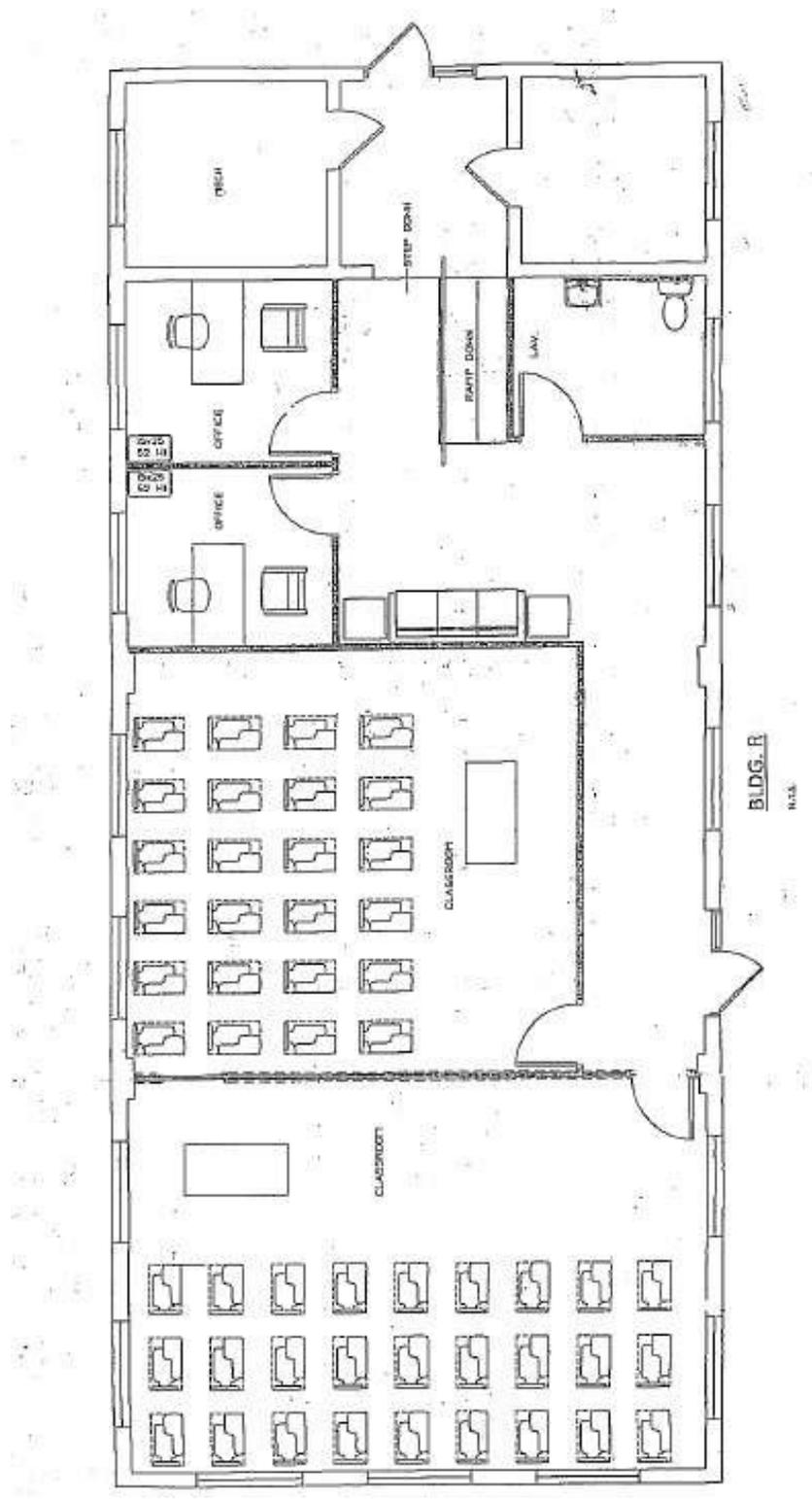
BUILDING M, MAINTENANCE GARAGE



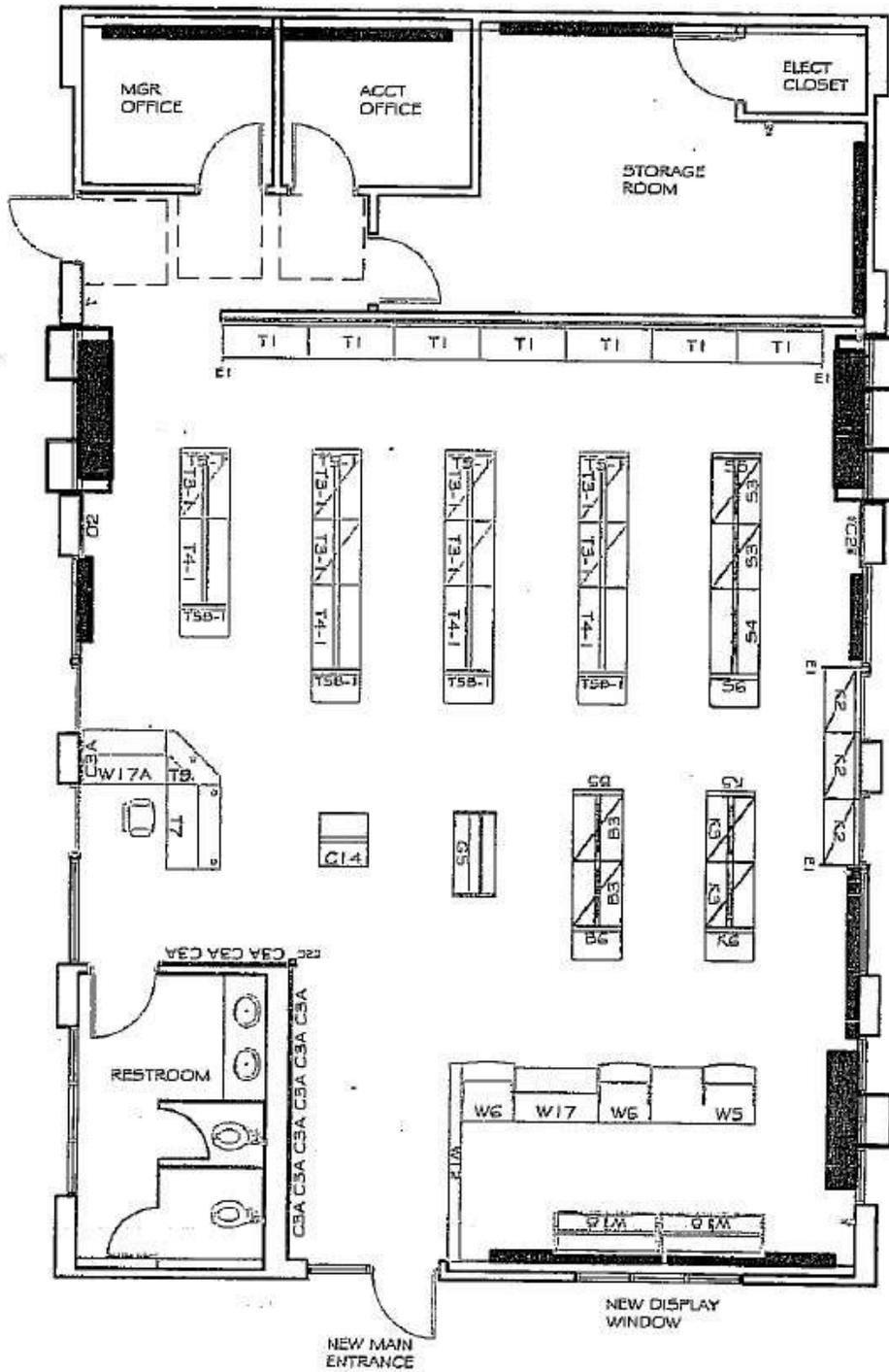
MAINTENANCE GARAGE

N.T.S.

BUILDING R, UNIVERSITY CENTER



BUILDING V, MEDIA CENTER



BLDG. V

N.T.S.

EMERGENCY OPERATIONS PLAN (EOP)

SECTION VIII:

FUTURE CONSIDERATIONS

Future Considerations

Business Interruption

Consideration should be given to including a Business Interruption section.

Emergency Procedures

Consideration should be given to developing Emergency Procedures for the following types of incidents:

- Acts of Terrorism
- Biological Contaminate Cleanup

Sharps policy

Policies should be included in this plan. Policies, procedures, teams, contracts and training are all the items that should be included here.

Blood Borne Pathogens policy

Policies should be included in this plan. Policies, procedures, teams, contracts and training are all the items that should be included here.

Mental Health policies

Policies should be included in this plan. Policies, procedures, teams, contracts and training are all the items that should be included here.

Behavioral assessment and action.

Floor Plans

Floor plans showing utilities, shutoff valves, sprinkler systems, fire alarms, emergency exits, emergency phones, fire extinguishers, areas of rescue, defibrillators, room numbers, etc. should be developed at a scale to be readable and inserted into the Emergency Operations Plan.

Public Safety Training Academy and McGuire Technical Education Center

The Public Safety Training Academy and the McGuire Technical Education Center are referenced. Consideration should be given to fully incorporating them into this document or creating separate Emergency Operations Plans for the PSTA and MTEC.



October 31, 2024
Four Months YTD
FYE June 30, 2025



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Financial Status Discussion	3
Credit Hours	4-5
Income Statement	6

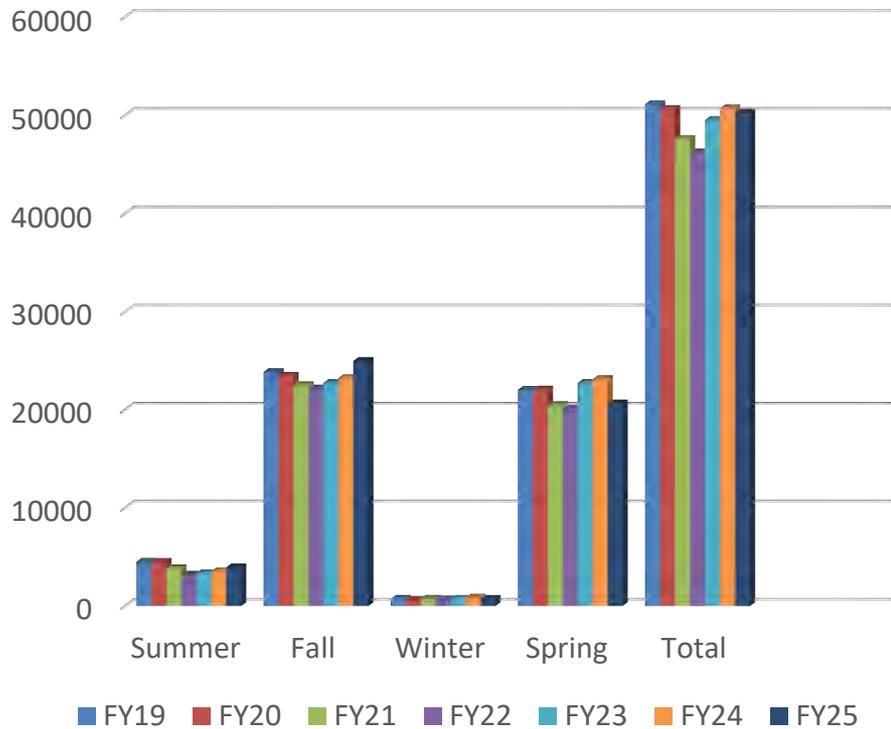
Financial Status Discussion

- Overall Financial Status – Current and Year End

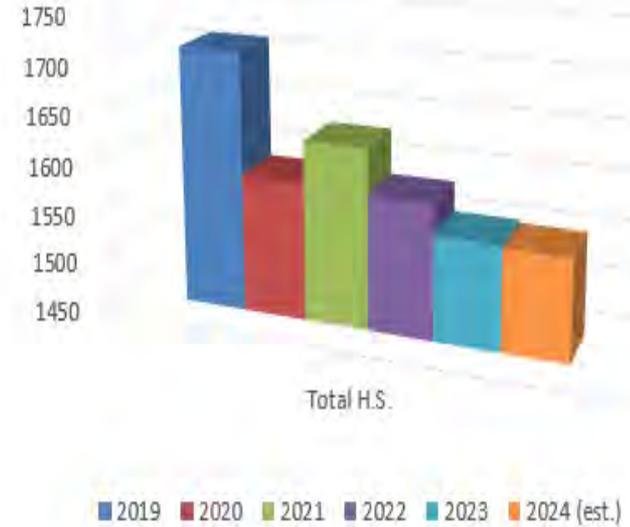
October YTD FY25 - Credit Hours Dashboard

Credit Hours	FY25	FY25 Budget	FY25A vs FY25B	FY24 Actuals	FY25A vs FY24A
Summer II	929	436	113%	752	23.5%
Summer III	1,494	1,137	31%	1,433	4.3%
Fall	24,974	23,980	4%	25,592	-2.4%
<u>1st half of year</u>	27,397	25,553	7%	27,777	-1.4%

Credit Hours



Sussex County H.S. Senior Class Population



	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Summer	4511	4492	3838	3194	3331	3523	3941
Fall	23856	23460	22506	22166	22736	23219	24974
Winter	721	625	734	671	717	841	720
Spring	22033	22060	20495	20185	22737	23120	20647
Total	51121	50637	47573	46216	49521	50703	50282
Yr. over Yr.		-0.9%	-6.1%	-2.9%	7.2%	2.4%	-0.8%

Income Statement

(\$thsd)	4 Mos. YTD25	4 Mos.25 YTD Budget	Budget Var \$	4 Mos. 24 YTD	Prior Year Var \$
Total Student Revenues	3,563	3,394	169	3,515	48
Change in Student Revenue			5.0%		1.4%
Non-Student Revenues					
State Support	1,346	1,301	46	1,275	71
County Support	1,340	1,340	0	1,340	0
CARES Support	0	0	0	770	(770)
Other Revenues	293	183	110	107	186
Subtotal Non-Student Revenues	2,979	2,823	155	3,492	(513)
Subtotal all Revenues	6,542	6,218	324	7,007	(464)
Grant Revenue (Pass thru)	729	267	462	345	384
PSTA Revenue	141	113	27	93	48
Federal, State Financial Aid	3,284	1,304	1,980	2,716	568
Federal ,State Loans	891	984	(93)	673	218
Subtotal Grant Revenues(Pass thru)	5,045	2,667	2,377	3,827	1,218
Total Operating Revenues	11,586	8,885	2,701	10,834	753
Expenses					
Salaries/Benefits - budgeted for increase	4,341	4,525	(184)	3,894	447
Other Expenses - Prof fees +/-Cares revenue offset in exp 770	2,714	2,349	365	3,343	(629)
Subtotal Expenses	7,056	6,874	182	7,237	(181)
Grant Expense (Pass thru)	729	267	462	345	384
PSTA Expense	141	113	27	93	48
Federal, State Financial Aid	3,284	1,325	1,959	2,716	568
Federal ,State Loans	891	963	(72)	673	218
Subtotal Grant Expenses(Pass thru)	5,045	2,667	2,377	3,827	1,218
Total Operating Expenses	12,100	9,541	2,559	11,064	1,036
Contribution to Unrestricted Fund Balance	(514)	(656)	143	(230)	(284)

Balance Sheet - Assets

6/30/2023 Per Audit	6/30/2024	BS Chg Y/Y		10/31/2024	10/31/2023	\$ Change Year/Year	% Chg
			Assets				
			Current Assets:				
11,654	9,831		Operating accounts	8,393	10,490	(2,097)	-20%
100	159		Restricted Cash- Student Clubs	195	171	24	14%
0	724		BNY Mellon - ELF	669	0	669	0%
0	0		BNY Mellon - HETI	0	0	-	0%
63	0		BNY Mellon - HEFT	0	0	-	0%
9,811	10,730		Morgan Stanley	11,218	9,518	1,700	18%
668	1,720		Lakeland Bank CD	1,764	1,688	76	5%
500	1,549		First Hope Bank CD	1,560	1,518	42	3%
22,796	24,713	1,917	Total Cash and Cash Equivalents	23,798	23,385	413	2%
1,823	1,796		Student Accounts Receivable Gross	3,022	3,178	-156	-5%
(1,443)	(1,334)		Less: Student Accounts Receivable Reserve	(1,328)	(1,458)	130	-9%
380	462	82	Student Accounts Receivable Net	1,693	1,720	-27	-2%
			Other Receivables Due From/Due To:				
(107)	(761)		Grants & Financial Aid	(945)	(322)	-623	194%
1,682	458		Other Receivables	1,877	(118)	1,995	-1690%
99	229		Intercompany/Interfund	231	186	45	24%
198	90		Prepaid Expenses	505	546	-41	-7%
25,048	25,191	143	Total Current Assets	27,159	25,397	1,717	7%
73,006	79,192		Fixed Assets Gross	80,759	77,216	3,543	5%
(27,657)	(33,512)		(Net of Accumulated Depreciation)	(33,628)	(31,324)	-2,304	7%
45,349	45,680	331	Total Fixed Assets	47,131	45,892	1,239	3%
			Pension Deferrals				
753	753	0	Deferred Outflows of Resources	753	485	268	55%
71,149	71,623	474	Total Assets	75,043	71,774	3,269	5%

Balance Sheet - Liabilities

		Liabilities and Net Assets			
0	(26)	Accounts Payable			
1,900	1,022	Capital Lease Payable	(26)	0	-26
0	0	Operating Payables/Encumbrances	654	606	48
(2)	(2)	Accruals--- McGuire Escrow	0	0	0
1,898	994	Other Payables	(2)	(2)	0
			626	604	22
					-4%
1,604	1,626	2010 NJ State Funding Adjustment			0
767	202	Accrued Compensated Absences Payable	1,727	1,629	98
289	275	Deferred Revenues	3,100	3,101	-1
0	724	Deferred other deposits	27	7	20
0	0	NJEFA Higher Ed(ELF)Equi	669	0	669
63	0	NJEFA Higher Ed(HETI)Tec	0	0	0
2,723	2,827	NJEFA Higher Ed(HEFT)	0	345	-345
			5,522	5,082	440
4,621	3,821	(800) Total Current Liabilities	6,147	5,686	461
					8%
4,872	4,872	0 Net Pension Liability	4,872	3,725	1,147
1,413	1,413	Pension Deferrals			
		0 Deferred Inflows of Resources	1,413	3,416	-2,003
					-59%
		NET POSITION			
45,346	45,680	334 Invested in Capital Assets	47,131	45,892	1,239
0	0	0 Capital Lease Payable(ELF)	0	0	0
45,346	45,680	334 Net Invested in Capital Assets	47,131	45,892	1,239
					3%
49	59	10 Restricted	95	71	24
100	100	0 NJ Comm College Worforce Consortium Investment	100	100	0
					0
149	159	10 Restricted	195	171	24
					14%
14,544	15,479	Unrestricted-Operating Statement PL	15,080	12,680	2,400
(9,500)	(9,500)	GASB 68 PERS	(9,500)	(9,500)	0
9,705	9,705	Board Designated funds	9,705	9,705	0
14,749	15,684	688 Operating and Board Designated Funds	15,285	12,885	2,400
					19%
60,244	61,523	Total Net Assets	62,611	58,948	3,663
					6%
71,149	71,623	(800) Total Liabilities and Net Assets	75,043	71,774	3,269
					5%

Key Metrics

SUSSEX COUNTY COMMUNITY COLLEGE

(\$Thsd)	October YTD 25	October YTD 24	October YTD 23
Balance Sheet - Current Assets			
Operating Cash Accounts	\$ 8,393	\$ 10,490	\$ 10,940
BNY Mellow - ELF & HETI & HEFT Grants Funds	\$ 669	\$ -	\$ 63
Investment CD'S Designated Funds	\$ 14,737	\$ 12,895	\$ 10,061
Student Accounts Receivable	\$ 1,693	\$ 1,720	\$ 1,693
Grants Receivable	\$ (945)	\$ (322)	\$ (294)
Other Receivables	\$ 2,613	\$ 614	\$ 2,467
Total Current Assets	\$ 27,159	\$ 25,397	\$ 24,930
# Months of OPEX covered by Liquid Assets	<u>11.8</u>	<u>13.1</u>	<u>12.8</u>
Financial Benchmark 3-4 months avg			
Accounts Payable			
Operating Payables	\$ 626	\$ 604	\$ 592
PTO Accruals	\$ 1,727	\$ 1,629	\$ 1,745
NJEFA - ELF & HETI & HEFT	\$ 669	\$ 345	\$ 63
Deferred Revenue	\$ 3,126	\$ 3,108	\$ 3,088
Total Current Liabilities	\$ 6,147	\$ 5,686	\$ 5,488
Working Capital	\$ 21,011	\$ 19,711	\$ 19,442
Working Capital/Current Ratio.....current year	4.42	4.47	4.54
Financial Benchmark 2-4 avg			
Operating Statement (exclusive of pass thru's)			
	October YTD 25	October YTD 24	October YTD 23
Operating Revenue	\$ 6,542	\$ 6,744	\$ 5,725
Operating Expenses	\$ 7,056	\$ 6,466	\$ 5,826
Net Contribution to Fund Balance	\$ (514)	\$ 278	\$ (101)

Income Statement Discussion



Impact of increased
student revenue
contribution to the
Fund Balance



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Correspondence File – November 2024

1. Email and photos from the College's EOF First-Generation Celebration and the first Alpha, Alpha, Alpha Induction Ceremony. (Alpha, Alpha, Alpha is the honor society for first-generation students.)
2. Email about and photo from the College's Halloween party and costume contest for students.
3. Photos from campus events.
4. Letter from student who attends the ATC - Adult Transition Center.

From: [Wendy Fullem](#)
To: [Wendy Fullem](#)
Subject: FW: EOF First Generation Celebration
Date: Wednesday, November 6, 2024 10:18:41 AM

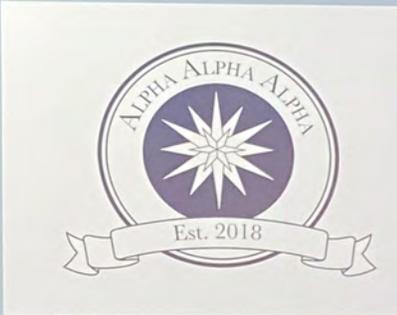


Alpha Alpha Alpha

Founded in 2018

Logo

- Circle Represents Community
- Star Represents Student



The logo for Alpha Alpha Alpha is a circular emblem. It features a central star with eight points. The words "ALPHA ALPHA ALPHA" are written in a circular path around the star. Below the circle is a banner that reads "Est. 2018".



Last evening, Sussex County Community College and EOF hosted their fourth annual First Generation Celebration and their first Alpha, Alpha, Alpha induction ceremony. (Alpha, Alpha, Alpha is the honor society for first generation students.) Organized by Ann Bruno, Holly Woods and Rachel Beyer, the celebration, held in the Student Center Theatre, was a great success! From the elegantly arranged food table to the students' well deserved inductions, Ann and her team have proven once again, how important EOF's work is. Well done!

Kathleen Carr



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

From: Sherry Fitzgerald <sfitzgerald@sussex.edu>

Sent: Thursday, October 31, 2024 7:30 AM

To: dsema@student.sussex.edu; James Jeffreys <jjeffreys@sussex.edu>; Michael Hughes <mhughes@sussex.edu>; Tim O'Connor <toconnor@sussex.edu>; Veronica Coyne <vcoyne@sussex.edu>; Christine Gaydos <cgaydos@sussex.edu>

Cc: Kathleen Okay <kokay@sussex.edu>; Nancy Gallo <ngallo@sussex.edu>; Cory Homer <chomer@sussex.edu>

Subject: Happy Halloween

WOW! A huge thank you to all for making the Halloween Costume Contest and Party a success!

Special thanks to Christine Gaydos, Director of Campus Life and Student Engagement, for supporting this event for our students.

From the beginning, Jimmy for taking care of our marketing and getting those students there to help. The poster proved to be amazing! The photos outstanding, but still wondering who the green wavy people are in the photos.

Veronica, we are glad they forgot one witch! Thank you for bringing your party spirit. It was flying all around the room!

Tim, thank you for your unwavering technical support and the music was great too. Good thing, you lynched the misbehaving scary guy from the mezzanine! You saved us as usual!

Where would a Halloween event be without horror and Dennis Sema? You entertained us with your amazing films and the well put together reel of classic clips. Somehow, I was in a trance for about 30 minutes in the front row. It was the longest I sat still since I can remember.

Thank you, Michael for adding to the judging of all the great costumes. I must say, your costume was amazing, and we both looked like professors! So classic!

Be thankful for our students, and especially for those who helped make this event a success. We must be very special for them to want to hang out with us! We didn't have to use our vampire power to look into their eyes and say, DO AS I SAY. It is so important to make sure they know how much we appreciate them. Share the good!

I am looking forward to next year for the Hot Dog Halloween Costume Contest and Party! I'm already having visuals for the poster and live scary organist! Nothing like the visual below. Did I mention the floating heads? Thinking about where to get them. HEE HEE HEE HAW!

Happy Halloween!
Sherry



Start here, go anywhere!

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!





When I first came to the ATC (Adult Transition Program) I was nervous at first but then after a while I learned and got to understand the people and more about this program as time went by. I became more open, advocative for myself, and more communicative with people. The best thing was visiting and learning more about different jobs and work environments. I'd also like to say how truly grateful and glad I was to meet some truly wonderful people and friends and how much they have made life more outgoing for me and more joyful. By the time this program is over for me and I have moved forward in my life as an adult I'm always going to remember the funniest, and greatest moments with everyone in this program and how much it has benefited me for my future endeavors. To Jessica Pappa :
Whenever you see/read this document I want to personally thank you for how much you have helped make a difference for me in life since coming to this program and I hope you Help

many others as you have helped me in this program.

From Winston Stewart-Woods