



**Board of Trustees Special Regular Meeting  
Tuesday, August 9, 2022 – Zoom Virtual Meeting**

**MINUTES**

**1. General Institutional Functions**

- 1.1 Dr. Morgus called the meeting to order at 5:00 p.m.
- 1.2 Dr. Morgus read the Public Statement: Adequate and electronic notice of this meeting specifying the time, virtual meeting link, and phone conference number, was transmitted via fax, email, posted to the Sussex County Community College Website, and on the main entry doors to the Administration Building, on Thursday, August 4, 2022, 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: Dr. Morgus-Chair, Dr. Crowley-Vice Chair, Ms. Brown-Treasurer, Mr. Gewecke-Secretary, Dr. Carrick, Mr. Castner, Dr. Digby, Mrs. Fox, Mr. Hofmann, Mr. Santillo, Mrs. Smith, Dr. Connolly-President and Ex-Officio Member, and Mrs. Fullem-Recording Secretary.  
  
Also present were: Dr. Okay-Senior Vice President of Academic and Student Affairs, Dr. Homer-Vice President of Student Success and Institutional Effectiveness, Mr. Gaddy-Chief Operating and Human Resources Officer, Ms. Gallo-Dean of Professional Studies, Social Sciences, and STEM, Mr. Kuntz-Dean of Student Affairs and Director of Athletics, Mr. Kula-Executive Director of the Foundation, Mr. Fruge-Dean of Technical Occupations, Mrs. Unrath-Chief Budget Officer, Mrs. Meseha-Institutional Comptroller, Mr. Kienz-College Counsel, and Mr. Wolverton-HQW.
- 1.4 Dr. Morgus welcomed the guests and read the following:  
  
All members of the public that provide public comment shall first identify themselves. Members of the public may make public comments through audio and video. 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 remote meeting with the same time restrictions of all public comments at the meeting. Duplicative comments may be summarized at the discretion of the Board of Trustees Chair.  
  
Members of the public must remain on mute during remote meetings, until such time that they address the Board of Trustees.
- 1.5 Courtesy of the Floor on Agenda Items Only (Public Session-5 Minutes per Speaker).  
No one spoke.

**DISCUSSION 1.6**  
**ACTION/RC**

HQW Bid Package Specs for the HEFT Grant Building A Addition in the Amount of \$90,000.

Mrs. Smith moved to open the discussion and vote. Dr. Carrick seconded the motion.

Dr. Connolly thanked the trustees for making the special session today. Through conversations with members of the Executive Committee of the Board of Trustees they agreed to have this Special Meeting. We are trying to get \$3M, and have a plan for our grant application to be robust, highly professional and ready for the requirements of OSHE, which includes building specs.

Mr. Gaddy explained that we are looking for a space to expand several programs. We determined that the A building lends itself to the ease of construction and simplicity of design. HQW did preliminary site evaluations and agrees that we need the complete package in place to strengthen our grant proposal.

Dr. Homer added that we are looking at the expansion of Health Science programs, specifically sonography, dental assisting, massage therapy, and a partnership with CCM on radiography. The goal is to meet the needs of the county. Labor data says that the College needs to move into health sciences and this grant provides the perfect opportunity to do so. We have letters of support from the Chamber of Commerce relating to the industry and businesses in the area, the Sussex County Technical School, Hopatcong, Vernon schools, Walkkill, and we are working on a letter from Atlantic Health. Being the only college in the county we are making a statement in the proposal that this is an access and equity issue to not offer these programs to the students, making them leave the county to find education in these areas. The grant is due September 8th, thus the tight deadline and importance of this approval.

Dr. Connolly noted that Chris Wolverton from HQW could answer questions about what we are receiving if the proposal for bid package specs is approved. This is a construction-ready project, rather than a schematic drawings project.

Mr. Santillo indicated that the top-level view of the building does not show the previous expansion of the building, which changes the footprint of the building. He asked if this affects the quote. Mr. Wolverton said they compiled the Campus Master Plan a year ago and updated it with the building extension.

Mr. Santillo also asked if we have a fallback position since we do not know the cost of exclusions, potentially driving the cost above the \$2-\$3M projected cost. Mr. Wolverton replied, "No. The building should be around 4500 square feet, and estimated between \$450-\$600 per square foot, which puts us at around \$2.25M. There are provisions for soft costs such as architectural, civil engineering, and attorney fees for the Planning Board. The amount we are requesting in the grant would be adequate."

Dr. Morgus noted that this will be the second and probably the last addition to this building. The question is, is that an accurate assessment and is this single-story add on the best thing we can do with that capability? Mr. Wolverton said that there are provisions if we wished to add another floor. We have flexibility within the square footage and location that is being discussed. A contractor presence would not be a detriment to campus life.

Dr. Connolly stated that master planning is about preserving future opportunities. We worked hard to identify the best location for this building. The cost to create new space is more than this grant would provide. From our analysis, this is our only option. Chairman Morgus' point about a single-story is important, we don't want to spend our assets on such a small footprint that erases future opportunities.

Mrs. Smith asked if we do not receive the grant, are there other plans for the space? Dr. Connolly replied that we do not have alternate plans. We are doing this project because the grant became available. If we do not receive the grant, there will be other grant opportunities, and if we have the chance, we will go to the state again.

Mr. Wolverton noted that the final specs will include the provision for a second floor in the future.

Mr. Gewecke voiced concerns about the timeline, specifically where we are with the site plan and approval in relation to the grant deadline. Mr. Wolverton replied we only need to provide construction-ready plans at this time, including plumbing, mechanical, and structural drawings and specs. We should be able to provide these next week. Mr. Kienz indicated that the site plan approval is not needed for the grant proposal. We need to make an appearance because we are expending public funds under section 31 of the Municipal Land Use Law but its purpose is so they can review if we are planning appropriately and pass on a recommendation. This is notwithstanding DEP requirements nor other department approvals, but county approval is not necessary.

A conversation ensued regarding provisions in the HQW proposal about making the grant submission date.

Dr. Connolly noted that there is a narrative portion to the grant proposal. It outlines what we are trying to do, why it is important, and what market and labor force we are serving. Dr. Homer expressed his confidence that we are in very good shape and will make the grant deadline. We are working with Chuck McKay, former Vernon Superintendent, and long-time SCCC collaborator on the grant proposal.

Dr. Connolly provided a timeline for what happens after board approval. It includes HQW getting the engineers onboard, and HVAC folks engaged. He said the civil engineering will get done, and we will complete the narrative and application.

Roll call vote: Ms. Brown, Dr. Carrick, Mr. Castner, Dr. Crowley, Dr. Digby, Mrs. Fox, Mr. Gewecke, Mr. Hofmann, Mr. Santillo, Mrs. Smith, and Dr. Morgus voted yes. Motion carried unanimously.

1.6

Courtesy of the Floor (Public Session-5 Minutes per Speaker).

No one spoke

Dr. Morgus thanked everyone for making time for this Special Board Meeting. He appreciates the thorough lines of questioning and the commitment from people at the College and HQW in making this possible. There are not many opportunities for the College to do things like this, so not passing this up is promising for our future.

2. **Adjournment**

At 5:47 p.m. Mrs. Smith moved to adjourn the meeting. Dr. Carrick seconded the motion. Motion carried unanimously.

APPROVED:

A handwritten signature in black ink, appearing to read "Kurt Gewecke", written over a horizontal line.

Kurt Gewecke, Secretary – Board of Trustees