

BOARD OF TRUSTEES
Regular Meeting
MINUTES – April 18, 2018

Chair Phil Linfante called to order the meeting of the Warren County Community College Board of Trustees at 6:37 pm in Room 128 at the Warren County Technical School.

Dr. Linfante noted that the requirements of the Open Public Meeting Law, PL. 1975, Chapter 231, were satisfied as the date of the meeting had been published stating the place and manner as required by law.

The **Flag Salute** was conducted.

Attorney Katharine Fina administered the Oath of Office to New Trustees Nancy Brown. Dr. Linfante welcomed Mrs. Brown to the Board of Trustees.

Roll Call:

Trustees present were, Nancy Brown, Craig Dana, Frank Gilly, Chuck Haytaian, Yvonne Reitemeyer, Peter Schmidt, Betti Singh, and Phil Linfante. Others present included Dr. William Austin, President, Katharine Fina, College Attorney and Barbara Pratt, Acting Recording Secretary.

Presentations:

Dr. Linfante recognized the fine meal provided to the Board by the Food and Beverage Administration students. (The group and Professor Patrick Lily also were recognized during the dinner prior to the Board meeting.). Freeholder Ed Smith also attended to celebrate the student success.

Approval of Minutes:

Mrs. Reitemeyer, seconded by Dr. Gilly made a **motion to approve the minutes of the February 14, 2018 Regular Session, February 14, 2018 Executive Session, March 24, 2018 Retreat Meeting and the March 24, 2018 Executive Session Minutes.. Roll Call:** Mrs. Brown, abstain, Mr. Dana, yes; Dr. Gilly, yes; Mr. Haytaian, yes; Mrs. Reitemeyer, yes, Mr. Schmidt, yes; Mrs. Singh, yes; .Dr. Linfante, yes. **The motion carried.**

Communications

None

Comments from the Public

Mr. Brown asked that it be noted that April 18, 2018 was the 243rd anniversary of Paul Revere's ride.

Consent Agenda

Mr. Schmidt, seconded by Mrs. Singh, made **a motion to consider items A-R as follows:**

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| A. January Financial Statement | Exhibit CFA-1 |
| B. February Financial Statement | Exhibit CFA-2 |
| C. 605 Use of Student Photographs | Exhibit CP-1 |
| D. 601 Communication | Exhibit CP-2 |
| E. 603 College Publications | Exhibit CP-3 |
| F. 102.11 Board Committee Structure and Purpose | Exhibit CP-4 |
| G. 301.1 Purpose | Exhibit CP-5 |
| H. 304.7 Intimidation & Bullying | Exhibit CP-6 |
| I. 306 Privacy Rights of Students | Exhibit CP-7 |
| J. 502.3 President's Responsibilities | Exhibit CP-8 |
| K. 602 Public Relations Plan | Exhibit CP-9 |
| L. 604 Access to Public Records | Exhibit CP-10 |
| M. 508 Policy on Electronic Funds of Transfer | Exhibit CP-11 |
| N. President's Personnel Recommendations (Revised) | Exhibit CO-1 |
| O. FY 2019 Holiday Schedule | Exhibit CO-2 |
| P. Resolution Authorizing Participation in NJEDGE's
Edgemarket Cooperative Pricing System | Exhibit CO-3 |
| Q. Resolution Authorizing the Award of a Contract to Settembrino
Architects for Professional Services for the Replacement of the
Steam Boiler and Related Steam Exchange Equipment at the
Phillipsburg Education Center. | Exhibit CO-4 |
| R. Blazing Star Foods, LLC Lease Renewal | Exhibit CO-5 |

Roll Call: Mrs. Brown, yes, Mr. Dana, yes; Dr. Gilly, yes; Mr. Haytaian, yes; Mrs. Reitemeyer, yes, Mr. Schmidt, yes; Mrs. Singh, yes; .Dr. Linfante, yes. **The motion carried.**

Great Things are Happening at WCCC:***Middle States Draft Report Discussion***

Dr. Linfante recognized the efforts of the Board, President and College staff in the recent Middle States reaccreditation process. He noted that the visiting team highlighted the strong and engaged Board in one of the commendations to the College. He noted that a Board that was engaged and fully participatory in the accreditation process was something that was a key goal of the Association of Community College Trustees.

Commencement Event Schedule

Dr. Austin reviewed the schedule for commencement week, including the Nurse Pinning Ceremony, the Graduate Awards and Commencement. These were detailed in Exhibit GR-2.

President's Report

President Austin distributed the monthly schedule and press clippings to the Board of Trustees as the written President's report. He then had two additional updates for the Board of Trustees.

Construction Update

Dr. Austin asked Dennis Florentine to provide an update to the Board of Trustees on the Building Annex project. Mr. Florentine noted that the project was coming in under the \$3.2 million budget initially submitted as part of the GO Bond application. (He will be providing financial updates at each meeting until the project is completed.)

The project has been modified under HQ Architects to keep the project within budget, including a reduction in size and a reorientation of the building on the site. Mr. Florentine indicated that we were maintaining a soil contingency until the soil testing was completed.

Mr. Florentine noted that the Board had previously approved the contractors for the project: HQ Architects (Architectural), Maser Consulting (Site Engineer), Robinson Engineering (Construction Management) and Francosi Construction (General Contractor). There have been four construction meetings and the project is on target for completion by October 24. Site work was to begin on April 20.

There is now the need to appoint a firm to complete soil and materials testing. HQ Architects, Robinson and Francosi have recommended that Maser Construction complete this phase as they have the staffing necessary to cover soil, concrete and steel testing. This would require a contract increase of \$30,700 for Maser Consulting.

Mrs. Reitemeyer asked about the soil contingency. Dr. Austin explained that while initial testing was positive, we would be retaining this allowance until we were well into the site work phase. He noted that WCCC was built on a former pig farm and we have had problems in the past with unsuitable soil.

Dr. Gilly corrected a math error in the estimate. A revised estimate will be distributed to the Board at the May meeting.

Mr. Haytaian, seconded by Dr. Gilly, made a **motion to increase the contract to Maser Consulting by \$30,700. Roll Call:** Mrs. Brown, yes, Mr. Dana, yes; Dr. Gilly, yes; Mr. Haytaian, yes; Mrs. Reitemeyer, yes, Mr. Schmidt, yes; Mrs. Singh, yes; .Dr. Linfante, yes. **The motion carried.**

Dr. Austin noted that the Construction project would move quickly during the summer months and that there were no Board meetings scheduled in July or August. He noted that during previous projects, the Board empowered the Ad Hoc Building Committee to meet and deliberate on issues related to the project. That Committee currently consists of Mr. Dana, Dr. Gilly, Mr. Schmidt and Dr. Linfante. He also noted that former trustee Mayor James Mengucci had volunteered to attend the meetings, if needed, to continue to lend his expertise.

Mrs. Singh, seconded by Dr. Gilly, made a **motion to empower the Ad Hoc Building Committee to meet and make decisions on the Building Annex, to be affirmed by the Board of Trustees at the next scheduled meeting. Roll Call:** Mrs. Brown, yes, Mr. Dana, yes; Dr. Gilly, yes; Mr. Haytaian, yes; Mrs. Reitemeyer, yes, Mr. Schmidt, yes; Mrs. Singh, yes; .Dr. Linfante, yes. **The motion carried.**

Mr. Florentine also briefly mentioned the status of the One-Stop office construction in Phillipsburg. He indicated that the project was scheduled to be completed in mid-May.

Financial Disclosure Form

Dr. Austin reminded Board members to complete the NJ Financial Disclosure form. Dr. Gilly noted that he was unable to change his term expiration. Dr. Austin noted that this was a “known issue” and he has been in contact with the state office to update the terms of office for both trustees and employees.

College Report

Trustee Self Evaluation Outcomes/Board Chair Evaluation Results

The evaluation results were included in the Middle States data. There were eight topic areas for the Board’s evaluation. The results indicated that the Board scored itself highly in the eight areas with a near perfect score. The same pattern of results were found with the Board chair evaluation.

Safety Nest Update

The Board has decided that the Golden Eagle Safety Nest was a cause that would be championed for 2018. Dr. Linfante noted that with the donation from Mrs. Reitemeyer, the total donation from the Board is approximately \$900. He noted that Mrs. Reitemeyer would be the “point person” for this campaign.

NJCCC Legislative Update

Dr. Linfante noted that he is the current chair of the NJCCC Legislative Committee. He discussed various initiatives that are being considered by the NJ Legislature. S2455 would move the community colleges from the State Education Health Benefit Plan (SEHBP) to the State Health Education Plan (SHBP), which would help save both the colleges and the employees in benefit expenses. Dr. Linfante noted that this bill was opposed by the NJEA. It has passed the Senate but now faces tougher consideration by the Assembly. The Board discussed whether it was likely that this legislation would pass.

Dr. Linfante also mentioned that the legislature is considering the Governor’s budget proposal, including Governor Murphy’s plan for a tuition-free community college system. For 2018-19, the Governor is proposing that it cover family incomes below \$45,000. The proposal also includes \$5 million in planning grants for the Colleges. The details of this proposal are unclear at this time; however, it appears that the program will mirror the requirements of the state’s Tuition Aid Grant program.

ACCT Update

In accordance with Board Policy 102.20, Dr. Linfante distributed his written summary on the ACCT National Legislative Summit held in Washington, DC on February 10 through February 14. He noted that the event culminated in ACCT membership meeting with local representatives.

The ACCT Congress will be held in New York City from October 24 through October 27, 2018. Because this is a local event, it is likely that the Trustees will not be using overnight accommodations. Trustees who are interested in attending should contact Dr. Austin.

Dr. Linfante noted that in accordance with Board policy, one of the responsibilities of Board members attending a conference is to submit a report on that event. He distributed his report from the February 10-14, 2018 National Summit for ACCT. He noted that the event concluded with a meeting on Capital Hill with Senator Booker, Congressman Lance and Congressman Gottheimer.

PTK Day and Other News

Dr. Linfante noted that May 3, 2018 was PTK Day in Trenton. He noted that one of our students, Dorothy Helmken, will be honored with the Coca-Cola scholarship. Anyone seeking to attend should contact Jean Vasko.

Dr. Linfante also noted that Dr. Austin would receive the Award of Distinction at the national PTK conference in Kansas City on April 20. This award is chosen by the PTK students and 10-12 presidents are honored annually. This is considered one of the highest honors a community college president can receive as it is chosen by honor students nationally.

Community College Month

Dr. Linfante noted that April was designated as Community College month by President Reagan in 1985. He included a proposed resolution in Exhibit CR-3 to recognize the month for the College. Mr. Haytaian read a summary of the key points of the resolution.

Mr. Haytaian, seconded by Nancy Brown, made a **motion to recognize April 2018 as Warren County Community College month. Roll Call:** Mrs. Brown, yes; Mr. Dana, yes; Dr. Gilly, yes; Mr. Haytaian, yes; Mrs. Reitemeyer, yes; Mr. Schmidt, yes; Mrs. Singh, yes; .Dr. Linfante, yes. **The motion carried.**

Mr. Dana suggested that the resolution should be forwarded throughout the College and also sent to the Board of Chosen Freeholders for consideration. Dr. Austin said that he would do that and noted that it was an excellent idea.

Executive Session

There was no Executive Session.

Other Business:

Dr, Austin indicated that a new tenant, Matlock Chiropractic LLC wished to lease two offices in the PEC. Dr. Gilly asked if there were any HIPPA concerns with patient records. Ms. Azar noted that this had been addressed and that the rental would include a separately locked closet where records could be stored. There were no shared computers or fax machines in the Business Incubator.

Mr. Schmidt, seconded by Mrs. Reitemeyer, made a **motion to approve the Matlock Chiropractic LLC Lease. Roll Call:** Mrs. Brown, yes; Mr. Dana, yes; Dr. Gilly, yes; Mr. Haytaian, yes; Mrs. Reitemeyer, yes; Mr. Schmidt, yes; Mrs. Singh, yes; .Dr. Linfante, yes. **The motion carried.**

Presentation on "Futuring"

Dr. Austin spent a few minutes discussing future issues that are impacting the College. They were as follows:

1) Free Community College

Dr. Austin noted that the Community Colleges do not know the specifics of the Governor's "free community college" initiative. For example, how will institutions with different tuition rates be handled? Will there be a fixed rate for each college? Will the state mandate a set rate for community colleges? He noted that under the state Tuition Aid Grant program that fees are not covered. Will this be the case with the "free tuition program"?

Dr. Austin distributed a comparison of tuition and fee rates across the sector. He noted that some colleges had both per credit rates and then other charges, including per course and/or per semester charges. At this point, when all of these are considered, WCCC is in the lower third of tuition and fee levels. He noted that the College may be disadvantaged should the state decide to put tuition caps on and this should be a factor to consider with the FY19 tuition and fee discussions. He suggested moving the tuition and fees of WCCC to the state median average.

Related to this, he also noted that the Governor is likely to sign a bill giving DACA students access to state financial aid. At this time, there is no estimate of the cost of such a measure. Of concern is whether this may strain the resources available for Governor Murphy's free tuition proposal, or state aid which has not had a sustainable increase since Christie Todd Whitman was governor.

For these reasons, we need to be strategic about tuition rates for FY19. It may be beneficial for the College to position itself closer to the median tuition rate.

2) WCCC Enrollment

There are several issues related to enrollment also to be considered. Dr. Austin noted that State funding is significantly related to enrollment. WCCC's increase or decrease in state funding is related to enrollment changes. Financial Aid for DACA students will not likely impact WCCC's enrollment; however, it will have a major impact for Colleges serving an urban population, which will skew state funding to these institutions. He also noted that Senator Sweeney is looking into dual enrollment. State revenue from dual enrollment has helped WCCC in the past. Whether this will continue is unknown.

Dr. Austin also noted that WCCC's service region has been significantly impacted by the Highlands Legislation. K-12 enrollments have been dropping and so have WCCC's traditional student base. This is in contrast to other regions of the state, where enrollment is anticipated to grow.

Dr. Austin indicated that the College would be focusing additional enrollment efforts this summer to encourage dual enrollment students to matriculate and graduate.

Dr. Gilly asked whether increasing tuition could have an impact on enrollment. Dr. Austin replied that bringing the college closer to the average tuition of the sector would likely not have an impact on enrollment, particularly since Warren County students attending other community colleges paid a large tuition differential. Ms. Pratt also added that currently that the lowest income students received not only full tuition and fees, but also significant payments for college attendance from grant funds due to financial aid formulas.

3) Reserves

Dr. Austin noted that the College has long anticipated that FY18 would be a year where the College experienced a deficit. This is largely due to the transition in occupancy of the Phillipsburg Education Center. (At this point, the One-Stop is not anticipated to move in until mid-May.) To handle this

circumstance, the College set aside a "Phillipsburg Stabilization Fund" of \$430,000 to cover at least one year of rental payments.

Going forward, however, rebuilding financial reserves will become the major priority of the College, particularly as the College's main facility systems (roof, HVAC) require replacing. The College will need to set aside additional funds for this need.

4) Chapter 12 Funding

Dr. Linfante noted that given future facilities renewal and replacement needs, it will be critical that the College begin to push the County to consider Chapter 12 bonding. Chapter 12 bonding provides the County with 50% of the annual debt service for bonds issued by the County for community college facility needs. Currently, the County uses "pay as you go" capital. These funds can be doubled if the County considered a financing plan.

Comments from the Public:

None.

Mrs. Reitemeyer, seconded by Mr. Haytaian, made **a motion to adjourn at 7:53 pm. The motion carried unanimously.**

Respectfully Submitted,

Betti Singh, Secretary
Warren County Community College Trustees