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BOARD OF TRUSTEES

Regular Meeting

*MINUTES DECEMBER 19, 2018*

Chair Phil Linfante called to order the meeting of the Warren County Community College Board of Trustees at 6:30PM in Room 201 at the College.

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.

**Roll Call:**

Trustees present were Craig Dana, Dr. Frank Gilly, Chuck Haytaian, Dorothy Helmken, Maria Maier, Peter Schmidt, and Dr. Phil Linfante. Others present included Dr. William Austin, President, Douglas Steinhardt, College Attorney, and Jean Vasko, Recording Secretary.

**Presentations:**

* Essential Piece of the Puzzle- *Dr. Phil Linfante*

Dr. Linfante presented the Essential Piece of the Puzzle award to Eve Azar, VP of Corporate and Continuing Education for her continued excellence in promoting and implementing Corporate and Continuing Education programs at the College. Ms. Azar was very appreciative of the honor and thanked the Board.

* Sigma Eta Chi- *Karen Hillyer, Associate Professor of English*

Karen Hillyer, Sigma Chi Eta Advisor and Associate Professor of Communications, presented Julie Corman with Sigma Chi Eta's Student of the Year Award at the December Board Meeting. Sigma Chi Eta is the official community college honor society of the National Communication Association (NCA).

This award recognizes an outstanding student member who has dedicated his/her time, energy, and service to their chapter and has best manifested the goals of Sigma Chi Eta.  Julie Corman is the 2018 Student of the Year recipient; she was chosen from the students nominated from the 40 community colleges affiliated with the national organization. She graduated in May 2018 with an Associate’s in Liberal Arts, Communication.

The Board congratulated Ms. Corman on her award and wished her much success.

* Alpha Upsilon Rho Chapter Update- *Allan Martinez, Chapter President*

Mr. Martinez gave the Board a brief update on the activities/projects the chapter has completed so far this semester. Mr. Martinez informed the Board that the chapter is in the final process on completing the requirements for five star status. The Chapter is on target to receiving five star status for two consecutive years.

The Board thanked Mr. Martinez for sharing the chapter news with the Board and looks forward their continued success at the College.

**Approval of Minutes:**

Mr. Haytaian, seconded by Mr. Schmidt, made a **motion to approve the minutes of the November 7, 2018 Reorganization Session, November 7, 2018 Regular Session and November 7, 2018 Executive Session.**  **Roll Call**: Mr. Dana, yes; Dr. Gilly, yes; Mr. Haytaian yes; Mrs. Maier; Mrs. Reitemeyer; abstain; Mr. Schmidt, yes; Dr. Linfante, yes. **The motion carried.**

**Communications**

Dr. Austin shared a letter with the Board from 2018 Hall of Fame Inductee Rev. Dr. Frank Fowler III. Rev. Fowler shared his appreciation on his recent Induction into the Hall of Fame in addition to expressing his thoughts on the event.

**Comments from the Public**

N/A

**Policy & Planning Committee (First Reading Policies)**

Dr. Linfante indicated that the following policies were being brought forward for consideration:

**Reaffirm**

* 202.1 Designation, Selection, Appointment & Evaluation Exhibit CP-1

 of Staff

* 202.4 Reappointment Notice Exhibit CP-2
* 202.5 New Employee Salary Placement Exhibit CP-3
* 202.6 Staff Evaluation and Salary Information Exhibit CP-4
* 402.3 Other Degree Requirements Exhibit CP-5
* 402.4 Academic Year/Semester Exhibit CP-6
* 402.5 Additional Degrees Exhibit CP-7
* 514.6 Weapons Policy Exhibit CP-8
* 514.7 Emergency Notification System Exhibit CP-9

**Revision**

* 202.8 Leaves of Absence Exhibit CP-10
* 402.1 Associate Degree Program Requirements Exhibit CP-11
* 514.8 Emergency Response and Evacuation Procedures Exhibit CP-12

It was agreed that these policies would be brought to the Board for second reading in February.

**Consent Agenda**

Mrs. Reitemeyer, seconded by Dr. Gilly, made **a motion to consider items A-O as follows**:

. A. President’s Personnel Recommendations (Revised) Exhibit CO-1

B. Resolution Authorizing the Amended Award of a Non-Fair Exhibit CO-2 and Open Contract to Maser Consulting for Site, Civil, and Architectural

Landscape Services for the New Building Annex at the Washington

 Campus (FY19)(Revised)

C. October Financial Report Exhibit CFA-1

D. November Financial Report Exhibit CFA-2

E. Resolution Authorizing the Allocation/Reallocation of Unrestricted Exhibit CFA-3

 Funds to Support College Priorities

 F. Resolution Authorizing an Increase in the Capitalization Threshold Exhibit CFA-4

 G. 308.1 Service and Support Animal Policy Exhibit CP-13

 H. 501.7 Student Book Subscriptions Exhibit CP-14

 I. 201.15       Employee Background Investigation Policy  Exhibit CP-15

 J. 403.2         Repeat Grade Policy                                     Exhibit CP-16

 K. 202.3         Anti-Nepotism Policy  Exhibit CP-17

 L. 403.1         Grading System                                             Exhibit CP-18

M. 403.3          Incomplete Grade                                         Exhibit CP-19

N. 501.15        Student Accounts                                          Exhibit CP-20

 O. 501.8         Emergency WCCC Student Loans & Bookstore Exhibit CP-21

                Vouchers

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

**Great Things are Happening at WCCC:**

* Board of Education, Municipal Visits –*Dr. Linfante & Dr. Austin*

Dr. Linfante and Dr. Austin discussed the success of the county wide Board of Education meeting presentations that the Board of Trustees have so far conducted.

Dr. Austin, Dr. Linfante and Board members have been reaching out in the community to share all the exciting programs and opportunities that are available at the College. At this time, the feedback from their visits has been extremely positive. As a result of attending the Hackettstown BOE meeting, the principle from Hackettstown High School has reached out to schedule a meeting with College staff in regard to working with the College to offer Hackettstown high school students the opportunity to earn WCCC College credits.

They will be attending additional Board of Education meetings throughout December and January. In the spring and fall, Dr. Austin, Dr. Linfante, and Board members will be attending Municipal Board meetings throughout the county to inform and share what Warren County Community College has to offer with community members.

* Community College Opportunity Grant Update- *Dr. William Austin*

Dr. Austin discussed with the Board the various marketing strategies from the intensive social media campaign to billboard placement currently in place to connect with eligible students throughout Warren County. Currently, thanks to its unique dual enrollment strategy, WCCC is the only college experiencing real growth in enrollment and service statewide.

Dr. Austin informed the Board that the College held the first of many Community College Opportunity Grant informational meetings at the College on December 20th generating interest from 20 prospective students.

* Poet Laureate Visit Update- *Peter Schmidt*

Mr. Schmidt, representing the Board, attended Poet Laureate Tracy K. Smith’s reading at the College on December 6, 2018. Mr. Schmidt let the Board know that the reading was very well received, and it may have been the largest audience attending a reading at the College, with over 200 guests attending.

* Other Issues- *Dr. Linfante*

Dr. Linfante shared with the Board that both he and Professor Nancy Wilson-Soga recently were in the position to help Union County College deal with a tragic incident. Both he and Professor Wilson-Soga volunteered their time to provide much needed assistance with students at Union, helping out a fellow institution.

**President’s Report**

WCCC Spotlight

Dr. Austin informed the Board that on December 3, 2018, Dr. Linfante was elected chair of the New Jersey Council of Community Colleges. Dr. Austin and the Board congratulated Dr. Linfante on his election and wished him much success. Dr. Austin noted that Dr. Charles Kwartler, former Trustee Board Chair was a founding Trustee of the NJCCC.

* Strategic Plan Implementation Update- *Department Heads*

College Administrators presented their yearly updates to the Board in regard to the College's Strategic Plan.

Presenters included Dr. Marianne VanDeursen, VP Academics, Jeremy Beeler, VP Student Services, Eve Azar, VP Corporate & Continuing Education, Sharon Hintz, Dir. of Human Resources, Dennis Florentine, Dean of Administration, and Barbara Pratt, VP Finance & Operations. Administrators highlighted the many successful goal completions since they last updated the Board.

The Board thanked the Administrators for their dedication and hard work in the implementation of the Strategic Plan which is nearing completion. Dr. Austin informed the Board, that the first step in the development of the next strategic plan will be an envisioning session for the Board’s spring retreat.

**College Report**

1. General Reminders- *Dr. Linfante*

Dr. Linfante shared with the Board that the proposed State Health Benefits Plan (SHBP), which would help save both the colleges and the employees in benefit expenses was vetoed by Governor Murphy.

1. Drone Programs*- Dr. Austin*

Dr. Austin congratulated Dennis Florentine on receiving his drone pilot license.

Dr. Austin shared with the Board a presentation he prepared that showed how drones could be used in real life applications such as surveying building sites. Dr. Austin demonstrated this by having students program two drones to survey the Annex building autonomously, creating a complex grid that can be used to pinpoint prospective issues at significant cost reductions and time.

**ACTION Resolution to Offer an Associate in Applied Science Degree in** Exhibit CR- 1

 **Unmanned Aerial Systems**

**ACTION Resolution to Offer a Certificate in Drone Pilot** Exhibit CR-2

**ACTION Resolution to Offer a Certificate in Drone Repair and Maintenance** Exhibit CR-3

Dr. Austin discussed resolutions CR-1, CR-2, and CR-3 in regard how the proposed drone programs would provide hands-on training for students, giving them the technical skills needed to directly enter the workforce after completion.

Mr. Haytaian, seconded by Mrs. Reitemeyer made a **motion to approve the following three drone program resolutions: Applied Science Degree in Unmanned Aerial Systems (CR-1), Certificate in Drone Pilot (CR-2), Certificate in Drone Repairs and Maintenance (CR-3). Roll Call**: Mr. Dana, yes; Dr. Gilly, yes; Mr. Haytaian yes; Mrs. Maier; Mrs. Reitemeyer; yes; Mr. Schmidt, yes; Dr. Linfante, yes. **The motion carried.**

1. Annex Building Update- *Dennis Florentine*

Mr. Florentine discussed the status of the Washington Annex building with the Board. He informed the Board that effective October 19th, Frankoski Construction is being changed liquid damages of $500.00 per day that they are behind schedule. At this time, the total owed the College is $26,000.00. Mr. Florentine informed the Board that the Architect was given two punch lists that were 54 pages long on items that need to be taken care of before the college would assume responsibility for the facility.

Mr. Florentine discussed issues relating to Frankoski Construction and how they are being addressed.

Mr. Florentine discussed that Maser Consulting will be handling the Annex landscaping in the near future, with a resolution to come forward at the February meeting.

**Executive Session**

At 7:30 PM Mr. Dana, seconded by Dr. Gilly made a **motion to enter Executive Session.** The motion carried unanimously.

At 7:58 PM Mr. Haytaian, seconded by Mrs. Reitemeyer made a **motion to exit Executive Session.** The motion carried unanimously.

**Other Business:**

N/A

**Comments from the Public:**

None.

Mr. Haytaian, seconded by Mr. Dana, **made a motion to adjourn at 8:00 pm.** The motion carried unanimously.

Respectfully Submitted,

Dr. Phil Linfante, Chair

Warren County Community College Trustees