

BOARD OF TRUSTEES
Regular Meeting
MINUTES – February 14, 2018

Chair Phil Linfante called to order the meeting of the Warren County Community College Board of Trustees at 6:00pm at the Wayne Dumont, Jr. Administrative Building, 163 County Rt 519, Belvidere, NJ.

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 James Crouse, Craig Dana, Frank Gilly, Chuck Haytaian, Phil Linfante, Yvonne Reitemeyer, Betti Singh, and Peter Schmidt. Others present included Dr. William Austin, President, Nishali Rose, College Attorney and Jean Vasko, Recording Secretary.

Finance Committee

Dr. Gilly provided an overview of the discussions of the Finance Committee meeting. He indicated that the Committee had reviewed the FY17 Audit. Dr. Gilly mentioned that the Committee spoke privately (without college staff present) with the Auditors. It was noted that the Auditors were extremely satisfied with the Audit and had no recommendations for WCCC.

Mr. Schmidt, seconded by Mrs. Reitemeyer made a motion **to approve the FY17 Audit**. Roll call: Mr. Dana, yes; Dr. Gilly, yes; Mr. Haytaian, yes; Dr. Linfante, yes; Mrs. Reitemeyer, yes; Mrs. Singh, yes; Mr. Schmidt, yes **The motion carried**.

Dr. Gilly provided an overview of the discussions at the Finance Committee meeting regarding the FY 18 Revised/FY 19 Proposed Budget. Dr. Gilly indicated that the Committee had reviewed the FY18 Revised/FY19 Proposed budget line item by line item. The Committee had questions regarding items in the budget, which Ms. Pratt provided detailed explanations.

Dr. Gilly recognized Dr. Austin and Barbara Pratt for the outstanding work they have done for College in regard to the FY 17 Audit and the FY 18 Revised/FY 19 Proposed Budget.

Mr. Dana, seconded by Mr. Haytaian made a motion **to approve the FY18 Revised/FY19 Proposed budget**. **Roll Call:** Mr. Dana, yes; Dr. Gilly, yes; Mr. Haytaian, yes; Dr. Linfante, yes; Mrs. Reitemeyer, yes; Mrs. Singh, yes; Mr. Schmidt, yes

Approval of Minutes:

Mrs. Singh, seconded by Mrs. Reitemeyer made a **motion to approve the minutes of the December 20, 2017 Regular Session and the December 20, 2017 Executive Session**

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

Communications

N/A

Comments from the Public

N/A

Consent Agenda

Dr. Gilly, seconded by Mr. Schmidt, made a motion to approve Board Items A-T as follows:

- | | |
|---|---------------|
| A. December Financial Statement | Exhibit CFA-1 |
| B. Multi Year Financial Plan | Exhibit CFA-3 |
| C. Designation of Signatories for the Cash Management Fund(CMF) | Exhibit CFA-4 |
| D. President's Personnel Recommendations | Exhibit CO-1 |
| E. 3- Year Contract with NJEDGE for Internet Services FY19 | Exhibit CO-2 |
| F. Resolution Ratifying the Award and Execution of a
Base Bid Construction Contract to Brahma Construction Corp | Exhibit CO-3 |
| G. Resolution Authorizing the Award of a Fair and Open Contract to
Diamond Cut Property Management, LLC | Exhibit CO-4 |
| H. Resolution Authorizing the Award of a Non-Fair and Open
Contract to Assessment Technologies Institute, LLC (ATI) for Sole
Source Learning Modules and Online Examination Preparation
for the Nurse Education Program. | Exhibit CO-5 |
| I. 201.5 College Travel/Meals/Lodging | Exhibit CP-12 |
| J. 201.7 Classification of Employment | Exhibit CP-13 |
| K. 201.12 Family and Medical Leave Policy | Exhibit CP-14 |
| L. 202.8 Leaves of Absence | Exhibit CP-15 |
| M. 312 Technology Use Policy | Exhibit CP-16 |
| N. 202.19 Policy on Computer, Email & Internet Usage (Delete) & | Exhibit CP-17 |
| O. 202.20 Secure Laptop Policy (Delete) | |
| P. 502.5 Use of College Accounts | Exhibit CP-18 |
| Q. 505 Management of Cash and Payments | Exhibit CP-19 |
| R. 505.1 Outstanding College Checks | Exhibit CP-20 |
| S. 507 Investment Policy | Exhibit CP-21 |
| T. 513 Alcohol and Substance Abuse | Exhibit CP-22 |

Dr. Gilly, Seconded by Mr. Schmidt made a **motion to approve Board Items A-T as presented.**
Roll Call: Mr. Dana, yes; Dr. Gilly, yes; Mr. Haytaian, yes; Dr. Linfante, yes; Mrs. Reitemeyer, yes; Mrs. Singh, yes; Mr. Schmidt, yes

Great Things Are Happening at Warren County Community College.

1. HQW Architects- Bid Awards- *Dennis Florentine*

Mr. Florentine discussed the proposed Annex project, with the cost estimate not to exceed 3.2 million. Mr. Florentine reviewed the bid process, the top three bidders, and the selection of Frankoski Construction, based in East Orange, as the winning bid. Mr. Florentine provided the Board with background on Frankoski Construction, in addition to reviewing the vetting and bidding process with the Board.

Mrs. Reitemeyer, seconded by Mrs. Singh made a **motion to approve the resolution authorizing the award and execution of a building contract known as “Project 15-7004” to Frankoski Construction.** **Roll Call:** Mr. Dana, yes; Dr. Gilly, yes; Mr. Haytaian, yes; Dr. Linfante, yes; Mrs. Reitemeyer, yes; Mrs. Singh, yes; Mr. Schmidt, yes. **The motion carried.**

Mr. Florentine provided the Board with an overview of the of the Fit-Out at the Phillipsburg Campus, the timeline for completion of the work necessary, and cost adjustments, based on projected issues.

2. The Golden Eagle’s Safety Nest Presentation- *Lisa Stoll & Karen Hillyer*

Professor Karen Hillyer and Library Coordinator Lisa Stoll provided background to the Board on the initial concept for creating the Golden Eagle Safety Nest, which focuses on food insecurity. They described the research that they conducted, in addition to feedback received from students. Based on their findings, the Golden Eagle Safety Nest was created to assist students on our Campus that are in need of assistance in their daily lives beyond academics. Professor Hillyer and Lisa Stoll determined that gift cards to local grocery stores would be beneficial to the students. Students can self-identity and reach out to the Safety Nest, no questions asked.

Both Professor Hillyer and Lisa Stoll are volunteering their time to run the Golden Eagle Safety Nest. They have, at this time, distributed over \$560.00 in gift cards to students. They currently have \$400.00 in the account to distribute.

Board members asked questions in regard to funding sources, various options in the Community open to students in need, and how they can help reach out in the community to solicit donations.

Dr. Linfante discussed the role the Board can play in helping students beyond the classroom.

Break for Board of School Estimate

At 6:27pm, Mr. Haytaian, seconded by Mr. Schmidt, made a **motion to take a break from the meeting to attend the Board of School Estimate.** The **motion carried unanimously.**

At 6:50 pm, the Board reconvened its meeting.

President's Report

WCCC Spotlight

- BOSE Re-Cap- *Dr. Austin*

Dr. Austin provided a brief re-cap of the Board of School Estimate meeting, letting the Board know that the College today received the largest increase in funding since he took office.

The Freeholders were impressed with the way in which Dr. Austin and Chairman Linfante presented the College's proposed budget.

- NJCCC Update- *Dr. Phil Linfante, Dr, Austin*

Dr. Linfante shared recent NJCCC updates with the Board.

Dr. Austin briefly reviewed the Higher Education Reauthorization Act and the impact it may/may not have on the College in the future.

Policy and Planning Committee

Mrs. Singh indicated that the following policies were being brought forward for consideration:

New

- ❖ 605 Use of Student Photographs Exhibit CP-1

For Reaffirmation

- ❖ 601 Communication Exhibit CP-2
- ❖ 603 College Publications Exhibit CP-3

For Revision

- ❖ 102.11 Board Committee Structure and Purpose Exhibit CP-4
- ❖ 301.2 Purpose Exhibit CP-5
- ❖ 304.7 Intimidation & Bullying Exhibit CP-6
- ❖ 306 Privacy Rights of Students Exhibit CP-7
- ❖ 502.3 President's Responsibilities Exhibit CP-8
- ❖ 602 Public Relations Plan Exhibit CP-9
- ❖ 604 Access to Public Records Exhibit CP-10

For Rescission

- ❖ 508 Policy on Electronic Funds of Transfer Exhibit CP-11

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

College Report

A. Middle States Self Study- *Barbara Pratt*

Barbara Pratt reviewed the Middle States Self-Study report with the Board, highlighting the seven standards that need to be met for accreditation. Meetings will be set-up with administration and

staff to review the report on a one-to-one basis to prepare for the Middle States Accreditation team visit in March. Ms. Pratt and Dr. Austin shared that the main focus of the Annual March Board of Trustees Retreat would be Middle States preparation.

Ms. Pratt recognized Library Coordinator Lisa Stoll (who was present at the meeting) for her work editing the report.

Motion to accept the Middle States Report

Mr. Schmidt, seconded by Mrs., Singh made a **motion to accept the Middle States Report.**

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

B. Foundation- *Samir Elbassiouny*

Mr. Elbassiouny briefed the Board on upcoming Foundation events including the February 24th Hall of Fame Addition Groundbreaking ceremony, the March 24th Annex Groundbreaking, and the Middle States Accreditation Team welcome dinner hosted by the Foundation at Hawk Pointe Golf Club on Sunday, March 25th starting at 6:00PM.

Mr. Elbassiouny let Board members know that the Foundations' Brew Ha-Ha Fundraiser will be held at the Belvidere Manor on Saturday, February 24th starting at 6:00PM.

C. March Retreat Agenda- *Dr. Linfante*

The March 24th Board Retreat will begin at 9:30 AM and end at 2:00 PM. Board members should bring both the Middle-States Self Study and the Middle States Visit Guide to the Retreat. The Retreat will be focused on the upcoming Middle States Accreditation Team Visit.

The Annex Building groundbreaking will take place at noon during the Retreat, followed by lunch.

Executive Session

At 7:21pm, Mrs. Reitemeyer, seconded by Mr. Haytaian, made a **motion to enter Executive Session. The motion carried unanimously.**

At 7:27pm, Mrs. Singh, seconded by Mr. Haytaian, made a **motion to exit Executive Session. The motion carried unanimously.**

Other Business:

Mr. Haytaian, seconded by Mrs. Singh made a **motion to approve the negotiated Agreement between Warren County Community College and the Warren County College Faculty Association/NJEA and to empower the Board Chair and President to sign the Agreement when deemed appropriate. Roll Call:** Mr. Dana, yes; Dr. Gilly, yes; Mr. Haytaian, yes; Dr. Linfante, yes; Mrs. Reitemeyer, yes; Mrs. Singh, yes; Mr. Schmidt, yes. **The motion carried.**

Barbara Pratt reviewed the Cyber Security procedures at the College with the Board, and how the systems are tested at various times throughout the year.

Mr. Dana thanked those involved in eliminating unnecessary remediation, which in turn, helped with the graduation rate.

Comments from the Public:

None.

Mrs. Singh, seconded by Mrs. Reitemeyer, made **a motion to adjourn at 7:37 pm. The motion carried unanimously.**

Respectfully Submitted,

Betti Singh, Secretary
Warren County Community College Trustees