

BOARD OF TRUSTEES
Regular Meeting
MINUTES JUNE 27, 2018

Chair Phil Linfante called to order the meeting of the Warren County Community College Board of Trustees at 6:30PM in Room P155 at the Phillipsburg Education Center.

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 Nancy Brown, Craig Dana, Frank Gilly, Chuck Haytaian, Maria Maier, and Phil Linfante. Others present included Dr. William Austin, President, Nishali Rose, College Attorney, and Jean Vasko, Recording Secretary.

Presentations:

- Trustee Acknowledgements- *Dr. Phil Linfante*

Dr. Linfante, on behalf of the Board, presented former Trustees Elizabeth Gittins and James Mengucci with plaques honoring their dedicated service to the students and the College. The Board also recognized former Trustee Alan Lowcher, who was unable to attend the meeting. Both Ms. Gittins and Mr. Mengucci expressed their sincere appreciation to the members of the Board and were honored to have served with them. The Board thanked them for their service.

Dr. Linfante presented former Alumni Trustee James Crouse with a plaque honoring his service to the College. The Board thanked Mr. Crouse for his service and wished him continued success in his academic pursuits. Mr. Crouse thanked the Board members and the College for the opportunity he has had this past year serving as the Alumni Trustee.

- Cengage Unlimited -*Thomas Riendeau, Business Dev. Dir. and Andrew Gates, VP Institutional Sales, Cengage Learning Solutions*

Mr. Riendeau and Mr. Gates presented the Board with an overview of Cengage Unlimited's new textbook subscription program. They highlighted the rationale behind the development of the subscription service, the vast library of content, and the support services available to students, faculty, and administration. They reviewed the one-year all-inclusive special price Cengage is offering to the College and answered questions presented by Board members.

Dr. Austin discussed the various ways a partnership with Cengage would affect the College. The hardest issues would be the mental model change at the College concerning textbooks. The significant financial savings for students at the College outweigh the issues associated with

institutional change. The cost for the yearly subscription would be embedded in college tuition costs, so all enrolled students will have access to the subscription service, saving students hundreds of dollars normally spent on purchasing/renting textbooks each semester. Dr. Austin discussed with the Board the proposed collaboration between the College and the Follett bookstore on Campus for the successful implementation of the service.

Faculty member, Dr. Soga shared her appreciation to the Board and how this program would benefit students.

Great Things are Happening at WCCC:

- Drone Lab Tour- *James S. Barnes, NJ Drone Academy*

Dr. Austin and the Board toured the new Drone Lab located in the Phillipsburg Education Center. Dr. Austin introduced James Barnes, who gave the Board an overview of the Drone Lab and all its components. Mr. Barnes highlighted the various types of drones, drone stations, simulation equipment and provided brief drone demonstrations to Board members. Mr. Barnes discussed the many applications that drones are currently being used for and their capabilities for future use.

Dr. Austin discussed the drone program at Warren, highlighting on the various careers that drone technology can be utilized in such as emergency services, agriculture, and entrepreneurial. Dr. Austin provided a brief overview of additional work that he would complete over the summer to prepare the lab for an August dedication.

- One-Stop Office Tour-*Dr. Austin*

Dr. Austin gave a brief tour of the renovated One-Stop Career Center Lease space to Board Members.

Approval of Minutes:

Mrs. Brown, seconded by Dr. Gilly made a **motion to approve the minutes of the May 19, 2018 Regular Session. Roll Call:** Mrs. Brown, yes; Mr. Dana, yes; Dr. Gilly, yes; Mr. Haytaian; Mrs. Maier; yes; Mrs. Dr. Linfante, yes. **The motion carried.**

Communications

Dr. Austin shared a letter from the MSCHE officially informing the College that the Middle States Report was accepted as written.

Dr. Austin gave the Board a brief overview of the Workplace Democracy Act.

Comments from the Public

N/A

Consent Agenda

Mr. Haytaian, seconded by Mrs. Maier, made **a motion to consider items A-N as follows:**

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| A. | May Financial Statement | Exhibit CFA-1 |
| B. | Revised Multi-Year Technology Plan | Exhibit CFA-2 |
| C. | Resolution to Accept the FY19 Perkins Grant | Exhibit CFA-3 |
| D. | Resolution to Apply for the FY18 Perkins Grant | Exhibit CFA-4 |
| E. | President's Personnel Recommendations | Exhibit CO-1 |
| F. | Resolution Authorizing the Award of a Non-Fair and Open Contract To Condensed Curriculum International, Inc. for Allied Health Career Training Programs (FY18) | Exhibit CO-2 |
| G. | Resolution Authorizing the Award of a Non-Fair and Open Contract to Style Counsel, LLC (FY18) | Exhibit CO-3 |
| H. | Resolution Authorizing the Award of a Non-Fair and Open Contract to CHE Mechanical for Preventative Maintenance (PM) and Repairs of the Mechanical Equipment at the Washington Campus | Exhibit CO-4 |
| I. | Bid Waiver Request | Exhibit CO-5 |
| J. | Approval to Purchase Telephone Equipment and Managed IPS Services from Monmouth Telecom (FY19) | Exhibit CO-6 |
| K. | Approval to Purchase Computer Equipment from GovConnection, Inc. | Exhibit CO-7 |
| L. | Approval to Purchase Networking Equipment from ePlus Technology | Exhibit CO-8 |
| M. | 310 Student Clubs & Organizations (Revised) | Exhibit CP-1 |
| N. | 2018-2019 Policy Review Schedule | Exhibit CP-2 |

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

New Degree Programs

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| A. | Resolution to offer an Associate in Science in Business Administration Degree | Exhibit CP-3 |
| B. | Resolution to offer an Associate in Science Degree in Addiction Counseling | Exhibit CP-4 |
| C. | Resolution to offer an Associate in Applied Science Degree | Exhibit CP-5 |

in Addiction Counseling

The Board discussed the various new degree programs, highlighting on the proposed addiction counseling degrees. The Board discussed how these new degree programs would benefit students looking to enter the workforce, and would serve the need in the community for trained addiction counselors.

Mr. Dana, seconded by Mr. Haytaian made a **motion to approve the New Degree Programs as presented. Roll Call:** Mrs. Brown, yes; Mr. Dana, yes; Dr. Gilly, yes; Mr. Haytaian; Mrs. Maier; yes; Mrs. Dr. Linfante, yes. **The motion carried.**

President's Report

WCCC Spotlight

•Construction Update – *Dennis Florentine , Gary Vananek*

Mr. Vananek gave the Board an update on the status of the Annex building. The contract calls for the building to be complete by October 18th and, at this time, the contractor is estimating the completion date to be November 7th, three weeks past the contracted date. There is a \$500.00 per day penalty in place for each day Frankoski Construction goes past the contracted date. The Board agreed that Frankoski should be held to the daily fines, should the building not be completed on the agreed upon date of October 18th. As of June 26th the Annex project is 22% completed.

Mr. Vananek informed the Board that there were quality control issues with the foundation for which corrective actions have taken place to the satisfaction of the project engineer. There are quality control issues with the sub-contractors that need to be addressed, which are currently under discussion. It was determined that, to alleviate the quality control issues the site manager should not be the quality control officer on the project; it needs to be a separate entity.

•Maser Proposal- Dennis Florentine

Mr. Florentine discussed Maser's bid proposal for landscaping improvements for bid speculations in the winter for project completion spring 2019.

Mrs. Brown, seconded by Mr. Haytaian made a **motion to approve the Resolution Authorizing the Award of a Contract to Maser Consulting for Landscaping Improvements to the Building Annex. Roll Call:** Mrs. Brown, yes; Mr. Dana, yes; Dr. Gilly, yes; Mr. Haytaian; Mrs. Maier; yes; Mrs. Dr. Linfante, yes. **The motion carried.**

College Report

Based on time limitations, The ACCT Webinars & Podcasts presentation scheduled with Dr. Linfante will be rescheduled for the September meeting.

Executive Session

At 8:01PM Mr. Dana, seconded by Dr. Gilly made a **motion to enter Executive Session.** The motion carried unanimously.

At 8:24 PM Mr. Haytaian, seconded by Mrs. Maier made a **motion to exit Executive Session.** The motion carried unanimously.

Other Business:

Cengage Unlimited

Dr. Austin reviewed the proposed Cengage contract with the Board. The Board discussed the pros and cons of the College entering into a three-year contract.

Mr. Dana, seconded by Mr. Haytaian, made a **motion to empower the President and CFO to sign an agreement with Cengage Unlimited pending final negotiations and attorney review for campus wide implementation in Spring 2019. Roll Call:** Mrs. Brown, yes; Mr. Dana, yes; Dr. Gilly, yes; Mr. Haytaian; Mrs. Maier; yes; Mrs. Dr. Linfante, yes. **The motion carried.**

Droneport

Dr. Austin discussed the proposals provided by Donaldson's for the creation and landscaping of a droneport to be located behind the new Annex building. Dr. Austin reviewed the three options, timber, rubber, and green ground coverings, and the price points for each option. The Board reviewed the three options, and determined that the green rubber option would be the best choice for the College.

Mr. Haytaian, seconded by Dr. Gilly, made a **motion to approve up to \$16,000 in college capital reserves to construct a "Drone Port" at the WCCC Washington Campus over the Summer of 2018. Roll Call:** Mrs. Brown, yes; Mr. Dana, yes; Dr. Gilly, yes; Mr. Haytaian; Mrs. Maier; yes; Mrs. Dr. Linfante, yes. **The motion carried.**

NJCCC Legislative Update- *Dr. Linfante*

Dr. Linfante discussed various initiatives being considered by the NJ Assembly:

- *State Health Benefits Plan (SHBP)*, which would help save both the colleges and the employees in benefit expenses should the legislation pass. At this time, there has been no further action on S2455.
- *Work to Learn:* Dr. Linfante discussed the Work to Learn initiative that is currently in committee. Dr. Austin mentioned that the College has a strong relationship with Warren County Technical School next door, and is in a good position in regard to collaborating on developing programs that lead to employment.

Dr. Linfante discussed the upcoming ACCT Congress taking place in New York City this upcoming October. Trustees who are interested in attending should let Dr. Linfante know as soon as possible. As the conference is being held in New York City, the College will look into using a car service to provide daily transportation for Board members to and from the conference.

Dr. Linfante discussed the recent Educationally Speaking radio program on WRNJ. He commended Trustees Nancy Brown and Yvonne Reitemeyer on the outstanding job they did presenting the Golden Eagle Safety Nest project to the public that the Board has recently adopted. They gave a brief overview of the program and discussed the various ways the community can participate.

Comments from the Public:

None.

Mrs. Brown, seconded by Mr. Haytaian, made **a motion to adjourn at 8:37 am. The motion carried unanimously.**

Respectfully Submitted,

Betti Singh, Secretary
Warren County Community College Trustees