



**BOARD OF TRUSTEES
Retreat Meeting
MINUTES – March 24, 2018**

Chair Phil Linfante called to order the meeting of the Warren County Community College Board of Trustees at 9:30 am in Room 201 at the Washington Campus.

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, Phil Linfante, Maria Maier, Yvonne Reitemeyer, Betti Singh, Peter Schmidt. Others present included Dr. William Austin, Barbara Pratt, and Recording Secretary Jean Vasko.

Trustee Chuck Haytaian joined the meeting at 9:40am.

Comments from the Public

N/A

Regular Agenda

Dr. Austin informed the Board that, based on recent information; revisions need to be made to the Motion to approve the Resolution Authorizing the Reallocation of Designated Funds to Support Emerging Needs (Exhibit RA-5). Exhibit RA-5 will be reviewed separately.

Dr. Linfante reviewed Board Items 1-4 as presented.

Dr. Austin discussed the personnel changes at the senior staff level since the last update to the Succession Plan (Exhibit RA-1). Dr. Linfante informed the Board that it is very impressive for a Community College to have such a detailed Succession Plan.

Board members discussed the various aspects of the Succession Plan, and how it relates to the overall operation of the College.

Mr. Schmidt, seconded by Mrs. Maier made a **motion to approve Board Items 1-4 as presented. Roll Call:** Mr. Dana, yes; Dr. Gilly, yes; Dr. Linfante, yes; Mrs. Maier, yes; Mrs. Reitemeyer, yes; Mrs. Singh, yes; Mr. Schmidt, yes. **The motion carried.**

Dr. Austin discussed the rationale behind the revisions to Exhibit RA-5.

Dr. Gilly, seconded by Mr. Haytaian made a **motion to approve the revised Resolution Authorizing the Reallocation of Designated Funds to Support Emerging Needs.**

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

Dr. Gilly, seconded by Mr. Haytaian made a motion to Empower the President to make decisions regarding 445 Marshall Street renovations, with a final report to be presented to the Board, upon completion of all projects. Roll Call: Mr. Dana, yes; Dr. Gilly, yes; Dr. Linfante, yes; Mrs. Maier; yes; Mrs. Reitemeyer, yes; Mrs. Singh, yes; Mr. Schmidt, yes. The motion carried.

9:40AM

Retreat Agenda - Facilitated by Dr. Phil Linfante

Peter Schmidt provided Board Members with an article from the *Chronicle of Higher Education*, which discussed the Trustees role.

Dr. Austin discussed the recent article in the *Chronicle of Higher Education* on “How to Bring New Board Members Up to Speed” by Katheryn Materson.

Dr. Linfante conducted two icebreaker exercises with the Board to demonstrate that people of different backgrounds and beliefs can work together for the common good.

10:00AM-10:30AM

Great Things Are Happening at Warren County Community College

- Phi Theta Kappa Presentation-PTK Officers

PTK President Dorothy Helmken, along with Officers Michelle Bodyl and Arleen Molina reviewed a PowerPoint presentation with the Board highlighting the various activities the Alpha Upsilon Rho chapter participated in the past year in order to achieve Five Star status. These activities ranged from participation in a playground build, community food drives, and the week-long C4 College Completion event held this past October on Campus. They also touched on the numerous leadership conferences that members and officers participated in the past year. These conferences provided the Officers with opportunities to interact with fellow PTK members, and to develop leadership skills.

Chapter President Dorothy Helmken displayed to the Board the awards the Chapter received at the Middle States Regional Leadership Conference held March 15-18th. The Chapter received the Five Star Gold Chapter Award, Distinguished Chapter Award, and the Chapter Milestone Award. In addition, Dorothy Helmken and Krista Cooper received recognition as Hall of Fame Chapter Officers, Michelle Bodyl received the Distinguished Officer Award, and Chapter Advisor Jean Vasko received the Paragon Chapter Advisor Award.

Advisor Jean Vasko provided the Board with an overview of the national awards that Dorothy Helmken has been awarded the past year. They include the 2017 Coca-Cola Leader of Promise Scholar, New Century Transfer Pathways Scholar, and her selection to the NJ All-Academic Team.

The Board and Dr. Austin congratulated the Officers for their hard work and dedication in making Alpha Upsilon Rho successful on and off Campus.

10:30AM-10:35AM- Break

10:35AM-12:00PM

Middle States Self-Study & Standards Review- Barbara Pratt

Barbara Pratt reviewed the process that led up to the completion of the Middle States Self-Study Report. Ms. Pratt discussed the recent consolidation of the standards from fourteen to seven.

Ms. Pratt reviewed each standard with the Board, detailing what the Middle States Accreditation Team will be looking for when they are on Campus March 25-27th.

Ms. Pratt explained to the Board that Warren County Community College is in the first cohort going through the new Accreditation Process.

Ms. Pratt informed the Board that there are three possible outcomes that the Middle States Accreditation Team can note in their report:

1. Compliance with no recommendations (What every college is hoping for.)
2. Compliance – with one or more recommendations
3. Did not meet 1 or more of the 7 standards – Warning or Probation (no college is hoping for this type of outcome)

12:10PM-1:10PM

Annex Groundbreaking/Lunch

Board members and Dr. Austin joined distinguished guests including Senator Michael Doherty, Assemblyman Erik Peterson, Freeholder Director Ed Smith, Freeholder Gardner, Freeholder Sarnoski and other distinguished guests outside the East Wing for a ceremonial groundbreaking for the Annex addition.

Executive Session

Mrs. Singh, seconded by Mr. Schmidt **made a motion to enter Executive Session at 1:10PM.**
The motion carried.

Mrs. Maier, seconded by Mr. Haytaian, **made motion to exit Executive Session at 1:27PM.**
The motion carried.

1:30PM

Other Business and Announcements

- **NJCCC Legislative Update- Dr. Austin**

Dr. Austin informed Board members that he and Dr. Linfante recently met with Dr. Aaron Fichtner, the new President of the New Jersey Council of Community Colleges. As both Dr. Linfante and Dr. Austin serve on the NJCCC Executive Committee, they were advising the new president on community college initiatives statewide.

Drs. Linfante & Austin briefly reviewed the recent NJCCC Legislative updates with the Board.

Dr. Linfante discussed the bills currently on the Legislative floor and provided the Board with an article, “ *FY 2018 Omnibus Package Includes Increases for Higher Ed Programs*” from ACCT

which goes into detail on what is contained in the Omnibus Package and what impact the proposed legislation will have on the College.

- **Trustee Materials**

Exhibit RA-9

Dr. Austin reviewed the Trustee Materials included in Exhibit RA-9 with Board Members. The materials included the Code of Ethics, Conflict of Interest Form, Anti-Harassment Policy, CEPA Policy and all Chapter 1 Policies.

Board members are required to sign off on the Code of Ethics/ Conflict of Interest form included in the packet and return to Jean Vasko.

Dr. Austin also shared that the annual state required financial disclosures would be forthcoming and likely be due by the end of April. He reminded Board members that these documents must be completed online by regulation.

- Other

Dr. Linfante discussed the email he recently sent to Board members concerning the Board's project to help students outside of the classroom.

Dr. Linfante discussed the goal the Board has set to donate \$2,000.00 in grocery store gift cards, which will be distributed by Professor Karen Hillyer and Library Coordinator Lisa Stoll to students in need through the Eagle's Safety Nest Program.

At today's retreat Peter Schmidt donated 10 \$20.00 gift cards to the Stop n' Shop in Phillipsburg and Dr. Linfante donated 10 \$20.00 gift cards to Shop Rite. Jean Vasko will collect and record the Board's donations, and will distribute them to Professor Hillyer/Lisa Stoll.

Comments from the Public:

None.

Motion to Adjourn

At 1:48 PM, Mrs. Singh, seconded by Dr. Gilly, made **a motion to adjourn. The motion carried unanimously.**

Respectfully Submitted,

Betti Singh,
Warren County Community College Trustees