

**BOARD OF TRUSTEES**  
**Regular Meeting**  
**MINUTES – May 19, 2018**

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Chair Phil Linfante called to order the meeting of the Warren County Community College Board of Trustees at 9:30am in Room E209 at Warren County Community 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, Frank Gilly, Maria Maier, Yvonne Reitemeyer, Peter Schmidt, Betti Singh, and Phil Linfante. Others present included Dr. William Austin, President, and Jean Vasko, Recording Secretary.

**Presentations:**

N/A

**Approval of Minutes:**

Mrs. Reitemeyer, seconded by Dr. Gilly made a **motion to approve the minutes of the April 18, 2018 Regular Session. Roll Call:** Mr. Dana, yes; Dr. Gilly, yes; Mrs. Maier; abstain; Mrs. Reitemeyer, yes; Mr. Schmidt, yes; Mrs. Singh, yes; Dr. Linfante, yes. **The motion carried.**

**Communications**

Dr. Austin shared a letter addressed to the Board from graduating Phi Theta Kappa Officer Arleen Molina, in which Ms. Molina expressed her sincere gratitude to the Board for all the support they have given Phi Theta Kappa, and how that support has positively impacted her personally. Ms. Molina wanted the Board to know that their continued support, both academically and financially, of PTK has enabled her to participate in activities and events that have significantly helped her develop leadership skills, which will help in her future educational goals. Dr. Austin reiterated that the Board previously voted to have money set aside in a reserve account for Phi Theta Kappa expenses, providing officers and members with opportunities to attend regional and international events.

Dr. Austin presented PTK Advisor Jean Vasko with a citation from the NJ Senate and General Assembly for her outstanding advisorship of the Warren County Community College Chapter of Phi Theta Kappa. The Board congratulated Ms. Vasko on her work on behalf of the students at the College.

**Comments from the Public**

N/A

**Policy and Planning Committee**

Dr. Linfante indicated that the following policy was being brought forward for consideration:

- ❖ 310 Student Clubs and Organization (Revision) Exhibit CP-1

It was agreed that this policy would be brought to the Board for second reading in June.

**Committee on Finance and Audit**

Dr. Gilly noted that the Committee on Finance and Audit discussed exhibits CFA-3 & CFA-4 and agreed that the FY19 Tuition and Fees (CFA-3) and the FY19 Proposed Budget (CFA-4) would be presented separately to the Board of Trustees. He noted that the Committee had a thorough discussion of tuition charges for FY19 and discussed factors such as comparison of tuition and fees at other New Jersey Community Colleges, government funding, proposed state programs, and enrollment projections.

Dr. Austin discussed Cengage Unlimited's access cost for textbooks offered to students enrolled at the College. Dr. Austin discussed how this possible reduction in textbook costs could have a positive impact when potential students are looking at the College, in addition to benefitting financial aid students. The significantly lower textbook costs could also offset any tuition increase to potential students. A representative from Cengage Unlimited will be doing a presentation at the June 27, 2018 Board meeting at 445 Marshall Street in Phillipsburg.

Dr. Linfante shared with the Board that the proposed FY 19 budget is actually less than the proposed budget introduced at the BOSE meeting on February 14, 2018.

Mr. Schmidt, seconded by Mrs. Maier, made a **motion to approve the FY19 Tuition and Fee charges. Roll Call:** Mr. Dana, yes; Dr. Gilly, yes; Mrs. Maier, yes; Mrs. Reitemeyer, yes; Mrs. Singh, yes; Mr. Schmidt, yes, Dr. Linfante, yes ; **The motion carried.**

Mr. Dana, seconded by Mr. Schmidt, made a **motion to approve the FY19 budget. Roll Call:** Mr. Dana, yes; Dr. Gilly, yes; Mrs. Maier, yes; Mrs. Reitemeyer, yes; Mrs. Singh, yes; Mr. Schmidt, yes, Dr. Linfante, yes. **The motion carried.**

**Consent Agenda**

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

- A. March Financial Statement Exhibit CFA-1
- B. April Financial Statement Exhibit CFA-2
- C. President's Personnel Recommendations Exhibit CO-1
- D. Resolution Authorizing the Award of a Non-Fair and Open Exhibit CO-2  
Contract to BDI Data Lynk, LLC for Fiber Optics Career Training  
Programs for FY 18

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| E. | Resolution Authorizing the Award of a Non-Fair and Open Contract to Nisivoccia LLP for Independent Auditing Services                | Exhibit CO-3 |
| F. | Resolution Authorizing the Award of a Fair and Open Contract to U.S. Associates for Professional Unarmed Security Services          | Exhibit CO-4 |
| G. | Resolution Authorizing the Award of a Fair and Open Contract to Borden Perlman Insurance Agency, Inc. for Insurance Broker Services | Exhibit CO-5 |
| H. | Rock Solid Financial Services, LLC Lease Renewal                                                                                    | Exhibit CO-6 |
| I. | Resolution to support the review of Digital Subscriptions to reduce student textbook costs.                                         | Exhibit CP-2 |

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

Alumni Trustee James Crouse joined the meeting at 9:40am.

**Great Things are Happening at WCCC:**

- Faculty Award- *Dr. Jennifer Harrison, Assistant Professor of Social Sciences*

Dr. Harrison displayed the Dale P. Parnell Distinguished Faculty Award presented to her at the AACCC's annual convention in Dallas this past April. Dr. Harrison thanked the Board for their continued support and expressed her sincere appreciation to the Board for the opportunity given to her to make a difference in the lives of students at the College.

Dr. Austin informed the Board that Dr. Harrison was one of fifty educators selected for this prestigious award based on her innovative teaching on behalf of the students of Warren County Community College. Dr. Austin also let the Board know that Dr. Harrison, a mother of five and a graduate of the College, received her doctorate while teaching at the College.

The Board congratulated Dr. Harrison on her achievement and looks forward her continued success at the College.

- Student Award- *Dorothy Helmken*

PTK President Dorothy Helmken gave an overview to the Board of the various awards she has received this past year including the New Century Transfer Pathways Scholar presented to her at the AACCC President's Breakfast this past April in Dallas, 2017 Coca Cola Leaders of Promise Scholar, and being named to the 2018 NJ All State Academic Team.

Ms. Helmken thanked the Board for all their support this past year and let them know how much she has accomplished this past year as a student at Warren County Community College, exceeding well beyond her expectations. Ms. Helmken let the Board know how appreciative she was of all the support she was given during her time as a student at the College.

Dr. Linfante and the Board congratulated Ms. Helmken on her outstanding achievements this past year. Board members also complimented Ms. Helmken on being a positive student role model at the College and wished her continued success in her educational goals.

## **President's Report**

### WCCC Spotlight

#### A. Bristol/SPT –State of NJ- *Dr. Austin*

Dr. Austin discussed the challenges of getting much-needed training programs to the residents of Sussex County through the SPT in conjunction with WCCC. Dr. Austin thanked Ms. Azar and her staff for their continued excellence in working diligently to provide community members with much needed services and programs through the SPT partnership.

#### B. Warren Tech Graduation-*Dr. Austin*

Dr. Austin informed the Board that his daughter Miranda will be graduating from Warren Tech on Tuesday evening, June 19<sup>th</sup>, the same date of the June Board Committee meetings. He explained that he had previously missed his daughter's 8<sup>th</sup> grade graduation to be present for a Trustee meeting, but that he did not think he would be forgiven for missing a high school graduation.

Dr. Austin asked Board members if they would have any objections in having Ms. Barbara Pratt, VP of Finance & Operations, fill in for him during the Board Committee meetings. The other option would be to change the date of the meetings; Dr. Austin suggested that Ms. Pratt would be more than capable in standing in for him at the Committee Meetings. The Board unanimously agreed to have Ms. Pratt fill in for Dr. Austin at the June Board Committee meetings.

## **College Report**

#### A. GESN Board Project- *Yvonne Reitemeyer*

Trustee Yvonne Reitemeyer gave the Board a brief summary of the meeting she, Dr. Linfante and Dr. Austin participated in last week. As the point person for the Board's Golden Eagle Safety Nest project, Mrs. Reitemeyer discussed various options and ways to raise money and community awareness for the project. She will be promoting the GESN project during Educational Speaking on WRNJ Radio June 20<sup>th</sup> to help bring community awareness to the issue of food insecurity and the significant impact it has on the lives of many college students. At this time, the Board has collected \$900.00 in gift cards towards their goal of \$2000.00 with the intention to significantly increase the amount raised through community awareness and participation.

Dr. Linfante and Board members discussed the addition of a co-chair to work with Trustee Reitemeyer in the coordination, fundraising, and promotion of community awareness for the project. The Board unanimously appointed Trustee Nancy Brown as co-chair for the Board's GESN project based on her many years of dedicated community service and her vast knowledge base.

Dr. Linfante shared with the Board his observations from the recent Spring Festival held in Hackettstown, NJ. He was very impressed with the number of College staff volunteering for the event to help promote the College in our local community. Dr. Linfante commended Dr. Austin for the vast amount of red WCCC canvas bags seen all across the festival grounds and his

dedication in personally handing them out to community members. Dr. Austin let Board members know that both Barbara Pratt and Dennis Florentine were responsible for the successful bag promotional campaign at Spring Fest.

**B. Construction Update-*Dennis Florentine***

Mr. Florentine passed out the latest projected budget and gave Board members an update on the Annex construction project's progress. Mr. Florentine let the Board know that the project is 12% complete. Frankoski Construction is scheduled to start erecting steel for the addition on June 22<sup>nd</sup>, with a scheduled completion date of October 24, 2018.

Mr. Florentine let the Board know that the College reduced the contingency funds by half based on Mazer Consulting's soil testing, and that it appears that the project should not run into any major issues of unsuitable soil. Mr. Florentine reviewed the contract with Frankoski concerning sinkhole remediation; the contract had a cost of 75.00 per cubic yard. The College determined, based on the square footage and the dollar amount needed, that they budgeted well under the amount that may be needed should there be any minor soil remediation needed. Based on these projections there will be enough money in the contingency to cover the costs.

Dr. Linfante noted that the Annex project is under budget, even with the addition of two items not originally included in the initial budget; ceiling tile upgrades and patio lighting. The Board discussed the configuration of the lecture hall and the multiple uses of the space once the Annex is completed. Dr. Austin informed the Board that he is extremely satisfied with HQW Architects based on the many interactions between the College staff and HQW.

Dr. Austin discussed College Report exhibits CR-1 through CR-3 with the Board and the rationale behind each resolution. Board members were emailed draft copies of exhibits CR-1 through CR-3 to review prior to today's Board meeting.

**ACTION Resolution granting Professor Emeritus Status to Dr. Robert Sintich upon his retirement** Exhibit CR-1

Mrs. Singh, seconded by Mr. Schmidt, made a **motion to approve the Resolution granting Professor Emeritus Status to Dr. Robert Sintich upon his retirement. Roll Call:** Mr. Dana, yes; Dr. Gilly, yes; Mrs. Maier, yes; Mrs. Reitemeyer, yes; Mrs. Singh, yes; Mr. Schmidt, yes, Dr. Linfante, yes ; **The motion carried.**

**ACTION Resolution granting Professor Emeritus Status to Dr. Elizabeth McMahon upon her retirement** Exhibit CR-2

Mrs. Reitemeyer, seconded by Mrs. Singh, made a **motion to approve the Resolution granting Professor Emeritus Status to Dr. Elizabeth McMahon upon her retirement. Roll Call:** Mr. Dana, yes; Dr. Gilly, yes; Mrs. Maier, yes; Mrs. Reitemeyer, yes; Mrs. Singh, yes; Mr. Schmidt, yes, Dr. Linfante, yes ; **The motion carried.**

**ACTION Resolution Naming the Edward J. and Eileen Smith Drone Lab** Exhibit CR-3

Mrs. Singh, seconded by Mr. Schmidt, made a **motion to approve the Resolution naming the Edward J. and Eileen Smith Drone Lab. Roll Call:** Mr. Dana, yes; Dr. Gilly, yes; Mrs. Maier, yes; Mrs. Reitemeyer, yes; Mrs. Singh, yes; Mr. Schmidt, yes, Dr. Linfante, yes ; **The motion carried.**

The approved resolutions will be presented during the College's thirty-first Commencement ceremony.

### **Executive Session**

There was no Executive Session.

### **Other Business:**

Dr. Austin discussed Trustee Alan Lowcher's resignation letter, which he had previously shared with the Board.

### **ACTION Resolution to accept the resignation of Alan Lowcher with great regret.**

Mr. Dana, seconded by Dr. Gilly, made a **motion to accept the resignation of Alan Lowcher with great regret. Roll Call:** Mr. Dana, yes; Dr. Gilly, yes; Mrs. Maier, yes; Mrs. Reitemeyer, yes; Mrs. Singh, yes; Mr. Schmidt, yes, Dr. Linfante, yes ; **The motion carried.**

### **NJCCC Legislative Update- *Dr. Linfante***

Dr. Linfante noted that he is the current chair of the NJCCC Legislative Committee. He discussed various initiatives being considered by the NJ Assembly. 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 should the legislation pass. At this time, there has been no further action on S2455.

Dr. Linfante discussed the issue of NJ Community Colleges being granted approval to offer Bachelor's degrees in certain Applied Science programs that is currently being discussed at the State level. Dr. Austin informed the Board that there are two programs at WCCC that could possibly be considered for Bachelor's degrees; the VIPER program and the Addiction Counseling program. WCCC would be able to meet the doctoral teaching criteria for both at the 300/400 level courses. Dr. Austin shared with the Board that many of the full time faculty members receiving doctoral degrees were funded by the College. Dr. Austin informed Board members that the process for granting Bachelor's degrees at the Community College level, if approved, could take up to two years to be implemented.

Dr. Linfante discussed the Work to Learn initiative that is currently in committee. This would require Community Colleges to work with high schools, to provide a smooth transition from high school. Dr. Austin discussed the strong relationships that currently exists between Phillipsburg High School, Warren County Technical School and the College. Dr. Austin also discussed how Jeanette Schinstine, the dual enrollment coordinator, will be able to help facilitate stronger relationships between the high schools and the College based on her role as the Head of Guidance at Phillipsburg High School, and her previous positions in guidance throughout Warren County.

Dr. Linfante discussed his plan for the distribution of diplomas at the upcoming commencement ceremony. He would like to share the honor of handing diplomas to students with fellow Board members. The rotation of Board members will be coordinated with Dr. Austin during the ceremony.

Dr. Gilly noted that as the Academic year is ending, he wanted to express his thanks to the College staff for a terrific year. Mrs. Singh commended all involved for the outstanding Middle States Accreditation Report that the College received.

**Comments from the Public:**

None.

Mrs. Reitemeyer, seconded by Mr. Dana, made **a motion to adjourn at 10:15 am. The motion carried unanimously.**

Respectfully Submitted,

Betti Singh, Secretary  
Warren County Community College Trustees