

BOARD OF TRUSTEES
Regular Meeting
MINUTES NOVEMBER 7, 2018

Chair Phil Linfante called to order the meeting of the Warren County Community College Board of Trustees at 6:40PM 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 Nancy Brown, Craig Dana, Dr. Frank Gilly, Chuck Haytaian, Dorothy Helmken, Maria Maier, Peter Schmidt, and Dr. Phil Linfante. Others present included Dr. William Austin, President, Nishali Rose, College Attorney, and Jean Vasko, Recording Secretary.

Presentations:

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

Dr. Linfante asked Dr. Gilly to present the Essential Piece of the Puzzle award on behalf of the Board. Dr. Gilly expressed his appreciation to Nursing Department for their continued success and was honored to present the award.

Dr. Gilly presented the Essential Piece of the Puzzle award to the Nurse Education Department for their continued excellence, having 100% pass rate on the NCLEX two years in a row. Patricia Stypolkowski, Executive Director of the Nurse Education Program, accepted the award on behalf of the Nursing Dept.

Ms. Stypolkowski, on behalf of the Nursing Department, thanked Dr. Gilly and the Board for the recognition.

Approval of Minutes:

The Board noted a few typos in the September 2018 regular minutes which Ms. Vasko will address.

Mrs. Brown, seconded by Mrs. Maier made a **motion to approve the minutes of the September 12, 2018 Regular Session and September 12, 2018 Executive Session. Roll Call:** Mrs. Brown, yes; Mr. Dana, yes; Dr. Gilly, yes; Mr. Haytaian, yes; Mrs. Maier; yes; Mr. Schmidt, yes; Dr. Linfante, yes. **The motion carried.**

Communications

Dr. Austin shared a letter with the Board from Dr. Linn Tishner- Ladner, President and CFO of the Phi Theta Kappa Honor Society, informing him that Jean Vasko, Advisor to the Alpha Upsilon Rho

chapter on Campus has completed the new Five Star Chapter Advisor curriculum. The Board thanked Ms. Vasko for her dedication Phi Theta Kappa at the College.

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:

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| • 308.1 | Service and Support Animals Policy | Exhibit CP-1 |
| • 501.7 | Student Book Subscriptions | Exhibit CP-2 |
| • 201.15 | Employee Background Investigation Policy | Exhibit CP-3 |
| • 403.2 | Repeat Grade Policy | Exhibit CP-4 |
| • 202.3 | Anti-Nepotism Policy | Exhibit CP-5 |
| • 403.1 | Grading System | Exhibit CP-6 |
| • 403.3 | Incomplete Grade | Exhibit CP-7 |
| • 501.15 | Student Accounts | Exhibit CP-8 |
| • 501.8 | Emergency WCCC Student Loans & Bookstore Vouchers | Exhibit CP-9 |

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

Consent Agenda

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

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| A. | President’s Personnel Recommendations (Revised) | Exhibit CO-1 |
| B. | Resolution to Exempt Warren County Community College Employment Titles from the NJ First Act | Exhibit CO-2 |
| C. | Resolution Approving the Award of a Fair and Open Contract to National Office Furniture and Ditto Sales DBA Versteel for Lobby, Computer Lab, Office and Lounge Furniture for the Washington Annex | Exhibit CO-3 |
| D. | Resolution Approving the Award of Fair and Open Contract Howard Technology Solutions for a Campus Wide Security Camera Upgrade. | Exhibit CO-4 |
| E. | Resolution Authorizing the Award of a Non-Fair and Open Contract to Maser Consulting for Site, Civil, and Architectural Landscape Services for the New Annex at the Washington Campus. | Exhibit CO-5 |
| F. | Resolution for a Bid Waiver Request for AVC Pictures (Revised) | Exhibit CO-6 |

G.	August Financial Report	Exhibit CFA-1
H.	September Financial Report	Exhibit CFA-2
I.	FTE Enrollment Audit	Exhibit CFA-3
J.	201.1 Appointment of Adjunct Faculty	Exhibit CP-10
K.	302. 2 Registration	Exhibit CP-11
L.	202.17 Faculty Tenure Plan	Exhibit CP-12
M.	302.4 Programs for Secondary School Students	Exhibit CP-13
N.	405 Distance Education	Exhibit CP-14
O.	406 Master Syllabus	Exhibit CP-15
P.	Resolution to offer a Certificate in Addiction Counseling	Exhibit CP-16

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

Great Things are Happening at WCCC:

- Board of Education, Municipal Visits Schedule- *Samir Elbassiouny*

Mr. Elbassiouny passed out the tentative schedule for upcoming Warren County Board of Education meetings reflecting the dates/times of each meeting. Board members were invited to sign up and attend the meetings at their convenience. Ms. Vasko will send out updated schedules and reminders to Board members. Mr. Elbassiouny informed the Board that the College will coordinate similar visits to all Warren County municipalities in early 2019, based on the meeting schedules for each municipality. Board members will be provided with a sign-up sheets/schedules ahead of time.

Dr. Austin discussed the rationale behind the scheduling of the meetings, which was to inform the community of the many great things happening at the College. Dr. Austin shared a handout with the Board that covered all the positive news regarding the College, which will be distributed at the BOE meetings. He also shared that the reason for going to Board of Education meetings first was to promote CCOG.

Based on scheduling issues, Dr. Austin and Dr. Linfante will not be able to attend the Hackettstown BOE meeting. Board Treasurer Peter Schmidt and Ms. Pratt will represent the College at the Hackettstown BOE meeting. Board members and Administration are welcome to attend on behalf of the College.

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

Dr. Austin thanked Ms. Pratt, Dr. Linfante, Board members, and staff for their significant contributions in making the College's CCOG grant application so successful. Dr. Austin informed the Board that the College has already received half of the grant funding from the state.

Dr. Austin discussed the intensive marketing strategy planned for both the CCOG Grant and Cengage Unlimited textbook programs being implemented in spring 2019. The marketing plan will include county wide billboards, multiple postcard mailings, weekly emails, targeted financial aid

emails, and 1,000,000 internet based images on social media and sites like youtube which will commence the middle of November. In addition, both he and Dr. Linfante will be attending BOE meetings throughout the county to actively promote the grant in the local community as noted above.

President's Report

WCCC Spotlight

- Annex Dedication & Scholarship Dinner- *Dr. William Austin/Samir Elbassiouny*

Dr. Austin discussed the Annex dedication, which is scheduled to take place at 5:00PM on November 28, 2018. Board members will be kept informed of any changes to the schedule.

Mr. Elbassiouny invited Board members to attend the 2018 Trustee/Foundation Scholarship dinner on November 28th following the Annex dedication. This event is to honor the 2018 scholarship recipients. Please let Mr. Elbassiouny or Ms. Vasko know if you are able to attend the event.

- December 6, 2018 – Poet Laureate Visit

Dr. Austin reminded the Board that Tracy K. Smith, Poet Laureate of the United States will be doing a reading at the College on December 6th. Board members interested in joining Professor BJ Ward and Ms. Smith for dinner before the reading should reach out to Mr. Elbassiouny or Ms. Vasko.

- Other Issues- *Dr. Linfante*

Dr. Linfante briefly discussed the "Securing Our Children's Future Bond Act" recently approved by the State which deals with expanding vocational-technical programs and how it could benefit the College. Dr. Linfante discussed having the College apply for a share of the \$50 million designated for community colleges to expand their vocational-technical programs.

College Report

A. ACCT Congress 2018 Report-*Trustees*

Dr. Linfante gave a brief overview of the highly successful and well attended presentations that he, Dr. Austin, Mrs. Brown, and Mrs. Singh presented at the October ACCT Congress in New York City. Dr. Linfante let the Board know that Warren County Community College was well-represented throughout the ACCT Congress. Mrs. Brown shared her positive experience as a first time presenter at the Conference with the Board. Dr. Linfante let the Board know that over 1000 community colleges were represented at the ACCT Congress this year.

B. Annex Building Update- *Dennis Florentine*

Mr. Florentine discussed the rationale behind the change order request dealing with data drops needed for the Annex building. Mr. Florentine recommended the change order for the additional data and electrical drops due to the wireless access points needing one additional port each. Board members asked several clarifying questions which Mr. Florentine addressed.

Dr. Gilly, seconded by Mr. Haytaian, **made a motion to approve the Resolution Authorizing the Acceptance of a Change Order for All Labor and Material Associated with Additional Interior Data Drops for the Annex Addition known as "Project 15-7004" as directed by the College.** **Roll Call:** Mrs. Brown, yes; Mr. Dana, yes; Dr. Gilly, yes; Mr. Haytaian, yes; Mrs. Maier, yes; Mr. Schmidt, yes; Dr. Linfante, yes. **The motion carried.**

Mr. Florentine discussed the progress of the Annex building. The weather conditions were mentioned as an inhibitor to getting the exterior site work completed in terms of grading and seeding.

Mr. Florentine informed the Board that a change order request in excess of \$30,000 for exterior site lighting was rejected as too costly. It was determined that the landscape project to be bid for the spring now would have a component for exterior site lighting. It is the College's position that the lighting can be achieved at a reduced cost in comparison to the contractor's change order pricing.

At this time, Mr. Florentine is anticipating that the Annex building dedication on November 28th will take place as scheduled. Mr. Florentine will update Dr. Austin and the Board on any changes that may occur as soon as possible.

Executive Session

At 7:16 PM Mr. Dana, seconded by Dr. Gilly made a **motion to enter Executive Session.** The motion carried unanimously.

At 7:35 PM Mr. Haytaian, seconded by Mrs. Brown made a **motion to exit Executive Session.** The motion carried unanimously.

Other Business:

The Board discussed the issue of VP Barbara Pratt's salary in regard to similar salaries of other CFO's at the 19 community colleges in New Jersey. The Board discussed the rationale in adjusting Ms. Pratt's salary and job title designation.

Dr. Gilly, seconded by Mrs. Brown, made a **motion to approve the re- appointment of Barbara Pratt as chief financial officer (CFO) of Warren County Community College through June 30, 2020 on with revised compensation as presented, effective November 12, 2018.** **Role call:** Mrs. Brown, yes; Mr. Dana, yes; Dr. Gilly, yes; Mr. Haytaian, yes; Mrs. Maier, yes; Mr. Schmidt, yes; Dr. Linfante, yes. **The motion carried.**

The Board expressed their appreciation to Ms. Pratt for her years of outstanding service to the College and let her know that her appointment was well deserved. Ms. Pratt thanked the Board and let them know she is appreciative of their support.

Dr. Linfante shared a recent article with Board members from *Inside Higher Ed* in regard to students who have younger children taking longer to complete their degrees, and how the issue of childcare adversely affects their ability to complete their educations in a timely manner.

Dr. Linfante shared a recent opinion column that ran in the *Star Ledger* newspaper that discussed apprenticeships and how Colleges need to adapt to a changing world. Dr. Linfante applauded the Board for their forward thinking in regard to the programs being offered/developed at the College to prepare students to enter the workforce.

Dr. Linfante discussed a recent article that dealt with the declining population in the area and how it will impact enrollment at the College in the future. Mr. Dana shared with the Board that the population of the two most northwest counties in the state have declined by 10%.

Dr. Linfante reviewed the updated Board of Trustees Annual Calendar of Business (Exhibit CR-2) with the Board and highlighted the additions made to the calendar effective this year. Additions to the calendar include Chapter 12, Community College resources, and a Foundation update. Dr. Linfante mentioned that the Middle States Accreditation team was very impressed with the Board's Annual Calendar of Business.

Mr. Schmidt, seconded by Mr. Haytaian **made a motion to approve the WCCC Board of Trustees Annual Calendar of Business (Business by Month). Role call:** Mrs. Brown, yes; Mr. Dana, yes; Dr. Gilly, yes; Mr. Haytaian, yes; Mrs. Maier, yes; Mr. Schmidt, yes; Dr. Linfante, yes. **The motion carried.**

Dr. Linfante briefly discussed the status of the proposed State Health Benefits Plan (SHBP), which would help save both the colleges and the employees in benefit expenses should the legislation pass.

Comments from the Public:

None.

Mr. Haytaian, seconded by Mr. Dana, **made a motion to adjourn at 7:42 am.** The motion carried unanimously.

Respectfully Submitted,

Dr. Phil Linfante, Chair
Warren County Community College Trustees