Exhibit M -1

BOARD OF TRUSTEES
Harry E. Brown Community Board Room
MINUTES – December 17, 2025

Board Chair Mrs. Brown called to order the meeting of the Warren County Community College Board of Trustees at 6:30 pm The meeting was held in the Harry E. Brown Community Board Room, and was advertised on the College's website.

Mrs. Brown 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 Mr. Joyce, Dr. Lamonte, Mrs. Maier, Mrs. Reitemeyer, Mrs. Singh, Mr. Schmidt, Mrs. Steinhardt, Mr. Warren, Ms. Harold, and Mrs. Brown.

Others present included Dr. William Austin, President, Ms. Pratt VP Finance/CFO, Dr. Marianne Van Deursen, Mr. Samir Elbassiouny, and Sarah Van Horn, Recording Secretary.

Ms. Maciag joined the meeting at 6:32 PM

Approval of Minutes

Mr. Schmidt, seconded by Mrs. Singh, made a **motion to Approve the November 12, 2025 Reorganization Session Minutes. Roll call**: Mr. Joyce, yes; Dr. Lamonte, yes; Ms. Maciag, yes; Mrs. Maier, yes; Mrs. Reitemeyer, yes; Mrs. Singh, yes; Mr. Schmidt, yes; Mrs. Steinhardt, yes; Mr. Warren, yes; Mrs. Brown, yes. The motion carried.

Mrs. Reitemeyer, seconded by Mrs. Singh, made a **motion to Approve the November 12, 2025 Board Session Minutes. Roll call**: Mr. Joyce, yes; Dr. Lamonte, yes; Ms. Maciag, yes; Mrs. Maier, yes; Mrs. Reitemeyer, yes; Mrs. Singh, yes; Mr. Schmidt, yes; Mrs. Steinhardt, yes; Mr. Warren, yes; Mrs. Brown, yes. The motion carried.

Mrs. Singh, seconded by Mrs. Steinhardt, made a **motion to Approve the November 12, 2025, Executive Session Minutes. Roll call**: Mr. Joyce, yes; Dr. Lamonte, yes; Ms. Maciag, yes; Mrs. Maier, yes; Mrs. Reitemeyer, yes; Mrs. Singh, yes; Mr. Schmidt, yes; Mrs. Steinhardt, yes; Mr. Warren, yes; Mrs. Brown, yes. The motion carried.

Communications

Dr. Austin informed the Board that the recognition traditionally presented to the outgoing Board Chair at this meeting will be rescheduled and presented at the February meeting going forward.

Dr. Austin also reported that Allison Witucki, Institutional Research Officer, recently had an article published in a science and education journal in September. Dr. Austin noted that this accomplishment reflects positively on the College's academic and research efforts. Dr. Austin further stated that Mrs. Witucki also teaches biology and other science courses. The College's Public Relations staff will highlight this achievement in a future communication.

Policy and Planning Committee (First Reading Policy)

Board Chair Mrs. Brown reviewed the reaffirmation of 201.4 Employee Grievance Policy and Procedure (Exhibit CP-1), 201.13 Personnel Files (Exhibit CP-2), and 201.14 Reference Request/Salary Confirmation (Exhibit CP-3). No questions or concerns were raised.

Mrs. Brown then reviewed revision 201.11.1 Outside Employment Policy (Exhibit CP-4). No questions or concerns were raised.

Consent Agenda

Chair Brown reviewed the Consent Agenda, asking Board members if any items should be reviewed separately. No questions or concerns were raised.

Motion to approve items A – M as presented:

A.	October 2025 Financial Statement	Exhibit CFA-1
B.	November 2025 Financial Statement	Exhibit CFA-2
C.	Resolution Authorizing the Reallocation of FY25 Funds to Support College Priorities	Exhibit CFA-3
D.	Board Resolution to Accept Strengthening Career and Technical Education for 21st Century Act (Perkins V) Grant FY26	Exhibit CFA-4
E.	President's Personnel Recommendations	Exhibit CO-1
F.	Resolution Approving the Award of a Fair and Open Contract To SHI International for Crowdstrike (FY26)	Exhibit CO-2
G.	Resolution of the Warren County Community College Board of Trustees Designating a Public Agency Compliance Officer (PACO) Calendar Year 2026	Exhibit CO-3
H.	402.1 Associate Degree Program Requirements	Exhibit CO-5
I.	402.4 Academic Year/Semester	Exhibit CP-6
J.	402.5 Additional Degree	Exhibit CP-7
K.	102.2.2 Staff Communication to the Board of Trustees	Exhibit CP-8
L.	307 Student Transcripts	Exhibit CP-9
M.	402.2 General Education Requirements	Exhibit CP-10

Mrs. Reitemeyer, seconded by Mr. Schmidt, made a **motion to Approve Consent Agenda Items A-M as presented. Roll call**: Mr. Joyce, yes; Dr. Lamonte, yes; Ms. Maciag, yes; Mrs. Maier, yes; Mrs. Reitemeyer, yes; Mrs. Singh, yes; Mr. Schmidt, yes; Mrs. Steinhardt, yes; Mr. Warren, yes; Mrs. Brown, yes. The motion carried.

<u>President's Report-</u> *Dr. Will Austin*

<u>College & WarrenUAS Marketing Events</u>

Dr. Austin distributed copies of the President's Report to the Board and noted that it summarized College activities from the prior month.

Dr. Austin informed the Board that he will be away from the College from December 29th through early January due to a previously scheduled personal commitment. He noted that established protocols are in place to address urgent matters during his absence.

Dr. Austin reviewed information included in the report regarding College and program-related events and outreach activities, noting that two separate listings are maintained: one for general College events and one for WarrenUAS-related activities. Dr. Austin stated that these listings were provided in response to a prior Board request.

Dr. Austin explained that outreach and engagement activities conducted by the WarrenUAS program include presentations and discussions that represent the College as a whole and are counted towards the College's community engagement efforts. Dr. Austin noted that the difference in activity levels among programs reflects staffing levels and the volume of invitations received.

<u>College Report-</u> *Dr. Will Austin and Ms. Pratt*

<u>EOF Audit Update</u>- *Dr. Austin and Ms. Pratt*

Dr. Austin informed the Board that the College received the results of a recent EOF audit shortly before Thanksgiving. He reported that the audit findings were generally positive and that no substantial corrective actions were required.

Dr. Austin noted that the audit identified some areas of confusion related to reporting structures and stated that the College is addressing these matters to ensure clarity and accuracy. Dr. Austin emphasized that the College maintains clear supervisory and reporting expectations.

Ms. Pratt and Dr. Van Deursen confirmed that certain comments included in the audit report were inconsistent with the College's records and practices, noting that required documentation and procedures had been properly completed. Ms. Pratt further stated that reporting relationships had previously been clearly communicated to EOF staff.

Dr. Austin advised the Board that the College does not intend to submit a formal response to the audit report, noting that engaging in extended rebuttals is not productive. Dr. Austin stated that the focus will remain on supporting students and maintaining effective program operations.

Dr. Austin concluded that the audit outcome reflected overall improvements and that the College will continue to monitor and address any remaining concerns as appropriate.

Perkins Audit Update- *Dr. Austin* & Ms. *Barbara Pratt*

Dr. Austin distributed copies of the Warren County Community College Carl D. Perkin Audit Report and the New Jersey Department of Education Corrective Action Plan to the Board.

Ms. Pratt provided background on the audit, noting that the Perkins audit for Fiscal Year 2022 was conducted during the COVID-19 period and consisted of document submissions and a virtual meeting with the auditor. Ms. Pratt stated the final report was issued approximately two years later and that staffing and operational challenges at the time contributed to the findings.

Ms. Pratt explained that the audit resulted in multiple findings, many of which were repetitive and related to grant administration and expense categorization. Ms. Pratt reported that one travel-related expense was charged to the Perkins grant without prior WCCC administrative approval. The College agrees with this finding and has addressed it through corrective actions outlined in the Corrective Action Plan.

Dr. Austin confirmed the College's agreement with the finding related to the unapproved expense and stated that travel is not typically charged to federal grants. Dr. Austin expressed his frustrations regarding certain audit expectations and interpretations. Dr. Austin emphasized that the College's travel and accounting practices comply with Board policy and State requirements and that corrective measures have been implemented to prevent recurrence of incorrect recording of expenses, but emphasized that said expenses had been reviewed by the Board Finance Committee years ago, and are in-line with college policies and procedures, and that this merely represented an error by a staff member in where the expense was charged.

Ms. Pratt further explained that several findings related to accounting and tracking methodologies. She stated that the College utilizes internal accounting systems supplemented by spreadsheets to track Perkins expenditures, as the State's categorical structure does not align with the College's financial system. Supporting documentation was included with the corrective action submission, as colleges do not use the same recording systems as they are not subject to the same laws as pre-K-12 school districts, something the NJDOE does not seem to comprehend, even when explained to and documented for them.

Dr. Austin and Ms. Pratt noted that the College did not have an opportunity to respond to certain findings prior to the final report. They emphasized that the College cooperated fully with the audit process and remains committed to compliance.

Dr. Austin stated that, while the audit identified areas for improvement, appropriate corrective actions have been implemented. He also explained that the error was not likely to occur again, unless there is another global pandemic coupled with a governor who does not allow people to go to work again.

Mrs. Singh asked Ms. Pratt what type of expenses are supported through the Perkins Grant. Ms. Pratt and Dr. Austin responded that the College currently receives approximately $130,000 annually in Perkins funding.

Ms. Pratt explained that a portion of the funding supports ongoing program costs, while the remainder is used to augment academic programs. She noted that Perkins funds have been used for equipment replacement, warranties, specialized instructional equipment, and program-related expenses, including support for nursing and technical programs.

Ms. Pratt further stated that many expenditures supported by the Perkins Grant are supplemental rather than mandatory. She noted that, where possible, certain costs, particularly within the drone program, have been shifted to other federal grant or College funding sources, thereby reducing reliance on the Perkins fund for those items.

WCCC Financial Procedures Manual- *Dr. Austin & Ms. Pratt*

Dr. Austin distributed copies of the Financial Procedures Manual, noting that the most recent update was completed in July 2025. Dr. Austin stated that the College maintains a comprehensive financial procedures manual and that the procedures outlined therein were followed.

Ms. Pratt explained that, during discussions with the auditor, the College was advised to adopt a formal policy explicitly stating compliance with federal grant requirements. In response, the College developed policy 504 Management of Federal Grants, originally adopted in December 2023. Ms. Pratt noted that this policy has since been revised to incorporate additional language and clarifications requested by the auditor.

Ms. Pratt stated that the revised policy reflects changes to ensure alignment with federal requirements and provides flexibility to address future compliance needs. She also noted that this policy revision is being presented to the Board as a first reading and will be considered for adoption following review.

Ms. Pratt further explained that the corrective action materials included a narrative response to each audit finding, the revised federal grant policy, a reference to the Financial Procedures Manual, and supporting financial tracking documentation. Ms. Pratt noted that a resolution related to these items would be presented for Board consideration.

Mrs. Brown reviewed items with the Board and asked if there were any questions or concerns regarding the exhibit. No questions or concerns were raised.

Mr. Schmidt, seconded by Mrs. Reitemeyer, made a **Motion to Approve Resolution Approving the Perkins Resolution and CAP As Presented (Exhibit CR-1)** Mr. Joyce, yes; Dr. Lamonte, yes; Ms. Maciag, yes; Mrs. Maier, yes; Mrs. Reitemeyer, yes; Mrs. Singh, yes; Mr. Schmidt, yes; Mrs. Steinhardt, yes; Mr. Warren, yes; and Mrs. Brown, yes. The motion carried.

Internal Auditors Report- *Ms. Barbara Pratt*

Ms. Pratt provided an update on the Internal Auditor's report, noting that there were no significant findings at this time. Ms. Pratt highlighted positive feedback regarding the Financial Aid Office, which received commendation for its strong performance.

Middle States- Ms. *Barbara Pratt*

Ms. Pratt provided an update on Middle States accreditation preparations. Ms. Pratt reported that all working groups met during the in-service day to advance their assigned areas. Ms. Pratt further stated that the Steering Committee will reconvene at the end of the semester to review and refine the group reports, with additional work to be completed over the winter break to prepare the next phase of the process.

Foundation Report- *Mr. Samir Elbassiouny*

Mr. Elbassiouny reported that the Foundation will receive a significant scholarship contribution from Mr. and Trustee Maier, owners of Land of Make Believe, following their Fourth of July fundraising event. Mr. Elbassiouny also announced a generous donation from former trustee Dr. Gilly in support of the College. Mr. Elbassiouny said that although Dr. Gilly will be unable to attend the Hall of Fame event due to travel, he remains engaged with the College community.

Mr. Elbassiouny further reported that the College has finalized an agreement for the previously donated building in Lopatcong, New Jersey. The property has been leased with an option to purchase, providing revenue over the term of the agreement.

Motion to Enter Executive Session

At 7:10 PM, Mrs. Steinhardt, seconded by Mr. Schmidt, made a **motion to enter the Executive Session.** The motion carried.

At 7:45 PM, Mr. Schmidt, seconded by Mrs. Steinhardt, made a **motion to exit Executive Session. The motion carried unanimously.**

Other Business, Announcements, Ad-Hoc Actions, and Actions required since Committee Meeting

Dr. Austin provided an overview of current marketing and media initiatives. Dr. Austin recommended engaging a media relations consultant and noted that an updated proposal is available for the Board's consideration. Dr. Austin also reported on the annual WRNJ agreement, which includes the first requested rate adjustment in twenty years, and informed the Board of an upcoming update to the College's data analysis service to support targeted marketing efforts. Dr. Austin informed the Board that this was for informational purposes only.

Dr. Austin reviewed four resolutions with the Board. The first Exhibit OB-1 authorizing the award of a non-fair and open contract to CHP Communications for media relations and consulting (FY26). The second, Exhibit OB-2, authorizing the award of a non-fair and open contract to WRNJ for advertising and media relations (FY26). The third, Exhibit OB-3, authorizing the award of a non-fair and open contract to Claritas, Inc, for market research and consulting (FY26). The fourth, Exhibit OB-4, authorizing the award of a non-fair and open contract to The Droning Company for advertising and media relations (FY26).

Mr. Reitemeyer, seconded by Mrs. Singh, made a **Motion to Approve Resolution Authorizing the Award of a Non-Fair and Open Contract to CHP Communications for Media Relations and Consulting. Roll call**: Mr. Joyce, yes; Dr. Lamonte, yes; Ms. Maciag, yes; Mrs. Maier, yes; Mrs. Singh, yes; Mr. Schmidt, yes; Mrs. Steinhardt, yes; Mrs. Reitemeyer, yes; Mr. Warren, yes; and Mrs. Brown, yes. The motion carried.

Mr. Schmidt, seconded by Mrs. Maier, made a **Motion to Approve Resolution Authorizing the Award of a Non-Fair and Open Contract to WRNJ for Advertising & Media Relations (FY26).** Mr. Joyce, yes; Dr. Lamonte, yes; Ms. Maciag, yes; Mrs. Maier, yes; Mrs. Singh, yes; Mr. Schmidt, yes; Mrs. Steinhardt, yes; Mrs. Reitemeyer, yes; Mr. Warren, yes; and Mrs. Brown, yes. The motion carried.

Mrs. Steinhardt, seconded by Mr. Joyce, made a **Motion to Approve Resolution Authorizing the Award of a Non-Fair and Open Contract to Claritas Inc. For Market Research & Consulting (FY26).** Mr. Joyce, yes; Dr. Lamonte, yes; Ms. Maciag, yes; Mrs. Maier, yes; Mrs. Singh, yes; Mr. Schmidt, yes; Mrs. Steinhardt, yes; Mrs. Reitemeyer, yes; Mr. Warren, yes; and Mrs. Brown, yes. The motion carried.

Mr. Schmidt, seconded by Mrs. Singh, made a **motion to Approve Resolution Authorizing the Award of a Non-Fair and Open Contract to The Droning Company for Advertising & Media Relations (FY26).** Mr. Joyce, yes; Dr. Lamonte, yes; Ms. Maciag, yes; Mrs. Maier, yes; Mrs. Singh, yes; Mr. Schmidt, yes; Mrs. Steinhardt, yes; Mrs. Reitemeyer, yes; Mr. Warren, yes; and Mrs. Brown, yes. The motion carried.

Comments from the Public

No comments from the public

Mr. Schmidt, seconded by Mrs. Steinhardt, made a motion to adjourn at 7:50 PM

Respectfully Submitted,

Marybeth Maciag

Marybeth Maciag, Board Secretary
Warren County Community College Trustees