Exhibit M -1

BOARD OF TRUSTEES
Retreat Meeting
MINUTES – April 1, 2023

Board Chair Yvonne Reitemeyer called to order the meeting of the Warren County Community College Board of Trustees at 9:00 AM. The meeting was held in room 201 at the College and was advertised on the College's website.

Mrs. Reitemeyer 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 Dr. Frank Gilly, Chuck Haytaian, Dr. Rosalie Lamonte, MaryBeth Maciag, Maria Maier, Peter Schmidt, Dina Shenouda, and Yvonne Reitemeyer.

Others present included Dr. Marianne Van Deursen, Acting President, Dr. William Austin, President (Sabbatical), and Jean Vasko, Recording Secretary.

Finance Committee

Chair Reitemeyer discussed the FY22 Audit with the Board.

Mr. Schmidt, seconded by Mr. Haytaian, made a **motion to accept the FY22 Audit. Role call**: Dr. Gilly, yes; Mr. Haytaian; yes; Dr. Lamonte, yes; Ms. Maciag, yes; Mrs. Maier, yes; Mr. Schmidt, yes; Mrs. Reitemeyer, yes. The motion carried.

Approval of Minutes

Mr. Haytaian, seconded by Mrs. Maier, made a **motion to approve the minutes of Feb. 8, 2023 Regular Session Meeting. Role call** Dr. Gilly, yes; Mr. Haytaian; yes; Dr. Lamonte, yes; Mrs. Maier, yes; Ms. Maciag, yes; Mr. Schmidt, yes; Mrs. Reitemeyer, yes. The motion carried.

Mr. Schmidt, seconded by Mrs. Maier, made a **motion to approve the minutes of February 8, 2023 Executive Session # 1 Meeting. Role call**: Dr. Gilly, yes; Mr. Haytaian; yes; Dr. Lamonte, yes; Mrs. Maier, yes; Ms. Maciag, yes; Mr. Schmidt, yes; Mrs. Reitemeyer, yes. The motion carried.

Mrs. Maier, seconded by Dr. Gilly, made a **motion to approve the minutes of February 8, 2023 Executive Session # 2 Meeting. Role call**: Dr. Gilly, yes; Mr. Haytaian; yes; Dr. Lamonte, yes; Mrs. Maier, yes; Ms. Maciag, yes; Mr. Schmidt, yes; Mrs. Reitemeyer, yes. The motion carried.

Trustee Betti Singh joined the meeting at 9:03am.

Communications

Dr. Van Deursen shared a thank-you card from Muhlenberg University staff in regard to the recent Articulation Agreement signing held at Warren County Community College.

Dr. Van Deursen let the Board know that she visited the Abilities CAT program housed on the WCCC campus recently. She provided the Board with an overview of her visit, and shared cards she received written by students in the program. She noted that she was very impressed with the students in the program.

Trustee Nancy Brown joined the meeting at 9:07am.

Consent Agenda

Mrs. Reitemeyer reviewed the Consent Agenda, asking Board members if they would like to have any item reviewed separately.

Motion to approve items A - M as presented:

A.	January 2023 Financial Statement	Exhibit CFA-1
B.	February 2023 Financial Statement	Exhibit CFA-2
C.	Resolution to Amend for the Carl D. Perkins Vocational and Technical Education Grant for FY23	Exhibit CFA-3
D.	Resolution Authorizing a Bid Waiver for Professional Grant Writing Services from Cascadia Consulting (FY23 and FY24)	Exhibit CFA-4
E.	Resolution Authorizing the Award of a Non-Fair and Open Contract to Allendale Machinery Systems (FY23)	Exhibit CO-1
F.	Resolution Authorizing the Increase in the Annual Bid Waiver For NJ Edge (FY23)	Exhibit CO-2
G.	Abake Health and Wellness, LLC Small Business Growth Center Lease (Renewal)	Exhibit CO-3
H.	Foundation for Autoimmune Research Education & Support Small Business Growth Center Lease (New)	Exhibit CO-4
I.	105. College Naming Rights	Exhibit CP-1
J.	201.5 College Travel/Meals/Lodging	Exhibit CP-2
K.	403.5 Credit by Examination	Exhibit CP-3
L.	502.1 Board of Trustees Responsibilities	Exhibit CP-4
M.	503 Procurement	Exhibit CP-5

Mr. Schmidt, seconded by Mrs. Maier, made a motion to approve items A-M as presented. Role call: Mrs. Brown, yes; Dr. Gilly, yes; Mr. Haytaian; yes; Dr. Lamonte, yes; Mrs. Maier, yes; Ms. Maciag, yes; Mr. Schmidt, yes; Mrs. Singh, yes; Mrs. Reitemeyer, yes. The motion carried.

Acting President's Report – Dr. Marianne Van Deursen

Dr. Van Deursen reviewed the Acting President's Report with the Board, highlighting items such as her recent lunch meeting at the College with NJCCC President Aaron Fitchner, and meeting recently with Abilities staff that focused on the CAT program housed at the College.

President's Sabbatical Report- Dr. Will Austin

Dr. Austin reviewed the President's Sabbatical Report with the Board. Listed below are a few highlighted items Dr. Austin discussed with the Board:

Droning On:

- Dr. Austin updated the Board on the status of the upcoming event that the FAA, WCCC and Embry-Riddle are planning at the College April 27-29th. He noted that the Droning On event has, at this time, the largest number of registrations ever and the numbers are a month prior to the event.

Warren UAS Accomplishments:

- Opened a satellite location for Warren UAS at Bucks County Community College.
- Trained NJ Transit Personal, trained corrections officials in Oklahoma.
- Initiated new non-credit programming.
- Signed a deal with META to create a virtual reality learning space on our VR work to date.

Fund Development Accomplishments:

- Worked to reset WCCC as a Title III eligible institution, worked to secure Title III Grant writing services with Cascadia. Estimated grant amount : 2.2 million.
- Secured the first promised gift of $100,000 towards the Fields Project
- Authorized two Congressional Appropriation Requests (Precision Agriculture Technology Project, Emergency Services with Drones).

Dr. Austin also noted that the drone staff has visited or been visited by 12 high schools to date, promoting the various programs being offered by the college.

Dr. Austin discussed the rational in regard to the procurement of the CENSYS Sentaero BVLOS(Beyond Visual Line of Sight) Unmanned Aircraft Sentaero 5 Upgrade.

Mr. Schmidt, seconded by Dr. Gilly, made a **motion to approve the Resolution Authorizing the Procurement of the CENSYS Sentaero BVLOS (Beyond Visual Line of Sight) Unmanned Aircraft Sentaero 5 Upgrade. Role call**: Mrs. Brown, yes; Dr. Gilly, yes; Mr. Haytaian; yes; Dr. Lamonte, yes; Mrs. Maier, yes; Ms. Maciag, yes; Mr. Schmidt, yes; Mrs. Singh, yes; Mrs. Reitemeyer, yes. The motion carried.

Dr. Austin discussed the benefits of having Tracer Drones lease office space at the Small Business Growth Center at this time.

Mrs. Maier, seconded by Mrs. Brown, made a **motion to approve the SBGC Lease Agreement for Tracer Drones. Role call**: Mrs. Brown, yes; Dr. Gilly, yes; Mr. Haytaian; yes; Dr. Lamonte, yes; Mrs. Maier, yes; Ms. Maciag, yes; Mr. Schmidt, yes; Mrs. Singh, yes; Mrs. Reitemeyer, yes. The motion carried.

Executive Session #1

At 9:45am, Mrs. Maier, seconded by Mrs. Brown, made a **motion to enter Executive Session. The motion carried unanimously**.

At 9:59am, Dr. Lamonte, seconded by Ms. Maciag made a **motion to exit Executive Session. The motion carried unanimously.**

The Board took a short break at 10:00am before the start of Retreat Program.

Retreat Program- Standing on the Balcony

10:07am

Welcome- *Yvonne Reitemeyer, Board Chair*

Chair Reitemeyer welcomed the Board to the 2023 Retreat. Ms. Reitemeyer briefly reviewed the past year with the Board. She informed the Board that she met recently with Dr. Van Deursen to discuss and plan for today's retreat.

Board Sharing/ACCT Conference -*Trustees*

The Board discussed the upcoming ACCT Retreat which will be held October 7-9, 2023 in Las Vegas. Trustees should let Ms. Vasko know if they are interested in attending the event as she will be registering the Trustees.

Introduction

Dr. Van Deursen shared her background with the Board, highlighting her journey which led her to Warren County Community College. She highlighted her work history at the College, which began in 1996. Dr. Van Deursen thanked Dr. Austin for his mentorship, the Board for their support, and the opportunity to serve the students and college community as the Acting President while Dr. Austin is on a working sabbatical.

Mission, Goals and Opportunity for Growth - *Dr. Marianne Van Deursen*

Dr. Van Deursen discussed and reviewed with the Board opportunities for growth listed below that she feels would benefit the College moving forward:

- Strengthen stagnate programs
- Meet with communities of interest
- Additional articulations
- Evening college for adult students
- Non- credit to credit pathways
- PLA/Advance Placement

The Board discussed the items listed and shared their thoughts with Dr. Van Deursen.

Mini SWOT Analysis- *Dr. Van Deursen, Trustees*

Dr. Van Deursen led the Board in a Mini SWOT exercise to determine the Board's perspective on the strengths and weaknesses of the institution, the opportunities for growth, and the internal/external potential threats/risks.

Goals- *Dr. Van Deursen, Trustees*

Based on the outcomes of the Mini SWOT analysis, Dr. Van Deursen led an exercise with the Board to gather insight into the Board's positions on immediate, short-term, and long term goals. Dr.Van Deursen will review the results with the Board at the June meeting along with the outcomes of the strategic planning meetings that Dr. Austin conducted with the staff.

12:35pm- 12:50pm Break

Executive Session

At 12:50pm, Dr. Lamonte, seconded by Ms. Maciag, made a **motion to enter Executive Session**. **The motion carried unanimously**.

At 1:30pm, Mr. Schmidt, seconded by Mrs. Maier, made a **motion to exit Executive Session. The motion carried unanimously.**

Other Business:

- Presidential Suite Renovation Discussion- *Dr. Van Deursen*

Dr. Van Deursen discussed proposed plans with the Board for updating the President's suite, noting that she is very cost conscious. The Board directed Dr. Van Deursen to move forward with the plans, as the Board noted that the President's office is a reflection of the College.

- Vacant Positions -*Dr. Van Deursen*

Dr. Van Deursen reviewed the current vacant positions with the Board.

- Warren Tech Memorandum of Agreement - *Dr. Van Deursen*

Dr. Van Deursen discussed the value of the Warren Tech Memorandum of Agreement for Library Services, which gives students/staff at Tech access to the College library. Dr. Van Deursen noted that having Tech students on campus provides an opportunity for recruitment at the high school level.

Trustee Singh left the meeting at 1:35 due to a prior commitment.

Comments from the Public: *(Must allow five minutes of silence for any member of the public to comment online, phone, etc.).*

Mr. Haytaian, seconded by Mrs. Maier, **made a motion to adjourn at 1:40 pm. The motion carried unanimously.**

Respectfully Submitted,

Betti Singh

Betti Singh, Board Secretary
Warren County Community College Trustees