Exhibit M -1

BOARD OF TRUSTEES
Harry E. Brown Community Board Room
MINUTES – April 11, 2026 Retreat

Board Chair Mrs. Nancy Brown called to order the meeting of the Warren County Community College Board of Trustees at 8:35 am. The meeting was held in the Harry E. Brown Community Board Room at the College 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, Ms. Maciag, Mrs. Maier, Mrs. Reitemeyer, Mrs. Singh, Mr. Schmidt, Mrs. Steinhardt, Mr. Warren, and Mrs. Brown.

Others present included Dr. William Austin, President, and Sarah Van Horn, Recording Secretary.

Approval of Minutes

Mrs. Steinhardt, seconded by Mr. Warren, made a **motion to Approve the minutes of the March 25, 2026, Board Session Meeting. Roll call**: Mr. Joyce, yes, Ms. Maciag, abstain; 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.

Mrs. Steinhardt, seconded by Mr. Schmidt, made a **motion to Approve March 25, 2026, Executive Session Minutes Roll call:** Mr. Joyce, yes, Ms. Maciag, abstain; 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.

Communications- *Dr. Will Austin*

Dr. Austin informed the Board of a request for emeritus status from former employee Dr. Lori Antonelli. It was noted that the Board had previously reviewed this request and requested that the faculty establish formal criteria for the designation. To date, no criteria have been submitted for consideration.

Board members discussed the requirement for standardized criteria to ensure a consistent evaluation process for emeritus status. Accordingly, action on Dr. Antonelli's request is deferred pending the submission by the faculty and subsequent review of the formal criteria by the Board.

Policy and Planning Committee (First Reading Policy)

Board Chair Mrs. Brown reviewed the New and Revision (First Read) exhibits, including New Policy 309.4 Minors (Individuals Under Age 18) on Campus (Exhibit CP-1), Revisions of Policy 404, Copyright (Exhibit CP-2), and Policy 501.5 Student Accounts (Exhibit CP-3).

New (First Read)

- 309. 4 Policy on Minors (Individuals Under Age 18) on Campus — Exhibit CP-1

Revision

- 404 Copyright Policy — Exhibit CP-2
- 501.5 Student Accounts — Exhibit CP-3

Consent Agenda

Chair Brown also presented the consent agenda items A through O and asked if any items should be removed for further discussion. No questions or concerns were raised.

Motion to approve items A – O as presented:

A.	January 2026 Financial Statement	Exhibit CFA-1
B.	February 2026 Financial Statement	Exhibit CFA-2
C.	Board Resolution to Amend Strengthening Career and Technical Education for the 21st Century Act (Perkins V) Grant FY26	Exhibit CFA-3
D.	President's Personnel Recommendations	Exhibit CO-1
E.	Fiscal Year 2026-Holiday Schedule	Exhibit CO-2
F.	Resolution to Offer An Associate in Science in Unmanned Systems Precision Agriculture	Exhibit CO-3
G.	Resolution Authorizing the Award of A Non-Fair and Open Contract To Joe Cerreta for Consulting Service (FY26)	Exhibit CO-4
H.	Resolution Authorizing the Award of A Non-Fair and Open Contract To J Pips Paving Company (FY26)	Exhibit CO-5
I.	Bev-Graph Realty LLC, month-to-month lease effective March 1, 2026/ $565 per month	Exhibit CO-6
J.	202.4 Reappointment Notice	Exhibit CP-4
K.	202.5 New Employee Salary Placement	Exhibit CP-5
L.	202.6 Staff Evaluation and Salary Information	Exhibit CP-6
M.	508 Policy on Electronic Transfer of Funds	Exhibit CP-7
N.	505.3 Title IV Cash Management Policy	Exhibit CP-8
O.	310 Student Clubs and Organizations	Exhibit CP-9

Mrs. Reitemeyer, seconded by Mrs. Steinhardt, made a **motion to Approve Consent Agenda Items A-O as presented. Roll call**: Mr. Joyce, 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.

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

Dr. Austin presented the Warren County Organizational chart that continues to demonstrate that the VP's of Finance and Academics will run the daily operations of their functional areas, and Dr. Austin will rely on them to oversee their respective operations and that after years of sound work by both, he remains confident in their leadership in allowing him to concentrate on more pressing matters like external fund development which he would review in more detail later. Additionally, he shared Resolution 207-27 from the Warren County Board of County Commissioners. The resolution formalizes the County's intent to dedicate the site of the former Waste-to-Energy Facility for agricultural processing and educational use in partnership with Warren County Community College.

Additionally, Dr. Austin reported a vacancy on the Finance and Audit Committee following the resignation of Ms. Gittins. He advised the Board that committee assignments may be adjusted to ensure optimal organizational balance. Board Chair Mrs. Brown appointed Ms. Maciag to the Finance and Audit Committee to fill the current vacancy.

Retreat Session

Board Chair Mrs. Brown called the Board Retreat to order at 9:02 a.m. and welcomed all attendees.

Motion to Enter Executive Session

At 9:03 AM, Mr. Schmidt, seconded by Mrs. Steinhardt, made a **motion to enter Executive Session.** The motion carried.

Mrs. Reitemeyer excused herself from the Executive Session at 9:06 AM. Rejoined at 9:11 AM

At 9:10 AM, Mr. Warren, seconded by Mrs. Steinhardt, made a **motion to exit Executive Session. The motion carried unanimously.**

Motion to Approve Revised President Position Description

Mrs. Reitemeyer recused herself and left the room prior to the vote and discussion.

Dr. Austin presented revisions to the President's Employment Agreement and the President's Position Description. Following a review of the updates, a motion was made to approve the revised agreement and position description as presented.

Mrs. Steinhardt, seconded by Mr. Warren, made a **motion to approve the revised President Position Description. Roll call**: Mr. Joyce, yes; Ms. Maciag, yes; Mrs. Maier, yes; Mrs. Singh, yes; Mr. Schmidt, yes; Mrs. Steinhardt, yes; Mr. Warren, yes; and Mrs. Brown, yes. The motion carried.

Motion to approve President's Employment Agreement Amendment C (Revised), effective April 1, 2026.

Mrs. Steinhardt, seconded by Mr. Schmidt, made a **motion to approve the President's Employment Agreement Amendment C (Revised) effective April 1, 2026. Roll call**: Mr. Joyce, yes; Ms. Maciag, yes; Mrs. Maier, yes; Mrs. Singh, yes; Mr. Schmidt, yes; Mrs. Steinhardt, yes; Mr. Warren, yes; and Mrs. Brown, yes. The motion carried.

Board Transitions- *Dr. Austin & Mr. Peter Schmidt*

Mrs. Reitemeyer returned to the room and resumed participation in the meeting.

Dr. Austin presented this item for discussion at the request of a Board member. Mr. Peter Schmidt formally notified the Board of his decision to resign due to his upcoming housing relocation outside of Warren County. Mr. Schmidt expressed his sincere appreciation for the opportunity to have served the College.

The Board and Dr. Austin extended their collective gratitude to Mr. Schmidt for his longstanding dedication and significant contributions to the institution. The Board formally recognized his commitment to the College's mission and offered their best wishes for his future endeavors.

Overview of Funding & Five-Year Strategic Plan- *Dr. Austin*

Dr. Austin presented the College's Five-Year Strategic Plan, which was developed through a comprehensive review process to meet accreditation standards and establish institutional priorities. The development phase included an evaluation of the College's mission, engagement with various stakeholder groups, and formulation of new institutional goals.

The Strategic Plan outlines high-level objectives that will be operationalized through departmental and individual planning initiatives. Dr. Austin noted that the plan will be formally presented again in November, accompanied by a summary of achievements from the previous strategic cycle. Following Board approval, the Strategic Plan will be finalized for formal publication. The Board expressed support for the plan and commended the inclusive nature of the development process.

Dr. Austin once again reviewed the fiscal realities that the College faced in 2026. He discussed plans to ensure that this 'perfect storm' of fiscal issues could be countered in the subsequent fiscal years. He noted that the College had faced any one of these issues in the past and found a way to mitigate the impact; however, the College had never faced three to four such issues simultaneously. He noted that active external fund development, comprehensive marketing, new advanced post-AI program development, and partnerships with other higher education institutions to increase economies of scale would be necessitated to mitigate the current changing landscape of American fiscal realities. He shared his commitment to do this work, and how the Strategic Plan could guide future success while also countering growing external threats to success.

Motion to approve the 2026-2031 Strategic Plan

Mrs. Reitemeyer, seconded by Mrs. Maier, made a **motion to approve the 2026-2031 Strategic Plan. Roll call**: Mr. Joyce, 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.

University Partnership/Collaboration- *Dr Austin*

Dr. Austin provided an overview of ongoing discussions regarding potential partnership opportunities with regional and statewide institutions. He noted that these conversations are framed within the context of higher education challenges, including shifting enrollment trends, the emergence of artificial intelligence, and demographic changes. It was noted that while the regional environment presents complex challenges, it also offers significant opportunities for strategic institutional growth.

The Board deliberated on the importance of exploring collaborative partnerships to strengthen academic programs, expand student opportunities, and ensure long-term institutional sustainability. Identified areas for potential collaboration that included shared programming and strategic alignment of resources. Following a review of current enrollment trends and program strengths, the Board underscored that strategic collaboration and proactive institutional development remain essential to the College's future success. The Board was reminded of the upcoming lunch with Sussex County College trustees in May.

Motion to approve the Potential University Partnership & Proposal

Mrs. Reitemeyer, seconded by Mrs. Maier, made a **motion to review a Potential University Partnership & Proposal. Roll call**: Mr. Joyce, yes; Ms. Maciag, yes; Mrs. Maier, yes; Mrs. Reitemeyer, yes; Mrs. Singh, no; Mr. Schmidt, yes; Mrs. Steinhardt, yes; Mr. Warren, yes; and Mrs. Brown, yes. The motion carried.

The Board Retreat recessed at 10:49 a.m. and reconvened at 11:02 a.m

<u>Other Business, Announcements, Ad-Hoc Actions, and Actions required since Committee Meeting</u>

Dr. Austin reported on a recent meeting with a University President, providing an overview of the discussion and sharing strategic insights regarding the vision for regional higher education.

Mr. Schmidt exited at 12:00 p.m.

Dr. Austin also provided an update on a recent change to the state funding formula for community colleges, effective July 1, 2026. Dr. Austin noted that these changes resulted in a reduction in the College's state allocation and outlined the methodology used to determine the new funding levels. The Board engaged in the discussion regarding long-standing structural funding challenges and the persistent financial disparities the College faces relative to other institutions.

Resolution to Protect Warren County College State Funding

Mr. Warren, seconded by Mr. Schmidt, made a **motion to approve the Resolution to Protect Warren County College Funding. Roll call**: Mr. Joyce, yes; Ms. Maciag, yes; Mrs. Maier, yes; Mrs. Reitemeyer, yes; Mrs. Singh, yes; Mrs. Steinhardt, yes; Mr. Warren, yes; and Mrs. Brown, yes. The motion carried.

Mrs. Steinhard excused herself from 12:28 p.m. enter at 12:29 p.m.

Dr. Austin presented a motion for the Board's consideration regarding the appointment of special counsel to provide legal and strategic support for the College, specifically the President's Office and statewide initiatives. The Board deliberated on the necessity of this appointment, emphasizing the importance of securing specialized expertise to ensure the College's interest and strategic objectives are fully protected.

Mrs. Reitemeyer, seconded by Mrs. Singh, made a **motion to approve Tettemer Law Office, LLC as Conflict Council for Warren County Community College. Roll call**: Mr. Joyce, yes; Ms. Maciag, yes; Mrs. Maier, yes; Mrs. Reitemeyer, yes; Mrs. Singh, yes; Mr. Warren, yes; and Mrs. Brown, yes. The motion carried.

The Board recessed at 12:32 p.m. and reconvened at 12:55 p.m.

Middle States- *Dr. Austin*

Dr. Austin provided an overview of the upcoming Middle States accreditation process, including the projected timeline and institutional expectations. He noted that a chairperson is expected to be assigned in late summer or early fall, followed by an initial visit around October. The full review team is anticipated to be designated early next year, with the formal site visit approximately one year from the current date.

Dr. Austin emphasized the Board's readiness for the accreditation process, noting that members remain consistently informed on key institutional areas such as finances, enrollment, and institutional operations. While a formal preparatory session will be conducted prior to the visit, Dr. Austin indicated that the Board's ongoing engagement ensures the institution is well-positioned for the review in terms of leadership and stewardship.

Dr. Austin affirmed that the Middle States Steering Committee believes that the College appears to have met all required standards for program review and outcomes assessment, but that the external review would verify college assumptions. He expressed confidence that the institution should remain in compliance and should maintain its accredited status, so long as the full staffing complement do their professional due diligence in preparation and continue their respective work to meet the standards.

Foundation Report- *Dr. Austin*

Dr. Austin provided an update on Foundation operations, emphasizing the strategic importance of strengthening fundraising initiatives to support the College. He detailed the necessity of enhancing Foundation activity through increased donor engagement and expanded community outreach. To support these objectives, Dr. Austin distributed documentation outlining the Foundation's goals for its inaugural year, and a full plan he helped the Executive Director to craft. He stated that success would fully depend on the Executive Director executing the plan as presented to the Board.

It was noted that the Foundation Director will provide the Board with regular updates concerning fundraising activities and operational progress. The Board deliberated on the importance of maintaining institutional accountability and ensuring consistent communication regarding Foundation performance. Further discussion occurred regarding potential fundraising strategies designed to support the College's long-term financial sustainability. Dr. Austin shared that this would be a central part of his work beginning in 2027, after the Middle States visit.

Discussion of Potential Academic Program- *Chair Brown*

Board Chair Mrs. Brown invited input from the Board regarding prospective academic programs for future institutional consideration. Board members recommended exploring several high-growth fields, including artificial intelligence, cybersecurity, forensic nursing, radiology technology, gaming, air traffic control, and the revitalization of the business majors at the College. Mrs. Brown acknowledged these recommendations, noting that they would be evaluated as part of the College's ongoing strategic academic planning.

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

Dr. Austin presented two motions for Board consideration: a resolution authorizing the award of a bid waiver for professional grant writing services from The Grant Lab for FY26, and a motion for the concurrent appointment to faculty for Ms. Barbara Pratt.

J

Exhibit M -1

Motion to approve the Resolution Authorizing the Award of a Bid Waiver for Professional Grant Writing Services from The Grant Lab For FY26

Mrs. Steinhardt, seconded by Mr. Joyce, made a **motion to approve the resolution authorizing the award of a bid waiver for professional grant writing services from The Grant Lab. Roll call**: Mr. Joyce, yes; Ms. Maciag, yes; Mrs. Maier, yes; Mrs. Reitemeyer, yes; Mrs. Singh, yes; Mrs. Steinhardt, yes; Mr. Warren, yes; and Mrs. Brown, yes. The motion carried.

Motion to approve Concurrent Appointment to Faculty, effective July 1, 2026, the Vice President of Finance and CFO is reappointed for a period of two years, and effective today, April 11, 2026, Barbara Pratt is also appointed with the concurrent rank of Professor of History and Business. Should the Vice President elect to assume a full-time faculty position at the conclusion of her tenure as CFO, she shall be compensated at the rate of 75% of her base salary at the time of leaving the vice-presidency for the faculty. She will assume the full duties and responsibilities of a full-time faculty member and be eligible for the same benefits as all members of the Warren County College Faculty Association. In accordance with N.J.S.A18A:60-9 and N.J.A.C.9A:7-4.1 et. Seq., effective two years from the date of this initial faculty appointment effective April 11, 2026, the Vice President shall be conferred tenure in this faculty position on April 11, 2028.

Mrs. Reitemeyer, seconded by Mr. Warren, made a **motion to approve the Motion to approve the Concurrent Appointment to Faculty, effective July 1, 2026, the Vice President of Finance and CFO is reappointed for a period of two years, and effective today, April 11, 2026, Barbara Pratt is also appointed with the concurrent rank of Professor of History and Business. Should the Vice President elect to assume a full-time faculty position at the conclusion of her tenure as CFO, she shall be compensated at the rate of 75% of her base salary at the time of leaving the vice-presidency for the faculty. She will assume the full duties and responsibilities of a full-time faculty member and be eligible for the same benefits as all members of the Warren County College Faculty Association. In accordance with N.J.S.A18A:60-9 and N.J.A.C.9A:7-4.1 et. Seq., effective two years from the date of this initial faculty appointment effective April 11, 2026, the Vice President shall be conferred tenure in this faculty position on April 11, 2028. Roll call**: Mr. Joyce, yes; Ms. Maciag, yes; Mrs. Maier, yes; Mrs. Reitemeyer, yes; Mrs. Singh, yes; Mrs. Steinhardt, yes; Mr. Warren, yes; and Mrs. Brown, yes. The motion carried.

Comments from the Public

N/A

Mrs. Steinhardt, seconded by Ms. Maciag, made a motion to adjourn at 2:27 PM

Respectfully Submitted,

Marybeth Maciag

Marybeth Maciag, Board Secretary
Warren County Community College Trustees