Exhibit M -1

Warren Community College

BOARD OF TRUSTEES
Retreat Meeting
MINUTES – April 2, 2022

Chair Yvonne Reitemeyer called to order the meeting of the Warren County Community College Board of Trustees at 9:00 AM. The meeting was conducted remotely and in room 201 at the College

Chair 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. Members of the public could attend the meeting remotely by video/teleconference access https://meet.goto.com/971555709.

The **Flag Salute** was conducted.

Roll Call:

Trustees present were Craig Dana, Dr. Frank Gilly, Chuck Haytaian, Maria Maier, Dr. Rosalie Lamonte, Peter Schmidt, Betti Singh, Nanaama Tandoh, and Yvonne Reitemeyer, Others present included Dr. William Austin, President and Jean Vasko, Recording Secretary.

Regular Agenda

Approval of Minutes

Mr. Haytaian, seconded by Mrs. Maier, made a **Motion to approve the minutes of the February 9, 2022 Regular Meeting Minutes. Role call**: Mr. Dana, yes; Dr. Gilly, yes; Mr. Haytaian, yes; Dr. Lamonte, yes; Mrs. Maier, yes; Mr. Schmidt, yes; Ms. Singh, yes; Mrs. Reitemeyer, yes. **The motion carried.**

Dr. Lamonte, seconded by Mrs. Maier, made a **Motion to approve the Executive Session minutes of the February 9, 2022 Executive Session Meeting. Role call**: Mr. Dana, yes; Dr. Gilly, yes; Mr. Haytaian, yes; Dr. Lamonte, yes; Mrs. Maier, yes; Mr. Schmidt, yes; Ms. Singh, yes; Mrs. Reitemeyer, yes. **The motion carried.**

Mrs. Singh, seconded by Mr. Schmidt, **Motion to lift COVID restrictions for outside groups effective April 3, 2022 and to re-open in the Washington and Phillipsburg facilities for external use in accordance with applicable Board policies and procedures. Role call**: Mr. Dana, yes; Dr. Gilly, yes; Mr. Haytaian, yes; Dr. Lamonte, yes; Mrs. Maier, yes; Mr. Schmidt, yes; Ms. Singh, yes; Mrs. Reitemeyer, yes. **The motion carried.**

Communications

- There were no communications

Chair Reitemeyer reviewed Consent Agenda Items A – J as presented with the Board.

Consent Agenda

A. January 2022 Financial Statement — Exhibit CFA-1

B.	February 2022 Financial Statement	Exhibit CFA-2
C.	Resolution to Amend the Carl Dr. Perkins Vocational and Technical Education Grant for FY 22	Exhibit CFA-3
D.	Resolution Designating Federal HEERF Fund Representatives	Exhibit CFA-4
E.	President's Personnel Recommendations(Revised)	Exhibit CO-1
F.	Resolution Authorizing the Award of a Non-Fair and Open to Specialty Services for the Rental and Installation of Graduation Tents, Chairs and Tables (FY22)	Exhibit CO-2
G.	Abake Health & Wellness, LLC SBGC Lease Renewal	Exhibit CO-3
H.	102. 5 Functions, Powers and Responsibilities of College Trustees	Exhibit CP-1
I.	201.8 Position Descriptions	Exhibit CP-2
J.	202.7 Holidays	Exhibit CP-3

Mrs. Singh, seconded by Dr. Gilly, made a **motion to approve Consent Agenda Items A-J as presented**: **Role call**: Mr. Dana, yes; Dr. Gilly, yes; Mr. Haytaian, yes; Dr. Lamonte, yes; Mrs. Maier, yes; Mr. Schmidt, yes; Ms. Singh, yes; Mrs. Reitemeyer, yes. **The motion carried.**

Comments from the Public: Five minutes of silence for any member of the Public to comment online, phone, etc.) was provided. There were no public comments or members of the public present online or in-person.

Retreat Agenda: Celebrating Our Success and Continuing the Legacy

- **Welcome** - *Yvonne Reitemeyer*

Board Chair Yvonne Reitemeyer welcomed the Board to the 2022 Retreat. Mrs. Reitemeyer discussed the challenges from the past year, the College's successful response to COVID, successes from drone and robotics programs, and National Recognitions. Mrs. Reitemeyer noted that it is now time to look to the future, set visions for the years to come, and leave a legacy for the College.

Mrs. Reitemeyer let the Board know that the 2022 NJCCC All-State Scholars reception will take place on Thursday, April 28th in Trenton. If any Board member is interested, please let Ms. Vasko know and she will make the arrangements.

Mrs. Reitemeyer reviewed the schedule for the Retreat and topics that will be covered. She noted that the Board will enter into Executive Session for a working lunch session to complete the President Evaluation Instrument as a group.

- **External Fund Overview** - *Dr. Will Austin*

Dr. Austin discussed the following external funding sources with the Board:

1. NJ : Securing our Children's Future Bond Act Grant ($2,038,7000)

Dr. Austin noted that the SOCF Grant process began Dec. 2020, grant was submitted Feb. 2021, grant awarded summer 2021, and the grant project is projected to be completed August 2022.

2. Federal Congressional Appropriation ($750,000.00)

Dr. Austin reviewed with the Board that the appropriate started April 2021 with a $34,999 investment, the appropriation was awarded March 2022, and implementation is the next step. He noted that the ROI is $21 for every $1 invested.

Dr. Austin reviewed the three earmark requests made by the College last year:

1. Center for Entrepreneurship and Innovation
2. Agriculture Education and Training Program
3. Center in Excellence in Small Unmanned Aircraft Technology

Dr. Austin noted that with the help of Congressman Malinowski (and the strong support of the Warren County Board of County Commissioners), the College was awarded an appropriation of $750,000, which will be utilized for the Agriculture Education and Training Program.

Dr. Austin highlighted the various ways the appropriation will be beneficial to the community from farmers, business partners, future employers, and the ability to train students for careers in multiple fields.

Dr. Austin and the Board discussed the goals and direction for the Foundation Director in regard to cultivating large scale donors for future projects.

Dr. Austin discussed the rationale for need for a shared Director of Facilities, noting that, due to multiple external funding sources, the College has begun/will be in the process of having multiple projects going simultaneously that will require oversight in addition to the normal daily operations at both facilities.

The Board had questions regarding the responsibilities and shared duties of the proposed Director of Facilities between the Tech School and the College which Dr. Austin addressed.

Mr. Haytaian, seconded by Mr. Schmidt made a **motion to empower the president to partner with Warren Vo-Tech to Hire a Shared Director of Facilities, at a Salary not to exceed $120,000, to be ratified at the next regular Board Meeting. Role call**: Mr. Dana, yes; Dr. Gilly, yes; Mr. Haytaian, yes; Dr. Lamonte, yes; Mrs. Maier, yes; Mr. Schmidt, yes; Ms. Singh, yes; Mrs. Reitemeyer, yes. **The motion carried.**

Trustee Brown joined the meeting at 10:00am

- Collier Engineering & Design Proposal — Exhibit R-1

Dr. Austin reviewed the proposal with the Board, noting that the plan includes parking lot modifications, electrical improvements, placement of a pavilion, and a trail spur.

Mr. Haytaian, seconded by Mrs. Singh, made a **motion Authorizing the Award of a Contract to Colliers Engineering & Design for Professional Services (FY22) as presented.** Role call: Mrs. Brown, yes; Mr. Dana, yes; Dr. Gilly, yes; Mr. Haytaian; yes; Dr. Lamonte, yes; Mrs. Maier, yes; Ms. Singh, yes; Mr. Schmidt, yes; Mrs. Reitemeyer, yes. The motion carried.

- The Grant Lab Proposal — Exhibit R-2

Dr. Austin discussed the rationale for hiring The Grant Lab to provided grant writing services to the College. He noted that that he has been the sole grant writer and, due to the number anticipated grants the College will be submitting, it would be beneficial to have dedicated grant writing services.

Mr. Haytaian, seconded by Mr. Schmidt, made a **motion to approve the Resolution for the Grant Lab (Exhibit R-2) not to exceed $55,000 as presented**. Role call: Mrs. Brown, yes; Mr. Dana, yes;

Dr. Gilly, yes; Mr. Haytaian; yes; Dr. Lamonte, yes; Mrs. Maier, yes; Ms. Singh, yes; Mr. Schmidt, yes; Mrs. Reitemeyer, yes. The motion carried.

- Downs Government Affairs, LLC Proposal — Exhibit R-3

Dr. Austin discussed the value of having a Professional Advocacy group dedicated to formulate creative strategies, develop new relationships with higher education clients, federal government, and agencies public/private entities for the benefit of the College.

Mr. Haytaian, seconded by Mr. Schmidt Made a motion to **approve the Resolution Authorizing the Award of a Fair and Open Contract for Professional Advocacy & Government Relations Services from Downs Government Affairs, LLC as presented not to exceed $60,500 per fiscal year.** Role call: Mrs. Brown, yes; Mr. Dana, yes; Dr. Gilly, yes; Mr. Haytaian; yes; Dr. Lamonte, yes; Mrs. Maier, yes; Ms. Singh, yes; Mr. Schmidt, yes; Mrs. Reitemeyer, yes. The motion carried.

- Abo Resolution — Exhibit R-4

Dr. Austin reviewed with the Board Dr. & Mrs. Marc Abo's strong community ties, and their philanthropic endeavors that befit the local community, and the students at the College.

Mr. Schmidt, seconded by Mr. Haytaian, made a **motion to approve the Resolution Naming the Marc N. and Aliette Annex Lecture Hall** . Role call: Mrs. Brown, yes; Mr. Dana, yes; Dr. Gilly, yes; Mr. Haytaian; yes; Dr. Lamonte, yes; Mrs. Maier, yes; Ms. Singh, yes; Mr. Schmidt, yes; Mrs. Reitemeyer, yes. The motion carried.

Dr.Austin provided a brief background on Fred Grotenhuis and his contributions to the local community which his wife Giulia continues in his name.

- Grotenhuis Resolution — Exhibit R-5

Mrs. Brown, seconded by Mrs. Singh, made a **motion to approve the Resolution Naming the Fred Thomas Grotenhuis Flight Simulation Lab.** . Role call: Mrs. Brown, yes; Mr. Dana, yes; Dr. Gilly, yes; Mr. Haytaian; yes; Dr. Lamonte, yes; Mrs. Maier, yes; Ms. Singh, yes; Mr. Schmidt, yes; Mrs. Reitemeyer, yes. The motion carried.

- **Mission Statement Renewal & Middle States** - *Dr. Will Austin*

Dr.Austin discussed with the Board the College's Mission Statement Renewal, and the integration of Diversity, Equity and Inclusion (DEI) . Dr. Austin presented a plan for future college success and shared his thoughts regarding Middle States and the next Strategic Plan.

- **Strategic Planning Process Overview and Sequence Timelines**- *Dr. Will Austin*

  - Fail Proof Pathways to Success: Strategic Plan 2020—Ended Dec.31, 2019
  - New Strategic Planning Process Begun Fall 2019
  - COVID- March 2020: Success Under Stress: COVID Strategic Plan: March 2020-May 2022

- **COVID Plans and Outcomes**
  - Everyone Survives
  - Embrace the Virtual
  - College Survives
  - External Fund Expansion
  - COVID Sustainability Goals
  - Campus Enhancement

- Advance Warren Through High Tech Program(s)
- College Personnel Renewal

- **The Return of True Paths**

1. *The Next Generation of Strategic Planning:2022-2027*
    - Academic Program Expansion
    - Academic True Paths
    - External Fund Development'
    - Community Relations & Inclusion
    - Leadership Enhancement
    - Research Program Development
    - Fiscal Stability

2. *Timeline- The Next Generation of Strategic Planning:2022-2027*
    - Spring 2022- Mission Statement Renewal Process & Design
    - Fall 2022 Strategic Planning Process Re-Convenes Groups
    - Planners meet & develop strategic goals & objectives
    - Board Review
    - New Plan Implementation begins Spring 2023

- **Board Academic Priorities**

1. Complete Dr. Joseph Warren Robotics Center & Related Programs
2. Develop 4 High Tech Degree Programs
3. Expand True Paths to All Majors
4. Embed High Tech into All Majors

<u>Executive Session- Working Lunch</u>

Mrs. Singh, seconded by Mr. Dana, made a motion to enter Executive Session at 12:00pm. The motion was approved unanimously.

Mrs. Brown, seconded by Dr. Gilly, made a motion to exit Executive Session at 1:05 pm. The motion was approved unanimously.

<u>Other Business</u>

- Collier Design Discussion- *Dr. Will Austin*

Dr. Austin discussed the issues with current bids, noting that it would be best interest of the College at this time to wait till the fall and rebid the projects.

- AUVSI Agreement - *Dr. Will Austin*

Dr. Austin discussed the rationale for the AUVSI agreement noting the national exposure the College program would receive, providing a platform for expanding student recruitment.

Dr. Gilly, seconded by Mrs. Singh made a **motion to advance the UxS degree through attendance and active participation at the AUVSI 2022 Xponential Conference, including having the trailer an systems transported to Orlando as part of a pro bono college exhibit provided by AUVSI, as well as to take adjuncts, staff and students to the conference as presenters and assistants, to sponsor the adjunct FAA Drone Symposium, co-located at Xponential and to sponsor Drones in School which is also co-located at Xponentail. Further, approval is granted to allow the**

president to enter into contracts with AUVSI to exceed $17,500, with a public Board Resolution to take place at the subsequent Board Meeting with a report on the activities and outcomes. **Role call**: Mr. Dana, yes; Dr. Gilly, yes; Mr. Haytaian, yes; Dr. Lamonte, yes; Mrs. Maier, yes; Mr. Schmidt, yes; Ms. Singh, yes; Mrs. Reitemeyer, yes. **The motion carried.**

Role call: Mr. Dana, yes; Dr. Gilly, yes; Mr. Haytaian, yes; Dr. Lamonte, yes; Mrs. Maier, yes; Mr. Schmidt, yes; Ms. Singh, yes; Mrs. Reitemeyer, yes. **The motion carried.**

- External Group Presentation(Solar)

Dr. Austin introduced the Hon. Timothy McDonough, Mayor of Hope Township, NJ. Mr. McDonough who provided the Board with an introduction to Lisa Hibbs, VP Operations and Government Relations, Commercial Utility Consultants, LLC.

Ms. Hibbs discussed a new program put in place by the N.J. Board of Utilities in 2018 dealing with renewal energy projects and Remote Net Metering that may be financially beneficial to the College. Ms. Hibbs introduced Victoria Molloy, and Andrew Kennedy from The Phoebus Fund, LLC.

Mr. Kennedy discussed with the Board the benefits of the College utilizing Agrivoltaic technology with Remote Net Metering regulations to provide public entities with significant cost savings.

The Board conducted a livery discussion with Ms. Hibbs, Ms. Molloy and Mr. Kennedy in regard to the processes, functionally, set-up, cost analysis, contracts, and projected savings.

The Board unanimously agreed that they would need more detailed information, and would table the discussion for now. The Board noted that they would be open to future discussion with the company in person at a later date after an attorney reviews laws currently in place. Mr. McDonough thanked the Board for their time.

Comments from the Public: Five minutes of silence for any member of the Public to comment online, phone, etc.) was provided. There were no public comments or members of the public present online or in-person.

Motion to Adjourn

Mr. Dana, seconded by Mr. Haytaian, made **a motion to adjourn at 2:15pm. The motion carried unanimously.**

Respectfully Submitted,

Betti Singh

Betti Singh, Secretary
Warren County Community College Trustees