Exhibit M -1

BOARD OF TRUSTEES
Harry E. Brown Community Board Room
MINUTES – December 13, 2023

Board Chair Yvonne Reitemeyer called to order the meeting of the Warren County Community College Board of Trustees at 6:30PM. The meeting was held in the Harry E. Brown Community Board Room 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 Nancy Brown, Elizabeth Gittins, Donnell Joyce, Dr. Rosalie Lamonte, Maria Maier, Betti Singh, Peter Schmidt, Therese Steinhardt, and Yvonne Reitemeyer.

Others present included Dr. William Austin, President, Barbara Pratt, VP Finance/CFO, Liam McManus, College Attorney, and Jean Vasko, Recording Secretary.

Presentations

- Student Drone Project- *Sai Sankar, Teaching Administrator, AI/Robotics, Warren UAS students Sadd Abdelhady, Tracy Ammons, Tristan Austin, and Joe Tinervia*

Mr. Sanker shared with the Board two drone projects that the UAS students are currently working on which are proprietary to Warren. He noted that Warren is the first college or university to attempt designing a drone specifically for use in the battlefields in Ukraine. He let the Board know that they are the first, outside of the classroom, to see these drone prototypes.

Mr. Sankar, along with students Sadd Abdelhady, Tracy Ammons, Tristan Austin, and Joe Tinervia provided detailed background on the development, design and completion process for each drone.

The Board had questions on proprietary vs. patent, unit cost, manufacturing, viability and uses for the two drones which Mr. Sankar, the students, and Dr. Austin addressed.

Mr. Sankar thanked the Board for their continued support of the UAS/AI Robotics programs.

The Board thanked Mr. Sankar and the students for a very informative presentation, and that they are extremely proud of all they are accomplishing.

Dr. Austin informed the Board that two students graduating in May 2024 from the UAS program have received job offers from NJ Transit with starting salaries of $110,000.00.

Comments from the Public on Agenda Items Only

No Comments

Communications

Dr. Austin informed the Board that Financial Aid Associate Ashley Fox will be resigning effective January 18, 2024 to take a job closer to her home. He suggested that this was a big loss for the college community and that she had been scheduled for one of the increments, but that he was unfortunately too late to address her decision.

Policy & Planning Committee

Chair Reitemeyer indicated that the following policy is being brought forward for consideration under the first reading:

Revision

- 102.18 Speakers Before the Board at Public Hearings — Exhibit CP-1

It was agreed that this policy would be brought to the Board for second reading in February 2024.

Approval of Minutes

Mrs. Brown, seconded by Mrs. Singh, made a **motion to Approve the Reorganization Minutes for the November 15, 2023 Meeting. Roll call**: Mrs. Brown, yes; Ms. Gittins, yes; Mr. Joyce, yes; Dr. Lamonte, yes; Mrs. Maier, yes; Mr. Schmidt, abstain; Mrs. Singh, yes: Mrs. Steinhardt, yes; Mrs. Reitemeyer, yes. The motion carried.

Mrs. Steinhardt, seconded by Mrs. Maier, made a **motion to Approve the Regular Session Minutes for the November 15, 2023 Meeting. Roll call**: Mrs. Brown, yes; Ms. Gittins, yes; Mr. Joyce, yes; Dr. Lamonte, yes; Mrs. Maier, yes; Mr. Schmidt, abstain; Mrs. Singh, yes: Mrs. Steinhardt, yes; Mrs. Reitemeyer, yes. The motion carried.

Ms. Gittins, seconded by Mr. Joyce, made a **motion to Approve the Executive Session #1 Minutes for the November 15, 2023 Meeting. Roll call**: Mrs. Brown, yes; Ms. Gittins, yes; Mr. Joyce, yes; Dr. Lamonte, yes; Mrs. Maier, yes; Mr. Schmidt, abstain; Mrs. Singh, yes: Mrs. Steinhardt, yes; Mrs. Reitemeyer, yes. The motion carried.

Mrs. Brown, seconded by Mrs. Maier, made a **motion to Approve the Executive Session #2 Minutes for the November 15, 2023 Meeting. Roll call**: Mrs. Brown, yes; Ms. Gittins, yes; Mr. Joyce, yes; Dr. Lamonte, yes; Mrs. Maier, yes; Mr. Schmidt, abstain; Mrs. Singh, yes: Mrs. Steinhardt, yes; Mrs. Reitemeyer, yes. The motion carried.

Consent Agenda

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

Motion to approve items A – R as presented:

A.	October 2023 Financial Statement	Exhibit CFA-1
B.	November 2023 Financial Statement	Exhibit CFA-2
C.	Resolution Authorizing the Allocation/Reallocation of Unrestricted Funds to Support College Priorities (FY24)	Exhibit CFA-3
D.	President's Personnel Recommendations (Revised)	Exhibit CO-1
E.	Resolution Approving the Award of a Fair and Open Contract to Dell Technologies Through the Omnia Partners Cooperative (FY23)	Exhibit CO-2
F.	Resolution Approving the Award of a Fair and Open Contract to Safeware, Inc. (FY24)	Exhibit CO-3
G.	Resolution Authorizing the Award of a Non-Fair and Open Contract for the Rental and Installation of Graduation Tents, Chairs	Exhibit CO-4

and Tables (F24)

H.	Resolution Authorizing the Award of a Non-Fair and Open Contract to James Paterson for Media Relations and Consulting (FY24)	Exhibit CO-5
I.	Resolution of the Warren County Community College Board of Trustees Designating a Public Agency Compliance Officer (P.A.C.O.) Calendar Year 2024	Exhibit CO-6
J.	107 Presentations Before the Board of Trustees	Exhibit CP-2
K.	202.15.2 Appointment of Full-Time Employees to Adjunct Assignments	Exhibit CP-3
L.	205. Professional Development to Meet Institutional Needs	Exhibit CP-4
M.	503.9 Recording of College Assets	Exhibit CP-5
N.	504 Management of Federal Grants	Exhibit CP-6
O.	503 Procurement	Exhibit CP-7
P.	511 Unaccompanied Children Policy	Exhibit CP-8
Q.	514 Reporting Criminal Acts & Other Emergencies on Campus	Exhibit CP-9
R.	514.5 Missing Person Policy	Exhibit CP-10

Ms. Vasko let the Board know that there is a typo in Exhibit CO-1, Appendix A. The date should read January 1, 2024, not July 1, 2024. Ms. Vasko will make the correction in Appendix A and reflect the change in the Board minutes.

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

Mr. Schmidt, seconded by Mrs. Maier, made a **motion to Approve Employee Retirement Settlement Agreement (Exhibit CO-7 Rev.). Roll call**: Mrs. Brown, yes; Ms. Gittins, yes; Mr. Joyce, yes; Dr. Lamonte, yes; Mrs. Maier, yes; Mr. Schmidt, yes; Mrs. Singh, yes: Mrs. Steinhardt, yes; Mrs. Reitemeyer, yes. The motion carried.

President's Report- *Dr. Will Austin*

- Contemplation Garden Update

Dr. Austin discussed with the Board plans to move forward on the Contemplation Garden on college grounds. He reviewed the site plan diagram with the Board, noting the placement of various aspects of the Contemplation Garden, and how it will blend into the existing landscaping.

Dr. Austin let the Board know that Paul Sterbenz will be donating a $100,000 towards the cost of the project, that the reserves were set aside to cover an additional $100,000. Dr. Austin and Samir Elbassiouny will be actively seeking donors to cover the remaining $100,000 in anticipated costs.

College Report – *Dr. Will Austin*

- Embry-Riddle Training

Dr. Austin discussed a recent training trip that he, Samir Elbassiouny, and two drone students attended at the Embry-Riddle campus in Daytona, Florida last week. Dr. Austin noted that Mr. Elbassiouny drove the college truck/ drone command center trailer to the Embry-Riddle campus.

Mr. Elbassiouny shared with the Board that he was very impressed with how highly the Embry-Riddle staff/faculty and students view the Warren UAS program.

Dr. Austin informed the Board that a faculty member at Embry-Riddle, who visited Warren previously, was so impressed with the work Warren UAS is doing that they will be moving to the area for about a year to help work with students.

Dr. Austin let the Board know that the Austin Community College adopted the Warren UAS program, and that this is another positive collaboration for the College.

- ACCT, ACCT NLS, Trustee Training

Dr. Austin noted that the Trustees will report on both the ACCT and the upcoming ACCT NLS at a future Board meeting.

Dr. Austin discussed training that is required for new Trustees. The training is provided by ACCT/NJCCC and being offered virtually on Jan. 9 and Jan. 11, 2024. Chair Reitemeyer asked Ms. Vasko to see if, other than new Trustees, who will need to complete the required training and let the Trustees know.

Internal Auditors Report- *Barbara Pratt*

Ms. Pratt let the Board know that the Auditors are currently on campus for their five days of field work. Ms. Pratt informed the Board that the Audit may not be completed in February due to changes in regard to how specific items are monetarized. She noted that the Audit is not due till the end of March.

Executive Session

At 7:09 PM, Mrs. Maier, seconded by Mrs. Singh, made a **motion to enter Executive Session.** The motion carried.

At 7:16 PM, Mrs. Steinhardt, seconded by Mrs. Maier, made a **motion to exit Executive Session.** The motion carried.

Other Business, Announcements and Ad-Hoc Items

Mrs. Steinhardt, seconded by Mrs. Brown, made a **motion to Approve the Resolution Approving the Award of a Fair and Open Contract to CHP Communications for Media Spokesperson Consulting (FY24) as presented in Exhibit AHA-1 and the Resolution Approving the Award of a Fair and Open Contract to SHI International (FY24) as presented in Exhibit AHA-2. Roll call**: Mrs. Brown, yes; Ms. Gittins, yes; Mr. Haytaian; yes; Mr. Joyce, yes; Dr. Lamonte, yes; Mrs. Maier, yes; Mrs. Singh, yes: Mrs. Steinhardt, yes; Mrs. Reitemeyer, yes. The motion carried.

Comments from the Public:

None

Mrs. Singh, seconded by Mr. Schmidt, made a motion to adjourn at 7:18pm. The motion carried unanimously.

Respectfully Submitted,

Betti Singh, Board ~~Secretary~~ Chair
Warren County Community College Trustees